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OFFICE OF THE PRINCIPAL, GOVT. POLYTECHNIC, BARGARH

At-Tentla, Po-Katapali, Via-Bardol, Dist-Bargarh, Odisha, Pin-768038

EXPRESSION OF INTEREST

Govt. Polytechnic, Bargarh invites bids from interested Manpower service Provider/ Agency having registration/ License from the competent authority and having good track records in the field to provide the services of Watchmen/Security, Sweeper, Attendant(Peon), Hostel Attendant, Lady Matron, Driver & Data Entry Operator **for a period of one year w.e.f. August- 2022.**

The detailed information for outsourcing the service of Manpower services on the aforesaid post is given in the Bid Document which may either be downloaded from the websites www.dtetorissa.gov.in and www.govtpolytechnicbargarh.in from 19.07.2022 to 24.07.2022 or obtained in person from the Office of the Principal, Govt. Polytechnic, Bargarh on any working day between 10 A.M. to 5 P.M. by depositing **Rs.100/- (Rupees One Hundred)** only in shape of cash or D.D. (non-refundable) in favour of Principal, Govt. Polytechnic, Bargarh towards the cost of Bid Document. The last date for submission of Tender is 25.07.2022 by 3.00 P.M. The Bidder will have to submit a D.D. for **Rs.100/- (Rupees One Hundred)** (non-refundable) in favour of Principal, Govt. Polytechnic, Bargarh along with the downloaded Bid Document.

Sd/-
Principal,
Govt. Polytechnic,
Bargarh

:

GOVERNMENT OF ODISHA
GOVT. POLYTECHNIC, BARGARH
BID DOCUMENT

Bid documents are invited from registered Private Manpower Service Provider for providing Manpower Services of Watchmen/Security, Sweeper Attendant(Peon), Hostel Attendant, Lady Matron, Driver & Data Entry Operator to work in the establishment of Govt. Polytechnic, Bargarh by.

- (a) Period of issue of Bid Document : 19.07.2022 to 24.07.2022
- (b) Last Date and time for submission of Bid Document. : 25.07.2022 by 3 P.M.
- (c) Date and time for opening of
- (i) Technical Bids : 26.07.2022 at 11 A.M.
- (ii) Financial Bids : 26.07.2022 at 04 P.M.
- (d) Likely date for commencement of Deployment of required manpower. : 1st August, 2022

AGREEMENT FOR ENGAGEMENT OF MANPOWER ON OUTSOURCING BASIS.

This Agreement is made on this _____ . between the Governor of Odisha represented by **Principal, Government Polytechnic, Bargarh** herein after referred to as the "**Authority**" which expression shall, where the context so requires or admits, also include its successors or assignees of the one part

AND

M/s _____ herein after called the "**Manpower Service Provider**" which expression shall, where the context so requires or admits, also include its successors or assignees of the other part.

Whereas, the "Authority" desires that the services of Manpower are required in **Government Polytechnic, Bargarh** .

And whereas the "Manpower Service Provider" has offered its willingness to the same in conformity with provisions of the agreement.

And whereas the "Authority" has finalized the rate as per the terms and conditions of the agreement to the "Manpower Service Provider"

TERMS AND CONDITIONS (ANNEXURE)

GENERAL

- 1. In pursuance of DTE&T (O) Letter No-9496 dt. 30.07.2020, the agreement shall commence from 01.07.2022 and shall continue till 30.06.2023 or finalization of fresh tender or receipt of orders from DTE&T, Odisha /Govt. whichever is earlier.**
- 2. This agreement can be curtailed or terminated by the authority owing to deficiency of service, sub-standard quality of manpower deployed, break of contract etc or change in requirement.**
- 3. This agreement can also be curtailed or terminated by the authority under the instructions from DTE&T, Odisha /GOVT./other higher authorities.**
- 4. The agreement shall automatically expire on 31.07.2023 unless extended further by the mutual consent of the manpower service provider and the authority.**
5. 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.
6. The Manpower service provider shall not be allowed to transfer, assign pledge or sub contract 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.
7. The agreement, at present, has tentative requirement of **Data Entry Operator- 01 No., Watchman/Security-03 Nos. & Sweeper-02 Nos. ,Matron-01 No., Hostel Attendant-01 No., Attendant(Peon)-03 Nos. and Driver-01 No.** The requirement of the man Power services may further increase or decrease by the instruction of DTE&T, Odisha, during the period of initial contract also and the Bidder should have to provide additional manpower services, if required, on the same terms and conditions.

