



## ଜିଲ୍ଲାପରିଷଦ, ସୁନ୍ଦରଗଡ଼

### **ZILLA PARISHAD , SUNDARGARH**

(Sundargarh-770001, Email:[ori-dsundargarh@nic.in](mailto:ori-dsundargarh@nic.in), Tel.No. 06622-273873)

(Panchayati Raj & Drinking Water Department, Odisha, Bhubaneswar)

#### **INVITATION OF EXPRESSION OF INTEREST FOR ENGAGEMENT OF STAFF ON OUTSOURCING BASIS THROUGH HRSPA**

No. 3792 / ZP (RH)

Dated the 8<sup>th</sup> September, 2025

Sealed tenders are invited from the reputed Human Resource Service Provider Agencies (HRSPA) to provide service of 1 number of DPC, 01 number of DPE, 01 number of CCE at Zilla Parishad, Sundargarh & 17 number of BPC @ one per block, 17 number of BPA @ one per block in 17 Blocks of Sundargarh district to meet the day to day official work under Rural Housing Scheme. The present contract is for 6 Months to be come into force w.e.f. 01.10.2025 to 31.03.2026 on outsourcing basis and is renewable subject to requirement and satisfactory performances by the engaged HRSPA.

1. The detail information for outsourcing of services of aforesaid category of posts have been given in the tender documents available in Sundargarh District Official website "www.sundargarh.odisha.gov.in". The tender documents in all respect should reach to Zilla Parishad, Sundargarh latest by 23.09.2025 (05.00PM) through Speed Post/Registered Post only in the address of Chief Development Officer-cum-Executive Officer, Zilla Parishad, Sundargarh, At/Po/Dist-Sundargarh, PIN-770001. The documents to be submitted in other means shall not be considered for opening in the competition. In case the last date of receipt of tender documents will fall on holiday or closed due to any reason, then it will be allowed to receive the tender documents on the next working day with same timing.

2. In case of any query, the interesting bidder shall submit the query letter by 11.09.2025 till 5 PM. for consideration as per requirement through the email- [ori-dsundargarh@nic.in](mailto:ori-dsundargarh@nic.in).

3. The Technical Bids & Financial Bids shall be opened on 24.09.2025 at 11.00 AM in the Office Chamber of Chief Development Officer-cum-Executive Officer, Zilla Parishad, Sundargarh in presence of the bidder(s) or their authorized representative(s). Accordingly, the bidders(s) are required to remain present in person or through their representative(s) during opening of tender documents. The Financial Bids of those bidders, who qualifies in the Technical Bids will be opened after evaluation of Technical Bid. If the office happens to be closed on the day of opening of the bids as specified, the bids will be opened in the next working day at the same time and venue, for which no intimation to any one is required. However, if the date will be deferred beyond next working day, the same will be intimated to all Bidders in the given Mobile Numbers on the Envelopes.

The bid will remain valid for a period for six months.

4. The intending Bidders will deposit tender paper cost of Rs. 10,000/- (Non-refundable) in the form of Demand Draft payable at Sundargarh and drawn in favour of **CDO-cum-EO, Zilla Parishad, Sundargarh**. The EMD – Rs.2,00,000/- (refundable without interest) in the form of Demand Draft payable at Sundargarh and drawn in favour of **CDO-cum-EO, Zilla Parishad, Sundargarh** along with Technical Bid, failing which the bids will not be taken into competition. The paper cost and EMD will be considered as a part of technical bid only, if the same has been submitted under financial bid by any intending bidder will be out rightly rejected.

(a) Bid security of the unsuccessful bidder will be return to them after expiry of final bid validity period or 30 days after the award of contract to the successful bidder whichever is earlier basing on the request letter of the bidder.

(b) Bid security will be refunded to the successful bidder on receipt of performance security in proper format.

(c) In case of any bidder wants to withdraw or modify their bid during the bidding process or intends to violet the term and conditions of tender process their bid security will be suspended. Further if any successful bidder awarded with the contract and fails to sign the contract or to submit the performance security before the deadline in such case performance security will be suspended.

5. The successful Bidder will have to deposit a performance security of Rs. 5,00,000/- in the form of Demand Draft from any Nationalized Bank duly pledged in favour of **CDO-cum-EO, Zilla Parishad, Sundargarh** payable at Sundargarh before execution of MoU. The performance security will released to the bidder after completion of assignment or contract basing on the request letter of the bidder subjected that there should not be any liability for settlement.

