



Expression of Interest

For

Engagement of Manpower Service Provider to provide  
One Young Professional and Two Counsellors in the Model  
Career Centre of District Employment Exchange, Rourkela.

**District Employment Exchange, Rourkela**

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## Data Sheet

#	Milestone	Details
1	Issue of EOI	03.03.2022
2	Online download of EOI from website www.sundargarh.nic.in	03.03.2022
3	Last Date of submission of Proposal	17.03.2022 till 05:00 PM
4	Mode of submission	Hard copy document, duly signed, through Speed post/Registered Post/Courier only <b>To:</b> District Employment Officer, District Employment Exchange, Main Road,Uditnagar, Rourkela - 769012
5	Bid Opening Date,Time  Venue	<b>21.03.2022 at 10:30 AM (Technical Bid)</b> <b>21.03.2022 at 11.00 AM (Financial Bid)</b>  <b>Office chamber of the Collector and District Magistrate, Sundargarh</b>
6	Tentative Interview Schedule for Candidates provided by selected Service Provider	24.03.2022 and 25.01.2022 (subject to change)
7	Likely date for commencement of deployment of required Manpower	Immediately after 01.04.2022
8	Name of the Client/ Authority	District Employment Officer, Rourkela
9	Validity of the Proposal	The proposal shall be valid for a period of 180 days from the last date of submission of bid / proposal

## **SCOPE OF WORK AND GENERAL INSTRUCTIONS FOR BIDDERS**

1. District Employment Officer, Rourkela at invites sealed tenders from reputed and bonafied firms / agencies /services providers to provide one Young Professional and two Counsellors on outsourcing basis to be engaged in day-to-day official work of Model Career Center (MCC) at District Employment Exchange, Rourkela.
2. The contract for providing the aforesaid manpower is likely to commence from **01.04.2021** and would continue till **31.08.2023**. The period of contract may be further extended beyond 01.09.2023, provided the requirement of the office for manpower persists at that time or may be curtailed/ terminated before 31.08.2023 owing to deficiency in service or substandard quality of manpower deployed by the selected Service Provider or because of change in the office requirements. The office, however, reserves right to terminate this contract at any time after giving **15 (Fifteen) day's notice** to the Selected Service provider.
3. This District Employment Exchange, Rourkela has tentative requirement for one Young Professional and Two Counsellors.
4. The interested Manpower Service Providers may submit the tender document complete in all respects along with bid security declaration and other requisite documents either by Speed post or Registered post or through courier only by 17.03.2022 up to 05.00 P.M to District Employment Exchange, Rourkela. The tender received beyond the date and time mentioned above shall not be taken into consideration.
5. 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 Services to District Employment Exchange, Rourkela**" and "**Financial Bid for Providing Manpower Services to District Employment Exchange, Rourkela**". Both sealed envelopes should be kept in a third sealed envelope super scribing "**Tender for Providing Manpower Services to District Employment Exchange, Rourkela**".
6. The Tender paper and Terms & Conditions of the Tender may be collected from the Office of the District Employment Exchange, Rourkela during office hour of any working day from **04.03.2022 to .17.03.2022** on payment of non-refundable amount of **Rs.2000/-** (Rupees Two Thousands) only in shape of a/c payee Demand Draft in favour of **District Employment Officer, Rourkela** Payable at Rourkela. The Tender paper may be downloaded from the District website ([www.sundargarh.nic.in](http://www.sundargarh.nic.in)). In such case, the cost of the Tender paper should be submitted along with tender paper through Demand Draft in favour of **District Employment Officer, Rourkela** Payable at Rourkela. Non submission of tender paper cost will lead to rejection of the tender.
7. The bidders are required to execute a Bid Security Declaration in lieu of Bid Security (also known as EMD)

with stipulation that if they withdraw or modify their bids during period of validity etc. they will be suspended for **3 years**.

