



**DHARANIDHAR UNIVERSITY, KEONJHAR**

**TENDERNOTICE**

Tender No. 1051 Date: 03/4/2025

**Tender Notice for award of contract for providing Manpower Services for an initial period of One year w.e.f. 01.05.2025 to 30.04.2026.**

Bids in sealed cover are invited under two-bid system from reputed, experienced and Registered Manpower Service Provider having registered office located within State of Odisha and possessing valid license, statutory clearance, service tax registration, EPF Registration, ESI Registration, PAN No. and GSTIN. Bidding for providing services of 40, no Group-D employees (Peons/Attendants, Watchmen, Sweepers, Security guard, Gardener and Matron) in, Dharanidhar University Keonjhar for an initial period of one year from the date of commencement of the contract as would be indicated therein on outsourcing contract basis for day-to-day support work services. The maximum monthly consolidated remuneration is as per latest Govt.rules, for above Group-D category manpower for each individual excluding EPF, ESI and other taxes and charges as fixed vide Finance Department Circular No. 11835/F dated 31.03.2018, Circular No.30722/F dated 06/11/2021, GAPG Department Letter No:7982/GAD/07.03.2024, Labour and ESI Department letter No 2278/LESI/13.03.2024 and other relevant Rules/ Acts issued from time to time. The contract for supply of above-said outsourcing services and the mode, manner and nature of duties shall be as per the details provided in the bid document.

**The details of the bidding process are as follows:**

SL No.	Bidding Schedule	Deadline
1	Date of Tender Notice	<b>03.04.2025</b>
2	Last Date and Time for receiving of Tender document.	<b>22.04.2025 at 5.00PM</b>
3	Opening of Technical Bid	<b>23.04.2025 at 11.30AM</b>
4	Opening of Financial Bid of eligible Bidders in Technical Bid.	<b>23.04.2025 at 3.30 PM</b>

The Technical and Financial Bid will be opened in the Registrar's Chamber in presence of the Selection Committee and the representatives of the Manpower Service Providers, if any, who wish to be present on the spot at the time of opening of the Bids, as per the scheduled time table.

03.04.25

Bidders are required to submit the Technical and Financial Bids separately. The bids in Sealed Cover-I containing "Technical Bid" and Sealed Cover-II containing "Financial Bid" should be placed in a third sealed cover super-scribed "Bid for Outsourcing for providing day-to-day support work services of 40 no. of Peons/Attendants/Watchman/Security guard/ Sweeper/ Gardner /Matron of Group-D category manpower (as may be required) in Dharanidhar university, Keonjhar " must reach the undersigned on or before **Dt.22.04.2025 at 05:00 P.M.** by Speed Post/Registered post only.

The bid documents containing eligibility criteria, scope of the work, terms and conditions of the tender and draft agreement etc. can be downloaded from the University website:- <http://www.dduniversity.ac.in/>. Bid processing fee **Rs. 2,000** non-refundable, needs to be deposited in shape of Bank Draft, drawn at any nationalized bank payable to Registrar, Dharanidhar university, Keonjhar.

Incomplete and conditional bid shall be summarily rejected. Dharanidhar university, Keonjhar reserves the right, without any obligation or liability, to accept or reject any or all the proposals at any stage or the process, to cancel or modify the process or any part thereof or to vary any or the term and condition at any time, without assigning any reason whatsoever. The bidders should have at least three years' experience in providing manpower services to Central/ State Government/ Autonomous Bodies / Agencies / Societies / Corporate Bodies. The authority reserves the right to relax any of the provisions of the Tender Document in case of exigency.

The Tender Documents of the bidders having criminal antecedents/ previous unsatisfactory service reports/ previously black listed, shall be summarily rejected.

The tender papers received after the due date and time as mentioned in bid document shall not be entertained in any circumstances.

**Complete Address for submission of bid**

The Registrar,

Dharanidhar university, Keonjhar

At/PO- Keonjhar, Odisha-758001

  
Registrar  
03.04.25

Dharanidhar university, Keonjhar

Memo No. 1052 Dt 3/4/2025


Copy to PS to USD/SO for information.

