

INTEGRATED TRIBAL DEVELOPMENT AGENCY: KORAPUT.

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No. 1456 /XV/ 33

Date: 13 /06/ 2025

TENDER CALL NOTICE

Integrated Tribal Development Agency, Koraput hereby invites Sealed Tenders in the prescribed format from reputed & Registered Outsourcing Service Provider Agencies having registered office located within State of Odisha and possessing valid license, statutory clearance, Service Tax Registration, EPF Registration, ESI Registration and PAN No. for providing services of 02 Nos Co-ordinator and 02 Nos MIS Asst. Personnel in the Office of Sub-Collector, Koraput & Jeypore for setting up FRA cells under **Dharti Aaba Janajatiya Gram Utkarsh Abhiyan (DA-JGUA)** as mentioned below for a period of one year from the date of commencement of the contract as would be indicated therein.

The tender should be addressed to the Project Administrator, ITDA, Koraput Dist.-Koraput Pin-764020 and reach the office of the undersigned by 20.06.2025 up to 5.30 P.M. through Speed Post/Registered Post only. The interested Agencies should be clearly mentioned on the top of envelope as “**Tender call For Selection of Outsourcing Agency**”. The sealed tenders will be opened on dt.21.06.2025 at 11.00 A.M. in the office chamber of P.A., ITDA, Koraput. The agency (ies) who have applied is/are requested to present in the office chamber of the undersigned on the date & time fixed for opening of Tender. The detailed Terms & Conditions and list of documents to be submitted is available in the website <https://koraput.odisha.gov.in/>


Project Administrator,
ITDA, Koraput

Date: 13 /06/ 2025

Memo No 1457 /25

Copy to Notice Board of ITDA, Koraput, District e-Governance Manager, Collectorate ,Koraput / All Block Development Officers of Koraput District / All Tahasildars of Koraput District / Sub-Collector, Koraput/ Jeypore / P.A,ITDA, Jeypore for information and wide publication


Project Administrator,
ITDA, Koraput

Date: 13 /06/ 2025

Memo No 1458 /25

Copy submitted to the Collector & District Magistrate, Koraput for favour of kind information.


Project Administrator,
ITDA, Koraput

TENDER DOCUMENT FOR PROVIDING SERVICES
OF 04 (Four) NOS. OF HR PERSONNEL UNDER
DHARATI AABA JANAJATIYA GRAM UTKARSH
ABHIYAN (DA-JGUA) ON OUTSOURCING BASIS
THROUGH SERVICE PROVIDER AGENCY

**INTEGRATED TRIBAL DEVELOPMNET AGENCY,
KORAPUT**

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Scope of Work and General Instruction for Bidders

Section 1 – Scope of Work

The PA, ITDA, Koraput, (Nodal Officer, FRA) requires the service of reputed , well established and financially sound Manpower Service Providers to provide services of 02 number of Coordinators & 02 number of MIS Assistants at Sub-Collector Office Koraput /Jeypore on contractual basis.

The Outsourcing Agency will be responsible for timely placement and management of the selected Coordinators & MIS Assistants under the Scheme DA-JAGUA as per the criteria/terms detailed in the document.

The detailed terms of reference for the HR Outsourcing agency can be broadly categorized into following parts:

Human Resources Management

- Ensure regular payment of monthly remuneration to engaged personnel through NEFT transfer, as per the rates mentioned. Except the statutory deductions like TDS, no other amount shall be deducted from the fixed remuneration.
- Ensure statutory compliance like EPF, Gratuity, TDS deduction etc, as required by the prevailing norms.
- Provide replacement of personnel in case of vacancies arising during the course of the agreement, from the waitlisted candidates.

Other Conditions:

- The day to day work of the Coordinators & MIS Assistants will be assigned by the designated officer of the District office & Sub-Collector office under the District Administration, Koraput and all the monitoring and reporting aspects of the engaged personnel will be under control and supervision of the designated officer.
- The PA, ITDA, Koraput (Nodal Officer, FRA) shall have the right to verify the actual payment made and may request the Manpower Service Providing Agency to provide excerpts of the bank statement of the payment made as the proof of payment and if not satisfied shall withhold the payments due to the HR Service Provider in addition to other legal action.
- In case the authority is not satisfied with the performance of the engaged personnel or because of indiscipline, may ask the HR Service Provider in writing, providing the reasons thereof, to withdraw the personnel and provide a replacement.

