

# ବିଜ୍ଞାପନ

ମୂଲ୍ୟାଙ୍କନ ଆହ୍ୱାନ ସୂଚନା

No. 552 / Date 02.05.2025

Sealed Tender are Invited from reputed manpower agencies/ service providers to provide the services of 2 (Two) numbers of Data Entry Operators & 2 (Two) numbers of Peon- cum-Night Watchman for Office of the Project Director, DUDA, Balangir through a suitable placement agency on contract basis for day to day official work.

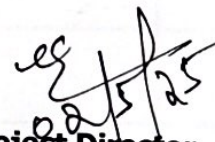
The detailed information for outsourcing the service of aforesaid posts have been given in the tender Document which may be downloaded from the Website (**www.balangir.nic.in**). The last date and time for submission of Tender documents is Dt.19.05.2025 by 11.00 AM by Speed Post or registered post at the address mentioned below.

The Project Director, District Urban Development Agency, Balangir.  
At/Po/PS/Dist. – Balangir, PIN- 767001

Technical bid of all the participating agencies will be opened on Dt.19.05.2025 at 12.00 Noon at the Project Director, DUDA, Balangir office Chamber. Financial bid of all the eligible bidder shall be open at 12.30 PM the office chamber of Project Director, DUDA, Balangir.

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

Memo No 553 / Dt. 02.05.2025

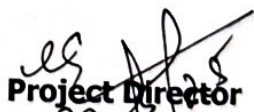
  
Project Director  
DUDA, Balangir

Copy to the DIO, NIC, Balangir for information and necessary action. He is requested to web host the notice in the District Website for wide publication.

Memo No 554 / Dt. 02.05.2025

  
Project Director  
DUDA, Balangir

Copy to the Notice Board, Collectorate, Balangir/ DUDA, Balangir/ Balangir Municipality/ Titilagarh Municipality/ Patnagarh NAC/ Kantabanji NAC/ Tusura NAC for wide publication.

  
Project Director  
DUDA, Balangir

# TENDER DOCUMENTS

## Contents of Tender Document

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## SCOPE OF WORK AND GENERAL INSTRUCTON FOR BIDDERS

1. The District Urban Development Agency, Balangir requires the services of reputed, well established and financially sound Manpower Service Providers to provide services of 2 (Two) number of Data Entry Operators & 2 (Two) Peon cum- Night watchman on contract basis for day to day official work.
2. The contract of providing the aforesaid manpower is likely to commence from 01.03.2025 (date) and would continue till 31.03.2026 (date). The period of the contract may be further extended provided the requirement of the DUDA, Balangir for manpower persists at that time or may be curtailed / terminated before 31.03.2026 (date) owing to deficiency in service or substandard quality of manpower deployed by the selected Service Provider or because of change in the DUDA, Balangir requirements. The DUDA 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 DUDA, Balangir has tentative requirement for 2 (No.) of Data Entry Operators & 2 (Nos.) of Peon-cum-Night Watchman. The requirements may increase in any/all the categories.
4. The estimated cost of the contract is Rs 6,84,000/-only.
5. The tender document can be downloaded from the website [www.Balangir.nic.in](http://www.Balangir.nic.in).
6. The interested Manpower Service Providers may submit the tender document complete in all respects along with Earnest Money Deposit (EMD) of Rs.2100/- only and other requisite documents by 19.05.2025 (date) up to 11.00 A.M. at District Urban Development Agency, Balangir.
7. The various crucial dates relating to **"Tender for providing Manpower Services to the District Urban Development Agency, Balangir** are cited as under:
  - (a) Date and time of receipt of the Tender documents by speed post/ Registered post : on or before 19.05.2025 by 11.00 A.M.
  - (b) Date and time for opening of
    - (i) Technical Bid 19.05.2025 at 12.00 Noon
    - (ii) Financial Bids of eligible Tenders: :19.05.2025 at 12.30 P.M.  
& selection

(c) Likely date for commencement of: 01.03.2025 for Deployment of required manpower

8. 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/Financial Bid for providing Manpower Services to District Urban Development Agency, Balangir"**. Both sealed envelopes should be kept in a third sealed envelope super scribing **"Tender for Providing Manpower Services to District Urban Development Agency, Balangir"**.

