



OFFICE OF THE COLLECTOR AND DISTRICT MAGISTRATE, SAMBALPUR
(Social Welfare Section)

Email : dswosambalpur@nic.in

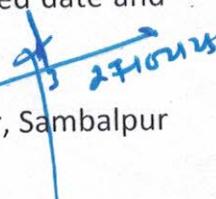
No 1518 /SW

Dt. 13.03.2025

TENDER NOTICE

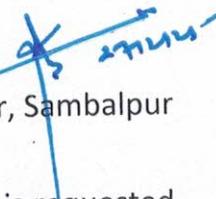
Sealed tenders are invited from reputed registered service providers to provide manpower services of Subhadra Helpdesk professionals under SUBHADRA Scheme in Sambalpur District for the period from 01.04.2025 to 31.03.2026.

The tender document may be downloaded from the website <http://sambalpur.odisha.gov.in>. Any corrigendum(s) shall be communicated through the tender section on the same website. The tender documents should be submitted through speed/ registered post along with a non refundable payment of Rs. 2000/- (Rupees two thousand) only in shape of Demand Draft in favour of the District Social Welfare Officer, Sambalpur along with the technical bid on or before 28.3.25 in the office of the District Social Welfare Officer, Sambalpur. The tender received beyond the scheduled date and time shall not taken into consideration.


Collector, Sambalpur

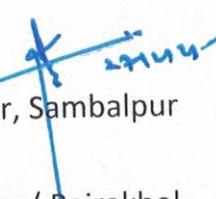
Memo 1519 / SW Dt 13.03.2025

Copy to DeGM, Sambalpur for information and necessary action with a request to publish the notice in Sambalpur District website.


Collector, Sambalpur

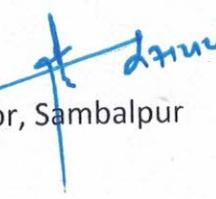
Memo 1520 / SW Dt 13.03.2025

Copy to DIPRO, Sambalpur for information and necessary action. She is requested to publish the notice in their Notice Board for wide publicity .


Collector, Sambalpur

Memo 1521 / SW Dt 13.03.2025

Copy to CDO cum EO, Zilla Parishad, Sambalpur/ Sub-Collectors, Sadar/ Rairakhol /Kuchinda/ All BDOs/ All CDPOs of Sambalpur District with a request to publish the notice in their Notice Board for wide circulation.


Collector, Sambalpur

GENERAL INSTRUCTIONS FOR BIDDERS

1. The Collector, Sambalpur (herein after called "Authority") requires the services of intended Service Providers to provide service of 20 Subhadra Helpdesk Professionals under SUBHADRA Scheme to be engaged in all 10 ICDS Offices of Sambalpur district on outsourced basis for day to day official work.
2. The contract for providing the aforesaid manpower is for one year. The period of the contract may be further extended provided the requirement of the office for manpower persists at that time or may be curtailed / terminated owing to deficiency in service or substandard quality of manpower deployed by the selected Service Provider or because of change in the requirement. Collector, Sambalpur, however, reserves right to terminate this initial contract at any time after giving 15 days notice to the selected Service Provider.
3. The estimated cost of contract is Rs. 36,00,000/- (Rs. 15,000 x 20 no.s of persons x 12 month).
4. The interested "Service Provider" may submit the tender document complete in all respects in a sealed cover along with a non-refundable payment of Rs.2000/- (Rupees Two thousand) only in shape of Demand Draft in favour of District Social Welfare Officer, Sambalpur on or before 28.03.2025 through speed/registered post only.
5. The tender will be opened on 29.03.25 at 11.30AM in the conference hall of Collectorate, Sambalpur in the presence of the District Level committee constituted for this purpose and the tenderers or their authorised representatives.
6. The service provider should have its registered office at Sambalpur.
7. Email / Fax bids will be summarily rejected. Late bid shall be out rightly rejected.
8. The interested Service Providers are advised to submit all documents in on sealed envelope super scribing "**Documents for Technical Bid**" as per ANNEXURE-I. Financial bid in another sealed envelope super scribing "**Financial Bid**" as per ANNEXURE-II and both the envelopes are to be placed in a big envelope super scribing "Bid for Providing Man Power Services" for the **District Social Welfare Office, Sambalpur**.
9. The tendering Service Providers are required to enclose photocopies of the following documents (duly self attested) failing which their bids shall be summarily be rejected and will not be considered any further:
 - a) Copy of GST Registration certificate of the Service Provider issued by the competent authority.
 - b) Copy of PAN Card
 - c) Copy of EPF Certificate
 - d) Copy of ESI certificate

