



OFFICE OF THE DEPUTY DIRECTOR LIVESTOCK INSPECTOR TRAINING CENTER  
CHIPLIMA, SAMBALPUR,(ODISHA)  
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**ENGAGEMENT OF UNSKILLED LABOURER  
AT LITC FOR MAITRI TRAINING.**

**AT**

**L.I.T.C, CHIPLIMA**



OFFICE OF THE DEPUTY DIRECTOR LIVESTOCK INSPECTOR TRAINING CENTER  
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Eol No: 02/22-23/LITC

Date.

The Deputy Director, Livestock Inspector Training Institute, Chiplima, Sambalpur invites EOI from the intending organizations/agencies **for engaging 3 Nos. of unskilled laborer & 2 security personnel at Livestock inspectors' Training Center, Chiplima, for Maitri training.** The detail of EOI as well as terms & conditions is available in the NIC website, [www.nic.in](http://www.nic.in)

Interested parties are requested to download the required documents, and submit their responses to the undersigned as per the above mentioned address along with cost of EOI documents of Rs 3,000/ [Rupees Three thousand) only in shape of bank draft in favour of "**Deputy Director, LITC, Chiplima payable at UCO Bank, Baijamunda Branch**".

The cost of EOI document is compulsory and the bank draft should be enclosed in original along with EOI documents. ***The cost paid for EOI documents is non refundable.***

Deputy Director,

LITC, Chiplima, Sambalpur.



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1. The document is not transferable.

2. Though adequate care has been taken for preparation of this document, the applicant shall satisfy himself that the document is complete in all respect. Intimation of any discrepancy shall be given to the undersigned immediately. If no information is received from any applicant within 10 days from the date of issue of this notice, it shall be considered that document is complete in all aspect.

3. The Deputy Director, LITC reserves right to modify, amend or supplement this application process.

**Time Line**

SI No	EVENT	DATE & TIME
01	Date & Time of release of EOI	09.12.2022
02	Submission of queries on EOI & Discussion	14.12.2022
03	Date & Time of submission of EOI	20.12.2022 (10 AM to 4 PM)
04	Last date of submission of EOI	24.12.2022 (4PM)
05	Date & Time of opening of EOI	26.12.2022
06	Finalizing of Bid	26.12.2022

Deputy Director,  
LITC,Chiplima, Sambalpur.



Techno Commercial Bid

Tender No 2/08.12.2022

TENDER PAPER FOR

**ENGAGEMENT OF UNSKILLED LABOURER AT LITC  
FOR MAITRI TRAINING.**

**AT**

**L.I.T.C, CHIPLIMA**

*Name of the firm/Contractor/Agency* \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

*Corresponding Address with telephone No.* \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

## **TECHNICAL REQUIREMENTS FOR MANPOWER TO BE DEVELOPED IN THE LIVESTOCK INSPECTOR TRAINING CENTRE (L.I.T.C), CHIPLIMA**

1. He/she should be above 18 years of age and not exceeding 40 years.
2. The agreement shall commence from Dt. 01/03/2023 and shall continue till Dt. 01/01/2024 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.
3. The agreement shall automatically expire on Dt. 02/01/2024 unless extended further by the mutual consent of the manpower service provider and Authority.
4. 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.
5. 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 is called without the prior written consent of the Authority.
6. The Authority reserves the right to terminate the Agreement during initial period also after giving 15 days notice to the Manpower service provider.
7. For all intents and purpose, the Manpower Service Provider shall be the "Employer "within the meaning of different rules and Acts in respect of manpower so deployed. The person deployed by the Manpower Service Provider shall not have any claim whatsoever like employer and employee relationship against the LITC, Chiplima.
8. The Manpower service provider shall not be responsible for the redress of grievance or resolution of disputes relating to persons deployed. The Department authority shall in no way, be responsible for settlement of such issues whatsoever.
9. The Department 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.
10. In case of termination of 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.
11. 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.
12. The persons deployed by the Manpower Service Provider should have good police records and no criminal case should be pending against them.
13. The Manpower Service Provider shall be responsible for compliance of all statutory provisions relating to minimum wages payable to different types of Department shall be have no liability in this regard.
14. The Manpower Service Provider shall be liable for depositing all taxes, cess etc. On account of service rendered by it to the concerned tax collection authorities, from time, as per the rules and regulations in the matter. Attested Xerox copies of such documents shall be furnished to the Department as and when required.
15. The Agreement is liable to be terminated because of non-performance, deviation of terms and conditions of contract, non-payment of statutory dues.