6. The tender has been invited in 2 Bid systems i.e. "Technical Bid" and "Financial Bid". The HRSPA are advised to submit two separate sealed envelopes super scribing "Technical Bid" and "Financial Bid". Both sealed envelopes should be kept in 3rd sealed Envelope super scribing "Tender for providing Manpower Service to Zilla Parishad, Sundargarh under Rural Housing".

7. Self attested photo copies of the following certificates must be enclosed along with the Technical Bid, failing which their bids shall be rejected and will not be considered in the competition.

(a) Registration Certificate of the applicant's organization

(b) Copy of PAN Card

(c) Copy of IT return filed for the last three financial years (2022-23, 2023-24, 2024-25)

(d) Copies of EPF and ESI Certificate

(e) Copy of GST Registration Certificate

(f) Certified extracts of Bank Account containing transactions during last three year

(g) Paper related to average annual turnover of last 3 years (F.Y. 2022-23, 2023-24 & 2024-25) along with Balance Sheet, Profit Loss and income expenditure statement, Statement of Expenditure duly signed by CA Firm having UDIN number.

(h) Experience certificate for providing manpower services to Zilla Parishad/ any Govt. Department/ PSU/ Govt. certified Institution

(i) All the tender documents should be clearly filled in and attached with necessary documents. The conditional Bid shall not be considered and will be rejected in very first instance.

(j) In case of multiple bidder quoting the lowest service charges, L1 shall be selected through a transparent system of lottery.

(k) While calculating the service charges statutory dues including (but not limited to) EPF, ESI, GST etc. shall not be included in the price.

8. All entries in the tender form should be legible and filled clearly. No overwriting or cutting is permitted in the financial Bid form. In such cases, finally the entries mentioned in word form will be accepted. However, the cutting, if any in Technical Bid application must be initialed by the person authorized to sign the tender Bids.

9. The applications of HRSPA having bad/poor performance in the past in providing HR to Zilla Parishad, Sundargarh will be rejected then and there.

10. The HRSPA will sponsor the list of candidates to Zilla Parishad, Sundargarh having experience with same/ similar nature of work under Rural Housing. However, during sponsoring of candidates, preference may be given to the existing candidates basing on their satisfactory performance during their engagement period.

11. The undersigned reserves all rights to accept or cancel all or any tender without assigning any reason thereof.

Collector, Sundargarh

Memo no. 3793 ZP (RH)

Dated the 8<sup>th</sup> September, 2025

Copy to the A.D.M., Sundargarh/ Rourkela/ Municipal Commissioner, RMC, Rourkela/ EE, R&B Division, Sundargarh/ Rourkela/ EE, RWD, Sundargarh/ Rourkela/ EE, Irrigation Divn., Sundargarh/ EE, MI Divn., Sundargarh/ Sub-Collector, Sadar/Panposh/ Bonai/ PA, ITDA, Panposh/ Bonai/ Sundargarh/ All Block Development Officers/ All Tahsildars of the District/ DI & PRO, Sundargarh/ Rourkela/ PM, RIC, Rourkela/ GM, DIC, Sundargarh/ Executive Officer, Sundargarh/ Rajgangpur/ Biramitrapur Municipalities for information and with a request to display this Tender Call Notice in their respective office Notice Board for wide response.

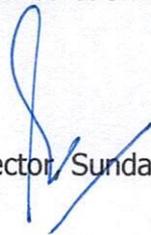
Collector, Sundargarh

::04 ::

Memo No. 3794 ZP (RH)

Dated the 8<sup>th</sup> September, 2025

Copy along with soft copy of advertisement to DIO, NIC, Sundargarh for information and necessary action. He is requested to upload the documents in Sundargarh district official website "[www.sundargarh.odisha.gov.in](http://www.sundargarh.odisha.gov.in)" for wide publication.

