

# OFFICE OF THE MUNICIPAL COUNCIL : TITILAGARH

## TENDER CALL NOTICE

No. 2450 /dtd. 22.10.2020

Invitation of tender for providing services of category, A,(unskilled) B,(semiskilled) and C (skilled)for a period of one year through manpower service provider. Sealed tenders are invited from reputed manpower agencies/ Service providers to provide the service for the category

Sl. No.	Name of the post	Category	Educational Qualification & Experience	Nos.	Maximum age
1	Vegetable Market Collection Agent	A	Undermatric	06	-
2	Office Peon	A	Undermatric	03	35
3	Park Mali	A	Undermatric	08	-
4	Watchmen	A	Undermatric	06	35
5	Electrical Staff (Linemen)	A	Undermatric	02	48
6	Welfare Section Assistant	B	10 <sup>th</sup> Pass	02	40
7	Data-Entry-Operator	B	Computer knowledge	01	43
8	Development Section (supervisor)	B	10 <sup>th</sup> Pass	02	35
9	Tax Section Assistant	B	10 <sup>th</sup> pass	01	35
10	Account Section Assistant	C	B.Com pass with sound health & understanding of local language	01	35

for a period of one year from the date of issue of work order through a suitable placement agency on contract basis for day to day work. The tender documents will be downloaded from District Webportal for reference. The bid will be submitted in the Municipality Office Tender Box along with the Original Demand Draft of Rs 3000/- (Rupees Three Thousands only) towards Tender Paper Cost, which is non refundable and Rs. 36,000 /- (Rupees Thirty Six Thousands) towards E.M.D.. The Demand Draft should be from any Nationalized Bank pleased in favour of The Executive Officer, Titilagarh Municipality payable at Titilagarh.

Tender paper available	From- 23.10.2020	To-6.11.2020
Date & Time of submission of Tender document	06.11.2020 (within 4.00 P.M)	
Date & time for opening of Tender	7.11.2020 at 12.30 PM	

The details of information are available in the District Website [www.balangir.nic.in](http://www.balangir.nic.in) The detailed information for outsourcing the service of aforesaid jobs has been given in the tender documents which may be submitted to the undersigned in two separate envelopes i.e Technical and Financial with tender purchase money receipt in original in stipulated date and time. The last date and time for submission of tender documents is 06.11.2020 by 4 PM through speed post/Registered Post/courier services along with all relevant documents and EMD. The technical bid/ tender will be opened on dtd. 07.11.2020. at 12.30 PM in the Municipal conference hall in presence of tender opening committee members, tenderers or their authorized representative. The bidders will have to furnish their offer Price of Items including all taxes thereon. Any tender received late or incomplete or without submission of required cost of Tender Paper and EMD shall not be entertained and summarily be rejected. The authority reserves the right to cancel any or all the tender without assigning any reason thereof.

  
Executive Officer,  
Titilagarh Municipality.

Memo No. 2451 /dtd. 22.10.2020

Copy alongwith its enclosures forwarded to the D.I.O., N.I.C.,Balangir with a requested to webhost the same in the District website from 23.10.2020 to 6.11.2020.

  
Executive Officer,  
Titilagarh Municipality.

Memo No. 24523 dtd. 22.10.2020

Copy to the Collector & District Magistrate, Balangir/ Project Director, DUDA, Balangir/  
Sub-Collector, Titilagarh for information & necessary action.



Executive Officer,  
Titilagarh Municipality

Office of the Municipal Council, Titilagarh.

## Tender Documents

**For providing Services of Man Power at  
Titilagarh Municipality.  
Through  
Manpower Service Provider.**

- Availability of Tender Document in Webportal:-From dt. 23.10.2020. to 6.11.2020
- Last Date & time for submission of Tender Document:- By 6.11.2020 within 4 PM.
- Date & time for opening of Tender :- dtd. 7.11.2020 at 12.30 PM.

### SCOPE OF WORK AND GENERAL INSTRUCTIONS FOR BIDDERS

1. Office of the Municipal Council, Titilagarh- 767033 requires the services of reputed, well established and financially sound Manpower Service Providers to provide services of category(Un-Skilled) i.e (A) Vegetable Market Collection Agent, Office Peon, Park Mali, Watchmen, Electrical Staff(Linemen),Category-(Semi Skilled) i.e. (B) Welfare Section (Assistant), Data-Entry-Operator, Development Section(Supervisor), Tax Section (Assistant), Category (Skilled) i.e. (C) Account Section (Assistant) on contract basis for day to day Office work.

