

OFFICE OF THE SUB-COLLECTOR-CUM-CALA, TITILAGARH

Mail Id: subcoll_ttg@yahoo.com

No. 3964 /Dt. 26 / 06 / 2025

SHORT TENDER CALL NOTICE

SEALED TENDERS are invited from eligible SERVICE PROVIDING AGENCIES to provide MANPOWER i.e. Data Entry Operator-01 to Office of the Sub-Collector-cum-CALA, Titilagarh of Balangir District for Construction of Titilagrh Bypass Road from Satighat to Charbhata over NH-59 and Pre-Construction Activities for Improvement of NH- 59 from Rigdul to Belgaon as per the terms & conditions provided in the website **www.balangir.nic.in** of Balangir District up to **04:00PM** of **10.07.2025**. The bids shall be received through Regd. Post/ Speed Post only during the office hours and will be opened on **10.07.2025** at **4.30 PM** in the presence of the bidders or their authorized agents in the Office Chamber of the Sub-Collector-cum-CALA, Titilagarh, District - Bolangir. (Odisha)

The interested agencies should clearly mention on the top of envelope as "**Tender for Selection of Outsourcing Agency to provide MANPOWER**". The Agencies who have applied are requested to remain present in the venue for tender opening on the date of opening.

The detailed Terms & Conditions and list of documents to be submitted is available in our website can be downloaded from the district website **www.balangir.nic.in**

Complete Address for submission of Bid:

To

**The Sub-Collector-cum-CALA, Titilagarh
At/Po-Titilagarh, Dist-Balangir
Pin Code: 767033**

The Authority reserves the right for cancellation / modification of the Tender without assigning any reason thereof.



**Sub-Collector-cum-CALA
Titilagarh**

SECTION – 1

SCOPE OF WORK AND GENERAL INSTRUCTIONS FOR BIDDERS

1. The Sub-Collector-cum-CALA, Titilagarh requires the service from reputed, well established, financially sound and registered Manpower Service Provider to provide services i.e. Data Entry Operator (01 Nos.) on contract basis to manage day to day office works of CALA Cell functioning in Sub-collector-cum-CALA, Titilagarh of Balangir District.

2. The contract for providing the aforesaid manpower will be for a period of six months only from the date of effectiveness of contract. The contract may be terminated owing to deficiency in service. However, reserves right to terminate this initial contract at any time after giving **15 days** notice to the selected Service Provider.

3. Sub-Collector-cum-CALA, Titilagarh has the requirements of the manpower for CALA Cell at Sub-Collector Office, Titilagarh as specified hereunder:

I. Data Entry Operator : 01 Nos.

The eligible bidders, those have the capability of providing above types of manpower as per the prescribed technical parameters in the tender document, are allowed to participate in the selection process, **Incomplete bids will not be taken into consideration.**

The scope of work of Outsourcing Agency is as follows:

- I. Pay roll Management of deployed Manpower.
- II. All the statutory compliances like **TDS, PF, ESIC, Service Tax etc.** shall be done by the successful bidder.

The detailed terms of reference for the Human Resource Outsourcing agency can be broadly categorized into following two parts:

Human Resources Management

- Ensure regular payment of monthly remuneration to deployed personnel through NEFT as per the rates mentioned.
- Ensure statutory compliance like **EPF, ESI, TDS deduction** etc. as required by the prevailing norms.
- Provide replacement of personnel in case of vacancies arising during the course of the agreement, from the wait listed candidates.

Other conditions:

- The day to day work of the deployed personnel will be assigned by the designated officer and all the monitoring and reporting aspects of the deployed personnel will be under the control and supervision of the designated officer.
- The Sub-Collector-cum-CALA, Titilagarh shall have the right to verify the actual payment made and may request the Manpower Service Providing Agency to provide the bank statement of the payments made as the proof of payment and if not satisfied shall withhold the payments due to the HR Service Provider in addition to other legal action.
- In case the Chair persons of the CALA Cells are not satisfied with the performance of the deployed personnel or because of indiscipline and on receipt of such complaint, the Sub-Collector-cum-CALA, Titilagarh may ask the Human Resource Service Provider in writing, providing the reasons thereof, to withdraw the personnel and provide a replacement.