Section 2 – ELIGIBILITY / QUALIFYING CRITERIA FOR THE HR RECRUITMENT AGENCY

Following are the essential qualifying criteria for the Manpower Providing Agency to technically qualify for the assignment:

- I.) The bidder should be incorporated or registered as HR Service Provider Firm / Agency, Private Limited Company, Public Limited Company or Society / Trust since last 5 years. The incorporation /Registration certificate should be furnished as documentary proof.
- II.) The bidder should have been a Man Power Service Providing Agency / HR Service Provider for at least 3 (Three) years. A list of clients being served or served in by the bidder must be provided with the Technical Bid in the prescribed format along with documentary proof.
- III.) The bidder should have valid registration under Service Tax Rules, Income Tax, EPFO, ESI Corporation and Labour Act. The copies of Service Tax Registration Certificate, Permanent Account Number (PAN), Labour Registration Certificate, EPF Registration Certificate and ESI Registration Certificate should be furnished as documentary proof.
- IV.) The average annual turnover of the bidder for the past 3 years should not be less than Rs.5,00,000 /- (Rupees Five lakh) per annum. A copy of the Audited Balance sheet must be submitted with the Technical Bid.
- V.) The HR Service Provider must have filed income tax returns for the financial 2021-22, 2022-23 and 2023-24. Copy of Income Tax return should be furnished as documentary proof.
- VI.) The Bidder should have been registered in India with an office in Odisha.
- VII.) The Bidder should not have been black listed by any State Government or Central Government. A self-declaration to this effect shall be submitted by the Bidder in the prescribed format

Section 3 – GENERAL TERMS AND CONDITIONS

3.1 Cost of Tender Documents & Earnest Money Deposit

a. Tender Document Fee – Tender document can be downloaded from the website (<https://koraput.odisha.gov.in/>). The bidders are required to submit the Non- Refundable Tender Document Fee of Rs.1,000 /- in shape of an account payee Demand Draft from any of the nationalized bank in favour of the **Project Administrator, ITDA, Koraput** and payable at Koraput along with the Tender Paper. The proposals received without or with inadequate fees shall be rejected.

b. Earnest Money Deposit – Bidders shall submit, along with their Technical Bids, EMD of Rs. 1,00,000 /- (Rupees One Lakh) only in the shape of an Account Payee Demand Draft issued by any nationalized bank in favour of Project Administrator, ITDA, Koraput and shall be valid for 90 days from the due date of the Bidding / Bid documents.

- I) EMD of all unsuccessful bidders would be refunded within 45 days of the bidder being notified as being unsuccessful. The EMD for the amount mentioned above, of successful bidder would adjust as a part of the Performance Guarantee during the period of the contract.
- II) The EMD amount is interest free and will be refundable to the unsuccessful bidders without any accrued interest on it.
- III) The bid documents submitted without EMD, mentioned above, will be summarily rejected.
- IV) The EMD may be forfeited:-
 - a. If a bidder withdraws its bid during the period of bid validity.
 - b. In case of successful bidder, if the bidder fails to sign the contract in accordance with this tender paper.
 - c. If found to have a record of poor performance such as having abandoned work, having been black-listed, having inordinately delayed completion and having faced commercial failures etc.

3.2 Submission of Bids

Sealed cover containing the Bid/Proposal with caption “Selection of Manpower Service Providing Agency for providing Coordinators & MIS Assistants under DA-JGUA.

Completeness of Bid

Submission of the proposals/bid shall be deemed to have been done after careful study and examination of the bid documents with full understanding of its implications.

Late Bid

- a. Bids received after the due date and the specified time (including the extended period if any) for any reason whatsoever, shall be rejected.
- b. The authority shall not be responsible for any postal delay or non-receipt / non-delivery of the documents. No further correspondence on the subject will be entertained.
- c. The authority reserves the right to modify and amend any of the stipulated condition/criterion.

3.3 Language of the Bid

The proposal should be filled by the Bidder in English language only.

3.6 Currency of the Proposal / Bid Document

The currency (ies) of the Proposal offer and the transaction details provided in the Proposal / Bid Document should be in Indian Rupees (INR)

3.7 RIGHT TO TERMINATE THE PROCESS

- a. The Authority may terminate the bidding process at any time and without assigning any reason thereof.
- b. The submission of tender paper does not constitute an offer by PA, ITDA, Koraput (Nodal Officer, FRA) The Bidder participation in this process may result in selecting the bidder to engage towards execution of the agreement.

