



DISTRICT RURAL DEVELOPMENT AGENCY: BALANGIR

Tender Notice No. 2431 / Date 31.07.19

Notice inviting Tender for award of contract for providing services of MGNREGA Assistant under MGNREGA Scheme in all 14 (fourteen) Blocks & DRDA Balangir, 28 nos for Blocks @2 each & 2 (two) for DRDA Office, Balangir.

Sealed tenders are invited under two bid system from reputed service provider with experience in providing Computer knowing personnel to provide services of for a period of one year w. e. f. the date of effectiveness of the Agreement on contract basis for their engagement in the DRDA Office of Balangir District.

The detailed information for outsourcing the service of aforesaid posts have been given in the tender Document which may be downloaded from the Website www.balangir.nic.in. The last date and time for submission of Tender documents is Dt.22.08.2019 by 05.00 PM by Speed Post or registered post at the address mentioned below.

To

The Project Director,
District Rural Development Agency, Balangir

Technical bid of all the participating agencies will be opened on Dt.26.08.2019 at 4.00 PM at the Project Director, DRDA, Balangir office. Financial bid of all the eligible bidder shell be open on Dt.27.08.2019 at 11.00 AM of the office of PD DRDA, Balangir.

The undersigned reserves the right to accept or reject any application without assigning any reason(s) thereof.

Any corrigendum(s) shall be communicated through the tender section on the website www.bolangir.nic.in


Project Director,
DRDA, Balangir

Memo No. 2432 / DRDA Dtd. 31.07.19

Copy to the Editor, Pragatibadi/Sambad (daily Oriya) and Indian Express (daily English) news paper for wide publication


Project Director,
DRDA, Balangir

Memo No. 2433 /Dt. 31.07.19

Copy to DIO, NIC, Balangir with a request to uploading the same in the district website till 22.08.2019 at 5.00 PM .


Project Director,
DRDA, Balangir

ANNEXURE – I
TENDER DOCUMENT
For providing Services of MGNREGA Assistant under MGNREGA Scheme

(a)	Period of issue of Tender Document	:	
(b)	Last date and time for submission of Tender Document	:	22 nd August, 2019 upto 5.00 P.M in the Office of the Project Director, DRDA, Balangir
(c)	Date and Time for opening of	:	
(i)	Technical Bids	:	4.00 PM 26 th August, 2019
(ii)	Financial Bids of eligible Bidders	:	11.00 AM 27 th August, 2019
(d)	Likely date for commencement of Deployment of required manpower	:	1 st September, 2019

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CONTENTS OF TENDER DOCUMENT

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SCOPE OF WORK AND GENERAL INSTRUCTIONS FOR BIDDERS

1. District Rural Development Agency, Balangir requires the services of reputed, well established and financially sound Manpower Service Providers to provide services of 30 numbers of MGNREGA Assistant @2 per Block /DRDA, 1(one) Grievance Redressal Assistant, 1(one) Social Audit Assistant on contract basis for day to day official work.
2. The contract of providing the aforesaid manpower is likely to commence from _____ and would continue till _____. The period of the contract may be further extended beyond _____ provided the requirement of the DRDA Balangir for manpower persists at that time or may be curtailed/ terminated before _____ owing to deficiency in service or substandard quality of manpower deployed by the selected Service Provider or because of change in the DRDA Balangir requirements. The DRDA Balangir, however, reserves right to terminate this initial contract at any time after giving one week's notice to the selected Service Provider.
3. This DRDA Balangir has tentative requirement for 30 (thirty) nos. of MGNREGA Assistants, 1 no. of Grievance Redressal Assistants, 1 no. of Social Audit Assistants. The requirements may increase/ decrease in any / all the categories.
4. The estimated cost of the contract is Rs.28,80,000.00.(*Rs.8000/- x no. of people to be employed x 30).
5. The tender document can be downloaded from the website www.balangir.nic.in .
6. The processing fee of Rs. 5000/- (Rupees five thousand) only, non-refundable should be necessarily accompanied with the Technical Bid of the service provider in the form of Demand Draft / Pay Order drawn in favour of the PD, DRDA, Balangir, **failing which the tender shall be rejected summarily.**
7. The interested Manpower Service Providers may submit the tender document complete in all respects along with Earnest Money Deposit (EMD) of Rs.14,400/- and other requisite documents by(date) uptoPM at District Rural Development Agency, Balangir.
8. The various crucial dates relating to “**Tender for Providing Manpower Services to the District Rural Development Agency, Balangir.**” are cited as under :
 - (a) Date and time of receipt of the Tender documents by speed post/Registered Post only : on or before 22.08.2019 by 5.00 PM
 - (b) Date and time for opening of
 - (i) Technical Bid : 26.08.2019 at 4.00 P.M.
 - (ii) Financial Bids of eligible Tender and selection : 27.08.2019 at.11.00 A.M.
 - (c) Likely date for commencement of Deployment of required manpower :
9. The tender has been invited under **two bid system** i.e. **Technical Bid and Financial Bid**. The interested agencies are advised to submit two separate sealed envelopes super scribing “**Technical Bid for Providing Manpower Service to District Rural Development Agency, Balangir**” and “**Financial Bid for Providing Manpower Services to District Rural Development Agency, Balangir**”. Both sealed envelopes should be kept in a third sealed