  
Collector, Sundargarh

# **TENDER DOCUMENTS**

**For**

**Supply of Human Resources under Rural Housing to Zilla  
Parishad, Sundargarh & 17 Blocks of Sundargarh District**

## Contents of Tender Document

<b>Sl. No.</b>	<b>Description of Contents</b>	<b>Page Number</b>
1.	Scope of work and general instructions for bidders	3 - 6
2.	Technical requirements for the tendering manpower service provider agency (HRSPA)	7
3.	Technical requirements for manpower to be deployed by the successful manpower service provider in the Zilla Parishad, Sundargarh	8
4.	Tender Application – Technical Bid	9 - 11
5.	Declaration (Annexure –I)	12
5.	Tender Application – Financial Bid	13
6.	Terms and Conditions	14 – 19
7.	List of documents to be provided with technical bid	20

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

1. The Zilla Parishad, Sundargarh, requires the services of reputed, well established and financially sound Human Resource Service Provider Agency (HRSPA) to provide services of 1 number of DPC, 01 number of DPE, 01 number of CCE at Zilla Parishad, Sundargarh & 17 number of BPC @ one per block, 17 number of BPA @ one per block in 17 Blocks of Sundargarh District on contract basis for day to day official work under Rural Housing Scheme.
2. The contract of providing the aforesaid manpower is likely to commence from w.e.f. 01.10.2025 and would continue till date 31.03.2026. The period of the contract may be further extended beyond 31.03.2026 provided the requirement of the Zilla Parishad, Sundargarh for manpower persists at that time or may be curtailed / terminated before the given date owing to deficiency in service or substandard quality of manpower deployed by the selected Human Resource Service Provider Agency (HRSPA) or because of non –requirement in the Zilla Parishad, Sundargarh/Blocks. However, the Zilla Parishad, Sundargarh reserves the right to terminate this initial contract at any time after giving one week's notice to the selected Service Provider.
3. This Zilla Parishad, Sundargarh has tentative requirement for 01 number of DPC @ Zilla Parishad, 01 number of DPE @ Zilla Parishad, 01 number of CCE @ Zilla Parishad, 17 number of BPC @ one per block, 17 number of BPA@ one per block. The requirements may increase in any/all the categories, as per time to time guidelines/ instructions received from Government.
4. The estimated cost of the basic remuneration is Rs 7,71,450/- only per month approximately which may vary. The Human Resource will be paid their remuneration basing on the experience vide letter No.7982 dated 07.03.2024 of General Administration & Public Grievance Department, Govt. of Odisha. The estimate has been arrived basing on the monthly remuneration as per the person fixed by the Government in PR&DW Department vide letter No. 7804/ dated 30.03.2024 & No. 16965/ dated 01.10.2021.
5. The tender document can be downloaded from the Sundargarh district official website "<https://sundargarh.odisha.gov.in>" w.e.f 08.09.205 (5.00 PM) to 23.09.2025 (5.00 PM)

6. The interested Human Resource Service Provider Agency (HRSPA) shall deposit the cost of bid document of Rs. 10,000/- (non-refundable) compulsorily towards tender paper cost, in shape of demand draft issued from any nationalised/scheduled bank in favour of CDO-cum-EO, Zilla Parishad, Sundargarh to be drawn at Sundargarh with other requisite documents by 23.09.2025 up to 5.00 PM at Zilla Parishad, Sundargarh failing which the Bid shall be rejected outrightly.
7. The various crucial dates relating to Tender for providing Human Resource Service Provider Agency (HRSPA) to the Zilla Parishad, Sundargarh is cited as under:
  - (a) Date and time of receipt of the Tender documents by only speed post/Registered post at Zilla Parishad, Sundargarh on or before 23.09.2025 by 05.00 PM. Received of tender documents in Zilla Parishad, Sundargarh after due date and time for any reason including postal delay, the Zilla Parishad will not at all responsible for the same and such bid will not be consider for opening. ***In case of last date of receipt of Tender documents will fall on Holiday or closed due to any reason than it will be allowed to receive the tender documents on the next working day with in same timing.***
  - (b) Date and time for opening of
    - (i) Technical Bid :24.09.2025 (11.00AM)
    - (ii) Financial Bids of eligible Tenders :24.09.2025 (After Technical Bid)***(If the Office Happens to be Closed on the Day of Opening of the Bids as specified, the Bids will be opened in the next working day at the same time and venue).***
  - (c) Likely date for commencement of Deployment of required manpower: 01.10.2025
8. The tender has been invited under two bid system i.e. Technical Bid and Financial Bid. The interested agencies are advised to submit two separate sealed envelopes super scribing "**Technical Bid**" & "**Financial Bid**". Both sealed envelopes should be kept in a third sealed envelope super scribing "**Tender for Providing Human Resource Service Provider Agency (HRSPA) to Zilla Parishad, Sundargarh**".