8. The successful tenderer will have to deposit a security amount of **Rs. 1,00,000/- (Rupees One Lakh)** Only (one month employee salary cost including statutory dues) in the form of Fixed Deposit Receipt (FDR) made in the name of the agency but hypothecated to the District Employment Officer, Rourkela, covering the period of contract. In case, the contract is further extended beyond the initial period, the FDR will have to be accordingly renewed by the successful tenderer.
9. The tendering Manpower Service providers are required to enclose photocopies of the following documents (duly self attested), along with the Technical Bid, **failing which their bids shall be summarily / out right rejected and will not be considered any further:**
  - (a) Registration certificate of the applicant organization;
  - (b) Bid Security Declaration
  - (c) Copy of valid TAN / PAN card;
  - (d) Copy of the IT return filed for latest last three financial years;
  - (d) Copies of EPF and ESI registration certificates;
  - (e) Copy of the GST registration certificate;
  - (f) Copy of latest three (either monthly or quarterly) GST returns (GSTR -3B).
  - (g) Certified extracts of the Bank Account containing transactions during last 3 years.
  - (i) Copy of the Tender Document with each page duly signed and sealed by the authorized signatory of the agency in token of their acceptance.
10. The conditional bids shall not be considered and will be out rightly rejected in very first instance.
11. All entries in tender form should be legible and filled clearly. If the space for furnishing information is insufficient, a separate sheet duly signed by the authorised 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 cutting, if any, in the Technical Bid Application must be initialled by the person authorised to sign the tender bids.
12. The Technical bids shall be opened on the scheduled date and time **at 10.30 AM on 21.03.2022** in the **Office chamber of the Collector and District Magistrate, Sundargarh**, in the presence of other selection committee members and the representatives of the Manpower Service Providers, if any, who wish to be present on the spot at that time.
13. The Financial Bid of only those Bidders will be opened those who are technically qualified. The Financial bids shall be opened in the **Office chamber of the Collector and District Magistrate, Sundargarh** in the presence of other selection committee members and the representatives of the Manpower Service Providers, if

any, who wish to be present on the spot at that time, after completion of technical evaluation which shall notified to all qualified bidders later.

14. In case of **tie** after financial evaluation, execution of similar type of contract or financial turnover or any others parameter adopted by the selection committee or through lottery shall be considered for awarding contract and the decision of the Selection committee in this regard will be final.
15. The selected service provider has to provide candidates in **1:10 ratio** for each post. A selection process involving skill test, interview etc will be conducted for Young Professional and for two Counsellors from those shortlisted candidates provided by the service provider to select the appropriate candidate for each post. The skill test & interview dates will be confirmed after finalization of the service provider.
16. After finalisation of tender, the L-1bidder is required to sign agreement and deposit security amount.
17. The Competent Authority of the District Employment Exchange, Rourkela reserves the right to allow/reject any/all bids without assigning any reason.

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

1. The tendering manpower service provider should fulfill the following technical specifications:
  - (a) They should be registered with the appropriate registration authority;
  - (b) The registered office or one of the branch offices of the manpower service provider should be registered within the jurisdiction of the District Employment Exchange, Rourkela (DEEx, Rourkela) i.e. Sundargarh district. Only Rent/Lease agreement for local branch office will not be considered as proof for local registration and bids of those bidders, providing only rent/lease agreement, will be rejected.
  - (c) They should have at least three years of experience in providing manpower to Government Departments, Public Sector Companies/Banks etc;
  - (d) They should have their own Bank Account;
  - (e) They should be registered with Income Tax and GST Departments;
  - (f) They should be registered with appropriate authorities under Employees Provident Fund and Employees State Insurance Acts.
  - (g) The minimum turnover requirement.
  - (h) They shouldn't be blacklisted by any Government department/ agencies/ PSUs etc. An undertaking in this regard to be submitted by the bidder.

**TECHNICAL REQUIREMENTS FOR MANPOWER TO BE DEPLOYED BY THE SUCCESSFUL  
MANPOWER SERVICE PROVIDER IN MODEL CAREER CENTRE AT THE DISTRICT  
EMPLOYMENT EXCHANGE, ROURKELA**

1. For Young Professional

- a) The Minimum Educational qualification for Young Professional should have either Bachelor's Degree (B.E, B.tech) or a Masters Degree (MBA/ Master in Economics/psychology/Sociology/ Social works).
- b) Any candidates holding a diploma (not less than 1 year) over graduation/post-graduation in counseling, career guidance etc. or any other related filed shall be given preference. Person having good Academics record and previous experience in discharging the job of counseling, organisation of job drive and career workshop shall also be given preference.
- c) The candidate should be in the age group of 21 years to 32 years.
- d) The candidates should have adequate knowledge in computer and essentially well versed in MS Office, Internet, etc. Candidate is expected to use Power Point Presentation effectively during meeting and able to use collaborative tools like Microsoft Teams/Zoom/ Google Meet etc.
- e) He/she should be proficient in using Excel sheet for preparing report, budgets etc.
- f) The candidates must have passed Odia equivalent to M.E. standard. Should be able to read, write and speak Odia.