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envelope super scribing "Tender for Providing Manpower Services to District Rural Development Agency, Balangir".

10. The Earnest Money Deposit (EMD) of Rs.14,400/- (Rupees fourteen thousand four hundred only), refundable (without interest), should be necessarily accompanied with the Technical Bid of the service provider in the form of Demand Draft / Pay Order drawn in favour of Project Director DRDA, Balangir **failing which the tender shall be rejected summarily.**
11. The successful tender will have to deposit a Performance Security Deposit which is 5% of the contract value in the form of Bank Guarantee from any Nationalized Bank drawn in favour of **Project Director, DRDA, Balangir** 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 tenders. In case of any unsatisfactory work and delay in execution of work etc. the Performance Security amount will be forfeited as per the decision of the authority. 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.
11. The tendering Manpower Service providers are required to enclose photocopies of the following documents (duly attested by Group "A" Gazetted Officers of the State Governments/Central Government), along with the Technical Bid, **failing which their bids shall be summarily / out rightly rejected and will not be considered any further.**
 - a) Registration certificate of the applicant organization:
 - b) Copy of PAN / GIR card:
 - c) Copy of the IT return filed for the last three financial years:
 - d) Copies of EPF and ESI certificates:
 - e) Copy of the Service Tax registration certificate:
 - f) Certified extracts of the Bank Account containing transactions during last three years:
 - g) Copy of the GST registration certificate
12. **The conditional bids shall not be considered and will be out rightly rejected in very first instance.**
13. 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 summarily rejected. However, the cuttings, if any, in the Technical Bid Application must be initialed by the person authorized to sign the tender bids.
14. The Technical bids shall be opened on the scheduled date and time at 4.00 PM on 26.08.2019 in the Conference Hall of DRDA, Balangir in the presence of the representatives of the Manpower Service Providers, if any, who wish to be present on the spot at that time.
15. The Financial Bid of only those tenderers will be opened whose Technical bids are found in order. The Financial bids shall be opened at 11.00 AM on 27.08.2019 in the office of Project Director, District Rural Development Agency, Balangir, in the presence of the representatives of the Manpower Service Providers, if any, who wish to be present on the spot at that time.
16. The Project Director, DRDA, Balangir reserves the right to accept or cancel all bids without assigning any reason.