  
Registrar  
03.04.25

Dharanidhar university, Keonjhar

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 03.04.25

**SECTION-I**  
**Instruction to Bidders**  
**(General Instruction for Service Bidders, Scope of Work)**

**General Information:**

1. Dharanidhar university, Keonjhar requires the service of reputed, well established, financially sound and registered Service Providers to provide unskilled/skilled category of disciplined manpower as per the requirement.
2. Sealed tenders are invited under two bid system from reputed manpower agencies/service providers to provide the services of about **40 nos.** of Group-D categories of manpower (Peon/Attendants/Watchmen/Securityguard/Sweepers/Gardener/Matron) for an initial period of one year w.c.f. the date of execution of agreement which can be extended subject to satisfactory performance of the Agency and mutual agreement on yearly basis (Other terms & conditions will remain unchanged). The authority reserves the right to terminate the contract at any time after giving **15 days** notice to the service provider.
3. Bidders are required to submit the technical & financial bids separately. The bids in sealed cover-I containing 'Technical Bid' and sealed cover-II containing 'Financial Bid' should be placed in a third sealed cover superscribed "Tender for providing Manpower services to Dharanidhar university, Keonjhar" and it must reach the undersigned on or before **22.04.2025 by 5.00 PM** through Registered /Speed Post only. (This includes the grace period)
4. The interested bidders may visit the location on any working day between the office hours to have a thorough knowledge of the work to be performed before preparation and submission of the bid.
5. This Office has tentative requirement of **40 nos.** of Un-skilled/skilled Manpower. The requirement may increase/decrease in any/ all the categories.
6. The estimated cost of the contract for Manpower service per month (including statutory deposits) shall be as per the presently prevailing minimum wage. The estimated cost of the contract may vary at the time of finalization of the tender depending upon the rate of minimum wage prevailing at that time.
7. The interested Manpower Service Providers may submit the tender document complete in all respects along with Earnest Money Deposit (EMD) of **Rs.14,000/- ( Rupees Fourteen Thousand)** only.

8. The EMD (refundable without interest), should necessarily be accompanied with the Technical Bid of the service provider in the form of Demand Draft drawn at any Nationalized bank in favour of "Registrar, Dharanidhar university, Keonjhar" payable at State Bank of India, Keonjhar main branch failing which the tender shall be rejected summarily.
9. MSME/NSIC registered firms are exempted from EMD while applying for the bid. (They have to produce sufficient documents to that effect).
10. The successful Service Provider will have to deposit a **Performance Security Deposit of Rs 1,00,000/-(One Lakh)** only in the form of **Bank Guarantee** from any Nationalized Bank drawn in favour of " Dharanidhar university, Keonjhar" payable at State Bank of India, Keonjhar main branch covering the period of contract. In case, the contract is further extended beyond the initial period, the Bank Guarantee will have to be renewed.
11. Performance security deposit in the form of Bank Guarantee must be valid from the date of effectiveness of the contract to a period of three months beyond the contract period. Failure to comply with the requirements shall constitute sufficient grounds for forfeiture of the Bank Guarantee. The Performance security deposit (Bank Guarantee) shall be released immediately after three months of expiry of the contract provided that there is no breach of contract on the part of the qualified bidder. No interest shall be paid on the Bank Guarantee. In case, the contract is further extended beyond the initial contract period, the Bank Guarantee will have to be accordingly renewed by the deployed service provider as per the existing terms and conditions of the tender.
12. The bidders are required to enclose photocopies of the list of documents under section "DOCUMENTS TO BE PROVIDED WITH TECHNICAL BID", along with the Technical Bid, failing which their bids shall be out rightly rejected and will not be considered any further.
13. This is for information of all bidders that, any types of conditional bids shall not be considered in any case and will be out rightly rejected.
14. Bids received in E-mail will be summarily rejected. Late bid shall not be accepted.
15. All bids should be complete in all respect and entries in tender form should be legible and filled clearly. If the space for furnishing information is insufficient, a separate sheet duly signed by the authorized signatory may be

attached. No overwriting or cutting is permitted in the Financial Bid Form failing which the bid will be rejected.

16. The Authorized Signatory shall submit the letter of authorization (in the prescribed format enclosed).
17. The Technical bids shall be opened on the scheduled date and time at Dharanidhar university, Keonjhar in the presence of the representatives of the Manpower Service providers, if any, who wish to be present on the spot at that time.
18. The Financial Bids of only those bidders will be opened whose Technical Bids are qualified.
19. The Competent Authority of the Dharanidhar university, Keonjhar reserves the right to annul any or all bids without assigning any reasons thereof.
20. All the documents submitted shall be consecutively numbered having signature of the authorized signatory on each page and total number of pages shall be mentioned on the top sheet duly signed by the authorized signatory.
21. The authority reserves the right to call for any document in original including the Bank Account to verify the authenticity of the documents.
22. The Manpower Service Provider will abide by all the Rules & Regulations issued by the Government from time to time and by the terms & conditions of the Dharanidhar university, Keonjhar. The Agency will also 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 the agency 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.