- e) Copy of the Labour licence/ registration under the Contract labour (Regulation & Control) Act, 1970.
 - f) Copy of Bank Account/ Accounts of the Manpower Service Provider
 - g) Copy of terms and conditions in Tender Document with each page duly signed and sealed by the authorised signatory in token of their acceptance.
 - h) Current/ Saving account statement showing last 3 years of financial transaction.
 - i) Copy of Annual turnover certificate of the last 3 consecutive financial years.
 - j) Copy of the IT returned filed for the last 3 financial years with balance sheet.
10. All entries in the tender forms 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 striking out is permitted in the Financial Bid form. In such cases, the tender shall be summarily rejected. However, the striking out, if any, in the Technical Bid application must be initialled by the person authorised to sign the tender bids.
11. First of all, the bids will be opened by the members of the Committee/ Officers in presence of the authorised representatives, scrutinised and shortlisted as per the required documents. The financial bids shall be opened in the presence of authorised representatives of the successful technically qualified bidders.
12. The selection of Service Provider will be made on the basis of the basic remuneration quoted. The bidder having higher quoted basic remuneration will be L1 bidder and so on. If more than one service provider quoted the same rate, selection will be made on the basis of experience in providing manpower to the other Govt. organisation/ Corporate Body/ Agency etc. and further, if more than one bidders will have same years of experience mentioned then, the average turnover within the last three consecutive years will be taken into consideration at the time of short listing.
13. The Collector, Sambalpur reserves the right to cancel/reject the bid without assigning any reason.
14. The authorised signatory shall submit the letter of authorisation.
15. The quoted rates shall not be less than the minimum remuneration fixed/ notified by the department and shall include all statutory obligations. The Service Provider shall be liable for all kinds of dues payable in respect of the personnel provided under the contract and the Collector, Sambalpur shall not be liable for any dues for availing the services of the personnel. The monthly bills will not be released until the service provider produces proof of up to date payment of EPF & ESI contribution.
16. All documents submitted shall be consecutively numbered having signature of the authorised signatory on each page and total number of pages shall be mentioned

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- on the top sheet duly signed by the authorised signatory. In case the tender document is signed by the authorised signatory, a copy of the power of attorney/ AUTHORISATION may be enclosed along with the tender.
17. The service provider should not be a black listed organisation by any Govt. Organisation.
18. The average turnover of the of the service provider for the last 3 financial year should not be less than Rs. 5,00,00,000 (Rupees five crore).
19. The service provider should have at least three years of experience in providing manpower to Govt. Departments, Public Sector companies/ Banks etc.
20. Minimum Eligibility criteria will be as follows:

- Manpower Type : Subhadra Helpdesk Professionals
- Qualification : Minimum Graduate with PGDCA
- Working Hours : 10.00 AM onwards

Suitability

- They must be physically fit and willing to work even in odd hours
 - Candidates having prior experience in Govt. Offices may be preferred.
21. The Collector, Sambalpur reserves the right to call for any document in original including the bank account to verify the veracity of the documents.
22. The successful tenderer will have to supply 20 no.s of SUBHADRA HELPDESK PROFESSIONALS to 10 CDPO offices (2 no.s of position per CDPO Office) of Sambalpur District with 7 days.

TERMS AND CONDITIONS

GENERAL BID

1. The agreement shall commence w.e.f the date of effectiveness of the agreement 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 effectiveness of the agreement commences w.e.f from the date when the total manpower required is provided.
3. The agreement shall be for the year 2025-26 i.e. from 01.04.2025 to 31.03.2026 unless extended further by the mutual consent of the service provider and the authority.
4. Existing qualified professionals working under DSWO will be deployed.
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 Service Provider and the Authority.
6. The service provider shall not be allowed to transfer, assign, pledge or subcontract its rights and liabilities under this agreement to any other agency or organisation by whatever name be called without the prior written consent of the Authority.
7. The requirement of required manpower by Collector, Sambalpur may further increase or decrease marginally, during the period of initial contract and the tenderer would have to produce additional/ less manpower services accordingly on the same terms and conditions.
8. The 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 breach of terms of agreement making it liable for legal action besides termination of 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 person deployed shall be required report for work at 10.00AM to the office of the CDPOs or such other officers as may have been kept in-charge of the office establishment of the office concerned and would leave at 5.30 PM and may also require to work beyond 5.30PM for which she/ 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.
11. The service provider shall nominate a coordinator who shall be responsible immediate interaction with the office of the District Social Welfare Office,

Sambalpur so that optimal service of the persons deployed could be availed without any disruption.

