

ପାନପୋଷ ନିୟନ୍ତ୍ରିତ ବଜାର କମିଟି କାର୍ଯ୍ୟାଳୟ, ରାଉରକେଲା-୧୨

OFFICE OF THE PANPOSH REGULATED MARKET COMMITTEE, ROURKELA-12

ଦୂର ବାର୍ତ୍ତା ନଂ-୮୨୪୯୭୯୪୨୧୮ - ଇ ମେଲ : panposhrmc@gmail.com



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ତାରିଖ: 30.08.25

Tender Notice for the empanelment of Manpower Agencies through Service Provider

Sealed tenders are invited from reputed & registered Manpower Agencies / Service Provider to provide the services for period of One Years from the date of agreement for day official work.

The detailed information of this tender for outsourcing the services of aforesaid personal have been given in the Tender Document, which can be obtained/download from website of district administration Sundargarh & OSAM Board , Bhubaneswar of the tender notice of the Panposh Regulated Market Committee ,Krushak Bazar ,Civil Town ship, Rourkela-12 from 01.09.2025 to 06.09.2025 and deposit the tender documents including tender document fee on payment of Rs.500/- (Rupees Five hundred) only in shape of D.D / Bankers Cheque drawn on any nationalized Bank in favour of Secretary, Regulated Market Committee, Panposh. The hard copy of the proposal be sent through Registered/Speed post/Courier service at the above mention address. The last date and time for submission of Tender document is Dt.06.09.2025 up to 1 PM and the tender opening date is 06.09.2025 at 4 PM of the Panposh Regulated Market Committee ,Krushak Bazar ,Civil Town ship, Rourkela-12

Secretary, Regulated Market Committee, Panposh reserves the right to add / delete / modify any portion of this Tender and / or cancel all bids without assigning any reason.

By Order of the Chairman, Panposh RMC

Memo No 547 /Date 30.08.25
Copy submitted to the NIC, Sundargarh for kind information with request you to kindly display the district website for wide publication.

Memo No 548 /Date 30.08.25
Copy submitted to the OSAM, Board for kind information with request you to kindly display the district website for wide publication.

Secretary
RMC, Panposh
Panposh Regulated Market Committee
Rourkela



SCOPE OF WORK AND GENERAL INSTRUCTIONS FOR BIDDERS

1. The Panposh Regulated Market Committee requires the service of reputed, well established and financially sound Manpower Service Providers to provide services in different areas of expertise minimum two years in E.Nam field one Mandi Analysts Minimum Qualification B.E/B.Tech/MCA as per prevalent practice /One Chemists Qualification B.Sc(Chemistry) & Data Entry Operator Qualification Any Graduate preferred with PGDCA/computer Knowledge/Night watcher (watch and word of the market Yard) personnel preferably on contract basis for day to day official work for its office at Rourkela under Panposh Sub-Division.
2. The contract of providing the aforesaid manpower is likely to commence from date of agreement and would continue till one years. The period of the contract may be further extended beyond agreement period provided the requirement of the Panposh RMC & Odisha State Agricultural Marketing Board, for manpower continue to exist at that time or may be curtailed / terminated before completion of agreement period as per requirements and it may increase or decrease all the categories. The Panposh RMC , reserves right to terminate this initial contract.
3. Period of issue Tender one year for the date of agreement
Last date and time for submission of Tender document: 06.09.2025 upto 1.00 PM
Date and time for opening of 06.09.2025 at 4 P.M.
4. The Tender has been invited under covered sealed in the name of Secretary, Panposh Regulated Market Committee ,Krushak Bazar, Civil town ship, Rourkela-12
5. The Earnest Money Deposit (EMD) of Rs. 10,000/- (Rupees Ten Thousand) only in favour of Secretary Panposh RMC in form of Demand Draft/Pay order & for un successful tenderer ,it will be refundable (without interest) failing which the tender shall be rejected summarily.
6. The Earnest Money Deposit (EMD) of Rs. 10,000/- (Rupees Ten Thousand) only in favour of Secretary Panposh RMC in form of Demand Draft/Pay order & for un successful tenderer ,it will be refundable (without interest) failing which the tender shall be rejected summarily.
7. The Earnest Money Deposit (EMD) of Rs. 10,000/- (Rupees Ten Thousand) only in favour of Secretary Panposh RMC in form of Demand Draft/Pay order & for un successful tenderer ,it will be refundable (without interest) failing which the tender shall be rejected summarily.
8. The tendering Manpower Service Providers are required to enclose photocopies of the

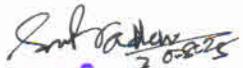
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following self-attested with proper seal of the firm documents along with the Technical Bid, falling which their Bids shall be summarily / out rightly rejected and will not be considered any further.