2. The contract for providing the aforesaid manpower category is likely to commence from dt. 09.11.2020 for one year. The period of contract may be further extended beyond one year provided the requirement of Municipality Titilagarh for manpower persists at that time or may be curtailed/ terminated before that, owing to deficiency in service or substandard quality of manpower deployed by the selected service provider or because of change in the requirements. The Municipal Council, Titilagarh however, reserves the right to terminate this initial contract at any time after giving one month notice to the selected service provider.

3. Municipality Titilagarh has tentative requirement for the above posts. This may change as per need in future.

4. The interested manpower service providers may submit the tender documents complete in all respect along with Earnest Money Deposit(EMD) of Rs 36,000/- (Thirty six thousand) only in shape of D.D drawn in favour of Executive Officer, Titilagarh Municipality failing which his tender shall be rejected summarily. The EMD of unsuccessful tenderer will be refunded in due course of time & EMD of successful tenderer will be adjusted as security money.

5. The tender has been invited under two bid system i.e (A) Technical Bid and (B)



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Financial Bid. The interested agencies are advised to submit two separate sealed envelopes for category "A" & "B". Both sealed envelopes should be kept in a third sealed envelope writing "Tender for providing manpower services to Executive Officer, Titilagarh Municipality.

6. The tendering manpower service providers required to enclose self certified photocopies of the following documents, failing which their bids shall be summarily/ out rightly rejected and will not be considered any further:-

- a) Registration certificate of the organization.
- b) PAN/GIR card.
- c) I.T return filed for the last financial year.
- d) EPF and ESI certificate.
- e) Service Tax registration certificate.
- f) Bank Account containing transactions during last two years.
- g) G.S.T Number.
- h) Valid labour license.

7. The conditional bids shall not be considered and will be out rightly rejected in very first instance.

8. All entries in the tender form should be legible and filed clearly. If the space for furnishing information is insufficient, a separate duly signed by the authorized signatory may be attached. No overwriting or cutting is permitted in the bid form. In such cases, the tender shall be summarily rejected. However, the cuttings if any in the bid application must be initialed by the person authorized to sign the tender bids.

9. The both bids shall be opened on the scheduled date and time at 12.30 P.M. on 7.11.2020 in the office of the Executive Officer, Titilagarh Municipality in the presence of tender opening committee members, representatives of the tenderer or authorized persons. It will not bar the authority to open tenders, if any representative not present at the time of opening.

10. The competent authority of the Executive Officer, Municipal Council, Titilagarh reserves the right to cancel/ reject any or all bids without assigning any reason thereof.

## **(A) TECHNICAL REQUIREMENT FOR THE TENDERING**

### **MANPOWER SERVICE PROVIDER**

The tendering manpower service provider should fulfill the following technical specification:-

- a) The registered office or one of the branch offices of the manpower service provider should be located within the location of the Titilagarh Municipality or should be willing to open such branch after successful bid..
- b) They should be registered under Companies Act.
- c) They should have at least two years experience in providing manpower to any

  
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Government Depts./ PSU/ public sector companies/Banks etc.

d) They should have their own Bank Account.

e) They should be registered with Income Tax and Service Tax Deptts.

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 from time to time) that may be required for providing manpower services.

h) Minimum turn-over requirement should be Rs. 60,00,000/-(sixty Lakhs) per annum.( To be assessed by the Department/ Office keeping in view the present contract). Proof of this effect will be enclosed in the technical bid.

i) Proof for depositing of up to date chalans for EPF &ESI against wages of the employees should be produced at the time of billing and all the statutory payments like EPF, ESI, service Taxes and other charges as per Labour Act shall be boned by the service provider.

j) They should not have adverse police record/criminal cases proceeding in any court of law or blacklisted by any offices.

**(B) TECHNICAL REQUIRMENTS FOR MANPOWER TO BE DEPLOYED BY THE SUCCESSFUL MAN POWER SERVICE PROVIDER IN THE OFFICE OF THE TITILAGARH MUNICIPALITY.**

1. She/he should be above 18 years of age and not exceeding 65 years during deployment. Those who are continuing in a particular job in Titilagarh Municipality may be retained as per as practicable. The detail bio data of engaged workers to be submitted by the successful tenderer within one month. This will be scrutinized by the authority for better interest of the institution.If their any adverse report against any person presently working, they will be withdrawn by the agency.