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**TECHNICAL REQUIREMENTS FOR THE TENDERING MANPOWER
SERVICE PROVIDER**

1. The tendering manpower service provider should fulfill the following technical Specifications:
 - (a) The registered office or one of the branch offices of the manpower service providers should be located within the jurisdiction of the user DRDA, Balangir / Office. Beside, if the DRDA, Balangir / Head of DRDA Balangir Controlling Officer are procuring manpower for deployment in their Field Offices (s), 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 have registered with the appropriate registration authority;
 - (c) They should have at least **two/three years'** experience in providing manpower to Government Departments, Public Sector Companies/ Banks, etc;
 - (d) They should have their own Bank Account;
 - (e) They should have registered with Income Tax and Service Tax departments;
 - (f) They should have 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 DRDA, Balangir that may be required for providing manpower services.
 - (h) The Minimum annual turn-over of the company shall at least be 5 times of the present contract value.
 - (i) The agency must have executed contracts of similar type during preceding 3 years of value equal or more than 60% of the estimate cost of the present contract.

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**TECHNICAL REQUIREMENTS FOR MANPOWER TO BE DEPLOYED BY THE
SUCCESSFUL MANPOWER SERVICE PROVIDER IN THE DISTRICT RURAL
DEVELOPMENT AGENCY, BALANGIR**

- A. The qualification of MGNREGA Asst. (M.A) at the project level is :
1. She / He should be above 18 years of age and not exceeding 40 years.
 2. The Minimum Educational Qualification for Assistants, Grievance Redressal Assistants, and Social Audit Assistants will be Graduation in any discipline with Computer Knowledge.
 3. The candidate shall be well conversant in computers and essentially well trained in MS Office and Internet. He should also be proficient in other standard packages & application.
 4. The candidate shall have working knowledge of English and Oriya.
 5. Person having experience of MGNREGA Asst. under MGNREGA for a minimum of one year should be given preference if he / she meets the above criteria.

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APPLICATION - TECHNICAL BID

For Providing Manpower Services to District Rural Development Agency, Balangir

1. Name of Tendering Manpower Service Provider : _____

2. Details of Earnest Money Deposit : DD No. _____ date _____
of Rs. _____ drawn on Bank _____

3. Name of Proprietor /Partner/ Director: _____

4. Full Address of Registered Office _____

Telephone No. : _____

FAX No. : _____

E-Mail Address : _____

5. Full address of Operating / Branch Office: _____

Telephone No. : _____

FAX No. : _____

E-Mail Address : _____

6. Name & telephone no. of Authorized officer/person to liaise with Field Office(s)

7. Banker of the Manpower Service Provider: _____
(Attach certified copy of statement of
A/c for the last Three years) _____

Telephone Number : _____
Of Banker

8. PAN / GIR No. : _____
(Attach attested copy)

9. Service Tax Registration No. : _____
(Attach attested copy)



10. E.P.F. Registration No. : _____
(Attach attested copy)
11. E.S.I. Registration No. : _____
Attach attested copy)
12. Financial turnover of the tendering Manpower Service Provider for the last 3 Financial Years.

Financial Year Amount (Rs. Lack) Remarks, if any

Financial Year	Amount (Rs. Lack)	Remarks, if any
2016-17		
2017-18		
2018-19		

13. Additional information, if any:
(Attach separate sheet if space provided is insufficient)
14. 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)
Manpower services provided

Sl.No.	Name of client address, telephone & Fax No.	Man power service provided		Amount of contact (Rs. In lac)	Duration of contact	
		Type of manpower provided	No		From	To

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

Signature of authorized person
Name :
Seal :

Date :
Place:

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DECLARATION

1. I, _____ Son / Daughter / Wife
of Shri _____ Proprietor/ Director/ authorized
signatory of the Service Provider, mentioned above, am competent to sign this
declaration and execute this tender document;
2. I have carefully read and understood all the terms and conditions of the tender
and undertake to abide by them;
3. The information / documents furnished along with the above application are
true and authentic to the best of my knowledge and belief. I / we, am / are well
aware of the fact that furnishing of any false information / fabricated document
would lead to rejection of my tender at any stage besides liabilities towards
Prosecution under appropriate law.