9. The bidder shall submit & execute a "BID security declaration". In lieu of Bid security (EMD) with stipulation that, if he or she withdrawn or modifies his/her Bids during period of validity etc. he or she will be suspended for the time specified in the tender documents as per finance department letter no. 8943/F Dt.18.03.2021 and 8952/F dt.18.03.2021 of Government of Odisha.
10. The successful bidder will have to deposit a performance Security of Rs. 5,00,000/- in the form of Demand Draft from any Nationalized Bank duly pledged in favour of **CDO-cum-EO, Zilla Parishad, Sundargarh** payable at Sundargarh before execution of MoU. The performance security will be released to the bidder after completion of assignment or contract basing on the request letter of the bidder subject to that there should not be any liability for settlement.
11. The tendering Manpower Service Providers are required to enclose the photocopies of the following self-attested documents along with the Bid, failing which their bids shall be summarily/ outrightly rejected and will not be considered any further.
- (a) Registration Certificate of the applicant's organization.
  - (b) Copy of PAN Card
  - (c) Paper related to average annual turnover of last 3 years (F.Y. 2022-23, 2023-24 & 2024-25) along with Balance Sheet, Profit Loss and income expenditure statement, Statement of Expenditure duly signed by CA Firm having UDIN number.
  - (d) EPF registration and Copy of deposit of up to date EPF Challan.
  - (e) ESI registration and Copy of deposit of up to date ESI Challan.
  - (f) Valid GST Certificate/ Registration Certificate with GST number.
  - (g) Certified extracts of Bank Account containing transactions during last three year.
  - (h) Others documents required as per the relevant clauses of the tender and special condition if any.
12. The Conditional bids shall not be considered and will be rejected in very first instance.
13. All entries in the tender form should be legible and filled clearly. If the space for furnishing information is insufficient, a separate sheet duly signed by the authorized signatory may be attached. No overwriting or cutting is permitted in the Financial Bid. If such cases found, the tender shall be summarily rejected.

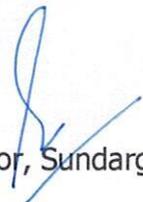
But in case of those Bids, signature of a authorized person in the technical Bid application must be taken into consideration.

14. The Technical Bids shall be opened on the scheduled date and time **at 11.00 AM on 24.09.2025), in the Office room of Chief Development Officer-cum-Executive Officer, Zilla Parishad, Sundargarh** in the presence of the bidder/ representatives of the Human Resource Service Provider Agency (HRSPA), if any, who wish to be present on the spot at that time.
15. The Financial Bid of only those tenders will be opened, whose Technical Bids are found in order in all respect. The Financial bids shall be opened **after the completion of the Technical Bid** in the presence of the bidders/representative of the Human Resource Service Provider Agency (HRSPA), if any, who wish to be present on the spot at that time.
16. The Authority reserves the right to reject any or all the tenders without assigning any reason thereof.
17. The defaulter and blacklisted contractors are debarred from the participation in this tender process. Accordingly, if any Firm / Agency have been black listed earlier and participated in this tender process, the tender of such firm(s) will not be consider by the tender committee.

  
Collector, Sundargarh

**TECHNICAL REQUIRMENTS FOR THE TENDERING MANPOWER SERVICE  
PROVIDER AGENCY (HRSPA)**

1. The tendering Manpower Service Provider Agency (HRSPA) should fulfil the following technical specifications.
  - (a) The registered office or one of the branch offices of the manpower service providers should be located within the jurisdiction of the user Zilla Parishad, Sundargarh.
  - (b) The Bidders/ HRSPA should be registered with the appropriate registration authority.
  - (c) The Bidders/ HRSPA should have at least three years' experience in providing manpower to to Zilla Parishad/ any Govt. Department/ PSU/ Govt. certified Institution etc.
  - (d) The Bidders/ HRSPA should have their own Bank Account.
  - (e) The Bidders/ HRSPA must be registered with income Tax and Service Tax Department.
  - (f) The Bidders/ HRSPA must be registered with appropriate authorities under Employees Provident Fund and Employees State Insurance etc.
  - (g) The Bidders/ HRSPA should have any other regulatory clearance (to be specified by the user Zilla Parishad, Sundargarh) that may be required for providing manpower services.
  - (h) The Minimum average annual turn-over of the Bidders/ HRSPA shall have at least Rs. 3.00 Crore (Rupees Three Crore) or above.
  - (i) The Bidders/ HRSPA must have executed contracts of same/similar type during preceding 3 years 2022-23, 2023-24 & 2024-25 FY.