8. 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 is found to be false at any stage, it would be deemed as breach of terms of agreement making it liable for legal action in addition to termination of the Agreement.
9. The authority reserves the right to terminate the agreement during initial period also after giving 15 days notice to the manpower service provider.
10. **The persons deployed shall be required to perform 08 hrs duty (excluding Lunch Break) & shall work under the Officer as may have been kept in charge. He/She may also be required to perform extra duty in Administrative exigency for which he/she would not be paid any extra remuneration. The Watchman will have to perform duty in 8 hour shifts.**
11. The Manpower service provider should have a local Office at Bargarh and shall nominate a coordinator who shall be responsible for immediate interaction with the concerned Officers of Government Polytechnic, Bargarh, so that optimal services of the persons deployed could be availed without any disruption.
12. The entire financial liability in respect of manpower services deployed in Government Polytechnic, Bargarh shall be that of the manpower service provider and the Principal, Government Polytechnic, Bargarh 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 prescribed by the Government from time to time and subsequently disbursed by the authority and produce such evidence as may be required by the Office concerned.
13. **For all intents and purposes, the manpower's service provider shall be the "Employer"** within the meaning of different rules in respect of manpower to be deployed. The persons deployed by the manpower service Provider shall not have any claim whatsoever like employer and employee relationship against Government Polytechnic, Bargarh.
14. **The manpower service Provider shall be solely responsible for the redressal of grievances or resolution of disputes relating to persons deployed.** The Principal, Government Polytechnic, Bargarh shall, in no way, be responsible for settlement of such issues whatsoever. In case of grievances, the deployed person can place their grievance before a joint committee consisting of a representative of Government Polytechnic, Bargarh concerned and an Authorized representative of the manpower service Provider.
15. **The Government Polytechnic, Bargarh shall not be responsible for any financial loss or any inquiry to any person deployed by the manpower service provider in the course of their performing the functions/duties, or after expiry of the agreement.**
16. The person 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.
17. 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 in other capacity.

18. The person deployed shall not claim any benefit or compensation or absorption or regularization of deployment at Government Polytechnic, Bargarh 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.

19. The manpower service provider must be registered with the concerned Govt. Authorities, i.e. Labour Commissioner, provident Fund Authorities, Employees State Insurance Corporation etc. and a copy of registration should be submitted. The Manpower service provider shall complete with all the legal requirements for obtaining License under Contract Labour (Regulations and Abolition) Act,1970 if any, at his own part and cost .

20. 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 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 contribution towards provident Fund and Employees State Insurance, wherever applicable.

21. The persons deployed by the Manpower Service Provider should have clean track record and no police case/criminal case should be pending against them.

22. The persons deployed should be polite, cordial and efficient while handling the assigned work and their actions should promote good will and change the image of the Department or office concerned. The Manpower Service Provider shall be responsible for any act of indiscipline, misbehavior, misconduct by the persons deployed.

LEGAL

23. 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.

24. The Manpower Service Provider shall be responsible for compliance of all statutory provisions relating to minimum wages as payable to different types of workers in respect of the persons deployed in the office concerned. The office concerned shall have no liability in this regard.

25. 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 the office concerned.

26. 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 of office concerned or any other authority under law.

27. The Tax Deduction at Source(TDS) 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 Department or office concerned.

28. In case, the Manpower Service Provider fails to comply with any liability under appropriate law, and a result thereof, the Department or the office concerned is put to any loss/obligation, monetary or otherwise, the Department or the office concerned will be entitled to get itself reimbursed out of the outstanding bills or the performance security Deposit of the Manpower Service Provider, to the content of the loss or Delegation in monetary terms.
29. **The Agreement is liable to be terminated because of non-performance, deviation of terms and conditions of contract, non-payment of remuneration to employed persons and non deposit of statutory dues with the concerned agencies like E.P.F., E.S.I., and other dues etc.** The Department or office concerned will have no liability towards nonpayment of remuneration to the persons employed by the Manpower Service Provider and the outstanding stations dues of the service provider to statutory authorities.
30. In case of theft/damage of Govt. property during the period of duty of any person provided by the manpower service provider, the same should be reported to the Police through the head of office at the earliest. However, the loss arising out of theft/damage of Govt. property shall be borne by the manpower service provider (by way of adjustment from the Performance Security Deposit/unpaid bills). Excess amount after adjustment if any will also be borne by the manpower service provider.