#### **SCOPE OF THE WORK:**

i) **PEON/ATTENDANTS/SKILLED GROUP-D:-**

The duties of the Peon/Attendant will be assigned by the authority.

ii) **MATRON:-**

The duties of the Matron will be assigned by the authority.

iii) **SWEEPER:-**

1. Cleaning, sweeping, mopping and wiping of floors, staircase with phenyl, on daily basis or as required by Officer-in-Charge. Cleaning activity shall start in the morning at 8.30 A.M so as to complete all the dusting/cleaning/mopping work before 9.30A.M. The cleaning materials will be provided by the office.
2. Thorough cleaning of all toilets using required detergents by putting naphthalene balls and air purifier in all urinals, wash basins. The materials provided by the office.
3. Cleaning of general toilets at least thrice dally (at 8.30 AM, 12.00 Noon and 3.30 P.M) with phenyl and detergent etc. and maintain the toilet floors dry during office hours. Cleaning of windows and window slits of all toilets to be done regularly. Wash basins, urinals are to be cleaned with suitable detergents. Flushing system of alltoilets is to be checked at regular interval every day. The materials provided by the office.
4. Cleaning of office working areas, removing dust from floors, windows, doors, furniture, fixtures, telephones, cupboards, air conditioners, filing Almirah, cabinets, glass panes, computers etc.
5. Collection of waste paper from rooms, waste paper baskets, lobbies and putting in bags at the specified location daily.
6. Cleaning gulley trap and manholes within and surrounding of premises as and when required.
7. Cleaning/removal of any type of stains of ink etc. from the building premises and staircases.
8. Removal of beehives and cobwebs/honey webs from the office building and its premises and cleaning and sweeping of open area include balconies and roof tops.

iv) **GARDNER:-**

1. The purpose of gardening and landscaping work is that the whole office premise must look rich with lush green lawns and beautiful flowers so as to provide an excellent ambience of work-environment and at the same time makes the office premises environmentally friendly and to make a good impression on the visitors and public who visit here for various purposes. The service provider has to undertake all such jobs/activities required to maintain the office premises in a presentable condition and in above mentioned spirit at all the time whether such activities are elaborated hereunder or not.
2. Uprooting of weeds in garden and college campus at regular intervals, Trimming of Lawn grass.
3. Sweeping and removal of leaf litters in the office garden to ensure proper Gardening work in campus without causing any damage.
4. Gardener shall be deployed having experiences in the relevant field to look after the maintenance of all the trees, plants, shrubs, hedges and lawn as are existing on the date of

start of contract and any other lawn/plants developed thereafter. Supplying, maintaining, watering, manuring, cleaning periodically all the lawns available at college campus, and periodical manuring and application of manure, pesticides wherever and whenever required.

5. Maintaining, watering, and cleaning of ornamental plants available in college campus
6. The cleaning of campus by removing unwanted vegetation, bushes, shrubs, periodically.
7. To plant trees, shrubs etc by excavation/digging as and when required in the interest of the beautiful maintenance of the ambience of the college.

In addition to the existing plants and trees, the Gardner may propose for additional requirement of plants, flower plants to improve the landscaping view.

8. Arranging potted plants inside the building as and when necessary, displaying them as per directions of the authority and taking back the plants to the garden after the event.
9. The watering to the trees, plants & lawns should be done at least one time a day or as may be required for which water will be supplied by the college. Wastage of water shall be totally avoided.
10. College Authority will not be responsible to provide any residential accommodation to Gardner deployed by the Service provider.
11. Any other services on need basis as and when required by the authority concerned.

v) **WATCHMAN/SECURITY GUARD:-**

1. The Watchman/Securityguard is to watch and ward the college property inside the University campus/University gate and to prevent trespassers from the University campus.
2. The watchman/Securityguard shall also ensure that all the electrical equipment/instruments/lights and fans must be switched off at the time of closure of the office or part of the office and switch on the lights in the evening/night hours as may be necessary.
3. The Watchman/Securityguard should not leave the point unless and until the reliever comes for shift duties.
4. The Watchman/Securityguard will maintain all the registers, which are kept at the main gate.
5. The Watchman/Securityguard shall be careful during duty hours and they will be deployed in three shifts i.e. 6AM to 2 PM/2PM to 10PM/10PM to 6AM.
6. The Watchman/Security guard must take round of the premises at fixed intervals/guard at the gate allotted.