  
Collector, Sundargarh

**TECHNICAL REQUIREMENTS FOR MANPOWER TO BE DEPLOYED BY THE  
SUCCESSFUL MANPOWER SERVICE PROVIDER AGENCY (HRSPA) IN THE ZILLA  
PARISHAD, SUNDARGARH**

1. The candidate must be above 18 years of age and not exceeding 50 years.
2. The Minimum Educational Qualification for DPC will be University Degree with PGDCA and Tally, DPE will be Intermediate with at least 6 month DCA course, CCE will be must have passed Intermediate examination, BPC will be Graduation in any discipline with computer knowledge, BPA will be Intermediate in any discipline with computer knowledge.
3. The candidate shall be well conversant in computers and essentially well trained in MS Office, MS Excel and Internet. He / She should also be proficient in other standard packages & applications.
4. The candidate shall have working knowledge of English, Hindi and Odia.
5. The HRSPA will sponsor the list of candidates to Zilla Parishad, Sundargarh having experience with same/ similar nature of work under Rural Housing. However, during sponsoring of candidates, preference may be given to the existing candidates basing on their satisfactory performance during their engagement period.

  
Collector, Sundargarh

**APPLICATION – TECHNICAL BID**

**For providing Human Resource Service Provider Agency (HRSPA) to  
Zilla Parishad, Sundargarh**

1. Name of Tendering Human Resource Service Provider Agency (HRSPA): \_\_\_\_\_.

2. Details of Non-refundable Tender Paper Cost Deposit: DD No. \_\_\_\_\_ Date \_\_\_\_\_ of Rs. \_\_\_\_\_/- drawn on Bank \_\_\_\_\_.

3. Details of EMD (refundable without interest) Cost Deposit: DD No. \_\_\_\_\_ Date \_\_\_\_\_ of Rs. \_\_\_\_\_/- drawn on Bank \_\_\_\_\_.

4. Name of the Proprietor / Partner / Director :

\_\_\_\_\_  
\_\_\_\_\_.

5. Full Address of Registered Office:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_.

Telephone No. : \_\_\_\_\_

FAX No. : \_\_\_\_\_

E-mail Address : \_\_\_\_\_

6. Full Address of Operating / Branch Office:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_.

Telephone No. : \_\_\_\_\_

FAX No. : \_\_\_\_\_

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

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

---

---

---

8. Banker of Human Resource Service Provider Agency (HRSPA) (Attach certified copy of statement of A/c for the last Three years):

---

---

---

9. PAN/ GST card (Attach attested copy):

---

10. Service Tax Registration No. (Attach attested copy):

---

11. E.P.F. Registration No. (Attach attested copy):

---

12. E.S.I. Registration No. (Attach attested copy):

---

13. Financial Turnover of the tendering Manpower Human Resource Service Provider Agency (HRSPA) for the last three Financial Years :

Financial Year	Amount ( in Lakhs)	Remarks, if any

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

---

15. Give details of the major similar contracts handled by the tendering Human Resource Service Provider Agency (HRSPA) 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.	HRSPA		Amount of contract (Rs.in lakhs)	Duration of Contract	
		Type of manpower provided	No.		From	To

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

**Date :**

**Place:**

**Signature of Authorised Person**

**Name :**

**Seal:**

## Annexure -I

### Declaration

1. I, \_\_\_\_\_ Son/ Daughter/ Wife of Shri  
\_\_\_\_\_  
Proprietor / Director / Authorised Signatory of the Service Provider, mentioned above,  
am competent to sign this declaration and execute this tender document.
2. I have carefully read and understood all the terms and conditions of the tender and  
undertake to abide by them, failing which authority reserve the right to initiate action  
deemed proper with forfeiture of EMD amount.
3. The information/ documents furnished along with the above application/ Tender are  
true and authentic to the best of my knowledge and belief. I / We, am / are well aware  
of the fact that furnishing of any false information/ fabricated document would lead to  
rejection of my tender at any stage besides liabilities towards prosecution under  
appropriate law.
4. I am to certify that, our Agency/Firm has not been blacklisted/ debarred from any  
tender process/ of any Govt. organisation/ institution/ department/ PSU etc.
5. I am to certify that, our Agency/ Firm has no conflict of interest with any member of  
the Tender Committee or their immediate family members.