- a) Registration certificate of the Applicant's Organization / Firm
 - b) Copy of PAN
 - c) Copy of the IT return filed for the last three financial years.
 - d) Copy of Audited Financial statement for the last three financial years
 - e) Copies of EPF & ESI certificates with up to date deposit with RPFC authorities.
 - f) Copy of the Goods and Service Tax (GST) registration certificate
 - g) Copies of registration certificate under Shops & Commercial Establishment Act.
 - h) Copies of registration under Contract Labour (Abolition & Regulation Act' 1970)
 - i) Copy of the Money Receipt or Bankers Cheque/bank Draft evidencing payment of Tender document fees
 - j) Earnest Money Deposit (EMD) of Rs. 10,000/- in form of Bank Draft/Pay Order
 - k) Certified copy of Bank statement of A/c for the last Six Months
 - l) The Service Provider must be registered under PSARA Act 2005 for providing services of Security Personnel
9. The hard copy of the proposal shall be sent through registered/speed post/Courier service at the Panposh RMC office address.
10. The conditional Bids shall not be considered and will be out rightly rejected in very first instance.
11. Bid Application must be signed by the person authorized to sign the tender bids.
12. The award of work shall be done on the qualifying bidders, meeting eligibility requirements.
13. The Competent Authority of the Panposh Regulated Market Committee reserves the right to add/modify/delete any portion of this Tender or annul all Bids without assigning any reason.

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Secretary, Panposh RMC
Panposh Regulated Market Committee
Panposh RMC
Rourkela

REQUIREMENTS FOR MANPOWER TO BE DEPLOYED BY THE
SUCCESSFUL MANPOWER SERVICE PROVIDER IN THE
PANPOSH REGULATED MARKET COMMITTEE

1. **Mandi Analysts** -Minimum Qualification B.E/B.Tech/MCA as per prevalent practice
2. **Chemists** -Minimum Qualification B.Sc(Chemistry) preferred E-Nam Trenning & worked at E-Nam project
3. **Data Entry Operator** - Qualification Any Graduate preferred with PGDCA/computer Knowledge preferred worked at E-Nam project
4. **Night watcher**- Qualification 10th pass



Signature
20.8.25

APPLICATION OF BIDDER

For Providing Manpower Services to
Panposh Regulated Market Committee



1. Name of Tendering Manpower Service Provider : _____
2. Details of Earnest Money Deposit : DD No _____ Date _____
of Rs. _____ drawn on Bank
3. Name of Proprietor / Partners / Directors: _____

4. Full address of Registered office : _____

Telephone No. (Land line) : _____
Mobile : _____
FAX No : _____
E-mail address : _____
5. Full address of Operating/
Branch office : _____

Telephone No. (Land line) : _____
FAX No : _____
E-mail address : _____
6. Name & telephone No. of Authorized officer /
Person to liaison with Field Officer(s): _____
7. Banker of the manpower Service Provider: _____
(Attach certified copy of statement of A/c for the last Six Months)
Telephone No. of Banker : _____
8. PAN / GIR No. : _____
(Attach attested copy)

[Handwritten Signature]



9. Service Tax Registration No. : _____
(Attach attested copy)
10. EPF Registration No. : _____
(Attach attested copy)
11. E.S.I. Registration No. : _____
(Attach attested copy)
12. PSARA Registration No : _____
(Attach attested copy)

Bank Statement for last Six Months:

13. Declaration Cum Undertaking in Form T1
14. Undertaking regarding non-black listing in Form T2
15. Undertaking not have any pending judicial proceedings in Form 3
16. Additional information, if any
(Attach separate sheet, if required)

