

**TENDER DOCUMENT FOR ENGAGEMENT OF ONE SSR  
ASSISTANT(ELECTIONS) ON OUTSOURCING BASIS THROUGH  
SERVICE PROVIDER AGENCY**

**ERO-CUM-SUB-COLLECTOR,DEOGARH**

## CONTENTS OF TENDER DOCUMENT

Sl.No.	Description of contents	Page Number
1	Contents of tender document	2
	Notice invited tender	3
	Different date of tender	4
2	Scope of work and general instruction for service bidders	5-6
3	Technical specification for the service provider and the manpower to be deployed in the office of the ERO-cum-Sub-Collector, Deogarh by Service Provider	7
4	Tender Application-Technical Bid	8-9
	Declaration	10
5	Tender Application-Financial Bid	11
6	Term and conditions	12-16
7	Documents to be provided with the Technical Bid and documents to be submitted by the successful agency before deployment of manpower.	17

OFFICE OF THE SUB-COLLECTOR:DEOGARH

SHORT TENDER CALL NOTICE

No. 2761 /Elect. Dated: 13.10.2023

Sealed quotations are invited from eligible Service Providing Agencies to provide manpower i.e. one SSR Assistant(Elections) in the office of the ERO-cum-Sub-Collector, Deogarh through a suitable placement agency on contract basis for day to day Special Summary Revision (Election) work.

The detailed information for outsourcing the services of SSR Assistant (Elections) has been given in the Tender document which may be download form the website of Deogarh district(www.deogarh.nic.in).The last date and time for submission of Tender documents is 27.10.2023 by 1.30PM and shall be opened at 4.00PM on 27.10.2023.

The undersigned reserved the right to accept or reject any or all the quotation without assigning any reason thereof.

*M*  
13/10/23  
ERO-cum-Sub-Collector,Deogarh.

Memo No. 2762 /Elect. Dated: 13.10.2023

Copy alongwith copy of the Tender document forwarded to the District Informatics Officer, NIC, Deogarh for information and necessary action .He is requested to upload the same in the District website for wide spread among the general public.

*M*  
13/10/23  
ERO-cum-Sub-Collector,Deogarh.

Memo No. 2763 /Elect. Dated: 13.10.2023

Copy alongwith tender document submitted to the Additional District Magistrate,Deogarh/CDO-cum-EO,Zilla Parishad,Deogarh for information.They are requested to publish this Notice in their office Notice Board.

Copy forwarded to the all Tahasildar/All BDOs/All CDPOs of this district for information. They are requested to publish this Notice in their office Notice Board.

*M*  
13/10/23  
ERO-cum-Sub-Collector,Deogarh

*2764*  
Memo No. /Elect. Dated: 13.10.2023

Copy submitted to the District Election Officer and Collector, Deogarh for favour of kind information and necessary action.

*M*  
13/10/23  
ERO-cum-Sub-Collector,Deogarh

## TENDER DOCUMENT

For providing Services of SSR Assistant (Elections) to the office of the ERO-cum-Sub-Collector, Deogarh.

(a) Period of issue of Tender Document: **13.10.2023 to 27.10.2023 upto 1.00PM**

(b) Date and time of submission of Tender document: **27.10.2023 by 1.30PM.**

(c) Date and time for opening of

(i) Technical Bids: **27.10.2023 4.00 PM**

(ii) Financial Bids of eligible Bidders: **27.10.2023 4.30PM**

(d) Likely date for commencement of deployment of required manpower:



