



Expression of Interest

For

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

District Employment Exchange, Rourkela

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DataSheet

#	Milestone	Details
1	Issue of EOI	27.12.2021
2	Online download of EOI from website www.sundargarh.nic.in	27.12.2021
3	Last Date of submission of Proposal	04.01.2022 till 11:00AM
4	Mode of submission	Hard copy document, duly signed To: District Employment Officer, District Employment Exchange, Main Road, Uditnagar, Rourkela – 769012
5	Bid Opening Date, Time Venue	05.01.2022 at 04:00 PM (Technical Bid) 05.01.2022 at 04:30 PM (Financial Bid) Office chamber of the Collector and District Magistrate, Sundargarh
6	Tentative Interview Schedule for Candidates provided by selected Service Provider	15.01.2022 and 16.01.2022 (subject to change)
7	Likely date for commencement of deployment of required Manpower	Immediately after 17.01.2022
8	Name of the Client/Authority	District Employment Officer, Rourkela
9	Validity of the Proposal	The proposal shall be valid for a period of 180days from the last date of submission of bid/proposal

SCOPE OF WORK AND GENERAL INSTRUCTIONS FOR BIDDERS

1. District Employment Officer, Rourkela 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 **17.01.2022** 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 Serviceprovider.
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 other requisite documents either by hand or through post by 04.01.2022 up to 11.00 AM at District Employment Exchange, Rourkela.
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 successful tenderer will have to deposit a Performance Security Deposit of Rs. 1,00,000/- (Rupees One Lakh) only (salary of one month) in the form of Bank Guarantee from any Nationalized Bank drawn in favour of District Employment Officer, District Employment Exchange, Rourkela covering the period of contract.

7. 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 anyfurther:**
- (a) Registration certificate of the applicant organization;
 - (b) Copy of TAN / PAN / GIR card;
 - (c) Copy of the IT return filed of financial years;
 - (d) Copies of EPF and ESI certificates;
 - (e) Copy of the GST / Service Tax registration certificate;
 - (f) Certified extracts of the Bank Account containing transactions during last three years.
8. The conditional bids shall not be considered and will be out rightly rejected in very firstinstance.
9. 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 authorized signatory may be attached. No overwriting or cutting is permitted in the Financial Bid Form. In such cases, the tender shall be summarily rejected. However, the cutting, if any, in the Technical Bid Application must be initialed by the person authorized to sign the tender bids. **All the procedure shall be completed on or before commencement of Model Code of Conduct (MCC) of upcoming Panchayat Election 2022.**
10. The Technical bids shall be opened on the scheduled date and time **at 4.00 PM on 05.01.2022** 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.
11. The Financial Bid of only those tenders will be opened whose Technical bids are found in order. The Financial bids shall be opened at **04.30 PM on 05.01.2022** 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 thattime.
12. The selected service provider has to provide candidates in **1:10 ratio** for each post. An interview will be conducted on **15.01.2022** for one Young Professional & two Counsellors from those shortlisted candidates provided by the service provider to select the appropriate candidate for each post. The interview date is tentative and will be confirmed on the bid opening day.
13. The Competent Authority of the District Employment Exchange, Rourkela reserves the right to annul 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) The registered office or one of the branch offices of the manpower service provider should be located within the jurisdiction of the user Department/Office. Besides, if the Department/ Head of Department/ Controlling Officer are procuring manpower for deployment in their Field Office(s), then 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 year's 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 Service Tax / GST Departments;
 - (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) that may be required for providing manpower services.
 - (h) Minimum turnover requirement. (to be assessed by the Department/Office keeping in view the present contract)
 - (i) Execution of contracts of similar type during preceding 3 years.

TECHNICAL REQUIREMENTS FOR MANPOWER TO BE DEPLOYED BY THE SUCCESSFUL MANPOWER SERVICE PROVIDER IN 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, organization 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 counselling. Organization 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 Services to 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 Authorized 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 Three years)
Telephone Number of Banker.....
8. TAN / PAN / GIRNo.:
(Attach attested Copy)
9. GST / Service Tax RegistrationNo.:
(Attach attested Copy)
10. E.P.F. RegistrationNo.:
(Attach attested Copy)
11. E.S.I. RegistrationNo.:
(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 Authorized Person

Name:

Seal:

Date:

Place:

DECLARATION

1. I, _____ Son/Daughter/ _____ / Wife of
Shri _____ Proprietor/ Director/ Authorized signatory of the Service Provider, mentioned above, am
competent to sign this declaration and execute this tenderdocument.
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 Authorized person

Name:

Seal:

Date:

Place:

APPLICATION – FINANCIAL BID
For Providing Manpower Assistance to District Employment Exchange, Rourkela

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	Young Professional							
2	Counsellor							

- **Minimum Take home Remuneration per Person should be Rs-40,000/-for Young Professional and Rs-30,000/- for Counsellor. (Permonth)**

Signature of Authorized person

Name:

Seal:

Date:

Place:

Notes:

1. The total quoted 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 the manpower.

TERMS & CONDITIONS GENERAL

1. The Agreement shall commence from 17.01.2022 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 to pay to the person deployed a sum not less than the minimum rate quoted 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 what so ever 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 what so ever. 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 Authorized 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 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 TAN / GIR Card;
5. Attested copy of the latest IT return filed by agency;
6. Attested copy of GST / 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. Certificate documents in support of the financial turnover of the agency;
10. Certificate documents in support of entries in column 13 of Technical Bid application;
11. Copy of the terms and conditions at pages in Tender Document with each page duly signed and sealed by the authorized signatory of the agency in token of their acceptance.

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’

Target for YP and Counsellors		
Target for Young Professional (inclusive of counsellors targets)		
Key Performance Areas	MONTHLY	QUATERLY
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
Target for each Counsellor		
Key Performance Areas	MONTHLY	QUATERLY
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