**SECTION-2**  
**(Bid Submission Check List)**

Sl	Description of Contents	Page
<b>Technical Bid (In original)</b>		
1	Covering Letter in Bidders Letter Head	
2	Duly Filled in <b>Form-T1</b>	
3	Demand draft in support of Bid processing fee as applicable	
4	Demand Draft in support of EMD as applicable	
5	Attested Copy of Incorporation/Registration Certificate of the Bidder	
6	Attested Copy of PAN	
7	Attested Copy of GSTIN	
8	Attested copy of <b>E.P.F.</b> Registration Number	
9	Attested copy of <b>E.S.I.</b> Registration Number	
10	Attested Copy of MSME/NSIC registration certificate (if any).	
11	Copies of Tax Clearance Certificate ( <b>IT, TDS, GST</b> ) for the last three Assessment years.	
12	Valid Address proof of the office (Copy of the Electricity Bill/Rent Agreement and copy of rent receipt).	
13	Attested copy of bank Pass Book Transactions for last Six Months	
14	Attested copy of audited Income/Expenditure statements along with balance sheet for the last 3 financial years.	
15	Power of Attorney in favour of the person signing the bid on behalf of the bidder.	
15	List of completed/ on -going assignments of similar nature (Past experience details) along with the copies of work orders for the respective assignments from the authorities	
17	Undertakings in stamp paper for not have been Black-listed by any Central/ State Govt./Any Autonomous bodies during the recent past. ( <b>Form-T2</b> )	
18	Undertaking regarding not having any pending judicial proceedings against the bidder in the <b>Form-T3</b>	
18	Attested copy of license for supply of manpower	
19	Attested copy of the valid PSARA License/Labour License	
<b>Financial Bid (Documents)</b>		
19	Covering letter in Bidder's Letter Head	
20	Duly filled in Financial Bid <b>Form-F1</b>	

**It is to be ensured that:**

1. All information has been submitted as per the prescribed format only.
2. Each part has been separately bound with no loose sheets and each page of all the three/ two parts are page numbered along with index page.
3. All pages of the proposal need to be sealed and signed by the authorized representative.

Authorized Signatory (in Full and initial) \_\_\_\_\_

Name and Designation with Date and Seal: \_\_\_\_\_

### SECTION-3

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

1. List of manpower short listed by agency for deployment in Dharanidhar University, Keonjhar containing full details i.e. date of birth, marital status, address, educational qualification etc.
2. Bio-data of all persons.
3. Any other document considered relevant.
4. Undertaking from engaged persons not to claim for regularisation of service
5. Antecedent verification from competent authority.

**SECTION-4**  
**TECHNICAL REQUIREMENTS FOR THE TENDERING**  
**MANPOWER SERVICE PROVIDER**

The tendering manpower service provider should fulfill the following technical specifications:

**Eligibility:-**

Sl No.	Eligibility Criteria	Supporting documents to be Furnished along with the Technical Bid	Yes/No
1	The Bidder should be registered as firm/company as proprietorship/partnership/LLP or companies' trust/ society etc.	Certificate of Incorporation/Registration	
2	<ul style="list-style-type: none"> <li>• The Bidder should be registered under appropriate authority of the following: Registered under the Contract labour (Regulation and Abolition) Act,1970</li> <li>• Registered under the Employees Provident Fund Act,1952</li> <li>• Registered under the Employees State Insurance Act,1984</li> <li>• Registered with Income Tax Department and GST</li> </ul>	Certificate of Incorporation/Registration	
3	The Bidder must have at least 3 to 5 years of experience in business [up to the last date of submission of bid) for providing similar type of services to Central / State Government / Autonomous bodies /Agencies / Societies / corporate bodies. (However, higher experience will matter during final selection)	Copies of the work order from the previous authorities.	
4	The Registered Office / Branch Office of the Service Provider must be located within the jurisdictional area 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	Valid Address proof of the office (Copy of the Electricity Bill/Rent Agreement and copy of rent receipt).	

	with the said Field office(s)		
5	Must have its own bank account in any scheduled bank situated in Odisha	Copies of the Pass Book and transaction Statement for the last 3 years	
6	Application form	<b>Form-T1</b>	
7	The agency should not have been blacklisted by any Central / State Government, or any other public Sector undertaking or a corporation as on the date of this RFP	An undertaking to this effect to be furnished by the Bidder as per the prescribed format. ( <b>Form-T2</b> )	
8	Must not have any pending judicial proceedings for any criminal offences against the Proprietor/ Director Persons to be deployed by the Service Provider.	An undertaking to this effect to be furnished by the Bidder as per the prescribed format. ( <b>Form-T3</b> ).	
9	Declaration by the Bidder.	An undertaking to this effect to be Furnished by the Bidder as per the prescribed format. ( <b>Form-T4</b> )	
10	Other Statutory Documents: copies of	(i) PAN (ii) GSTIN (iii) EPF & ESI Registration Certificate (iv) IT Return for the last 3 assessment year.	