**Signature of Authorised Person**

**Date :**

**Full Name :**

**Place :**

**Seal:**

**APPLICATON – FINANCIAL BID**  
**For Providing Manpower Assistance to Zilla Parishad, Sundargarh.**

1. Name of Tendering Human Resource Service Provider Agency(HRSPA):  
 \_\_\_\_\_

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						Total per person
		*Take home monthly Remuneration	EPF (Employer share)	ESI (Employer share)	Other Statutory dues, if any	**Service Charge (not less than 3.85%)	GST	
1	DPC	26,250.00						
2	DPE	15,600.00						
3	CCE	15,600.00						
4	BPC	26,400.00						
5	BPA	15,600.00						
<b>Grand Total</b>								

Service Charges (in figure): \_\_\_\_\_ % (up to two digit after decimal)

Service Charges (in words): \_\_\_\_\_

\* The take home remuneration for DPC post shall be Rs. 26,250/- per month only, BPC post shall be Rs. 26,400/- per month only, CCE post shall be Rs. 15,600/- per month only, DPE post shall be Rs. 15,600/- per month only, & BPA post shall be Rs. 15,600/- per month only which may change basing on the experience as per the decision of the authority. The rate of the service charges will be the deciding parameter for selection

\* In case of multiple bidder quoting the lowest service charges, L1 shall be selected through a transparent system of lottery.

\* While calculating the service charges statutory dues including (but not limited to) EPF, ESI, GST etc. shall not be included in the price.

\*\* The minimum service charge rate to be quoted by the bidder as per the letter No.19595 dated 11.07.2023 of Finance Department, Govt. of Odisha.

**Signature of Authorised Person**

**Date:**

**Full Name:**

**Place:**

**Seal :**

**Notes:**

## **TERMS & CONDITION**

1. The Agreement shall commence from 01.10.2025 and shall continue till 31.03.2026 unless it is curtailed or deployed, breach of contract etc or change in requirements.
2. The Agreement shall automatically expire on 31.03.2026 unless extended further by the mutual consent of the Manpower Service Provider and the Authority.
3. The Agreement may be extended, on the same terms and condition or with some additions/ deletions/ modification, for a further specific period mutually agreed upon by the Human Resource Service Provider Agency (HRSPA) and the Authority.
4. The Human Resource Service Provider Agency (HRSPA) 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 Zilla Parishad, Sundargarh at present, has tentative requirement of 1 number of DPC, 01 number of DPE, 01 number of CCE, 17 number of BPC, 17 number of BPA on urgent basis. The requirement of the Zilla Parishad, Sundargarh may further increase for decrease marginally, during the period of initial contract also and Human Resource Service Provider Agency (HRSPA) would have to provide additional Manpower Service, if required on the same terms and condition.
6. The Human Resource Service Provider Agency (HRSPA) will be bound by the details furnished by it to the Authority while submitting the tender or at subsequent state. In case, any of such documents furnished by it is found to be false at any stage, it would be deemed to be breach of terms of Agreement making it liable for legal action besides termination of the Agreement.
7. The Authority reserves the right to terminate the Agreement during initial period also after giving 7days notice to the Human Resource Service Provider Agency (HRSPA).
8. The person deployed shall be required to report for work at 10.00 AM to the CDO-cum-EO, Zilla Parishad, Sundargarh 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 PM for which he would be paid the requisite remuneration on monthly basis. The HR may also be required to work beyond 5.30 PM for which He/ She could not be paid any extra remuneration. In case, the person deployed remains absent without any information or comes late /leaves early the office on three occasions, proportionate deduction from the remuneration for one day will be made.

