



**GOVERNMENT OF ODISHA**

**OFFICE OF THE DISTRICT TREASURY, KALAHANDI,  
BHAWANIPATNA**

**TENDER DOCUMENT**

**For providing service of Watch and Ward with Cleaning and Sweeping of the Office premises of the office of the District Treasury, Kalahandi and its sub-treasuries by a private Manpower Service Provider**

- (a) Period of issue of Tender Document :- 17.01.2025
- (b) Date and Time for Submission of Tender Document :- 21.01.2025 to 28/01/2025 up to 01.00 P.M
- (c) Date and Time for opening of
- (i) Technical Bids :- 28/01/2025, 03.30 P.M
- (ii) Financial Bids of eligible Bidders :- 28/01/2025, 03.30 P.M
- (d) Likely Date for commencement of Deployment of required manpower :- 01/02/2025 to 31.01.2026

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## **SCOPE OF WORK AND GENERAL INSTRUCTIONS FOR BIDDERS**

1. The District Treasury Officer, Kalahandi, Bhawanipatna requires the service of reputed, well established and financially sound Manpower Service provider to provide service of Watch and Ward with cleaning and Sweeping of the office premises of the office of the District Treasury and its Sub-Treasuries on contract basis for day to day official work.
2. The contract for providing the aforesaid manpower is likely to commence from 01.02.2025 (Date) and would continue till 31.01.2026(Date). The period of the contract may be further extended beyond (date) provided the requirement of the Department/Office for manpower if persists at that time or may be curtailed/ terminated before 31.01.2026 (date) owing to deficiency in service or substandard quality of manpower deployed by the selected Service Provider or because of change in the Department/Office's requirements. The Department/Office, however, reserves right to terminate this initial contract at any time after giving one month notice to the selected Service Provider.
3. This Department/Office has tentative requirement for (Seven) Nos of Watch & Ward with Cleaning and Sweeping of the office premises of the office of the District Treasury and its Sub Treasuries in Kalahandi. The requirements may increase/ decrease.
4. The interested Manpower Service Providers may submit the tender document complete in all respects along with his experiences at District Treasury Officer, Kalahandi, Bhawanipatna.
5. The bidder shall have to furnish a bid document cost of Rs.1000/- (Non-refundable) in the shape of a Banker's Cheques/Demand Draft from any nationalized Bank at Kalahandi in favour of District Treasury Officer, Kalahandi, Bhawanipatna.  
In the absence of the bid document cost, the technical proposal of the bidders shall be rejected.  
The Bid document cost should be put in the Technical Proposal envelop.
6. The Bidder along with the technical proposal shall have to furnish Earnest Money Deposit (EMD) amounting to Rs.10000/- (refundable) in the shape of Banker's Cheques/Demand Draft from any nationalized Bank at Kalahandi in favour of District Treasury Officer, Kalahandi, Bhawanipatna.  
In the absence of the EMD, technical proposal of the bidder shall be rejected. EMD exemption will not be entertained.  
The EMD be put in the Technical Proposal envelop.

7. The various crucial dates relating to tender for Providing Manpower Services to the District Treasury Officer, Kalahandi, Bhawanipatna.
- (a) Period of issue of Tender Document: - 17/01/2025
- (b) Date & time for submission of  
Tender document: - 21.01.2025 to 28.01.2025  
up to 01.00AM
- (c) Date and time for opening
- (i) Technical Bid :- 28.01.2025, 03.30 PM
- (ii) Financial Bids of eligible  
Tenders and selection: - 28.01.2025, 3.30 PM
8. The tender has been invited under Two bid system i.e. Technical Bid (Annexure-I) and Financial Bid (Annexure-II). The interested agencies are advised to submit two separate sealed envelopes super scribing "Technical Bid for providing Manpower Services to Office of the District Treasury Officer, Kalahandi, Bhawanipatna." and "Financial Bid for Providing Manpower Services to Office of the District Treasury Officer, Kalahandi, Bhawanipatna". Both sealed envelopes should be kept in a third sealed envelope Super Scribing "Tender Providing Manpower Service to Office of the District Treasury Officer, Kalahandi, Bhawanipatna".
9. The tendering manpower Service providers are required to enclose Photocopies of the following documents with self attestation 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 application 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 Certificates;
- (e) Copy of the service Tax registration Certificate;
- (f) Certificate extracts of the Bank Account containing transactions during last three years.
10. **The conditional bids shall not be considered and will be out rightly rejected in very first instance.**

11. All entries in the tender 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 tender shall be rejected.** However, the cuttings, if any, in the technical Bid application must be initialed by the person authorized to sign the tender bids.
  