**SECTION-5**  
**APPLICATION-TECHNICAL BID**

(For Providing Man power Services to Dharanidhar University Keonjhar )

**[BIDDER LETTER HEAD)**

COVERING LETTER

To,

The Registrar  
Dharanidhar University, Keonjhar,  
At/PO- Keonjhar, Odisha-758001

**Sub:** Tender to provide Manpower service to Dharanidhar University, Keonjhar

Sir,

I, the undersigned offer to participate in the tender process to provide manpower services in Dharanidhar University, Keonjhar in accordance with your Tender Notice No. \_\_\_\_\_ Date \_\_\_\_\_. I hereby submitting my firm/company's proposal, which includes Technical Proposal and Financial Proposal sealed and signed at the joint in separate envelopes.

I do hereby declare that all the information and statement provided in the technical proposal are true and correct and I accept that any misinterpretation contained in it may lead to disqualification of our proposal. Our proposal will be valid for acceptance up to 90 days and I confirm that this proposal will remain binding upon us and may be accepted by you at any time before the validity of the bid. I do hereby unconditionally undertake to accept all the terms and conditions as stipulated in the RFP document. In case any provision of this tender is violated, then your office shall have the rights to reject our proposal including forfeiture of the earnest money deposit absolutely.

Yours faithfully,

Authorized Signatory with Date and Seal

(Full signature)

Name and Designation \_\_\_\_\_

Address of the Bidder \_\_\_\_\_

**FORM-T 1**

1	Name of the Bidder	
2	Details of Bid Processing Fee and Earnest Money Deposit: (Demand Draft Details)	DD No.
		Date:
		Amount(Rs)
		Drawn on Bank
3	Name of the Director/Owner	
4	Full Address of Registered Office	Postal Address:
		Telephone No:
		FAX No.
		E-mail Address:
5	Name & telephone number of authorized person signing the bid	Name & Designation:
		Mobile Number:
6	Bank Details	Account Number:
		Bank Name:
		Bank and Branch:
		IFS Code:
7	PAN No. (Attach self-attested copy)	
8	GSTIN (Attach self-attested copy)	
9	EPF Registration No. (Attach self-attested copy)	
10	ESI Registration No. (Attach self-attested copy)	
11	Acceptance to all the terms & conditions of the tender (Yes/No)	
12	Power of Attorney/ Authorization letter for signing the bid documents	
13	Please submit an undertaking that no criminal case is pending with the Police at the time of submission of bid.	
14	Kindly mention the total number of pages in the tender document.	

15. Financial turnover of the tendering Man power Service Provider for the last 3 financial years.

Financial Year	Amount(Rs)	Remarks ,if any
FY 2023-24		
FY 2022-23		
FY 2021-22		

16. Additional information, if any:

(Attach separate sheet if space provided is insufficient)

17. Give details of the major similar contracts handled by the tendering Manpower Service Provider during the last three years in the following format (if the space provided is insufficient, a separate sheet may be attached):

Sl No	Name of client, address, telephone & Fax No.	Man power services provided		Amount of contract (in Rs)	Duration of contract	
		Type of Manpower provided	No.		From	To

Yours faithfully,

Authorized Signatory with Date and Seal

Name and Designation: \_\_\_\_\_

Address of the Bidder: \_\_\_\_\_

**FORM-T2**  
**UNDERTAKING**

(On the Stamp Paper of appropriate value in shape of affidavit from the Notary regarding not-blacklisted)

I, do hereby undertake that, our organization has never been blacklisted / debarred by any of the Central / State Government Department / office or by any Public Sector Undertaking (PSUs) and not blacklisted by any authority.

Yours faithfully,

Authorized Signatory with Date and Seal

Name and Designation: \_\_\_\_\_

Address of the Bidder: \_\_\_\_\_

**FORM-13**  
**UNDERTAKING**

**(On the Bidder's Letter Head regarding not having any pending judicial proceedings in any criminal offences)**

I, do hereby undertake that there is no criminal case pending in any Court of Law against our company or against the Proprietor / Partner / Persons to be deployed by our company/firm. I/we further undertake that Proprietor / Partner / Persons to be deployed by our company have never been convicted in any offences in any Court in India. I understand that I am fully responsible for the contents of this undertaking and its truthfulness.

Yours faithfully,

Yours faithfully,

Authorized Signatory with Date and Seal

Name and Designation: \_\_\_\_\_

Address of the Bidder: \_\_\_\_\_

**FORM-T4**  
**DECLARATION**

(On the Bidder's Letter Head)

1. I, \_\_\_\_\_, Son/Daughter/Wife of Shri \_\_\_\_\_, Proprietor/ partner/ 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 informations/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. Proprietor/Partner/Authorized signatory of the Service Provider, mentioned above, is competent to sign this declaration and execute this tender document;

Yours faithfully,

Authorized Signatory with Date and Seal

Name and Designation: \_\_\_\_\_

Address of the Bidder: \_\_\_\_\_

**APPLICATION: FINANCIAL BID**

(For Providing Manpower Services to Dharanidhar University, Keonjhar )

**(BIDDER LETTER HEAD)**

**COVERING LETTER**

To,

The Registrar  
Dharanidhar University, Keonjhar  
At/PO-Keonjhar, Odisha-758001

Sub: Tender to provide Manpower Service to Dharanidhar University, Keonjhar .