2. She/he should be physically & mentally sound & should possess good personality.

3. She/he should not be a member of any union.

  
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**Titilagarh Municipality**

**APPLICATION- TECHNICAL BID**  
**For Providing Manpower Services to**  
**Office of the Municipal Council:Titilagarh.**

1. Name of the tenderer with address: \_\_\_\_\_  
 \_\_\_\_\_
2. Details of Tender Paper Cost :DD No \_\_\_\_\_ date \_\_\_\_\_  
 Rs \_\_\_\_\_ Bank \_\_\_\_\_
3. Details of E M D : DD No \_\_\_\_\_ date \_\_\_\_\_  
 Rs \_\_\_\_\_ Bank \_\_\_\_\_
4. Name of Proprietor/partner/Director : \_\_\_\_\_
5. Full address of Registered office : \_\_\_\_\_  
 Telephone No : \_\_\_\_\_  
 Fax No : \_\_\_\_\_  
 E- Mail Adress : \_\_\_\_\_
6. Name & Telephone No of : \_\_\_\_\_  
 Authorised officer/person to : \_\_\_\_\_  
 Liaise with field office(S) : \_\_\_\_\_
7. Banker of the Man Power Service : \_\_\_\_\_  
 Provider( attach certified copy : \_\_\_\_\_  
 Of statement of A/c for the last : \_\_\_\_\_  
 Three years) : \_\_\_\_\_  
 Telephone No 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. G.S.T Registration No : \_\_\_\_\_  
 (Attach attested copy)
13. Financial Turnover of the tendering manpower service provider for the last 2 Financial years:

Financial Year	Amount (Rs. Lacs)	Remarks if any
2018-2019		
2019-2020		

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

Signature of authorized person  
 Name:-  
 Seal :-

Date: \_\_\_\_\_  
 Place: \_\_\_\_\_

  
 Executive Officer  
 Titilagarh Muncipality

# DECLARATION

1. I, \_\_\_\_\_

Son/ Daughter/ Wife of \_\_\_\_\_  
Proprietor/ Director/ authorised signatory of the service provider, mentioned above that I 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 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

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 from Titilagarh Municipality office in the due course of time.

  
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Titilagarh Municipality

## TERMS & CONDITIONS

1. The agreement shall commence from dt.....and shall continue till dt..... for above category 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 requirement.

2. The agreement shall automatically expire unless extended further by the mutual consent of manpower provider & Authority.

3. The agreement may be extended to a further period as mutually agreed subject to satisfactory performance terms and conditions or with some additions/ deletions/ modifications 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 organisation by whatever name be called without the prior written consent of the Authority.

5. The Authority reserves right to terminate the agreement during initial period also after giving 30 days notice to the manpower service provider.

6. The person deployed shall be required to report for work at various time on rotation basis to the office of the Municipal Council, Titilagarh or such officer as may have been kept in charge of the office establishment of the office concerned would leave after completion of duty and may also require to work beyond allotted time for which he/she 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.

7. The Manpower Service Provider shall nominate a co-ordinator who shall be responsible for immediate interaction with the department so that optimal services of the persons deployed could be availed without any disruption.

8. The entire financial liability in respect of manpower services deployed in the office of the Municipal Council, Titilagarh shall be that of the manpower service provider and the Executive Officer, Titilagarh Municipality will in no way be liable. It will be the responsibility of the Manpower Service Provider to pay the person deployed a sum not less than the prevailing minimum rate quoted in the bid and adduce such evidence as may be required by the office of the Municipal Council: Titilagarh.

9. For all intents & 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 office of the Municipal Council, Titilagarh.

10. The Manpower Service Provider shall be solely responsible for the redressal of grievances or resolution of disputes relating to person deployed. The Municipal Council, Titilagarh, shall in no way be responsible for settlement of such issues whatsoever

11. The Executive Officer, Titilagarh Municipality shall not be responsible for any financial loss or injury to any person deployed by the Manpower Service Provider in the course of their performing the functions/ duties, or payment towards any compensation.

12. The person employed 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.

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

14. The person deployed shall not claim any benefit or compensation or absorption or

  
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Titilagarh Municipality

regularisation 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 .

15. 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 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.

16. The persons deployed by the Manpower Service Provider should have good Police records and no criminal case should be pending against them.

## LEGAL

18. 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.

19. The Manpower Service Provider shall be responsible for compliance of all statutory provisions relating to prevailing minimum wages payable to different types of worker in respect of the persons deployed by it in Titilagarh Municipality shall have no liability in this regard.

20. The Manpower Service Provider shall also be liable for depositing all taxes, levies, cess etc on account of service rendered by it to the office of the Titilagarh Municipality to the concerned tax collection authorities from time to time as per the rules and regulations in the matter. Attested photocopies of such documents shall be furnished to the Executive Officer, Titilagarh Municipality.