Date:

Signature of Authorized person
Name:

Place:

Seal:

Subrata

FINANCIAL BID

(To be submitted under the Letter head of the Bidder)



For Providing Manpower Assistance to PANPOSH REGULATED MARKET COMMITTEE

1. Name of tendering manpower Service Provider:
2. Rate per person per month inclusive of all statutory liabilities, taxes, levies, cess etc:

Sl. No	Manpower Type	Monthly rate per person							
		Category	Basic remuneration	EPF Employer's share	ESI Employer's share	Other statutory dues if any	Service charges	GST on services charges	Total per person

Note: - As per latest Circular / Notification of Labour & ESI Department.

Signature of Authorized person
Full Name:
Seal:

Date:
Place:

Note:

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 monthly basis for which duty has been performed by each manpower.

Pradha
30-8-25

FORM-T1

DECLARATION-cum-UNDERTAKING



(To be submitted under the Letter head of the Bidder)

- 1) I _____ son / daughter / wife
of Sri _____ Proprietor / Director
/ Partner authorized 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) I am financially sound and capable to pay the wages to the persons engaged by
me from my sources and undertake to pay salary to them on or before 10th of every
month.
- 4) The information / document furnished along with the above application are true
and authentic to the best of my knowledge and belief. I / We, am / are 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.
- 5) I have carefully read and understood all the terms and conditions of the tender and
undertake to abide by them;

Signature of Authorized person

Full Name:

Seal:

Date:

Place:

Enclosures:

1. EMD in the form of Demand Draft in original
2. Copy of Tender document (each page must be signed, sealed & numbering)
3. Duly filled Technical Bid and Financial Bid
4. List of Documents as applicable

Signature
30/8/14

FORM-T2



UNDERTAKING

[On the Stamp paper of appropriate value in shape of affidavit from the Notary regarding non-blacklisting]

I hereby undertake that our organization has not been blacklisted/ debarred by any of the Central / State government Department/ office or by any Public Sector Undertaking (PSUs) and not blacklisted by any authority during the recent past.

Yours sincerely

**Authorized Signature
(In full and initials)**

Name and Designation of the Signatory

Name of the Bidder and Address

Signature
30/8/25



FORM-T3

UNDERTAKING

[On the Bidder's Letter Head regarding not have any pending judicial proceedings for any criminal offences]

I, hereby undertake that there is no criminal case pending in any Court of Law against our company or against the proprietor/Director/Persons to be deployed by our company.

I/we further certify that proprietor/Director/Persons to be deployed by our company of my company have not been convicted of any offence in any Court of India during the recent past. I understand that I am fully responsible for the contents of this undertaking and its truthfulness.

Yours sincerely

**Authorized Signature
(In full and initials)**

Name and Designation of the Signatory

Name of the Bidder and Address

S. R. Reddy
30/9/24



TERMS & CONDITIONS

1. The Agreement shall commence from _____(date) and shall continue till _____(date) unless it is curtailed or terminated by the authority owing to change in requirement of Panposh RMC or/and deficiency of service or/and sub-standard quality of manpower deployed or/and breach of contract etc.
2. The Agreement shall automatically expire on _____(date) unless extended further by the mutual consent of the Manpower Service Provider and the _____. Maximum one extension for a further period of 1 years to be given on the same terms and conditions of this contract and an Agreement should be made for the extended period.
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 of Panposh RMC.
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 Panposh RMC, is required
 1. **Mandi Analysts** -Minimum Qualification B.E/B.Tech/MCA as per prevalent practice
 2. **Chemists** -Minimum Qualification B.Sc(Chemistry) preferred E-Nam Trenning & worked at E-Nam project
 3. **Data Entry Operator** - Qualification Any Graduate preferred with PGDCA/computer Knowledge preferred worked at E-Nam project
 4. **Night Watcher**- Qualification 10th pass on the same terms and conditions.
6. 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 with forfeiture of Security Deposit.