2. For Counsellors

- a) The Minimum educational qualification of Counsellor should be Master Degree in **Psychology**.
- b) Any candidates holding diploma (not less than 1 year) over graduation/post-graduation in counselling, career guidance etc. or any other related filed shall be given preference. Person having good academics record and previous experience in discharging the job of counseling, organisation of job drive and career workshop shall also be given preference.
- c) The candidate should be in the age group of 21 years to 32 years.
- d) The candidates should have adequate knowledge in computer and essentially well versed in MS Office, Internet, etc. Candidate is expected to use Power Point Presentation effectively during meeting and able to use collaborative tools like Microsoft Team/Zoom/ Google Meet etc.
- e) He/she should be proficient in using Excel sheet for preparing report, budgets etc.
- f) The candidates must have passed Odia equivalent to M.E. standard. Should be able to read, write and speak Odia.

**APPLICATION – TECHNICAL BID**

**For Providing Manpower Service to Model Career Centre at District Employment Exchange, Rourkela**

1. Name of the Tendering Manpower Service Provider:.....
2. Name of Proprietor / Partner/ Director:.....
3. Full Address of Registered Office :.....
  - a) Telephone No. : .....
  - b) Fax No. : .....
  - c) E-Mail Address: .....
4. Full address of Operating/ Branch Office:.....
  - a) Telephone No. : .....
  - b) Fax No. : .....
  - c) E-Mail Address : .....
5. Name & telephone no. of Authorised officer/ person to liaise with Field Office.....  
.....
6. Bank of the Manpower Service Provider: .....  
(Attach certified copy of statement of A/c for the last six months)  
Telephone Number of Banker.....
8. TAN / PAN / GIR No. : .....  
(Attach attested Copy)
9. GST / 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. Lacks)	Remarks, if any
2018-19		
2019-20		
2020-21		

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) :

Sl.No	Name of client, address, Telephone & Fax No. E mail id-	Manpower services provided		Amount of contract (Rs. Lacks)	Duration of contract	
		Type of manpower provided	No.		From	to

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

Signature of authorised person

Name:

Seal:

Date:

Place:

**SELF-DECLARATION TO ACCEPT TERMS AND CONDITIONS**

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/ fabricate document would lead to rejection of my tender at any stage besides liabilities towards prosecution under appropriate law.

Signature of authorised person

Name:

Seal:

Date:

Place:

**APPLICATION – FINANCIAL BID**

**For Providing Manpower Service to Model Career Centre at District Employment Exchange, Rourkela**

1. Name of tending Manpower Service Provider:

2. Rate per person per month (8 hours per day) inclusive of all statutory liabilities, taxes, levies, cess etc :

Sl. No.	Manpower Type	Monthly Rate per person						
		Take home remuneration (Rs.)	EPF (Employer Share) (Rs.)	ESI	Other statutory dues if any (Rs.)	Service charge (Rs.)	GST (Rs.)	Total Per Person (Rs.) (to be paid by the Authority to service provider)
1	Young Professional	40,000/-		NA				
2	Counsellor	30,000/-		NA				

- **Employer share for EPF to be calculated on maximum limit of remuneration of Rs. 15,000/- (Rupees Fifteen Thousand) only**
- **The Employer's contribution towards EPF for personnel outsourced through service provider will be reimbursed over and above the amount of consolidated remuneration subject to satisfactory proof of such contribution.**
- **The total rate quoted by the Tendering Agency should be inclusive of all statutory/ taxation liabilities in force at the time of entering into the contract.**
- **Service Charges of the service provider should be in rounded figures only & fractional figures will not be accepted.**
- **The payment shall be made on conclusion of the calendar month on the basis of number of working days for which the duty has been performed by each manpower.**

Signature of authorised person

Name:

Seal:

Date:

Place:

**FORMAT OF BID SECURITY DECLARATION FROM BIDDERS IN LIEU OF EMD**

(On Bidders Letter head)

I / We, the authorized signatory of ..... , participating in the tender No . .....for providing “Manpower service to Model Career Centre at District Employment Exchange, Rourkela”, do hereby declare:

- (i) That I / we have availed the benefit of waiver of EMD while submitting our offer against the subject Tender and no EMD being deposited for the said tender.
- (ii) That in the event we withdraw / modify our bid during the period of validity Or I/we fail to execute formal contract agreement within the given timeline Or I/we fail to submit a Performance Security within the given timeline Or I/we commit any breach of Tender Conditions / Contract which attracts penal action of forfeiture of EMD and I/we will be suspended from being eligible for bidding / award of all future contract(s) of District Employment Exchange, Rourkela for a period of **three years** from the date of committing such breach.