16. The claims in bills regarding Employees state Insurance, Provident Fund, and service tax etc. Should be necessary accompanied with documentary proof pertaining to the concerned bill month.
17. 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.
18. In the event of any dispute arising in respect of clauses of agreement the same shall be resolved through negotiation. Alternatively the disputes shall be referred to the next higher authority or controlling officer for his decision and the same shall be binding on all parties.
19. All disputes shall be under the jurisdiction of court at the place where the headquarters of the authority, who has executed the agreement, is located.
20. Terms & conditions prescribed in Finance Department Clarification No 32323 dt.11.09.2012 in this case and shall be followed.
21. The undersigned reserves the right to accept or reject any or all the proposals related with this notice or defer/ postpone the notice timings/events without assigning any reason thereof. All legal disputes are subjected to Sambalpur Jurisdiction only.
22. 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 current or after expiry of the agreement.
23. 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.**
24. 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 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 if any, at his own part cost, if required under the Act.1970 if any at his own part and cost, if required under the Act.
25. 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.
26. The claims in bills regarding Employees State Insurance, Provident Fund, and Service Tax 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.
27. 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 the Department. The Manpower Service Provider shall be responsible for any act of indiscipline on the part of the persons deployed.
28. The tax deduction at Source (T.D.S.) shall be done as per the provisions of the Income Tax Act Rules as amended from time to time and a certificate to this affect shall be provided to the Department.
29. 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 Department 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 services provider to statutory authorities. If any loss or damage is caused to the Department by the persons deployed, the same shall be recovered from the unpaid bills or adjusted from the Performance Security Deposit.

30. The number of Manpower to be engaged solely depends upon the necessity of the office at any particular period of time.
31. In case of breach of any terms and conditions attached to this agreement, the performance security deposit of the manpower, service provides shall be liable to be forfeited besides annulment of the agreement.

#### **FINANANCIAL**

1. The Technical Bid should be accompanied with the draft meant for cost of EOI documents of Rs.3000/-which is non -refundable.
2. In case of successful tenderer or the agency fails to deploy the required manpower against the initial requirement within 30 days from the date of placing the order the EMD shall stand forfeited without giving any further notice.
3. The successful tenderer will have to deposit a Performance Security Deposit of Re30,000/(Thirty thousand only) in the form of Bank Guarantee from only nationalised Bank Drawn in favour of the authority 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.

#### **THE TENDERING MANPOWER SERVICE PROVIDER SHOULD FULFIL THE FOLLOWING TECHNICAL SPECIFICATIONS.**

1. They should be registered with the appropriate registration authority.
2. They should have at least two/three years experience in providing manpower to Government departments, public sector companies/ Banks, etc.
3. They should have their own bank account.
4. They should be registered with income tax and service tax Department.
5. They should be registered with appropriate authorities under Employees Provident Fund and Employees state insurance Acts.