Sir,

I, the undersigned, offer to provide the services to Dharanidhar University, Keonjhar, in accordance with your Tender No. \_\_\_\_\_ dated \_\_\_\_\_. Our attached financial price is (*insert amount(s) in words and figures*) for the proposed service. This amount is inclusive of the taxes applicable as per GST Act. I do hereby undertake that, in the event of acceptance of our bid, the services shall be provided in respect to the terms and conditions as stipulated in the tender documents.

Our financial proposal shall be binding upon us subject to the modifications resulting from contract negotiations, up to expiration of the validity period of the proposal of 90 days. I have carefully read and understood the terms and conditions of the tender to provide the services accordingly.

I understand that you are not bound to accept any proposal you receive.

Yours faithfully,

Authorized Signatory with Date and Seal

Name and Designation: \_\_\_\_\_

Address of the Bidder: \_\_\_\_\_

**FORM-F1**  
[Administrative Charge]

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

Sl	Man-power Type	Wages	EPF	ESI	Service Charges (i.e, profit of the agency) (in Rs)	Total	CGST (9% ) On (5) (in Rs)	SGST (9% ) On (5) (in Rs)	Grand Total
		(1)	(2)	(3)	(4)	(5)= (1+2+3+4)	(6)	(7)	(8)=(5+6+7)
1	Un-Skilled/ Skilled								

**Notes:**

1. The total quoted rates quoted by the tendering agency should be inclusive of all statutory/ taxation liabilities in force at the time of entering into the contract.
2. The wages shall not be less than the minimum daily wages approved by the Govt of Odisha, Labour and ESI Department. Violating this at any stage will lead to rejection of tender or termination of service.
3. In case of Total remuneration of two or more agencies / firms / companies etc. remains the same, the selection will be made in favour of the agencies/ firms / companies etc in terms of having (i) Higher Turnover, (ii) Higher net profit as per IT returns and (iii) more experience in providing service of Similar Scale. In case of tie after considering all above criteria , selection shall be made through toss.
4. The payment shall be made on conclusion of the calendar month only on the basis of number of working days for which duty has been performed by each person. The ESI & EPF dues of the employees along with the GST deposited by the manpower service provider will be submitted every month along with the bills by 1st week of every month or else the service charge in the monthly bill will be held up for the payment.

Yours faithfully,

Authorized Signatory with Date and Seal

Name and Designation: \_\_\_\_\_

Address of the Bidder: \_\_\_\_\_

**SECTION-6**  
**DETAILED TERMS & CONDITIONS**

**i) GENERAL**

1. The contract for providing the aforesaid manpower is likely to an initial period of **One Year**. However, it may be further extended (if required) beyond completion of one year/initial period provided the requirement of Dharanidhar University, Keonjhar 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 requirements of Dharanidhar University, Keonjhar,
2. The Manpower Service Provider shall not be allowed to transfer or subcontract its rights and liabilities under this Agreement to any other agency or organization by whatever name be called without the prior written consent of the Authority.
3. The Dharanidhar University, Keonjhar, at present has tentative requirement of **40** nos. of different categories of workers like Watchman/Security Guard, Sweeper including sanitary sweeper, Peon/Attendants/Skilled Group D, Matron, Gardener, etc. on urgent basis. The requirement may further increase or decrease and the tenderer would have to provide additional manpower services, if required, on the same terms and conditions.
4. The Manpower Service Provider will be bound by the details furnished by it to the Authority while submitting the tender or at subsequent stage. In case, any of such documents furnished by it is found to be false at any stage, it would be deemed to be a breach of terms of Agreement, making it liable for legal action besides termination of the Agreement.
5. The Authority reserves all the rights to terminate the contract of the Agreement at any time after giving **15 days** notice to the Manpower Service Provider without assigning any reason thereof.
6. The persons deployed shall be required to report for work before the office of the Registrar Dharanidhar University, Keonjhar and they may be attached in different sections of the University and would leave as per the time fixed and may also require to work beyond the fixed time in case of exigency for which he would not be paid any extra wages. In case, the person deployed remains absent on a particular day or comes late/ leaves early proportionate deduction from the wages for one day will be made.
7. The person deployed may be called on holidays to attend duty, if required.
8. The Manpower Service Provider shall nominate a coordinator who shall be responsible for immediate interaction with the Office so that optimal services of the persons deployed could be availed without any disruption.
9. The entire financial liability in respect of manpower services deployed in the Dharanidhar University, Keonjhar shall be that of the Manpower Service Provider and the University concerned shall 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 University concerned. If at

any point of time if it is found that the agency is paying to the person engaged less remuneration, the agreement shall be terminated and the FMD and security money shall be forfeited.