Signature of authorised person

Name:

Seal:

Date:

Place:

## **CHECKLIST OF DOCUMENTS TO BE SUBMITTED BY THE BIDDER**

(Documents are to be arranged in the following order along with Technical Bid)

<b>Sl No.</b>	<b>Type of document</b>	<b>Submitted (Y/N)</b>	<b>Page No.</b>
1	Application-Technical Bid		
2	Tender Paper Cost Demand Draft		Demand Draft No. Date Of Rs. Drawn on Bank
3	Certificate of Registration/ incorporation of the organization		
4	Bid Security Declaration (in lieu of EMD)		
5	Copy of PAN/TAN		
6	Copy of Bank account proof (with last 3 years)		
7	Copy of EPF Registration certificate		
8	Copy of ESIC Registration certificate		
9	Copy of Latest last 3 years IT Return		
10	Copy of CA Certified turnover statement for last 3 years		
11	Copy of GST registration certificate		
12	Copy of Last 3 GST return certificate (Month/Quarter GSTR-3B)		
13	Self-Declaration for not being blacklisted		
14	Proof of similar nature of work performed by the Bidder in last 3 Years.		
15	Self-Declaration to accept term and condition.		
16	Copy of Tender documents duly self-attested by the Bidder		

**(This table has to be mandatorily filled.)**

Signature of authorised person

Name:

Seal:

Date:

Place:

## TERMS & CONDITIONS

### GENERAL

1. The Agreement shall commence from **01.04.2022** and unless 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 requirements.
2. The Agreement shall automatically expire on **31.08.2023** 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 conditions or with some additions/ deletions /modifications, 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 District Employment Exchange, Rourkela at present has tentative requirement of 1 (one) Young Professional and 2(Two) Counsellor on Urgent basis. The requirement of the office may further increased or decreased marginally during the period of initial contract also and the Service Provider would have to provide additional man power services, if required on same term and conditions.
6. Ministry of Labour and Employment, Government of India under National Institute of Career Service may provide Young Professional for the MCC of Rourkela in future. In that case, the Young Professional posted through Service Provider will be disengaged.
7. The Manpower Service Provider will be bound by the details furnished by it to the Authority while submitting the tender or at subsequent stage. In case, any of such documents furnished by it is found to be false at any stage, it would be deemed to be a breach of terms of Agreement making it liable for legal action besides termination of the Agreement.
8. The Authority reserves the right to terminate the Agreement (during initial period also) after giving **15 days** notice to the Manpower Service Provider.
9. The persons deployed shall be required to report for work at 10.00 AM to the District Employment Officer, Rourkela or such other Officer as may have been kept in charge of the Office Establishment of the office concerned and would leave at 5.30 P.M. and may also required to work beyond 5.30 PM for which s/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.
10. Monthly targets in quantifiable terms for the Young Professional and Counsellors are provided at **Annexure – ‘A’**. Quarterly review of the performance of these persons engaged will be undertaken by the Competent Authority of the District Employment Exchange, Rourkela. Persons unable to achieve the monthly target shall be disengaged and suitable replacement shall be provided by the selected manpower service provider.
11. The person deployed may be called on holidays to attend duty, if required and no extra remuneration will be paid for that.
12. The Manpower Service Provider shall nominate a coordinator who shall be responsible for immediate interaction with the Office so that optimal services of the persons deployed could be availed without any disruption.
13. The entire financial liability in respect of manpower services deployed in the Office concerned shall be that of the Manpower Service Provider and the 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 Office concerned.

14. For all intents and purposes, the Manpower Service Provider shall be the “Employer” within the meaning of different Rules & Acts in respect of manpower so deployed. The persons deployed by the Manpower Service Provider shall not have any claim whatsoever like employer and employee relationship against the Office concerned.
15. The Manpower Service Provider shall be solely responsible for the redress of grievances or resolution of disputes relating to persons deployed. The Office 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 Office concerned and an Authorised representative of the Manpower Service provider.
16. The Office shall not be responsible for any financial loss or any injury to any person deployed by the Manpower Service Provider in the course of their performing the functions/duties or for payment towards any compensation.
17. 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.
18. In case of termination of this Agreement on its expiry or otherwise, the persons deployed by the Manpower Service Provider shall not be entitled to and shall have no claim for any absorption in regular or other capacity.
19. The person deployed shall not claim any benefit, compensation, absorption, 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.
20. The Manpower Service Provider must be registered with the concerned Government Authorities, i.e. Labour Commissioner, Provident Fund Authorities, Employees State Insurance Corporation etc. and a copy of the registration should be submitted. The Manpower Service Provider shall comply with all the legal requirements for obtaining License under Contract Labour (Regulations and Abolition) Act, 1970 is any, at his own part and cost.
21. 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.
22. The persons deployed by the Manpower Service Provider should have good police records and no criminal case should be pending against them.
23. The persons deployed should be polite, cordial and efficient while handling he/her assigned work and their actions should promote good will and enhance the image of the office concerned. The Manpower Service provider shall be responsible for any act of indiscipline on the part of the persons deployed.