## SCOPE OF WORK AND GENERAL INSTRUCTIONS FOR BIDDERS

1. The ERO-cum-Sub-Collector, Deogarh requires the services of reputed, well established and financially sound Manpower Service Provides to provide services of SSR Assistant(Elections) on contract basis for day to day official work.
2. The contract for providing the aforesaid manpower is likely to commence from 1.9.2023 and would continue till 28.2.2024. The period of the contract may be further extended beyond 28.2.2024 provided the requirement of the Office for manpower persists at that time or may be curtailed/ terminated before 28.2.2024 owing to deficiency in service or substandard quality of manpower deployed by the selected Service Provider or because of change in the Office's requirements. The Office, however, reserves right to terminate this initial contract at any time after giving one week's notice to the selected Service provider.
3. This Office has tentative requirement for 1(one) No of SSR Assistant (Elections) The requirements may increase/decrease in any category.
4. The various crucial dates relating to "Tender for Providing Manpower Services to the ERO-cum-Sub-Collector Office, Deogarh are cited as under :
  - (a) Period of issue of Tender Document: 13.10.2023 to 27.10.2023- 1.00PM
  - (b) Date and time for submission of Tender Document 27.10.2023 1.30PM
  - (C) Date and time for opening of
    - (i) Technical Bid : 27.10.2023 at 4.00PM
    - (ii) Financial Bids or eligible Tenders and selection: 27.10.2023 4.30PM
    - (iii) Likely date for commencement of employment of Required manpower: 1.11.2023
5. The tender has been invited under two bid system i.e. Technical Bid and Financial Bid. The interested agencies are advised to submit two separate sealed envelopes super scribing "Technical Bid for Providing Manpower Services to ERO-cum-Sub-Collector Office, Deogarh and "financial Bid for Providing Manpower Services to ERO-cum-Sub-Collector Office, Deogarh". Both sealed envelopes should be kept in a third sealed envelope super scribing "Tender for Providing Manpower Services to ERO-cum-Sub-Collector Office, Deogarh".
6. The successful tenderer will have to deposit a Performance Security Deposit of Rs. 6000.00 (Rupees six thousand) Only in the form of Bank Guarantee from any Nationalised Bank drawn in favour of ERO-cum-Sub-Collector, Deogarh covering the period of contract. In case, the contract is further extended beyond the initial period, the Bank Guarantee will have to be accordingly renewed by the successful tenderer.

7. The tendering Manpower Service providers are required to enclose photocopies of the following documents (self attested) along with the Technical Bid, failing which their bids shall be summarily/ out right rejected and will not be considered any further:
  - (a) Registration certificate of the applicant organisation;
  - (b) Copy of PAN/ GIR card;
  - (c) Copy of the IT return filed for the last three financial years;
  - (d) Copies of EPF and ESI certificates;
  - (e) Copy of the GST registration certificate;
  - (f) Certified extracts of the Bank Account containing transactions during last three years.
8. The conditional bids shall not be considered and will be out rightly rejected in very first instance.
9. All entries in tender form should be legible and filled clearly. If the space for furnishing information is insufficient, a separate sheet duly signed by the authorised signatory may be attached. No overwriting or cutting is permitted in the Financial Bid Form. In such cases, the tender shall be summarily rejected. However, the cutting, if any, in the Technical Bid Application must be initialled by the person authorised to sign the tender bids.
10. The Technical bids shall be opened on the scheduled date and time at 4.00 PM on 27.10.2023 in the office room of ERO - cum - Sub-Collector, Deogarh, in the presence of the representatives of the Manpower Service Providers, if any, who wish to be present on the spot at that time.
11. The Financial Bid of only those tenders will be opened whose Technical bids are found in order. The Financial bids shall be opened at 4.30 PM on 27.10.2023 in the office room of ERO-cum-Sub-Collector, Deogarh, in the presence of the representatives of the Manpower Service Providers, if any, who wish to be present on the spot at that time.
12. The Competent Authority of the ERO-cum-Sub-Collector, Deogarh reserves the right to annual all bids without assigning any reason.

**TECHNICAL REQUIREMENTS FOR THE TENDERING MANPOWER  
SERVICE PROVIDER**

1. The tendering manpower service provider should fulfill the following technical specifications:
  - (a) They should be registered with the appropriate registration authority;
  - (b) They should have at least two/three years experience in providing manpower to Government Departments, Public Sector Companies/Banks etc;
  - (c) They should have their own Bank Account;
  - (d) They should be registered with Income Tax Departments;
  - (e) They should be registered with appropriate authorities under Employees Provident Fund and Employees State Insurance Acts.
  - (f) They should have any other regulatory clearance like Registration under GST and submission of Return Regularly, submission of IT returns for last three years, registration of establishment under Odisha Shops and Commercial Establishment Act, 1956 if applicable etc.

**TECHNICAL REQUIREMENTS FOR MANPOWER TO BE DEPLOYED**

**BY THE SUCCESSFUL MANPOWER SERVICE PROVIDER IN  
OFFICE OF THE SUB-COLLECTOR, DEOGARH.**

**SSR ASSISTANT(ELECTIONS)**

1. She/he should be above 18 years of age and not exceeding 40 years.
2. She/he must have Graduation or Higher and one year Diploma in Computer Application/PGDCA along with typing speed of 40 w.p.m in both Odia & English.
3. She/he should have proficiency in MS office applications such as Word, Excell & Power Point, Internet browsing and LAN function.
4. The Assistant for SSR will be provided with consolidated monthly Remuneration of Rs.15230./-(Rs.11,100/-+EPF+ESI+GST) as per Finance Deptt. circular No.30722/F dtd.6.11.2021.