PAYMENT TERMS & OTHER FINANCIAL CONDITIONS:-

31. The absentee statement of the persons engaged during a month will be sent to the service provider by the 5th of the succeeding month. The Manpower Service Provider shall raise the bill along with signatures of all to whom payments is to be made. The contractor will then submit proof of having made monthly payments to all the persons deployed on outsourcing basis during the month and submit the bill (in triplicate) along with photo copies of authenticated proof towards deposit of EPF & ESI dues with ECR and dues in respect to all Manpower's latest by 10th of the following month duly certified by the authorized officer for release of payment.
32. The successful bidder has to deposit a **Performance Security Deposit as applicable** in shape of **Bank Guarantee** made in the name of the agency but hypothecated to the Principal, Government Polytechnic, Bargarh or in the form of Bank Guarantee from any Nationalized Bank in favour of the Principal, Government Polytechnic, Bargarh 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.
33. 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.
34. The claims in bills regarding Employees State Insurance, Provident Fund, and service Tax 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 Department or office concerned.
35. The amount of penalty calculated @ 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 bills in the succeeding month.

36. The Authority reserves the right to withdraw or relax any of the terms and condition mentioned above so as to overcome the provision encountered at a later stage.
37. In the event of any dispute arising in respect of the clauses of the agreement of the same shall be resolved through negotiation. Alternatively the dispute shall be referred to the next higher authority of controlling officer for his decision and the same shall be binding on all parties.
38. All disputes shall be under the jurisdiction of the court at the place where the headquarters of the authority, who has executed the agreement, is located.
39. **The employer's share of contribution towards E.P.F. and E.S.I., other statutory dues and Service charge of the manpower service provider shall not be deducted from the take home remuneration of the employee.** The man power service provider shall deposit all statutory dues with the concerned authority and claim the same from the concern Govt. department/office along with its service charge by producing documentary proof of payment.
40. **The Employee's share of contribution towards E.P.F. and E.S.I. shall be deducted by the man power service provider from the minimum take home remuneration of the employee for deposit of the same with the concerned authorities.**
41. The minimum take home remuneration of the employee engaged on outsourcing basis shall be the amount equal to the minimum remuneration prescribed by the Government from time to time.

Now this agreement witnesses as below:-

1. That the Annexure containing the Terms and Conditions shall be deemed to form and to be read and construed as part of this agreement.
2. That in consideration of the payment to be made by the “Authority” to the “Manpower Service Provider”, the “Manpower Service Provider” hereby agrees with the “Authority” to provide personnel to be engaged as “_____” in the _____ (name of the Institute) in conformity with the provisions of the Terms and Conditions.
3. That the “Authority” hereby further agrees to pay the “Manpower Service Provider” the contract price at the time and in the manner prescribed in the said Terms and Conditions.
4. That in the event of any dispute that may arise it shall be settled as per the Terms and Conditions of the contract.
5. That this agreement is valid upto_____.

IN WITNESS WHEREOF the parties have caused their respective common seals to be here unto affixed or have here unto set their respective hands and seals on the day and year first written above.

Signature of the Manpower Service Provider/ Officer authorized to sign on behalf of Manpower Service Provider.

**Signature of the Authority
An officer acting in the premises for and On behalf of the Governor of Odisha.**

In the presence of witness:-

Witness

Witness

1. Name:
Address:

1. Name.....
2. Address:

2. Name:
Address:

1. Name.....
2. Address:

CONTENTS OF BID DOCUMENT

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3	Bid Application – Technical Bid	14-16
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SCOPE OF WORK AND GENERAL INSTRUCTIONS FOR BIDDERS

1. The Govt. Polytechnic, Bargarh requires the services of registered, reputed, well established and financially sound Manpower Service Providers to provide services of Watchmen under Watch & Ward on contract basis for day to day work of the institute & hostel.
2. The contract for providing the aforesaid manpower is likely to commence from 1.08.2022 (date) and would continue till 31.07.2023 (date) provided the requirement of the institute for manpower persists at that time or may be curtailed/ terminated before 31.07.2023 (date) owing to deficiency in service or substandard quality of manpower deployed by the selected Service Provider or because of change in the institute's requirements. The authority, however, reserves the right to terminate this initial contract at any point of time after giving one week's notice to the selected Service Provider.
3. This institute has tentative requirement for 03 (three) nos. of Watchmen, 02 (two) Sweeper, 03 (three) Attendant(Peon), 01(one) Hostel Attendant, 01 (one) Lady Matron, 01 (one) Driver and 01 (one) Data Entry Operator.
4. The Manpower Service Providers shall have to furnish the detailed bio-data of the Sweeper. The Selection Committee will select the most suitable person with required qualifications & experience as per the guidelines and terms & conditions of the engagement from amongst bio-data submitted by different Service Providers.
5. The interested Manpower Service Providers may submit in person the Bid document complete in all respects along with Earnest Money Deposit (EMD) of **Rs.1000/-** (Rupees One thousand) only and other requisite documents by 24.07.2022 (date) up to 3.00 P.M. at Govt. Polytechnic, Bargarh, Near DHH Bargarh, At-Tentla, Po-Katapali, Dist-Bargarh. No Bid document by post or any means shall be entertained. The EMD will be attached with the technical bid of the Quotation in a sealed cover.
6. The various crucial dates relating to "Tender for Providing Manpower Services to the Institute i.e. Govt. Polytechnic, Bargarh" are cited as under.
 - a) Period of issue of Bid Document : From 19.07.2022 to 24.07.2022
 - b) Last Date and time for submission of Bid : 25.07.2022 by 3.00 P.M. Document.
 - c) Date and time for opening of
 - i) Technical Bid : 26.07.2022 at 11 A.M.
 - ii) Financial Bids of eligible Bidders : 26.07.2022 at 04 P.M.
 - d) Likely date for commencement of Deployment : 1st of August, 2022
of required manpower.