12. The entire financial liability in respect of manpower service deployed in the Collector, Sambalpur or office concerned shall be that of Service Provider and the department or office concerned will in no way be liable. It will be the responsibility of the service provider to pay to the person deployed a sum not less than the minimum rate quoted in the financial bid.
13. For all intents and purpose, the service provider shall be the "Employer" within the meaning of different Rules & Acts in respect of manpower so deployed.
14. The service provider shall be solely responsible for the redressal of grievances or resolution of disputes relating to persons deployed. The Collector, Sambalpur shall, in no way, be responsible for any financial loss settlement of such issues whatsoever.
15. The authority shall not be responsible for any financial loss or any injury to any person deployed by the service provider in the course of their performing the functions/ duties, or for payment towards any compensation.
16. The person deployed by the service provider shall not claim any benefit or compensation or absorption or regularisation of deployment with office under the provision of rules of acts during current or after expiry of the agreement. Undertaking from the person deployed to this effect shall be required to submit by the manpower service provider.
17. In case of termination of this agreement or its expiry or otherwise, the persons deployed by the service provider shall not be entitled to and shall have no claim for any absorption in regular or other capacity.
18. The service provider must be registered with the concerned Govt. Authorities, i.e Labour Commissioner, Provident Fund Authorities, Employees State Insurance Corporation etc., and copies of all the certificates should be submitted.
19. In the event of any engaged personnel being on leave/absent, the service provider shall ensure suitable alternative arrangement to make up for such absence. To meet such eventualities, the agency shall make provision for leave reserve and provide the same under intimation to the concerned authority.
20. The person deployed by the Service Provider should have good police records and no criminal case should be pending against them.
21. The person 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 office concerned. The Service Provider shall be responsible for any act of indiscipline on the part of the persons deployed.
22. The Subhadra Helpdesk Professionals deployed shall, during the course of their work be privy to certain qualified documents and information which they are not

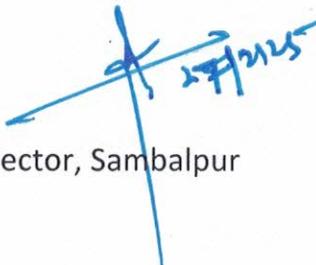
supposed to divulge to their parties. In view of this, they shall be required to maintain confidentiality on the records of the Govt. breach of which may put to action for breach of contract.

23. The service provider shall also be liable for depositing all taxes, levies, cess etc. on account of service rendered by it to the office concerned to the concerned tax collection authorities from time to time as per the rules and regulations in the matter. Self attested Xerox copies of such documents shall be furnished to this office.
24. The service provider shall maintain all statutory registers under the law and shall produce the same on demand to the authority or any other authority under law.
25. The Tax Deduction at Source (TDS), if applicable, shall be done as per the provision of Income Tax Act/ Rules, as amended, from time to time.
26. In case, the service provider fails to comply with any liability under appropriate law and as a result thereof, this office or the offices concerned will be entitled to get itself reimbursed out of the outstanding bills of the service provider to the extent of the loss or obligation in monetary terms. If any loss or damage is caused to the District by the persons deployed, the same shall be recovered from the unpaid bills or adjusted from the performance security deposit.
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. This office will have no liability towards non payment of remuneration to the person employed the service provider and the outstanding dues of the service provider to statutory authorities.
28. The decision of the Collector, Sambalpur in regard to interpretation of Terms and Conditions and the Agreement shall be final and binding on the Service Provider.