9. E.P.F. Registration No. : \_\_\_\_\_  
(Attach attested Copy)

10. E.S.I. Registration No. : \_\_\_\_\_  
(Attach attested Copy)

11. Financial turnover of the tendering Manpower Service Provider for the last 3 Financial years.

Financial Year	Amount (Rs. Lacks)	Remarks, if any
2000-21		
2021-22		
2022-23		

12. Additional information, if any:

(Attach separate sheet if space provided is insufficient)

13. Give details of the major similar contracts handled by the tendering Manpower Service Provider during the last three years in the following format

(if the space provided is insufficient, a separate sheet may be attached) :

Sl. No	Name of client, address, telephone & Fax No.	Manpower services provided		Amount of contract (Rs. Lacks)	Duration of contract	
		Type of manpower provided	No.		From	to

14. Additional information, if any  
(Attach separate sheet, if required)

Date:  
Place  
:

Signature of authorised person  
Name:  
Seal:

DECLARATION

1. I, \_\_\_\_\_ Son/ Daughter/ \_\_\_\_\_ /  
Wife of Shri \_\_\_\_\_ Proprietor/ Director/ Authorised  
signatory of the Service Provider, mentioned above, am competent to sign  
this declaration and execute this tender document;
2. I have carefully read and understood all the terms and conditions of the  
tender and undertake to abide by them;
3. The information/documents furnished along with the above application are  
true and authentic to the best of my knowledge and belief. I/we, am/ are  
well aware of the fact that furnishing of any false information/ fabricated  
document would lead to rejection of my tender at any stage besides  
liabilities towards prosecution under appropriate law.

Date:  
Place  
:

Signature of authorised person  
Full Name:  
Seal:



**APPLICATION – FINANCIAL BID**  
**For Providing Manpower Assistance to Water Resources**

Department

1. Name of tendering Manpower Service Provider :
2. Rate per person per month (8 hours per day) inclusive of all statutory liabilities, taxes, levies, cess etc :

Sl. No.	Manpower Type	Monthly Rate per person						
		* Take home remuneration	EP F	ESI	Other statutory dues if any	Service charge	Service Tax	Total per person
1.	SSR Assistant							

\*Minimum take home remuneration per person should be Rs. 5200/-

Date:  
Place

Signature of authorised person  
Full Name:  
Seal:

**Notes:**

1. The total quoted rates quoted by the tendering agency should be inclusive of all statutory/taxation liabilities in force at the time of entering in to the contract.
2. The payment shall be made on conclusion of the calendar month only on the basis of no. of working days for which duty has been performed by each manpower.



## TERMS & CONDITIONS

### GENERAL

1. The Agreement shall commence from 1.11.2023 and shall continue till 28.2.2024 unless it is curtailed or terminated by the authority owing to deficiency of service, sub-standard quality of manpower deployed, breach of contract etc. or change in requirements.
2. The Agreement shall automatically expire on 28.2.2024 unless extended further by the mutual consent of the Manpower Service Provider and the Authority.
3. The Agreement may be extended, on the same terms and conditions or with some additions/ deletions /modifications, for a further specific period mutually agreed upon by the Manpower Service Provider and the Authority.
4. The Manpower Service Provider shall not be allowed to transfer, assign pledge or subcontract its rights and liabilities under this Agreement to any other agency or organization by whatever name be called without the prior written consent of the Authority.
5. The office, at present has tentative requirement one Assistant for SSR The requirement of the Department may further increase or decrease marginally, during the period of initial contract also and the tenderer would have to provide additional manpower services, if required on the same terms and conditions.
6. The Manpower Service Provider will be bound by the details furnished by it to the Authority while submitting the tender or at subsequent stage. In case, any of such documents furnished by it is found to be false at any stage, it would be deemed to be a breach of terms of Agreement making it liable for legal action besides termination of the Agreement.
7. The Authority reserves the right to terminate the Agreement during initial period also after giving 15 days notice to the Manpower Service Provider.
8. The persons deployed shall be required to report for work at 10.00 AM to the ERO-cum-Sub-Collector, Deogarh or such other Officer as may have been kept in charge of the Office Establishment of the office concerned and would leave at 5.00 P.M. and may also be required to work beyond 5.00 PM for which he would not be paid any extra remuneration. In case, the person deployed remains absent on a particular day or comes late/ leaves early on three occasions, proportionate deduction from the remuneration for one day will be made.
9. The Manpower Service Provider shall nominate a coordinator who shall be responsible for immediate interaction with the Office so that optimal services of the persons deployed could be availed without any disruption.