7. 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 Govt. Polytechnic, Bargarh**" and "**Financial Bid for Providing Manpower Services to Govt. Polytechnic, Bargarh**". Both sealed envelopes should be kept in a third sealed envelope super scribing "**Tender for Providing Manpower Services to Govt. Polytechnic, Bargarh**".
8. The Earnest Money Deposit (EMD) of **Rs.1000/-** (Rupees One thousand) only, refundable (without interest), should be necessarily accompanied with the technical Bid of the service provider in the form of Crossed Demand Draft drawn in favour of Principal, Govt. Polytechnic, Bargarh **failing which the Bid shall be rejected summarily**.
9. The successful Bidder will have to deposit a Performance Security Deposit as applicable in the form of Fixed Deposit Receipt (FDR) made in the name of the agency but hypothecated to the Principal, Govt. Polytechnic, Bargarh or in the form of Bank Guarantee from any Nationalized Bank in favour of the Principal, Govt. Polytechnic, Bargarh covering the period of contract. In case, the contract is further extended beyond the initial period, the FDR/Bank Guarantee will have to be accordingly renewed by the successful Bidder.
10. The tendering Manpower Service providers are required to enclose photocopies of the following documents (duly attested by Group "A" Gazetted Officers of the State Governments/Central Government), along with the Technical Bid, **failing which their bids shall be summarily/out rightly rejected and will not be considered any further**:
 - a) Registration certificate of the applicant organization;
 - 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 registration certificates;
 - e) Copy of the Service Tax registration certificate;
 - f) Certified extracts of the Bank Account containing transactions during last three years.
 - g) Certificate from the labour commissioner.
11. **The conditional bids shall not be considered and will be out rightly rejected in very first instance.**
12. All entries in the Bid form should be legible and filled clearly. If the space for furnishing information is insufficient, a separate sheet duly signed by the authorized signatory may be attached. **No overwriting or cutting is permitted in the Financial Bid Form. In such cases, the Bid shall be summarily rejected.** However, the cuttings, if any, in the Technical Bid Application must be initialed by the person authorized to sign the tender bids.
13. The Technical bids shall be opened on the scheduled date and time at 11 AM. on 26.07.2022 (date), in the office room of Principal, Govt. Polytechnic, Bargarh, in the presence of the representatives of the Manpower Service Providers, if any, who wish to be present on the spot at that time.

14. The Financial Bid of only those Bidders will be opened whose Technical bids are found in order. The Financial bids shall be opened at 04 P.M. on 26.07.2022 (date) in the office room of Principal, Govt. Polytechnic, Bargarh, in the presence of the representatives of the Manpower Service Providers, if any, who wish to be present on the spot at that time.
15. The Competent Authority of the Institute reserves the right to annul 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) The registered office or one of the branch offices of the manpower service provider should be located within the jurisdiction of the user institute.
 - b) They should be registered with the appropriate registration authority;
 - c) They should have at least two/three years' experience in providing manpower to Government Departments, Institutes, Public Sector Companies/ Banks, etc; with proof.
 - d) They should have their own Bank Account;
 - e) They should be registered with Income Tax and Service Tax departments;
 - f) They should be registered with appropriate authorities under Employees Provident Fund and Employees State Insurance Acts.
 - g) They should have any other regulatory clearance (to be specified by the user Department) that may be required for providing manpower services.
 - h) Minimum turn-over requirement. (To be assessed by the institute keeping in view the present contract).
 - i) Execution of contracts of similar type (minimum value to be prescribed) during preceding 3 years of value equal or more than 60% of the estimated cost of the present contract.