SECTION-II

ELIGIBILITY CRITERIA FOR THE MANPOWER SERVICE PROVIDER AGENCY

Following are the essential qualifying criteria for the Manpower Providing Agency to technically qualify for the assignment:

1. The bidder should be registered as a Human Resource Service provider Firms, Private Limited Company, Public Limited Company, or Society/ Trust since last 5 years. The Incorporation/Registration certificate should be furnished as documentary proof. The registered office of the manpower service provider must be located within the jurisdictional area in Odisha.
2. It must have at least five years of past experience (from the last date of submission of tender) in providing manpower to Central / State Government Departments.

3. The bidder should have valid registration under Service Tax Rules, Income Tax return should submit for the last 3 years, EPFO, ESI Corporation and under Labour Act. The bidders are required to enclose self-attested photocopies of the following documents duly sealed along with the Technical Bid, failing which their bids shall be out rightly rejected and will not be considered.
- (i) Copy of GST Registration Certificate of the applicant organization.
 - (ii) Copy of PAN card.
 - (iii) Copy of EPF Registration Certificate
 - (iv) Copy of ESI Registration Certificate
 - (v) Audited Financial Statement for the last three financial years (2021-22, 2022-23 & 2023-24).
 - (vi) Copy of Income Tax returns for last three financial years (2021-22, 2022-23 & 2023-24).
 - (v) Copies of the work orders from the Govt. Agencies for providing manpower services during the last three financial years (2021-22, 2022-23 & 2023-24).
4. The bidder should not have been black listed by any State Government or Central Government. A self-declaration to this effect shall be submitted by the bidder in the prescribe format.

SECTION-III

GENERAL TERMS AND CONDITIONS

3.1 Cost of Tender Document & Earnest Money Deposit.

- a. **Tender Cost** - Tender document can be downloaded from the website (www.balangir.nic.in) Bidder must submit **Tender paper Cost of Rs.500/- (Rupees Five Hundred) only, non-refundable** in shape of Demand Draft only drawn in favour of The Sub-Collector-Cum-CALA, Titilagarh Account No.37611830151 IFSC- SBIN0000197 State Bank of India, Titilagarh payable at Titilagarh, failing which the tender shall be out rightly rejected.

- b. **Earnest Money Deposit**- Bidders should submit along with their Technical Bids, an **Earnest Money Deposit (EMD) of Rs.2000/- Rupees Two thousand) only, (refundable without interest)**, should necessarily be accompanied with the technical bid in shape of Demand Draft only drawn in favour of Sub-Collector-cum-CALA, Titilagarh payable at Titilagarh failing which the tender will be summarily rejected. The EMD of all unsuccessful bidders Would be refunded within 180 days of the bidder being notified as unsuccessful.

The EMD/ for the amount mentioned above, of successful bidder would adjust as a part of the Performance Guarantee during the period of the contract.

- ii. The EMD amount is interest free and will be refundable to the unsuccessful bidders without any accrued interest on it.
- iii. The tender paper submitted without EMD, mentioned above, will be summarily rejected.
- iv. The EMD may be forfeited:-
 - a. If a bidder withdraws its bid during the period of bid validity.
 - b. In case of a successful bidder, if the bidder fails to sign the contract in accordance with this tender paper.
 - c. If found to have a record of poor performance such as having abandoned work, having been black-listed, having inordinately delayed completion and having faced Commercial failures etc.

3.2 Performance Security Deposit:-

The successful bidder will have to deposit a Performance Security Deposit of **Rs.5,000/- (Rupees Five thousand)** only in shape of Demand Draft only in favour of "**Sub-Collector-cum-CALA, Titilagarh**" District- Balangir.

Submission of Bids

The tender has been invited under two bid system:

- i) **Technical Bid.**
- ii) **Financial Bid.**

The interested agencies are advised to submit two separate sealed envelopes super scribing "**Technical Bid for providing Manpower Services to Sub-Collector-cum-CALA, Titilagarh and Financial Bid for providing Manpower Services to Sub-Collector-cum-CALA, Titilagarh**". Both sealed envelopes must be kept in a sealed third envelope super scribing "**Tender Document for providing Manpower Services**" and address to **Sub-Collector-cum-CALA, Titilagarh at/Po- Titilagarh, Dist-Balangir, Pin-767033 through Speed post/ Regd. Post only.**

3.3 Completeness of the Bid

- a. Submission of the proposals/bid shall be deemed to have been done after careful study and examination of the tender paper documents with full understanding of its implications.
- b. The conditional bids shall not be considered and will be out rightly rejected.