9. The Earnest Money Deposit (EMD) of Rs.2100/- (Rupees Two Thousand one 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, District Urban Development Agency, Balangir **failing which the tender shall be rejected summarily.**

10. The tendering Manpower Service Providers are required to enclose photocopies of the following documents (duly attested by Group "A" Gazetted Officers of the State Government/ Central Government), along with The Bid, failing which their bids shall be summarily/ out rightly rejected and will not be considered any further.

- (a) Registration Certificate of the applicant's organization.
- (b) Copy of PAN/ GIR Card.
- (c) Copy of the IT return filed for the Last three financially years.
- (d) Copies of EPF and ESI Certificate.
- (e) Copy of the Service Tax Registration Certificate.
- (f) Certified extracts of Bank Account containing transactions during last three years.

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

12. 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 For,. In such cases, the tender shall be summarily rejected.



However the cuttings, if any, in the Technical Bid Application must be initiated by the person authorised to sign the tender bids.

13. The Technical Bids shall be opened on the scheduled date and time at 12.00 Noon on 19.05.2025 (date), in the Office room of Project Director, District Urban Development Agency, Balangir in the presence of the bidder/representatives of the Manpower Service Providers, if any, who wish to be present on the spot at that time.
14. The Financial Bid of only those tenderers will be opened whose Technical Bids are found in order. The Financial bids shall be opened at 12.30 P.M. on Dt.19.05.2025 (date) in the office room of Project Director, District Urban Development Agency, Balangir in the present of the bidders/representative of the Manpower Service Providers, if any, who wish to be present on the spot at that time.
15. The Competent Authority of the District Urban Development Agency, Balangir reserves the right to accept or cancel all bids without assigning any reason.

## **TECHNICAL REQUIRMENTS FOR THE TENDERING MANPOWER SERVICE PROVIDER**

1. The tendering Manpower Service Provider should fulfil 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 DUDA, Balangir / Office. Besides, if the DUDA, Balangir / Head of DUDA, Balangir Controlling Officer are procuring manpower for deployment in their Field Office (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 be 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 leave their own Bank Account.
  - (e) They should register with income Tax and Service Tax Department.
  - (f) They should be registered with appropriate authorities under Employees Provident Fund and Employees State Insurance etc.
  - (g) They should have any other regulatory clearance (to be specified by the user DUDA, 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.

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

1. She / He should be above 18 years of age and not exceeding 40 years.
2. The Minimum Educational Qualification for Data Entry Operators 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 & applications.
4. The candidate shall have working knowledge of English and Oriya.
5. The minimum educational qualification for Peon-cum-Night Watchman is 10<sup>th</sup> pass.



## **APPLICATION – TEHNICAL BID**

**For providing Manpower Services to District Urban Development Agency,**  
**Balangir**

1. Name of Tendering Manpower Services

Provider: \_\_\_\_\_

\_\_\_\_\_

2. Details of Earnest Money Deposit : DD No. \_\_\_\_\_

Date \_\_\_\_\_ of \_\_\_\_\_ 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. :

\_\_\_\_\_

\_\_\_\_\_

Email Address : \_\_\_\_\_

6. Name & Telephone No. of Authorized Officer /Person to liaise with Field Officer (s):

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

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8. PAN/ GIR No. (Attach attest copy):

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9. Service Tax Registration No. (Attach attest copy):

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10. E.P.F. Registration No. (Attach attest copy):

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11. E.S.I. Registration No. (Attach attest copy):

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12. Financial Turnover of the tendering Manpower Service Provider for the last three Financial Years :

| Financial Year | Amount ( in Lakhs) | Remarks, if any |
|----------------|--------------------|-----------------|
| 2022-23        |                    |                 |
| 2023-24        |                    |                 |
| 2024-25        |                    |                 |

13. Additional information, if any (Attach Separate Sheet if space provided in insufficient):

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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):

| Sl. No. | Name of Client, address, Telephone & Fax No. | Manpower Services Provided |     | Amount of contract (₹ in lakhs) | Duration of Contract |    |
|---------|----------------------------------------------|----------------------------|-----|---------------------------------|----------------------|----|
|         |                                              | Type of manpower provided  | No. |                                 | From                 | To |
|         |                                              |                            |     |                                 |                      |    |
|         |                                              |                            |     |                                 |                      |    |
|         |                                              |                            |     |                                 |                      |    |
|         |                                              |                            |     |                                 |                      |    |
|         |                                              |                            |     |                                 |                      |    |
|         |                                              |                            |     |                                 |                      |    |

15. Additional information, if any (Attach Separate Sheet, if required) :

Signature of Authorised Person

Date :

Name :

Place:

Seal:

**Declaration**

1. I, \_\_\_\_\_ Son/ Daughter/ Wife of Shri

Proprietor / Director / Authorised Signatory of the Service Provider, mentioned above,  
am competent to sign this declaration and execute this tender document ;

2. I have carefully read and understood all the terms and conditions of the tender and undertake to abide by them ;

3. The information / documents furnished along with the above application are true and authentic to the best of my knowledge and belief. I / We, am / are well aware of the fact that furnishing of any false information / fabricated document would lead to rejection of my tender at any stage besides liabilities towards prosecution under appropriate law.