Signature of authorized person
Full Name:
Seal:

Date:
Place:

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APPLICATION - FINANCIAL BID

For Providing Manpower Assistance to District Rural Development Agency, BALANGIR

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						
		Take home remuneration	EPF	ESI	Other statutory dues, if any	Service charge	Service tax	Total per person
1.	Assistant	Rs.8,000/-						
2.	Grievance Redressal Assistant	Rs.8,000/-						
3.	Social Audit Assistant	Rs.8,000/-						

* Minimum take home remuneration for all the posts shall be Rs.8,000/- per month only.

Signature of authorized person
Full Name:
Seal :

Date :
Place:

Notes:

1. The total rates quoted by the tendering agency should be inclusive of all statutory/ taxation liabilities in force at the time of entering into the contract.
2. The payment shall be made on conclusion of the calendar month only on the basis of no. of working days for which duty has been performed by each manpower.

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TERMS & CONDITION

1. The Agreement shall commence from _____(Date) and shall continue till _____ (Date) unless it is curtailed or deployed, breach of contract etc or change in requirements.
2. The Agreement shall automatically expire on _____ (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 condition or with some additions/deletions/modification, 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 this Agreement to any other agency or organization by whatever name be called without the prior written consent of the Authority.
5. The DRDA, Balangir at present, has tentative requirement of 30 (no) of Assistant, 1 no. of Grievance Redressal Assistants, 1 no. of Social Audit Assistants on urgent basis. The requirement of the DRDA, Balangir may further increase for decrease marginally, during the period of initial contract also and the tender would have to provide additional Manpower Service, if required on the same terms and condition.
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 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 person deployed shall be required to report for work at 10.00 AM to the Project Director, DRDA and Block office or such other Officer as may have been kept in charge of the Office Establishment of the Office concerned and would leave at 5.00 PM 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. The Manpower Service Provider shall nominate a coordinator who shall be responsible for immediate interaction with the DRDA Balangir so that optimal services of the persons deployed could be availed without any disruption.

A handwritten signature in black ink, followed by a long arrow pointing to the right.

10. The entire financial liability in respect of manpower service deploy in the DRDA Balangir or office concerned shall be that of the manpower Service provider and the DRDA Balangir 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 DRDA Balangir of office concerned. If at any point of time it is found that the agency is paying to the candidate less remuneration, the agreement shall be terminated and EMD & security deposits shall be forfeited.
11. The payment of remuneration to the manpower has to be through bank account only. No cash payment can be made to them.
12. For all intents and purposes, the Manpower Service Provider shall be "Employer" within the meaning of different Rules and Acts in respect of manpower so deployed. The person deployed by the manpower Service shall not have any claim whatsoever like employer and employee relationship against the DRDA Balangir or Office concerned.
13. The Manpower Service Provider shall be solely responsible for the Redressal of grievances or resolution of disputes relating to person deployed. The DRDA Balangir 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 a Joint Committee consisting of a representative of the DRDA Balangir office concerned and an Authorized representative of the Manpower Service provider.
14. The DRDA Balangir shall be 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.
15. 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.
16. In case of termination of this Agreement in 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.
17. The person deployed shall not claim any benefit or compensation 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.
18. 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 registered 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. *



19. 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 responsibility of the Manpower Service Provider. The Manpower Service Provider shall be responsible for contributions towards Provident Fund and Employees state insurance, wherever applicable.
20. The Person deployed by the Manpower 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 he assigned work and their actions should promote good will and enhance the image of the DRDA Balangir of office concerned. The Manpower Service Provider shall be responsible for any act of indiscipline on the part of the person deployed.

LEGAL

22. 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 V application laws besides, action for breach of contract.
23. 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 DRDA Balangir or office concerned shall have no liability in this regard.
24. The Manpower Service Provider shall also be liable for depositing all taxes, levies, Cess etc. on account of service rendered by it to the DRDA Balangir 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 DRDA Balangir or office concerned.
25. The Manpower Service Provider shall maintain all statutory registers under the law and shall produce the same, on demand, to the authority of the DRDA Balangir of office concerned or any other authority under Law.
26. The Tax deduction at source (T.D.S) shall be done as per the provision of Income Tax Act/Rule, as amended, from time to time and certificate to this effect shall be provided by the DRDA Balangir or office concerned.
27. In case, the Manpower Service Provider fails to comply with any liability under appropriate Law and as result thereof, the DRDA Balangir to the office concerned is put to any loss / obligation, monetary or otherwise, the DRDA Balangir to the Office concerned will be entailed

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to get itself reimbursed out of the outstanding bills or the performance Security Deposit of the Manpower Service Provider, to the extent to the loss or obligation in monetary terms.