Section 4 – GUIDELINES FOR SUBMISSION OF PROPOSAL

4.1 TECHNICAL PROPOSAL

Bidders are required to submit the Technical Proposal in the prescribed format only. The technical proposal should accordingly include the following:

1. Bid Cover Letter – Technical Bid {Form – 1}
2. Bidders Profile – { Form – 2 }
3. Documents Checklist – { Form – 3 }
4. Self-declaration of not being ineligible / black listed – { Form – 4 }
5. All Documentary Evidences as required in the bid document (Please refer Document Checklist) {Form – 3}

Section 5 – EVALUATION PROCESS

- I. In the first stage, the technical proposals will be scrutinized as per the Eligibility criteria and completeness of the documents as prescribed in the bid document.
- II. The Bids qualifying the Eligibility criteria and complete in respect to the availability of the documents will be considered for final Evaluation.
- III. The Committee; all nominated Officers i.e, ADM, Revenue, Sub-Collector, Koraput & DWO, Koraput will constitute the tender committee to finalize the bid documents.

Section 6 – AWARDED OF AGREEMENT

The PA, ITDA, Koraput (Nodal Officer, FRA) will award the agreement to the successful bidder qualifying in the Technical Bid.

6.1 NOTIFICATION OF AWARD

The PA, ITDA, Koraput (Nodal Officer, FRA) will notify the successful bidder in writing or by fax or email, that its proposal has been accepted.

6.2 SIGNING OF THE AGREEMENT

After notification award by PA, ITDA, Koraput notifies the successful bidder that its proposal has been accepted, the Office of the PA, ITDA, Koraput (Nodal Officer, FRA) shall enter in to a separate contract / Agreement with the selected Outsourcing Agency, incorporating all clauses.

6.3 FAILURE TO AGREE WITH TERMS & CONDITIONS OF THE BID DOCUMENTS

Failure of the successful bidder to agree with the Legal Agreement and Terms & Conditions of the bid documents shall constitute sufficient grounds for the annulment of the award, in which event the PA, ITDA, Koraput (Nodal Officer, FRA) may award the contract to the next best value bidder or call for new proposals from the interested bidders.

6.4 TERM OF THE AWARD

The period of contract shall be for a period of 01 (One) years only from the date of execution of agreement.

Section 7 – PAYMENT TERM & CONDITION

The payment to be selected Agency will be made as per the following terms

- The Service Provider will claim as Service charge on negotiable basis (having lowest bidder of service charge is being considered) after signing the separate agreement with the Office of PA, ITDA, Koraput from due engagement of Coordinators & MIS Assistants.

ANNEXURE – A

DETAILS OF HR POSITIONS, JOB-DESCRIPTION AND REMUNERATION MINIMUM QUALIFICATIONS & EXPERIENCE

Number of personnel to be deployed

- Designation – Coordinator & MIS Assistant
- Number of post - Total 04 (Coordinator – 02 & MIS Assistant- 02)
- Place of engagement – Sub-Collector, Office, Koraput & Jeypore

7.1 Co-ordinators

Education

- Candidate should have completed graduation; Individuals with Master's Degree will be preferred.

Work Experience:

- Minimum 2-3 years of experience in NGO / social sector projects
- Candidates from the concerned District should be preferred for all the positions under scheme
- Experience of working with Government Projects will be an added advantage.
- Fair understanding of Central /State Govt. Schemes & Community mobilization skills.
- Experience in delivery of training & capacity building programmes / initiatives.
- Experience of networking with line Department of Governments

Language and competency

- Fluency in oral and written communication in English and Odia

Computer Skills

- Proficiency in computer skills like the use of MS office and conversant with internet/emails.

Remuneration

- Consolidated remuneration of Rs.35,000 /- (Rupees Thirty five thousand) only per month

7.2 MIS Assistant.**Education:**

- Candidate should have completed graduation and PGDCA course
Individuals with Master's Degree will be preferred

Work Experience

- 02 years of experience in data entry and large scale database management in any reputed Govt./ Private Agency.

Language and competency

- Fluency in oral and written communication in Odia and English is a mandatory requirement.

Remuneration

- Consolidated remuneration of Rs.25,000 /- (Rupees Twenty five thousand) only per month

FORMAT FOR SUBMISSION OF TECHNICAL PROPOSAL

Form 1: Cover Letter (Technical Bid)

Tender Call Notice No. _____ Date _____

To

The PA, ITDA, Koraput (Nodal Officer, FRA)

Subject: Submission of the Technical Bid/Proposal for selection of HR Service Provider for providing manpower in the Office of Sub-Collector, Koraput & Jeypore for setting up FRA cells under **Dharti Aaba Janajatiya Gram Utkarsh Abhiyan (DA-JGUA)**

Dear Sir/ Madam

We, the undersigned, offer to provide our services to the Office of Sub-Collector, Koraput & Jeypore of Koraput District on your Tender Call Notice no Dated We are hereby submitting our proposal, which includes this Technical Bid sealed in envelope.