S. Prasad

7. The Authority reserves the right to terminate the Agreement during initial period also after giving 30 days notice to the Manpower Service Provider.
8. The persons deployed shall be required to report for work at 10.00 AM to the such other officer as may have been kept in charge of the Office Establishment of the Office concerned and shall not leave office before 5.30 PM. & Night Watcher 6 P.M to 10 AM as per direction of the Secretary Panposh RMC.
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 with proper identification who shall be responsible for immediate interaction with the Corporation so that optimal services of the persons deployed could be availed without any disruption.
10. The entire financial liability in respect of manpower services deployed in the The Panposh RMC lies with service provider It will be the responsibility of the Manpower Service Provider to pay to the Bank account of the person deployed by it in The Panposh RMC, a sum not less than the minimum rate quoted in the Bid as reduced by the employees contribution towards Provident Fund & ESI and adduce such evidence with regard to payment of wages and also deposit of statutory dues as may be required by the Corporation or Office concerned.
11. For all intents and purpose, 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 of The Panposh RMC with regard to wages on employment whatsoever the like.
12. The Manpower Service Provider shall be solely responsible for the redressal of grievances or resolution of disputes relating to persons deployed. The Authority 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 SECRETARY PANPOSH RMC or Office concerned and an Authorized representative of the Manpower Service Provider for settlement.
13. Panposh RMC shall not be responsible for any financial loss or any accidental injury to any person deployed by the Manpower Service Provider in the course of their performing the functions/duties, or for payment towards compensation.



[Handwritten signature]



- The Manpower Service Provider is to take appropriate insurance coverage for compensation arising out of or in the course of engagement at Panposh RMC.
14. The persons deployed by the Manpower Service Provider shall not claim nor be entitled to receive perks and other facilities admissible to regular / confirmed employees of the Panposh RMC during the Contractual period and / its expiry.
 15. 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.
 16. The person deployed shall not claim any benefit or compensation or absorption or regularization or deployment from the Authority 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.
 17. 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 self-attested registration certificate 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.
 18. 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.
 19. The persons deployed by the Manpower Service Provider should have good police records and no criminal case should be pending against them. A certificate to this extent is to be submitted by the Manpower Service Provider.
 20. The persons deployed should be polite, cordial and efficient while handling the assigned work and their actions should promote goodwill and enhance the image of the Panposh RMC. The Manpower Service Provider shall be responsible for any act of discipline on the part of the persons deployed. The Service Provider has to provide substitute in the event of any person engaged by him at Panposh RMC leaves the services or his service is terminated on any of the grounds including disciplinary action within 7 days of termination.

Signature



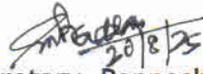
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21. The persons deployed shall, during the course of their work be privy to certain qualified documents and information which they are not supposed to divulge to third parties. In view of this, they shall be required to take oath of confidentiality 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,
22. 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 Panposh RMC and the rules outlined in the Labour and E.S.I. Department Notification No. 2042-LL1-III-0044/2019/L&ESI, dated 10-03-2021, along with any subsequent amendments or changes thereto.. The Panposh RMC shall have no liability in this regard.
23. The Manpower Service Provider shall also be liable for depositing all taxes, levies, cess etc. on account of service rendered by it to the Panposh RMC to the concerned tax collection authorities from time to time, as per rules and regulations in the matter. Self-attested Xerox copies of such documents shall be furnished to the Panposh RMC.
24. The Manpower Service Provider shall maintain all statutory registers under the Law and shall produce the same, on demand, to the authority of the Panposh RMC or any other authority under Law.
25. The Tax deduction at Source (TD) shall be done as per provisions of Income Tax Act / Rules, as demand, from time to time and a certificate to this effect shall be provided by the Panposh RMC.
26. In case, the Manpower Service Provider falls to comply with any liability under appropriate law, and as a result thereof, the Panposh RMC is put to any loss/obligation, monetary or otherwise, the Panposh RMC will be entitled to get itself reimbursed out of the outstanding bills or the Performance Security Deposit on the Manpower Service Provider, to the extent of the loss or obligation in monetary terms.
27. 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 Panposh RMC will have no liability towards non-payment of remuneration to the persons

Subrata



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 Panposh RMC by the persons deployed, the same shall be recovered from the unpaid bills or adjusted from the Performance Security Deposit.


Secretary, Panposh RMC
Panposh RMC