### **LEGAL**

24. 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.
25. 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 office concerned. The office concerned shall have no liability in this regard.

26. The Manpower Service Provider shall also be liable for depositing all taxes, levies, cesses etc. on account of service rendered by it to the office concerned to the concerned tax collection authorities, from time to time, as per the rules and regulations in the matter. Attested photocopies copies of such documents shall be furnished to the office concerned.
27. The Manpower Service Provider shall maintain all statutory registers under the Law and shall produce the same, on demand, to the authority of the office concerned or any other authority under Law.
28. The Tax deduction at Source (T.D.S.) shall be done as per the provisions of Income Tax Act/ Rules, as amended, from time to time and a certificate to this effect shall be provided by the office concerned.
29. In case, the Manpower Service Provider fails to comply with any liability under appropriate law, and as a result thereof, the office concerned is put to any loss/ obligation, monetary or otherwise, the office concerned will be entitled to get itself reimbursed out of the outstanding bills or the Performance Security Deposit of the Manpower Service Provider, to the extent of the loss or obligation in monetary terms.
30. 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 Office concerned 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 concerned by the persons deployed, the same shall be recovered from the unpaid bills or adjusted from the Performance Security Deposit.

### FINANCIAL

31. The successful tenderer will have to deposit a security amount of **Rs. 1,00,000/- (Rupees One Lakh)** Only (one month employee salary cost including statutory dues) in the form of Fixed Deposit Receipt (FDR) made in the name of the agency but hypothecated to the District Employment Officer, Rourkela, covering the period of contract. In case, the contract is further extended beyond the initial period, the FDR will have to be accordingly renewed by the successful tenderer.
32. The successful tender will have to deposit a Performance Security Deposit of **Rs. 1,00,000/- (Rupees One Lakh)** 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 the initial period, the Bank guarantee will have to be accordingly renewed by the successful tenders.
33. 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.
34. The Manpower Service Provider shall raise the bill, in triplicate, along with attendance sheet duly verified by the 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 claims in bills regarding Employees State Insurance, Provident Fund and Service Tax etc. should be necessarily accompanied 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 until such proof is furnished, at the discretion of the 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 the Manpower Service Provider shall be deducted from its monthly bill in the succeeding month.

37. The Authority reserves the right to withdraw or relaxes any of the terms and condition mentioned above 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 Department for supply of suitable and qualified manpower as per requirement of this Department on the above terms and conditions.

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

1. List of short listed candidates (in the ratio 1:10 for each post) by the Manpower Service Provider agency for interview to be conducted & then deployment in District Employment Exchange, Rourkela, containing full details i.e. date of birth, marital status, address, educational qualification, work experience etc.
2. Bio-data/C.V of short listed candidates for interview.
3. Any other document considered relevant.

  
Collector & District Magistrate,  
Sundargarh

**Annexure – ‘A’**

<b>Target for YP and Counsellors</b>		
<b>Target for Young Professional (inclusive of counsellors targets)</b>		
<b>Key Performance Areas</b>	<b>MONTHLY</b>	<b>QUATERLY</b>
INDIVIDUAL COUNSELLING	300	900
GROUP COUNSELLING (if batch>=10)	15	45
GROUP COUNSELLING (if batch>=25)	8	24
Institutions visit (within 100km)	10	30
Industry visit	5	15
Job drives/ placement drive (virtual/physical)	5	15
Career seminar/workshop/webinar	6	18
Job seeker registration (individual)	200	600
Employer registration (individual)	5	15
<b>Target for each Counsellor</b>		
<b>Key Performance Areas</b>	<b>MONTHLY</b>	<b>QUATERLY</b>
INDIVIDUAL COUNSELLING	100	300
GROUP COUNSELLING (if batch>=10)	6	18
GROUP COUNSELLING (if batch>=25)	3	9
Institutions visit (within 100km)	3	9
Industry visit	2	6
Job drives/ placement drive(virtual/physical)	2	6
Career seminar/workshop/webinar	3	9
Job seeker registration(individual)	200	600
Employer registration(individual)	5	15