**(For providing Manpower services information of the Bidder to L.I.T.C,Chiplima)**

1. Name of the tendering Manpower service provider.....
2. Detail of Earnest Money Deposit: D.D No \_\_\_\_\_ Date \_\_\_\_\_ --drawn on Bank \_\_\_\_\_ -.
3. Name of proprietor/partner/Director \_\_\_\_\_ -.
4. Full address of Registered Office  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
5. Name and telephone no of authorized person \_\_\_\_\_.
6. Banker of Manpower service provider (Attach certified copy of statement of A/C for the last three years \_\_\_\_\_  
\_\_\_\_\_).
7. PAN/GIR No \_\_\_\_\_  
(Attached attested copy)
8. Service Tax Registration No \_\_\_\_\_  
(Attached attested copy)
9. E.P.F registration no \_\_\_\_\_
10. E.S.I registration no \_\_\_\_\_
11. Financial turnover of the tendering Manpower Service Provider for last three year.

Financial Year	Amount ( in Lakh)	Remark if any
2019-20		
2020-21		
2021-22		

12. Give details of the major similar contract by the tendering manpower service provider during last three years following format.

Sl No	Name of Client with telephone no	Manpower service provided	Amount of contract in lakh	Duration of contact
01				
02				
03				
04				

(A Separate sheet may be attached)

13. Additional information ( if any )

Signature of authorized person

Name:

Seal:

Date:

Place:



**PRICE BID**

Tender No 2/08.12.2022

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\_\_\_\_\_

*Corresponding Address with telephone No.* \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**For Providing Manpower Assistance to L.I.T.C, Chiplima.**

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	Take home Remuneration	EPF (Per unit)	ESI (Per unit)	Service Charge (Per unit)	GST	Other statutory dues if any	Total (per person)
1	Unskilled labourers							
2	Security personnel							

- Minimum take home remuneration per person should be RS-                    /-
- EPF, ESI, Service Tax, as per Govt. norms at the line of agreement.
- Service charge cannot be Zero at any case.



Signature of authorized person

Name:

Seal:

Date:

Place:

## **CHRONOLOGICAL ORDER FOR ARRANGEMENT OF DOCUMENTS**

1. Application   a) Completely filled Technical Bid ( in separate envelope)  
                  b) Completely filled Financial Bid (in separate envelope)
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 last IT return filled by agency.
6. Attested copy of Service Tax registration Certificate.
7. Attested copy of P.F registration certificate.
8. Attested copy of E.S.I registration letter / Certificate.
9. Certified document in support of financial turnover of the agency.
10. Copy of terms and conditions in Tender Document with each page duly signed and sealed by the authorized signatory of the agency in token of their acceptance.
11. Authorised certificate of Agency.
12. EMD in shape of Demand draft in favour of L.I.T.C, Chiplima.

## **DOCUMENTS TO BE SUBMITTED BY SUCCESSFUL AGENCY BEFORE DEPLOMENT OF MANPOWER.**

1. List of Manpower shortlisted by agency containing full details i.e. date of birth, address, marital status, caste etc.
2. Bio-data of all people with passport size photograph (3 Nos.).

**Now this agreement witnessed 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 “ here by agrees with the “ Authority” to provide personnel to be engaged as \_\_\_\_\_ in the \_\_\_\_\_(Name of the Department/Office) 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 up to\_\_\_\_\_

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

**Signature of the 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 Orissa.**

*IN the presence of witness:-*

**Witness**

1. Name \_\_\_\_\_  
Address\_\_\_\_\_.

1. Name \_\_\_\_\_  
Address\_\_\_\_\_.

2. Name \_\_\_\_\_  
Address\_\_\_\_\_.

2. Name \_\_\_\_\_  
Address\_\_\_\_\_.

## AGREEMENT

This agreement is made on this \_\_\_\_\_ day of \_\_\_\_\_ between the Governor of Odisha represented by \_\_\_\_\_, here-in-after referred to as the "Authority" which expression shall, where the contest so requires or admits, also include its successors or assignees of one part.

AND

M/S \_\_\_\_\_ represented by Sri \_\_\_\_\_ hereinafter called the "Manpower Service Provider" which expression shall, where the contest so requires or admits, also include its successors or assignees of the other part.

Whereas, the "Authority" desires that the services of " \_\_\_\_\_ are required in \_\_\_\_\_ Department / Office.

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