10. For all intents and purposes, the Manpower Service Provider shall be the "Employer" within the meaning of different Rules & Acts in respect of manpower so deployed. The persons deployed by the Manpower Service Provider shall not have any claim whatsoever like employer and employee relationship against the Dharanidhar University, Keonjhar.

11. The Manpower Service Provider shall be solely responsible for the redressal of grievances or resolution of disputes relating to persons deployed. The Dharanidhar University, Keonjhar shall, in no way, be responsible for settlement of such issues whatsoever. In case the grievances of the deployed persons are not attended to by the Manpower Service Provider, the deployed person can place their grievance before a joint Committee consisting of a representative of the Dharanidhar University, Keonjhar and an Authorized representative of the Manpower Service provider.

12. The Dharanidhar University, Keonjhar 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.

13. The persons deployed by the Manpower Service Provider shall not claim nor shall be entitled to pay and other facilities admissible to regular/confirmed employees during the period or after expiry of the Agreement.

14. In case of termination of this Agreement on its expiry or otherwise, the persons deployed by the Manpower Service Provider shall not be entitled to and shall have no claim for any absorption in regular or other capacity.

15. The person deployed shall not claim any benefit or compensation or regularization of deployment with Dharanidhar University, Keonjhar under the provision of rules and acts. Undertaking from the person deployed to this effect shall be required to be submitted by manpower service provider.

16. The Manpower Service Provider must be registered with the concerned Government Authorities, i.e. Labour Commissioner, Provident Fund Authorities, Employees State Insurance Corporation etc. and a copy of the registration should be submitted. The Manpower Service Provider shall comply with all the legal requirements for obtaining License under Contract Labour (Regulations and Abolition) Act, 1970 if any, at his own part and cost.

17. Attendance roll for the personnel deployed by the service provider at the premises of the authority shall be provided by the manpower service provider and it shall be monitored by the service provider on regular basis. These attendance rolls shall be signed by the authorized representative of the man power service provider who shall get it verified from the designated officer.

18. The Manpower Service Provider shall provide a substitute well in advance if there occurs any probability of the person leaving the job due to his/her own personal reasons. The

payment in respect of the overlapping period of the substitute shall be the responsibility of the Manpower Service Provider. The Manpower Service Provider shall be responsible for contributions towards Provident Fund and Employees State Insurance, wherever applicable.

19. The persons deployed by the Manpower Service Provider should have good police records and no criminal cases should be pending against them.

20. The persons deployed should be polite, cordial and efficient while handling the assigned work and their actions should promote good will and enhance the image of the Dharanidhar University, Keonjhar. The Manpower Service provider shall be responsible for any act of indiscipline on the part of the persons deployed.

21. The essential minimum qualification and age limits of different category of Group-D manpower are as follows

Sl. No	Category of the Group-D manpower	Minimum Qualification	Age in Years
1	Peon/Attendant Skilled Labour	7 <sup>th</sup> Pass	18-50
2	Watchman/ Security Guard	7 <sup>th</sup> Pass	18-50
3	Sweeper	7 <sup>th</sup> Pass	18-50
4	Gardener	7 <sup>th</sup> Pass	18-50
5	Matron	7 <sup>th</sup> Pass	18-50

## ii) FINANCIAL

1. The Technical Bid should be accompanied with an Earnest Money Deposit (EMD), i.e. Rs 14,000/- (Fourteen thousand- refundable without interest) in the form of Demand Draft drawn at any Nationalized Bank in favour of "Registrar , Dharanidhar University, Keonjhar" payable at State Bank of India, Keonjhar Main branch failing which the tender shall be rejected out rightly.

2. The Earnest Money Deposit in respect of the agencies which do not qualify the Technical Bid (First Stage)/ Financial Bid (Second competitive stage) shall be returned to them immediately without any interest. In case of successful tenderer if the agency fails to deploy the required manpower against the initial requirement within **30 days** from date of placing the order, the EMD shall stand forfeited without giving any further notice.