Signature of Authorised Person

Date :

Full Name :

Place :

Seal:

## APPLICATION – FINANCIAL BID

For Providing Manpower Assistance to District Urban 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      | DEO                     | 14,900/-                |     |     |                              |                |             |                  |
| 2      | Peon-cum-Night watchman | 13,600/-                |     |     |                              |                |             |                  |

\* The take home remuneration for Data Entry Operator post shall be Rs. 14,900/- per month only & the take home remuneration for Peon-cum-Night Watchman shall be Rs 13,600 /- per month only.

Date:  
Place:  
Notes:

Signature of Authorised Person  
Full Name:  
Seal :

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.



## TERMS & CONDITION

1. The Agreement shall commence from 01.03.2025 (Date) and shall continue till 31.03.2025 (Date) unless it is curtailed or deployed, breach of contract etc or change in requirements.
2. The Agreement shall automatically expire on 31.03.2025 (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 DUDA, Balangir at present, has tentative requirement of 2 (no) of Data Entry Operators & 2 (no) of Peon-cum-Night Watchman. The requirement of the DUDA, Balangir may further increase or 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 AM to the Project Director, DUDA or such other Officer as may have been kept in charge of the Office Establishment of the Office concerned and would leave at 06 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 DUDA, Balangir so that optimal services of the persons deployed could be availed without any disruption.
10. The entire financial liability in respect of manpower service deploy in the DUDA, Balangir or office concerned shall be that of the manpower Service provider and the DUDA, 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 DUDA, 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 DUDA, 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 DUDA, 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 DUDA, Balangir office concerned and an Authorized representative of the Manpower Service provider.
14. The DUDA, 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 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 DUDA, 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 DUDA, 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 DUDA, 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 DUDA, 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 DUDA of office concerned or any other authority under Law.
26. In case, the Manpower Service Provider fails to comply with any liability under appropriate Law and as result thereof, the DUDA, Balangir to the office concerned is put to any loss / obligation, monetary or otherwise, the DUDA, Balangir to the Office concerned will be entailed 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.



27. 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 DUDA, 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 DUDA, 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**

28. The Technical Bid should be accompanied with an Earnest Money Deposit (EMD), refundable without interest in the form of Demand Draft / pay Order drawn in favour of Project Director, District Urban Development Agency Balangir **failing which the tender shall be rejected out rightly.**
29. The Earnest Money Deposit in respect of the agencies which do not qualify the technically Bid (first state) / Financial Bid (Second competitive stage) 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.
30. 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.
31. The Manpower Service Provider shall raised the bill, in triplicate, along with attendance sheet duly verified by the DUDA, 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.
32. 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 DUDA, Balangir or office DUDA, Balangir or Office concerned.
33. The amount of penalty calculated @ Rs. 100 per day on account of delay, if any, in providing a suitable substitute for the period beyond three working days by Manpower Service provider shall be deducted from its monthly bills in the succeeding month.
34. The Authority reserve the right to withdraw or relax any of the terms and condition mentioned above so as to overcome the problem encountered at a later stage.

35. In the event of any dispute arising in respect of the clauses of the agreement the same shall be resolved through negotiation. Alternatively the dispute shall be referred to the next higher Authority or controlling officer for his decision and the same shall be binding on all parties.
36. All disputes shall be under the jurisdiction of the court at the place where the headquarters of the authority, who has executed the agreement, is located.
37. The successful bidder will enter into an agreement with this DUDA, Balangir for supply of suitable and qualified manpower as per requirement of this DUDA, Balangir on the above terms and conditions.

### **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. Attested copy of the Service Tax registration certificate ;
7. Attested copy of the P.F. registration letter / certificate ;
8. Attested copy of the E.S.I. registration letter / certificate ;
9. Certified document in support of the Financial turnover of the agency ;
10. Certified document in support of entries in column 13 of Technical Bid application;
11. 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.