We hereby declare that all the information and statements made in this Technical bid are true and accept that any misinterpretation contained in it may lead to our disqualification.

We agree to abide by all the terms and conditions of the bid documents.

Yours sincerely

Authorized Signature [*in full and initial*]:

Name and Designation of Signatory:

Name of Firm:

Address:

Location:

Date:

Form 2: Particulars of the Bidder

Tender Call Notice No. _____ Date _____

- 1. Name of the Organization:
- 2. Legal Status of Organization
- 3. Address of Corporate / National Office
- 4. Address of the office in Odisha
- 5. Telephone No. Fax No.
- 6. Email Address
- 7. Website
- 8. Registration No. of Certificate of Incorporation & Date
- 9. No. of years organization has been in existence (as on 1st April 2025)
- 10. Service Tax Registration no. & Date of Registration
- 11. Permanent Account Number of Income Tax & Date of Regn.
- 12. Registration No. of Labour Regn. Certificate & Date of Regn.
- 13. Registration No. of EPF Regn. Certificate & Date of Regn.
- 14. Registration No. of ESI Regn. Certificate & Date of Regn.
- 15. No. of years of experience as HR Service Provider (as on 1st April 2025)
- 16. Date of first assignment as HR service provider (dd/mm/yyyy)
- 17. Date of first assignment as HR service provider for Govt. Deptt. (dd/mm/yyyy)

18. Annual Turnover (Rs.) for 3 years as below:

Year	Total Turnover
2021-2022	
2022-2023	
2023-2024	
Average Annual Turnover	

19. Details of experience of carrying out assignments as HR service provider in Govt. Sector / Public Sector Undertaking/Autonomous Bodies in chronological order since inception

Sl. No.	Financial Year	Description of Assignment as per Work Order	Name of Issuing Authority	Duration of Assignment			Value of Assignment (Rs.)	Work Order attached (page no.)
				Start Date	End Date	Total Duration of Assignment in Months		

Note: The information provided in the above table must be supported by relevant work order

Copy.

Signature of the witness:

Date:

Place:

Signature of the Bidder

Date:

Place:

Company Seal

Form 3: Document Checklist for Technical Bid

Sl. No.	Eligibility Compliance Document	Provided (Yes / No)	Page No. in the Technical Bid
1	Copy of Certificate of incorporation / Registration / Partnership Deed, MoA/ Bye-laws etc		
2	Copy of Service Tax Registration Certificate		
3	Copy of Income Tax PAN		
4	Copy of Labour Registration Certificate		
5	Copy of EPF Registration Certificate		
6	Copy of ESI Registration Certificate		
7	Copy of Audited Balance sheet and Profit & Loss Account as proof of Annual Turnover for the financial years 2021-22 and 2022-23 and 2023-24		
8	Copy of Income Tax Return for the financial years 2021-22 and 2022-23 and 2023-24		
9	Copy of Service tax Return for the financial years 2021-22 and 2022-23 and 2023-24		
10	Copy of work orders from the client		
11	Copy of Self Declaration		
12	Tender Paper Cost (DD No. Amount : Bank: Date:.....)		
13	Earnest Money (DD No:..... Amount: Bank:..... Date:)		

Signature of the witness:

Date:

Place:

Signature of the Bidder

Date:

Place:

Company Seal

Form 4: Self-declaration of not being ineligible

On the Letter Head _____

I, Sri/Smt. _____ aged about _____ years

S/o/D/o/W/o _____ Proprietor/Partner/ Director of M/s

_____ At _____

Po _____ PS _____ and District _____

do hereby solemnly declare as follows.

1. That pursuant to the tender call notice _____ dt. _____ of the Office of the PA, ITDA, Koraput at the District level, I / my firm / company am / is an intended bidder to participate in the said tender process.
2. That as per terms & conditions of the tender documents, I am to declare that, I / my firm / company have not been blacklisted by any Central/State Govt. Organization or by any Public Sector undertakings of the State/Central Govt.
3. That neither any criminal case nor any vigilance case is pending against me/my firm/company before any forum.
4. That the facts stated above are true to the best of my knowledge and belief

Signature of the Bidder

Date:

Place:

Company Seal