12. The Technical bids shall be opened on the scheduled date and time at 03.30 P.M on 28.01.2025 (date), in the office room in presence of the representatives of the Manpower Service providers, if any, who wish to be present on the spot at that time.
  
13. The Financial Bid of only those Tenderers will be opened whose Technical bids are found in order. The Financial bids shall be opened at 3.30 P.M on. 28/01/2025 (Date) in the office room of Office of the District Treasury Officer, Kalahandi, Bhawanipatna, in the presence of the Service Provider or representatives of the Man power Service Providers, if any, who wish to be present on the spot at that time.
  
14. The Competent Authority of the Office of the District Treasury Officer, Kalahandi, Bhawanipatna reserves the right to annual all bids without assigning any reason.

## **TECHNICAL REQUIREMENTS FOR THE TENDERING MAN POWERSERVICE PROVIDER**

1. The Tendering Manpower service provider should fulfill the 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 Department/ office. Besides, if the Department/ Head of Department/ Controlling Officer are procuring manpower for deployment in their field office(s), then the manpower service provider should provide the name, designation, and contact number of the person to liaise with the said Field office(s) .

(b) They should be registered with the appropriate registration authority.

(c) They should have at least two/ three year's experience in providing manpower to Government Department/Office's, public Sectors, Companies/ Banks, etc

(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 turnover requirement. (To be assessed by the Department/Office 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.

## **TECHNICAL REQUIREMENTS FOR MANPOWER TO BE DEPLOYED BY THE SUCCESSFUL MANPOWER SERVICE PROVIDER IN THE OFFICE OF THE TREASURY OFFICER, KALAHANDI, BHAWANIPATNA AND IT'S SUB-TREASURIES**

Sl No.	Manpower	Age limit	Qualification	Remuneration (Minimum take home Remuneration)	Job Description
01	Watch and Ward with Cleaning and Sweeping	21 to 31	Under Matric. She/ He would have good moral character and must be well behaving to his authority	As per the notification of Govt. from time to time	Responsible for carry out orders of authority

**(Annexure-I)**

**APPLICATION- TECHNICAL BID**

**For Providing Manpower Services of District Treasury Officer, Kalahandi,  
Bhawanipatna**

**Tender Call Notice No. \_\_\_\_\_/Dt.**

1.	Name of Tendering Manpower Service Provider:
2.	Name of Proprietor / Partner/ Director  Proprietor:-
3.	Full Address of Registered office: AT- Dist- Mobile No. FAX        Not Phone E-Mail Address:
4.	Full Address of operating/ Branch Office: Sole Proprietorship firm At/Po/Dist.- Mobile No. FAX No. E- Mail Address:
5.	PAN/GIR No  (Attached attested copy)
6.	Labour License No. (Attached attested copy)
7.	E.P.F.Registration No . (Attached attested copy)
8.	E.S.I.Registration No. (Attached attested copy)
9.	GST No (Attached attested copy)
10.	Copy of Audit Report for the last 3 financial year (2021-22, 2022-23,2023-24) (Attached attested copy)
11.	Financial turnover of the tendering Manpower Service Provider for the last 3 Financial years

Financial Year	Amount (Rs. in Lakh)	Remarks, if any
2021-22		
2022-23		
2023-24		
Average Annual Turn Over:-		

12. Additional Information, if any:

(Attached separate sheet if space provided is insufficient)

All experience certificates attach herewith.

Signature of authorized person.

Name:

Date:

Seal:

Place:

## **DECLARATION**

1. I, Sri \_\_\_\_\_ / Daughter/ Wife of \_\_\_\_\_  
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 authorised person

Full Name

Date:

Place:

Seal:

## **TERMS & CONDITIONS**

### **GENERAL:-**

1. Agreement shall commence from 01.02.2025 (date) and shall continue till 31.01.2026 (date) 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 31.01.2026 (date) 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/ deletion/ 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 the Agreement to any other agency or organization by whatever name be called without the prior written consent of the Authority.
5. The Office of the District Treasury Officer, Kalahandi, Bhawanipatna, at present has tentative requirement of 7 (seven) nos. of Watch and ward with cleaning and sweeping of the premises on urgent basis. The requirement of the same may further increase or decrease partially, 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 state. 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 5.00 PM to the Office of the District Treasury Officer, Kalahandi, Bhawanipatna or such other officer as may have been kept in charge of the office establishment of the office concerned and would leave at 10.30AM and may also required to work beyond 10.30 AM 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. In case the person deployed is asked to work beyond 10.30 AM, he/she shall be entitled to late sitting-cum-refreshment compensation of Rs.50/- (fifty) per day.
10. The Person deployed may be called on holidays to attend duty and shall be paid extra remuneration as per rates approved by this office on attending such day.
11. The Manpower service provider shall nominate a co-coordinator who shall be responsible for immediate interaction with the office of the District Treasury Officer, Kalahandi, Bhawanipatna so that optimal services of the persons deployed could be availed without any disruption.
12. The entire financial liability in respect of man power services deployed in the Department or Office concerned shall be that of the man power Service Provider and the Department or office concerned 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 and adduce such evidence as may be required by the Department or Office concerned.

13. 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 Man power Service Provider shall not have any claim whatsoever lying employer and employee relationship against the Department or Office concerned.
14. The Manpower Service Provider shall be solely responsible for the redressal of grievances or resolution of disputes relating to persons deployed. The Department or office concerned 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 joint committee consisting of a representative of the Department or office concerned and authorized representative of the Man Power Service Provider.
15. The Department or office concerned 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.
16. 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.
17. In case of termination of the 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.

18. 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.
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 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 and cost.  
Note:- Registration/License under the contract Labour ( regulation and Abolition) Act-1970 is applicable to Manpower Service Provider employing more than 20 Workmen.
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 own personal reasons. The payment in respect of the overlapping period of the substitute shall be the responsibility of the Manpower Service provider shall be responsible for constitutions towards Provident Fund and Employees State Insurance, wherever applicable.
21. The persons deployed by the Manpower Service Provider should have good police records and no 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 enhance the image of the Department or office concerned. The Manpower Service Provider shall be responsible for any act of indiscipline on the part of 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 payable to different types of worker in respect of the persons deployed by it in the Department or office concerned. The Department or Office concerned shall have no liability in this regard.
25. The Manpower Service Provider shall also be liable for depositing all taxes, 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 Department or office concerned.
26. The Manpower Service Provider shall maintain in 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.
27. 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 Department or office concerned.
28. In case, the Manpower Service Provider fails to comply with any liability under appropriate law, and as 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 extent of the loss or obligation 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 of employed persons and non-payment of statutory dues. The Department or Office concerned will have no liability towards nonpayment of remuneration to the persons employed by the Man Power Service Provider and the outsourcing statutory dues of the service provider to statutory authorities. If any loss or damage is caused to the Department or Office concerned by the persons deployed, the same shall be recovered from the unpaid bill or adjusted from the performance Security Deposit.

### **FINANCIAL:-**

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 triplicate, along with attendance sheet duly verified by the Department or Office concerned in respect of the persons deployed and submits the same to the prescribed authority 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 Service Tax etc. should be necessarily accompanied with documentary proof pertaining to the concerned bill month. A requisition 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.
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 the parties.
36. 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.
37. The Successful bidder will enter in to an agreement with the Department/ Office for supply of suitable and qualified manpower as per recruitment of the Department/ Office on the above terms and conditions.

**(Annexure-II)**

**FINANCIAL BID**

**For Providing Manpower Assistance to Office of the  
District Treasury Officer, Kalahandi, Bhawanipatna**

**Tender Call Notice No. \_\_\_\_\_Dt.**

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			
		No. of Post	Monthly remuneration per person	Value of service charge per posting/per month (in INR)	Total Service charges per month for all position.
A	B	C	D	E	F= (C x E)
1	2	3	4	5	6
1.	Watch and Ward with Cleaning and Sweeping of the premises	07	As per Finance Department Letter No.-30722/F dated 06.11.2021 @ Rs.10100/- P.M		

Signature of authorized person

Date:

Full Name:

Place:

Seal:

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

1. Application- Technical Bid;
2. Attested Copy of Registration of agency;
3. Attested copy of Bank Account Bank of agency;
4. Attested copy of PAN/GIR card;
5. Attested Copy of GST Registration Certificate
6. Attested copy of latest IT return filed by agency;
7. Attested copy of Labour Registration Certificate;
8. Attested copy of the P.F registration letter/certificate;
9. Attested copy of the E.S.I. registration letter/ certificate;
10. Certified documents in support of the Financial turnover of the agency;
11. Copies of Audit report for last 3 Financial Years
12. Certified documents in support of entries in column 12 of Technical Bid Application;
13. Copy of the terms and conditions at pages 10 to 16 In Tender Document with each page duly signed and sealed by the authorized signatory of the agency in token of their acceptance.