A. For Watchman/Security

1. She / he should be a citizen of India and be above 18 years.
2. The Minimum Educational Qualification for Watchman will be 10th pass. He would have at least one / two years experience in the relevant field.

B. For Sweeper, Attendant(Peon), Hostel Attendant, Lady Matron, Driver and Data Entry Operator with following additional terms and conditions:

- (i) The Outsourcing engagement will be valid for one year and may be renewed subject to satisfactory performance of this scheme as well as the Outsourcing personal engagement through review by the Director Technical Education Training Odisha, Cuttack and due approval from competent Authority. The Outsourcing engagement can be terminated at any time without notice and without assigning any reason thereof.
- (ii) In case the Outsourcing employee wishes to leave the assignment, he/she is to give one month notice in advance.
- (iii) Before receiving the order of engagement, he/she should sign an undertaking in the office of the Principal of District Nodal Institution (Govt. Polytechnic, Bargarh) in the format prescribed by the Finance Department.
- (v) Outsourcing employee shall be paid a monthly consolidated remuneration as applicable for the Sweeper against the Outsourcing posts.
- (vi) No other allowance shall be allowed. Where a Outsourcing employee is engaged for a part of calendar month or remains absent other than on casual leave or other than official duty without the approval of the competent authority, remuneration shall be proportionately reduced, the amount being rounded off to the next higher rupee.

**APPLICATION – TECHNICAL BID
FOR PROVIDING MANPOWER SERVICES TO GOVT. POLYTECHNIC, BARGARH**

1. Name of Tendering Manpower Service Provider: _____
2. Details of Earnest Money Deposit : DD No. _____ date _____
Of Rs. _____ drawn on Bank _____
3. Name of Proprietor / Partner/Director: _____

4. Full Address of Registered Office: _____

Telephone No. _____
FAX No. _____
E-Mail Address _____
5. Banker of the Manpower Service Provider: _____
(Attach certified copy of statement of
A/c for the last Three years). _____

Telephone No. of Banker: _____
6. PAN / GIR No. (Attach attested copy) : _____
7. Service Tax Registration No. : _____
8. E.P.F. Registration No. _____
(Attach attested copy)
9. E.S.I. Registration No. _____
(Attach attested copy)
10. Financial turnover of the tendering **Manpower Service Provider** for the last 3 Financial years.

Financial Year	Amount (Rs.Lacs)	Remarks, if any
2019-20		
2020-21		
2021-22		

11. 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:

Sr. No	Name of client, address, telephone & Fax no.	Manpower services provided		Amount of contract (Rs.Lacs)	Duration of contract	
		Type of manpower provided	No.		From	To

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

Signature of Manpower Service Provider / authorized person

Name:
Seal :

Date:
Place:

DECLARATION

1. I, _____ Son / Daughter / Wife of
Shri _____ Proprietor/ Director/ authorized 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.

Signature of Manpower Service Provider
/authorized person

Name:

Seal :

Date:

Place:

APPLICATION – FINANCIAL BID**For Providing Manpower Assistance to Govt. Polytechnic, Bargarh**

1. Name of tendering Manpower Service Provider :
2. Rate 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	EPF	ESI	Other Statutory dues if any	Service charge	Service tax	Total per person
1.	Watchman							
2.	Sweeper							
3.	Attendant(Peon)							
4.	Hostel Attendant							
5.	Lady Matron							
6.	Driver							
7.	DATA ENTRY OPERATOR(DEO)							

* Minimum remuneration per day per person should not be less than the wage prescribed by Government of Odisha

Signature of Manpower Service Provider/
authorized person

Name:

Seal :

Date:

Place:

Notes:

1. The total rates quoted by the tendering agency should be inclusive of all statutory/ taxation liabilities in force at the time of entering into 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.

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 the latest IT return filed by agency;
5. Attested copy of Service Tax registration certificate;
6. Attested copy of the P.F. registration letter / certificate;
7. Attested copy of the E.S.I. registration letter / certificate;
8. Certified documents in support of the Financial turnover of the agency;
9. Certified documents in support of entries in column 13 of Technical Bid application;
10. Labour License Certificate.
11. Home Department registration certificate for providing Security/Watchmen Service.
12. **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 shortlisted by agency for deployment in Govt. Polytechnic, Bargarh, containing full details i.e. date of birth, marital status, address, educational qualification etc.
2. Bio-data of all persons in the declaration that the information submitted are true and the said bio-data should be attested by Gazetted Officer.
3. Any other document considered relevant.