3. MSME/NSIC registered firms are exempted from EMD submission while applying for the bid.

4. The successful bidder will have to deposit a Performance Security Deposit amount of **Rs 1,00,000/- (One Lakh)** only in the form of Bank Guarantee from any Nationalized Bank drawn in favour of " Registrar, Dharanidhar University , Keonjhar", 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 bidder.

5. 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.

6. The manpower service provider shall raise the bill in triplicate along with attendance sheet duly verified by Registrar, Dharanidhar University, Keonjhar in respect of the persons deployed and submit the same to the prescribed authority in the first week of the succeeding month. As far as possible the payment will be released within one week of the receipt of the bill.

7. The claims in bills regarding Employees State Insurance, Provident Fund and Service Tax etc. should be necessarily accompanied with documentary proof pertaining to the bill of the concerned last 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 Office concerned.

8. 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 **service charge** in the monthly bill in the succeeding month.

9. 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.

10. 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.

11. The selected party will execute an agreement with Dharanidhar University, Keonjhar on non-judicial stamp paper of **Rs.100/-** (one hundred) for a period of one year, in the prescribed format. The cost of the stamp paper is to be borne by the selected bidder itself.

**iii) LEGAL:**

1. 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.

2. The Manpower Service Provider shall be responsible for compliance of all statutory provisions relating to minimum wages payable to different types of workers in respect of the persons deployed by it in the Dharanidhar University, Keonjhar. The Dharanidhar University, Keonjhar shall have no liability in this regard.

3. The Manpower Service Provider shall also be liable for depositing all taxes, levies, cess etc. on account of service rendered by it to the Dharanidhar University, Keonjhar 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 Dharanidhar University, Keonjhar.

4. The Manpower Service Provider shall maintain all statutory registers under the Law and shall produce the same, on demand, to the authority of the Dharanidhar University, Keonjhar or any other authority under Law.

5. 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.

6. In case, the Manpower Service Provider fails to comply with any liability under appropriate law, and as a result thereof, the Dharanidhar University, Keonjhar is put to any loss/ obligation, monetary or otherwise, the Dharanidhar University, Keonjhar 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.

7. 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 nonpayment of statutory dues. The Dharanidhar University, Keonjhar will have no liability towards non-payment of remuneration to the persons employed by the Manpower Service Provider and the outstanding statutory dues of the service provider to statutory authorities. If any loss or damage is caused to the Dharanidhar University, Keonjhar by the persons deployed, the same shall be **recovered from the unpaid bills or adjusted from the performance Security Deposit.**

8. **Dispute Resolution and jurisdiction:** Any dispute between the parties arising out of or in relation to the validity, interpretation, implementation or alleged breach of any of the provisions including financial aspect of this agreement during its existence shall be resolved amicably by the parties. In case of failures to resolve the disputes, this may be directed to the jurisdiction of the District Court, Keonjhar.

**SECTION-7**  
**LETTER OF AUTHORISATION FOR ATTENDING BID OPENING**  
**(BIDDER LETTER HEAD)**

To  
**The Registrar,**  
Dharanidhar University,  
Keonjhar, Odisha-758001

Sub: **Authorization for attending tender bid**

**opening.** Ref. No. Tender no. \_\_\_ Date. \_\_\_\_\_ Dear Sir,

In inviting kind reference to the subject mentioned above, following persons are hereby authorized to attend the bid opening for the tender mentioned above on behalf of M/s \_\_\_\_\_

**(Name of the Firm).**

Sl No.	Name	Signature
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Yours faithfully,

Authorized Signatory with Date and Seal

Name and Designation: \_\_\_\_\_

Address of the Bidder: \_\_\_\_\_

**Note:**

1. Only one representative shall be allowed.
2. Permission for entry to the hall where bids are to be opened may be refused in case authorization as prescribed above is not produced.

## SECTION-B

### AGREEMENT

The Agreement is made on this.....day of between the Registrar, Dharamidhar University, Keonjhar..... here-in-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..... here-in-after called the "Manpower Service Provider" which expression shall, where the context so requires or admits, also include its successors or assignees of 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;

The service provider shall deposit the EPF and ESI amount in respective account of outsourcing Employee in time and shall submit the copy/ proof of deposit of the preceding Month at the time of submission of bill of the succeeding month failing which action will be taken as per rule.

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

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 inconsideration 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 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 in the event of requirement of more or less outsourcing employees, the Service Provider shall fulfill the requirement within the period of one month.
6. That this agreement is valid up to dated \_\_\_\_\_

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 Officer**

Authorized to sign

On behalf of Manpower Service Provider

**Signature of the Authority**

Registrar,

Dharanidhar University, Keonjhar

**In the presence of witness:-**

Witness	Witness
1.Name _____ Address _____	1.Name _____ Address _____
2.Name _____ Address _____	2.Name _____ Address _____