10. The entire financial liability in respect of manpower services deployed in the Office shall be that of the Manpower Service Provider and the Office will in no way be liable. It will be the responsibility of the Manpower Service Provider to pay to the person deployed a sum not less than the minimum rate quoted in the financial bid to pay to the person deployed a sum not less than the minimum rate quoted in the financial bid and adduce such evidence as may be required by the office.
11. For all intents and purposes, the Manpower Service Provider shall be the "Employer" within the meaning of different Rules & Acts in respect of manpower so deployed. The persons deployed by the Manpower Service Provider shall not have any claim whatsoever like employer and employee relationship against the Office.
12. The Manpower Service Provider shall be solely responsible for the redressal of grievances or resolution of disputes relating to persons deployed. The office shall, in no way, be responsible for settlement of such issues whatsoever. In case the grievances of the deployed person are not attended to by the Manpower Service Provider the deployed person can place their grievance before a Joint Committee consisting of a representative of the Office and an Authorised representative of the Manpower Service provider.
13. The office shall not be responsible for any financial loss or any injury to any person deployed by the Manpower Service Provider in the course of their performing the functions/duties or for payment towards any compensation.
14. The persons deployed by the Manpower Service Provider shall not claim nor shall be entitled to pay, perks and other facilities admissible to regular/confirmed employees during the currency or after expiry of the Agreement.
15. In case of termination of this Agreement on its expiry or otherwise, the persons deployed by the Manpower Service Provider shall not be entitled to and shall have no claim for any absorption in regular or other capacity.
16. The person deployed shall not claim any benefit or compensation or absorption or regularization of deployment with office under the provision of rules and Acts. Undertaking from the person deployed to this effect shall be required to be submitted by the Manpower Service Provider.
17. The Manpower Service Provider must be registered with the concerned Government Authorities, i.e. Labour Commissioner, Provident Fund Authorities, Employees State Insurance Corporation etc. and a copy of the registration should be submitted. The Manpower Service Provider shall comply with all the legal requirements for obtaining License under Contract Labour (Regulations and Abolition) Act, 1970 is any, at his own part and cost.\*

18. The Manpower Service Provider shall provide a substitute well in advance if there occurs any probability of the person leaving the job due to his/her own personal reasons. The payment in respect of the overlapping period of the substitute shall be the responsibility of the Manpower Service Provider. The Manpower Service Provider shall be responsible for contributions towards Provident Fund and Employees State Insurance, wherever applicable.
19. The persons deployed by the Manpower Service Provider should have good police records and no criminal case should be pending against them.
20. The persons deployed should be polite, cordial and efficient while handling the assigned work and their actions should promote good will and enhance the image of office. The Manpower Service provider shall be responsible for any act of indiscipline on the part of the persons deployed.

#### LEGAL

21. The persons deployed shall, during the course of their work be privy to certain qualified documents and information which they are not supposed to divulge to third parties. In view of this, they shall be required to take oath of confidentiality and breach of this condition shall make the Manpower Service Provider as well as the person deployed liable for penal action under the applicable laws besides, action for breach of contract.
22. The Manpower Service Provider shall be responsible for compliance of all statutory provisions relating to minimum wages payable to different types of worker in respect of the persons deployed by it in the office shall have no liability in this regard.
23. The Manpower Service Provider shall also be liable for depositing all taxes, levies, Cess etc. on account of service rendered by it to the Department or office concerned to the concerned tax collection authorities, from time to time, as per the rules and regulations in the matter. Attested Xerox copies of such documents shall be furnished to this office .
24. The Manpower Service Provider shall maintain all statutory registers under the Law and shall produce the same, on demand, to the authority of the Department or office concerned or any other authority under Law.
25. The Tax deduction at Source (T.D.S.) shall be done as per the provisions of Income Tax Act/ Rules, as amended, from time to time and a certificate to this effect shall be provided by the office.
26. In case, the Manpower Service Provider fails to comply with any liability under appropriate law, and as a result thereof, the office is put to any loss/ obligation, monetary or otherwise, the office will be entitled to get itself reimbursed out of the outstanding bills or the Performance Security Deposit of the Manpower Service Provider, to the extent of the loss or obligation in monetary terms.