9. The Human Resource Service Provider Agency (HRSPA) shall nominate a coordinator who shall be responsible for immediate interaction with the authorised officer of Zilla Parishad Sundargarh/ Blocks so that optimal services of the persons deployed could be availed without any disruption.
10. The entire financial liability in respect of manpower service to be deployed in the Zilla Parishad, Sundargarh/ Blocks shall be that of the Human Resource Service Provider Agency (HRSPA) and the Zilla Parishad, Sundargarh/ Blocks will no way be liable. It will be the responsibility of the manpower Human Resource Service Provider Agency (HRSPA) 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 Zilla Parishad, Sundargarh/ Blocks. If at any point of time, it is found that the agency is paying to the candidate less remuneration, the agreement shall be terminated and security deposits shall be forfeited.
11. The payment of remuneration to the manpower has to be done through bank account only. No cash payment can be made to them.
12. For all intents and purposes, the Human Resource Service Provider Agency (HRSPA) shall be "Employer" within the meaning of different Rules and Acts in respect of manpower so deployed. The person deployed by the manpower Service shall not have any claim whatsoever like employer and employee relationship against the Zilla Parishad, Sundargarh/ Blocks.
13. The Human Resource Service Provider Agency (HRSPA) shall be solely responsible for the Redressal of grievances or resolution of disputes relating to person deployed. The Zilla Parishad, Sundargarh/ Blocks 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 Human Resource Service Provider Agency (HRSPA) the deployed person can place their grievance before a Joint Committee consisting of a representative of the Zilla Parishad, Sundargarh/ Blocks and an Authorized representative of the Manpower Service provider.
14. The Zilla Parishad, Sundargarh shall be not be responsible for any financial loss or any injury to any person deployed by the Human Resource Service Provider Agency (HRSPA) in the course of their performing the functions/ duties, or for payment towards any compensation.
15. The persons deployed by the Human Resource Service Provider Agency (HRSPA) shall not claim nor shall be entitled to pay, perks and other facilities admissible to regular/ confirmed employees during the current or after expiry of the Agreement.

16. In case of termination of this Agreement, in its expiry or otherwise, the persons deployed by the Human Resource Service Provider Agency (HRSPA) shall not be entitled to and shall have no claim for any absorption in regular or other capacity.
17. The person deployed shall not claim any benefit or compensation or regularization of deployment with office under the provision of rules and Acts. Undertaking from the person deployed to this effect shall be required to be submitted by the Human Resource Service Provider Agency (HRSPA).
18. The Human Resource Service Provider Agency (HRSPA) must be registered with the concerned Govt. Authorities, i.e. Labour commissioner, Provident fund Authorities, Employees State Insurance Corporation etc, and a copy of the registered should be submitted. The Human Resource Service Provider Agency (HRSPA) shall comply with all the legal requirements for obtaining License under Contract Labour (Regulations and Abolition) Act, 1970 if any, at his own part and cost.
19. The Human Resource Service Provider Agency (HRSPA) 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 Human Resource Service Provider Agency (HRSPA). The Human Resource Service Provider Agency (HRSPA) shall be responsible for contributions towards Provident Fund and Employees state insurance, wherever applicable.
20. The Person deployed by the Human Resource Service Provider Agency (HRSPA) should have good police records and no criminal case should be pending against them.
21. The person deployed should be polite, cordial and efficient while handling the assigned work and their actions should promote good will and enhance the image of the Zilla Parishad, Sundargarh/ Blocks. The Human Resource Service Provider Agency (HRSPA) shall be responsible for any act of indiscipline on the part of the person deployed.