3.4 Late Bid

- a. Bids received after the due date and the specified time (including the extended period if any) for any reason whatsoever, shall be rejected.
- b. The Office of the Sub-Collector-cum-CALA, Titilagarh shall not be responsible for any postal delay or non-receipt/ non-delivery of the documents. No further correspondence on the subject will be entertained.
- c. Sub-Collector-cum-CALA, Titilagarh reserves the right to modify and amend any of the stipulated condition/criterion.



3.5 Language of the Bid

The Proposal should be filled by the Bidder in English language only.

3.6 Currency of the Proposal/ Bid Document

The currency (ies) of the Proposal offer and the transaction details provided in the Proposal/ Bid Document should be in Indian Rupees (INR).

3.7 RIGHT TO TERMINATE THE PROCESS

- a. The Sub-Collector-cum-CALA, Titilagarh may terminate the Tender process at any time and without assigning any reason thereof. This Office makes no commitments, express or implied, that this process will result in a business transaction with anyone.
- b. The submission of tender paper does not constitute an offer by the, Sub-Collector, Titilagarh. The bidder's participation in this process may result in selecting the bidder to engage towards execution of the contract.

SECTION-IV

GUIDELINES FOR SUBMISSION OF PROPOSAL

4.1 TECHNICAL PROPOSAL

Bidders are required to submit the Technical Proposal in the prescribed format only. The technical proposal should accordingly include the following:

1. Bid Cover Letter — Technical Bid [Form-1]
2. Financial Bid [Form-2]
3. Self-declaration of not being ineligible/blacklisted [Form 3]
4. Declaration for executing Tender document [Form-4]

SECTION-V **EVALUATION PROCESS**

- I. In the first stage, the technical proposals will be scrutinized as per the Eligibility criteria and completeness of the documents as prescribed in the tender document.
- II. The bids qualifying the Eligibility criteria and complete with regard to availability of the documents will be considered for Final Evaluation.
- III. Tender Committee: The Tender Committee constituted Sub-Collector-cum-CALA, Titilagarh to finalize the tender.



**SECTION-VI
AWARD OF CONTRACT**

The Sub-Collector-cum-CALA, Titilagarh will award the Contract to the successful bidder qualifying in the Technical Bid.

6.1 NOTIFICATION OF AWARD

The Sub-Collector-cum-CALA, Titilagarh will notify the successful bidder in writing or email, that its proposal has been accepted.

6.2 SIGNING OF THE CONTRACT

After notification award by the Office of the Sub-Collector-cum-CALA, Titilagarh notifies the successful bidder that its proposal has been accepted, the concerned and individual Officer shall enter into a separate contract/Agreement with the selected Outsourcing Agency incorporating all clauses.

6.3 FAILURE TO AGREE WITH TERMS AND CONDUIONS OF THE TENDER PAPER

Failure of the successful bidder to agree with the Legal Agreement and Terms & Conditions of the tender paper shall constitute sufficient grounds for the annulment of the award/ in which event the Office of the Sub-Collector-cum-CALA, Titilagarh may award the contract to the next best value bidder or call for new proposals from the interested bidders.

6.4 TERM OF THE AWARD

The period of contract shall be for a period of six months initially from the date of execution of agreement and on assessment of outcome & satisfactory performance engagement can be extended for one year only.

**SECTION-VII
PAYMENT TERMS & CONDITION**

The Service Provider will claim Service Charge on negotiable basis (having lowest bidder of service charge is being considered) after signing the separate agreement with the Sub-Collector-cum-CALA, Titilagarh from due engagement of Manpower at the respective level.

ANNEXURE A

TECHNICAL REQUIREMENT FOR MANPOWER TO BE DEPLOYED BY THE SUCCESSFUL MANPOWER SERVICE PROVIDER IN CALA CELL FOR CONSTRUCTION OF BY PASS ROAD OF TITILAGARH TOWN NH 59 (SATIGHAT TO CHARBHATA) AND IMPROVEMENT OF ROAD FROM RIGDUL TO BELGAON" OF BALANGIR DISTRICT

A- Qualification and Experience of personnel to be engaged in the CALA Cells:

1. Data Entry Operator

Education: Candidate should have completed Graduation & PGDCA course or other equivalent qualification will be preferred. Work Experience

- Minimum 02 years of experience in data entry and large scale database management in any reputed govt. / private agency.
- Proficiency in computer skills like the use of MS Office, MS Excel and use of internet.