Financial Bid

29. The bid should be accompanied with non refundable payment of Rs. 2000/- (Rupees two thousand) only in shape of Demand Draft in favour of the District Social Welfare Officer, Sambalpur payable at Sambalpur failing which the tender shall be rejected.
30. The successful tenderer will have to deposit a security amount of Rs. 3,00,000/- (Rupees three lakh) only as (one month employee cost including statutory dues) in the form of Demand Draft in favour of DSWO, Sambalpur or Fixed Deposit Receipt (FDR) to made in the name of the agency but hypothecated to the DSWO, Sambalpur covering the period of contract. In case, the contract is further extended beyond initial period, the FDR will have to be accordingly renewed by the successful tenderer.

31. The amount of penalty calculated @Rs.100/- per day on account delay, if any, in providing a suitable substitute for the period beyond three working days by manpower service provider shall be deducted from its monthly bills in the succeeding month.
32. The service provider shall raise the bill in triplicate to DSWO, Sambalpur in respect of the persons deployed.
33. The service provider shall be solely responsible for compliance to the provisions of various labour and industrial laws, such as, wages, allowances, compensations, EPF, ESI, Bonus, Gratuity etc., relating to personnel deployed by it or for any accident caused to them and the Collector, Sambalpur shall not be liable to bear any expense in this regard. The service provider shall make payment of remuneration/ wages of a month to the personnel engaged by it by first week of the succeeding month.
34. The service provider shall also be responsible for the insurance of its personnel.
35. The authority reserves the right to withdraw or relax any of the terms and conditions mentioned above so as to overcome the problem encountered at the later stage.
36. 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.
37. All disputes shall be under the jurisdiction of the court of Sambalpur.
38. The successful bidder will enter into an agreement with the Collector, Sambalpur for supply of suitable and qualified manpower as per requirement on the above terms and conditions.


Collector, Sambalpur

DECLARATION

1. _____ 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.
4. I / We hereby confirm that our firm has not been banned or blacklisted by any
Government Offices / Societies / Authorities (State government or Government of
India) / PSU / Govt. run autonomous body, Society in India for corrupt, fraudulent
or any other unethical business practices or any other reason.

Date :

Signature of Authorised person

Place :

Name & Seal :

ANNEXURE- I : TECHNICAL BID

(For providing manpower service to ICDS Projects under SUBHADRA Scheme, Sambalpur)

1. Name of the Tendering Service Provider : _____
2. Status (Proprietor/Partner/Director) : _____
3. Name of (Proprietor/Partner/Director) : _____
4. Details of non refundable of Rs. 2000/- : DD No. _____ / Date _____
5. Full Address : _____
Office : _____
Telephone No. : _____
Email Address : _____
6. Full Address : _____
Branch Office : _____
Telephone No. : _____
Email Address : _____
7. Name & mobile number of authorised Officer/person to liaise with field office : _____
8. Bank/ Branch of Service Provider : _____
9. PAN No. : _____
10. GST Registration No. : _____
11. E.P.F Registration No. : _____
12. E.S.I Registration No. : _____
13. Labour License , License from competent authority for Security & registration under the Contract Labour (Regulation & Control) Act, 1970 (Self attested copies of all such document be attached)
14. Experience Certificate in providing manpower to Govt. Depts., Public Sector Companies/ Bank etc. (Self attested copies of all such document be attached)
15. Financial turnover of the Service Provider for the last 3 consecutive financial year.

Financial Year	Amount (in Lakh)	Remarks if any
2021-22		
2022-23		
2023-24		

Date:

Place:

Signature of Authorised Person

Name & Seal:

ANNEXURE- II : FINANCIAL BID

(For providing manpower service to ICDS Projects under SUBHADRA Scheme, Sambalpur)

1. Name of the tendering Service Provider :
2. Rate per person per month inclusive of all statutory taxes:

Sl No	Manpower type	Basic Remuneration	EPF Employer share (Amount & %)	ESI Employer share (Amount & %)	GST (Amount & %)	Service Charges (Amount & %)	Total
1	Subhadra Helpdesk Professionals						

- Basic Remuneration per person per month for Subhadra Helpdesk Professionals includes employee share of EPF and ESI.
- Should not quote service charges extraordinary less in such case the bid may not be entertained. The service provider not to be quoted any fraction of Rupees. All amounts shall be round in rupees.

Date:

Place:

Signature of Authorised Person

Name & Seal:

Notes:

- The total rates quoted by the Service Provider should be inclusive of all statutory/ taxation/ liabilities in force during the time of entering into the contract. The authority will have no liability in relation to any statutory or other dues.
- 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 as certified by the authority.