21. The Manpower Service Provider shall maintain all statutory registers under the Law and shall produce the same on demand to the Executive Officer, Titilagarh Municipality.

**Note:- Registration License under the Contract Labour ( Regulation and Abolition) Act, 1970 is applicable to Manpower Service Provider employing more than 20 workmen.**

22. In case , the Manpower Service Provider fails to comply with any liability under appropriate law, and as a result thereof, the Executive Officer, Titilagarh Municipality is put to any loss/ obligation, monetary or otherwise, Executive Officer, Titilagarh Municipality will be entitled to get it self 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.

23. 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 Executive Officer, Titilagarh Municipality 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 office of the Executive Officer, Titilagarh Municipality by the persons deployed, the same shall be recovered from the unpaid bills or adjusted from the performance security deposit.

  
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## FINANCIAL

24. The above bid should be accompanied with an Earnest Money deposit (EMD) of Rs. 36,000/- (Rupees thirty six thousand) only refundable without interest in the form of Demand Draft/ pay order drawn in favour of Executive Officer, Titilagarh Municipality failing which the tender shall be rejected out rightly.

25. The EMD in respect of the agencies which do not qualify shall be returned to them 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 the date of placing the order the EMD shall stand forfeited without giving any further notice.

26. In case of or each 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.

27. The Manpower Service Provider shall raise the bill, in triplicate along with attendance sheet duly verified by the office of the Executive Officer, Titilagarh Municipality in respect of the persons deployed and submits the same to the prescribed authority in the first week of the succeeding month.

28. 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 bills in the succeeding month.

29. The authority reserves the right to withdraw or relax any or the terms and condition mentioned above so as to overcome the problem encountered at a later stage.

30. 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.

31. All disputes shall be under the jurisdiction of the court at Titilagarh of headquarter of the authority, who has executed the agreement, is located.

32. The successful bidder will enter into an agreement with Executive Officer, Titilagarh Municipality for deployment of suitable and qualified manpower as per requirement of this Department on the above terms and conditions.

  
**Executive Officer**  
**Titilagarh Municipality**

## DOCUMENTS TO BE SUBMITTED BY THE SUCCESSFUL AGENCY BEFORE DEPLOYMENT OF MANPOWER

1. List of manpower shortlisted by the agency for deployment in the office of the Municipal Council, Titilagarh containing full details i.e. date of birth, marital status, address, educational qualification etc.
2. Bio-data of all persons with undertaking that he/she is not a member of any union.
3. Any other document considered relevant.
4. They should not have any criminal cases or adverse police record against them.



**Executive Officer**  
**Titilagarh Municipality**

# Application- Financial Bid

## For providing Manpower Assistance to the Office of the Municipal Council: Titilagarh.

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 if any	Service Tax	Total Per Person
<b>(A) Category – unskilled</b>								
1	Vegetable Market Collection Agent							
2	Office Peon							
3	Park Mali							
4	Watchmen							
5	Electrical staff(Linemen)							
<b>(B) Category – Semi Skilled</b>								
1	Welfare Section							
2	Data entry operator							
3	Development Section (supervisor)							
4	Tax Section(Assistant)							
<b>(C) Category skilled</b>								
1	Account Section							

Name:-

Signature of authorized person

Seal:-

Date:-

Place:-

  
Executive Officer  
Titilagarh Municipal Council

# OFFICE OF THE MUNICIPAL COUNCIL, TITILAGARH

No. 2450 / Dated. 22.10.2020

## TENDER CALL NOTICE

Sealed tenders are invited from reputed manpower agencies/ Service providers to provide the service for the categories like A (unskilled), B (semiskilled) and C (skilled) for a period of one year from the date of issue of work order through a suitable placement agency on contract basis for day to day work. The terms and conditions of contract and other necessary documents can be seen in District webportal i.e. <https://balangir.nic.in/>

1. Name of the work : Supply of Manpower
2. Tender Start Date : 23.10.2020, 10:00 AM
3. Last date of Bid Submission : 06.11.2020 upto 4:00 PM.
4. Bids received shall be opened on : 07.11.2020 at 12:30 PM.
5. Name and address of the officer inviting Bid : Executive Officer, Titilagarh Municipality.

  
Executive Officer,  
Titilagarh Municipality.

Memo No. 2453 / Dated 22.10.2020

Copy to the Advertising Manager, DHARITRI, for publication for one day in the esteemed daily within the minimum space & submit bill as per I & P.R. rate along with a copy of the daily to enable as to ensure payment.

  
Executive Officer,  
Titilagarh Municipality.