27. The Agreement is liable to be terminated because of non-performance, deviation of terms and conditions of contract, non-payment of remuneration of employed persons and non-payment of statutory dues. The Office will have no liability towards non-payment of remuneration to the persons employed by the Manpower Service Provider and the outstanding statutory dues of the service provider to statutory authorities. If any loss or damage is caused to the Office concerned by the persons deployed, the same shall be recovered from the unpaid bills or adjusted from the Performance Security Deposit.

#### FINANCIAL

28. The successful tenderer will have to deposit a security amount of Rs. 11500.00 in the form of Fixed Deposit Receipt (FDR) made in the name of the agency but hypothecated to the ERO-cum-Sub-Collector, Deogarh, covering the period of contract. In case, the contract is further extended beyond the initial period, the FDR will have to be accordingly renewed by the successful tenderer.

29. The successful tenderer will have to deposit a Performance Security Deposit of Rs.6000.00 (Rupees six thousand) only in the form of Bank Guarantee from only Nationalized Bank drawn in favour of the ERO-cum-Sub-Collector, Deogarh covering the period of contract. In case, the contract is further extended beyond the initial period, the Bank guarantee will have to be accordingly renewed by the successful tenders. The amount of performance security deposit is to be determined by the Authority taking into account the contractual obligation of the manpower service provider.

30. In case of breach of any terms and conditions attached to this agreement, the Performance Security Deposit of the Manpower Service Provider shall be liable to be forfeited besides annulment of the Agreement.

31. The Manpower Service Provider shall raise the bill, in duplicate, along with attendance sheet duly verified by the Office in respect of the persons deployed and submit the same to the ERO-cum-Sub-Collector, Deogarh in the first week of the succeeding month. As far as possible the payment will be released by the second week of the succeeding month.

32. The claims in bills regarding Employees State Insurance, Provident Fund and GST etc. should be necessarily accompanied with documentary proof pertaining to the concerned bill month. A requisite portion of the bill or whole of the bill amount shall be held up till such proof is furnished, at the discretion of the ERO-cum-Sub-Collector, Deogarh.

33. The amount of penalty calculated @ Rs. 100 per day on account of delay, if any, in providing a suitable substitute for the period beyond three working days by the Manpower Service Provider shall be deducted from its monthly bill in the succeeding month.

34. The Authority reserves the right to withdraw or relax any of the terms and condition mentioned above so as to overcome the problem encountered at a later stage.
  35. In the event of any dispute arising in respect of the clauses of the agreement the same shall be resolved through negotiation. Alternatively the dispute shall be referred to the next higher authority or controlling officer for his decision and the same shall be binding on all parties.
  36. All disputes shall be under the jurisdiction of the court at the place Deogarh District Headquarters only.
5. The successful bidder will enter into an agreement with this office for supply of suitable and qualified manpower as per requirement of this office on the above terms and condition.

## **DOCUMENTS TO BE PROVIDED WITH THE TECHNICAL BID**

1. Application – Technical Bid:
2. Attested copy of registration of agency:
3. Certified copy of the statement of bank account of agency for the last three years:
4. Attested copy of PAN/GIR Card:
5. Attested copy of the latest IT return filed by agency:
6. Attested copy of Service Tax registration certificate:
7. Attested copy of the P.F. registration letter/ certificate:
8. Attested copy of the E.S.I. registration letter/ certificate:
9. Certificate documents in support of the Financial turnover of the agency:
10. Certificate documents in support of entries in column 13 of Technical Bid application;
11. Copy of the terms and conditions at pages.....in Tender Document with each page duly signed and sealed by the authorized signatory of the agency in token of their acceptance.

## **DOCUMENTS TO BE SUBMITTED BY THE SUCCESSFUL AGENCY BEFORE DEPLOYMENT OF MANPOWER**

1. List of Manpower for deployment containing full details i.e. date of birth, marital status, address, educational qualification etc.
2. Bio-data of person.
3. Any other document considered relevant.