## **LEGAL**

22. The Persons deployed shall, during the course of their work be privy to certain qualified documents and information which they are not supposed to divulge to third parties. In view of this, they shall be required to take oath of confidentiality and breach of this condition shall make the Human Resource Service Provider Agency (HRSPA) as well as the person deployed liable for penal action under applicable laws, besides, action for breach of contract.
23. The Human Resource Service Provider Agency (HRSPA )shall be responsible for compliance of all Statutory provisions relating to minimum wages payable to different types of workers in respect of the persons deployed in the Zilla Parishad, Sundargarh/ Blocks and shall have no liability in this regard.
24. The Human Resource Service Provider Agency (HRSPA) shall also be liable for depositing all taxes, levies, etc. on account of service rendered by it to the Zilla Parishad, Sundargarh/ all 17 Blocks with tax collection authorities, from time to time, as per the rules and regulations in the matter. Self attested photo copies of such documents shall be furnished to the Zilla Parishad, Sundargarh/ 17 Blocks.
25. The Human Resource Service Provider Agency (HRSPA) shall maintain all statutory registers under the law and shall produce the same, on demand, to the authority of the Zilla Parishad/ 17 Blocks of the Sundargarh District or any other authority under Law.
26. In case, the Human Resource Service Provider Agency (HRSPA) fails to comply with any liability under appropriate Law and as result thereof, the Zilla Parishad, Sundargarh/ 17 Blocks of Sundargarh District will be entailed to get itself reimbursed out of the outstanding bills or the performance Security Deposit of the Human Resource Service Provider Agency (HRSPA), to the extent to the loss or obligation in monetary terms.
27. Agreement is liable to terminated because of non-performance, deviation of terms and condition of contract, non-payment of remuneration of employed person and non-payment of statutory dues. The Zilla Parishad, Sundargarh/ 17 Blocks of Sundargarh District will have no liability towards non-payment of remuneration to the person employed by the Human Resource Service Provider Agency (HRSPA) and the outstanding statutory dues of the service provider to statutory authorities. If any loss or damage is caused to the Zilla Parishad, Sundargarh/ 17 Blocks of Sundargarh District, the same shall be recovered from the unpaid bills or adjusted from the performance Security Deposit.

## **FINANCIAL**

28. In case of successful tendered, if the agency fails to deploy the required manpower against the initial requirement within 30 days from date of placing the order the claim of the agency shall be cancelled without giving any further notice and the contract shall be assigned to next successful bidder.
29. The successful tenderer will have to deposit a performance security Rs. 5.00.000/- in the form of Demand Draft from any Nationalized bank duly pledged in favour of **CDO-cum-EO, Zilla Parishad, Sundargarh** payable at Sundargarh before execution of MoU. The performance security will released to the bidder after completion of assignment or contract basing on the request letter of the bidder subjected that there should not be any liability for settlement.
30. In case of breach of any terms and condition attached to this agreement, the performance Security Deposit of the Human Resource Service Provider Agency (HRSPA) shall be liable to be forfeited besides annulment of the Agreement.
31. The Human Resource Service Provider Agency (HRSPA) shall raise the bill, in triplicate, along with attendance sheet duly verified by the Zilla Parishad, Sundargarh/ 17 Blocks of Sundargarh District 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 within the succeeding month.
32. The claim in bills regarding Employees State Insurance, Provident fund, and Service Tax etc. should be necessarily accompanies with documentary proof pertaining to the concerned bill month. A requisite portion of the bill or whole of the bill amount shall be held up till such proof is furnished, at the discretion of the Zilla Parishad, Sundargarh/ 17 Blocks of Sundargarh District.
33. The amount of penalty calculated @ Rs. 100 per day on account of delay, if any, in providing a suitable substitute for the period beyond three working days by Manpower Human Resource Service Provider Agency (**HRSPA**) shall be deducted from its monthly bills in the succeeding month.
34. The Authority reserve the right to withdraw or relax any of the terms and condition mentioned above so as to overcome the problem encountered at a later stage.
35. In the event of any dispute arising in respect of the clauses of the agreement the same shall be resolved through negotiation. Alternatively, the dispute shall be referred to the next higher Authority or controlling officer for his decision and the same shall be binding on all parties.
36. All disputes shall be under the jurisdiction of the court at the place where the headquarters of the authority is located, who has executed the agreement.

37. The successful bidder will enter into an agreement with this Zilla Parishad, Sundargarh for supply of suitable and qualified manpower as per requirement of the Zilla Parishad, Sundargarh on the above terms and conditions

## **DOCUMENT TO BE PROVIDED WITH THE TECHNICAL BID**

1. Application- Technical Bid ;
2. Attested copy of registration of agency ;
3. Certified copy of the statement of bank account of agency for the last three years ;
4. Attested copy of PAN ;
5. Attested copy of the latest IT return filed by agency ;
6. Attested copy of the GST registration certificate ;
7. Attested copy of the P.F. registration letter / certificate ;
8. Attested copy of the E.S.I. registration letter / certificate ;
9. Certified document in support of the Financial turnover of the agency ;
10. Certified document in support of entries in column 13 of Technical Bid application.