28. Agreement is liable to terminated because of non-performance, deviation of terms and condition of contract, non-payment of remuneration of employed person and non-payment of statutory dues. The DRDA Balangir of office concerned will have no liability towards non-payment of remuneration to the person employed by the Manpower Service Provider and the outstanding statutory dues of the service provider to statutory dues of the service provider to statutory authorities. If any loss or damage is caused to the DRDA Balangir or Office concerned by the person deployed, the same shall be recovered from the unpaid bills or adjusted from the performance Security Deposit.

FINANCIAL

29. The Technical Bid should be accompanied with an Earnest Money Deposit (EMD), refundable without interest, of (Rupees 0.5% of the contract value) in the form of Demand Draft / pay Order drawn in favour of Project Director, District Rural Development Agency Balangir **failing which the tender shall be rejected out rightly.**
30. The Earnest Money Deposit in respect of the agencies which do not qualify the technically Bid (first state) / Financial Bid (Second competitive stage)s shall be returned to them without any interest. In case of successful tendered if the agency fails to deploy the required 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.
31. The successful tenderer will have to deposit a security amount of Rs. _____ (one month employee cost including statutory dues) in the form of Fixed Deposit Receipt (FDR) made in the name of the agency but Hypothecated to the Project Director, District Rural Development Agency Balangir, covering the period of contract. In case the, the contract is further extended beyond initial period, the FDR will have to be accordingly renewed by the successful tendered.
32. The successful tenderer will have to deposit a Performance Security Deposit of Rs. _____ (Rupees _____) only in the form of Bank guarantee from only Nationalized Bank drawn in favour of the Authority covering the period of contract. In case, the contract is further extended beyond initial period, the Bank Guarantee will have to be accordingly renewed by the successful tenders. The amount of Performance Security Deposit is to be determined by the authority taking in to account the contractual obligation of the Mainpower Service Provider.
33. In case of breach of any terms and condition attached to this agreement, the performance Security Deposit of the Manpower Service Provider shall be liable to be forfeited besides annulment of the Agreement.



34. The Manpower Service Provider shall raised the bill, in triplicate, along with attendance sheet duly verified by the DRDA, Balangir or Office concerned 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 by the second week of the succeeding month.
35. The claim in bills regarding Employees State Insurance, Provident fund, and Service Tax etc. should be necessarily accompanies with documentary proof pertaining to the concerned bill month. A requisite portion of the bill or whole of the bill amount shall be held up till such proof is furnished, at the discretion of the DRDA, Balangir or office DRDA, Balangir or Office concerned.
36. 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 Manpower Service provider shall be deducted from its monthly bills in the succeeding month.
37. The Authority reserve the right the withdraw or relax any of the terms and condition mentioned above so as to overcome the problem encountered at a later stage.
38. 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.
39. 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.
40. The successful bidder will enter into an agreement with this DRDA, Balangir for supply of suitable and qualified manpower as per requirement of this DRDA Balangir on the above terms and conditions.

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DOCUMENT TO BE PROVIDED WITH THE TECHNICAL BID

1. Application - Technical Bid ;
2. Attested copy of registration of agency ;
3. Certified copy of the statement of bank account of agency for the last three years ;
4. Attested copy of PAN/ GIR Card ;
5. Attested copy of the latest IT return filed by agency ;
6. GST Registration Certificate.
7. Attested copy of the Service Tax 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 document in support of the Financial turnover of the agency ;
11. Certified document in support of entries in column 13 of Technical Bid application;
12. Copy of the terms and conditions at pages-12 in Tender Document with each page duly signed and sealed by the authorized signatory of the agency in token of their acceptance.

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