SECTION-VIII

Nature of Engagement:

Mode of engagement will be completely contractual and on temporary basis. The contract can be terminated by the competent authority with 15 days prior notice or remuneration in lieu. Initial agreement will be for 06 months.

Selection Procedure:

All the hiring will be done through the third party at the Sub-collector level. The selection of candidates should be done through open Tender. The selection committee will be constituted by following members;

1. Sub-collector-cum-CALA, Titilagarh
2. Officer In-Charge CALA, Titilagarh
3. Section Officer, Sub-Collector office, Titilagarh
4. Nazir, Sub-Collector office, Titilagarh
5. Head Clerk, CALA Section

Any deviation from the prescribed procedures/ required information/ formats / conditions shall result in out-right rejection of the bid. Any conditional bid shall be out rightly rejected. and signed by the authorized representative. If the space for furnishing information is insufficient, a separate sheet duly signed by the authorized signatory should be attached.

The technical Bid will be opened on 10.07.2025 at 04.30 PM in presence of the authorized representatives of the bidder who wish to be present on the spot at that time. Financial bid of the technically qualified bidders shall be opened on 10.07.2025 at 04.30 PM in presence of the authorized representatives.

The EMD shall be forfeited if the successful bidder fails to undertake the work or fails to comply with any of the terms and conditions of the bid. The MSME registration firms covered under MSME act and registered under NSIC are exempted from submission of E.M.D. and paper cost for processing, in this regard necessary valid documents to be submitted in technical bid.

The bid shall be valid for a period of 90 days from the date of opening of the bids and no request for any variation in quoted rates and/withdrawal of bids on any ground by the bidder shall be entertained. Validity of the bids can be extended on mutual consent.

To assist in the analysis, evaluation and computation of bids, the authority may ask the bidders individually for clarification of their bids. The request for clarification and

the response shall be in writing but no change in the price or substance of the bid offered shall be permitted.

The bidder having the lowest evaluated financial bid (L-1) would be considered for award of the contract subject to fulfillment of the terms and conditions of the bid documents. In case, the lowest bidder (L-1) is disqualified after selection for any reason, then negotiations will be made with the second lowest (L-2) bidder for award of Contract at (L-1) price. However, the decision of the authority shall be final during the overall selection process. (In case more than one firm quotes the same price, then the bidder having highest annual average turnover for financial year 2021-22,2022-23,2023-24) shall be selected.

The quoted rates include all statutory obligations.

The service provider shall be liable for all kinds of dues payable in respect of manpower deployed/ provided under the contract and the authority shall not be liable for any dues for availing the services of the personnel.

Duty time shall be fixed by the Authority of Head of the offices concerned.

The authority reserves the right to reject any or all bids and terminate the tender process without assigning any reason thereof.

FORM-I
TECHNICAL BID

FOR PROVIDING MANPOWER SERVICES TO CALA CELLS FOR CONSTRUCTION OF BY PASS ROAD OF TITILAGARH TOWN NH 59 (SATIGHAT TO CHARBHATA) AND IMPROVEMENT OF ROAD FROM RIGDUL TO BELGAON” OF BALANGIR DISTRICT.

01	Name of the Organization	
02	Copy of Incorporation/Registration Certificate.	
03	Name of the Manpower Service Provider	
04	Name of the Proprietor / Director	
05	Full Address of Registered Office with Telephone Number, FAX No & Email Address / Website	
06	Name & Telephone No of the Authorized Person to liaise with authority	
07	Registration No. of Certificate of Incorporation & Date	
08	Bank Name of the Manpower Service Provider	Account No Bank & Branch Name IFS Code
09	PAN (Attach self-attested Copy)	
10	GST Registration No (Attach self-attested copy)	
11	EPF Registration No (Attach self-attested copy)	
12	ESI Registration No (Attach self-attested copy)	
13	No. of years of experience as HR service provider as on 31 may 2025	
14	Annual Turn Over	Financial Year- 2021-22 Financial Year- 2022-23 Financial Year- 2023-24
15	Details of EMD	Demand Draft No & Date Amount Bank Name
16	Details of Tender Paper Cost	Demand Draft No & Date Bank Name
17	Copy Income Tax Return for	Financial Year- 2021-22 Financial Year- 2022-23 Financial Year- 2023-24



18. Please give details of the major similar contracts handled by the Manpower Service Provider during the last three financial years i.e. 2021-22, 2022-23 & 2023-24 in the following format: (Please attach separate sheet, if required)

Sl No	Name, address & Telephone Number of the Client	Details of Manpower Service Provided		Amount of Contract (Rs in Lakh)	Duration of Contract	
		Type of Manpower Provided	Number		From	To

Signature of Authorized Signatory with Seal

Full Name:

Designation:

Address:

Phone No:

Place:

Date:

FORM No-2

FINANCIAL BID

FOR PROVIDING MANPOWER SERVICES TO CALA CELLS

For Construction of Titilagrh Bypass Road from Satighat to Charbhata over NH-59 and Pre-Construction Activities for Improvement of NH-59 from Rigdul to Belgaon of Balangir district.

1. Name of the Manpower Service Provider:
2. Rate per person per month inclusive of all Statutory Liabilities & Taxes

Sl No.	Manpower type	Consolidated Remuneration in Rs. Per month	Service charge	GST 18%	Total Quoted value
01	Data Entry Operator	Rs.10,000/-			

3. The Service charges quoted should not be less than 3.85% of the remuneration. as per Rule 264(iv) of OGFR 2023.
4. The total rates quoted by the Agency should be inclusive of all Statutory Liabilities & Taxes in force at the time of submitting the tender & fixed for the period of contract. No alteration shall be allowed under any circumstances unless and until Government notifies the same
5. 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 as per the actual.
6. Bidders have to quote for Data Entry Operator (DEO) under this tender and the bid with lowest evaluated monthly charges for the required manpower will be awarded with the contract.
7. The employee's share of contribution towards EPF & ESI shall be deducted by the service provider from the minimum take home remuneration of the person engaged (subject to the willingness of the employee) and deposit the same with appropriate authority Proof of deposit of the same with the concerned authority must be furnished,
8. In case of non compliance of any of the above conditions, the Bid will be summarily rejected.

Signature of Authorized Signatory with Seal

Full Name:

Place:

Designation:

Date:

Address:

Phone No.

Form No- 03

Self-declaration of not being Ineligible/ Blacklisted

On the Letter Head _____

I, Sri/Smt. _____ aged about _____ years

S/o/D/o/W/o _____ Proprietor/Partner _____

Director of M/S _____ At _____ Po _____

PS. _____, and District _____ do hereby solemnly declare as follows:

- 1) That pursuant to the tender call notice dt. _____ of the Office of the Sub-Collector-cum-CALA, at the Sub-collector level, I/my firm/company am/is an intended bidder to participate in the said tender process.
- 2) That as per terms & conditions of the tender documents, I am to declare that, I/my firm/company have not been blacklisted by any Central/State Govt. Organisation or by any Public Sector undertakings of the State/Central Govt.
- 3) That neither any criminal case nor any vigilance case is pending against me/my firm/company before any forum.
- 4) That the facts stated above are true to the best of my knowledge and belief.

Signature of Authorized Signatory with Seal

Full Name:

Place:

Designation:

Date:

Address:

Phone No :

FORM-04**DECLARATION FOR EXECUTING TENDER DOCUMENT**

1. I, Shri/ Kumari/ Smt.....
Son/ Daughter/ Wife of _____
ShriProprietor/ Director, 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 tender 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/our tender at any stage besides liabilities towards prosecution under appropriate law.

Signature of Authorized Signatory with Seal

Full Name:

Place:

Designation:

Date:

Address:

Phone No:



Memo No. 3965 /CALA Dtd. 26.06.2025

Copy to the D.I.P.R.O., Balangir / All District Level Officers of Balangir District for information and necessary action with a request to affix the same in the notice board for wide publicity.

**Sub-Collector-cum-CALA
Titilagarh**

Memo No. 3966 /CALA Dtd. 26.06.2025

Copy forwarded to the D.I.O, NIC, Balangir for information and necessary action with a request to upload the short tender call notice in the website of Balangir District for wide publicity.

**Sub-Collector-cum-CALA
Titilagarh**

Memo No. 3967 /CALA Dtd. 26.06.2025

Copy forwarded to the Executive Engineers NH Division Balangir/Regional Officer MORT & H, Odisha, Bhubaneswar for information.

**Sub-Collector-cum-CALA
Titilagarh**

Memo No. 3968 /CALA Dtd. 26.06.2025

Copy submitted to the Collector & District Magistrate, Balangir for kind information and necessary action.

**Sub-Collector-cum-CALA
Titilagarh**