

TENDER DOCUMENTS

For

**Supply of Human Resources under RGSA(DPRC & PESA Co-
Ordinators) to Zilla Parishad, Sundargarh & 17 Blocks of
Sundargarh District**

Contents of Tender Document

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1.INFORMATION TO BIDDERS		
SL NO	PARTICULARS	
1	NAME OF THE AUTHORITY:-	Chief Development Officer-cum-Executive Officer, Zilla Parishad , Sundargarh
2	METHOD OF SELECTION:-	LCBS
3	DATE OF ISSUE OF TENDER CALL NOTICE:-	09.04.2026 in the district portal https://sundargarh.odisha.gov.in
4	LAST DATE OF INVITATION OF QUERIES BY THE BIDDER:-	The queries should be communicated to Zilla Parishad, Sundargarh latest by 16.04.2026 (05.00 P.M) through email: cdozp1sundargarh@gmail.com , contact no: 7008400374
5	MEETING ON QUERY RECEIVED BY THE BIDDER (IF ANY):-	17.04.2026
6	LAST DATE FOR SUBMISSION OF BID:-	29.04.2026 latest by 05.00 P.M only through Regd. Post/Speed Post only
7	OPENING OF THE TECHNICAL BID:-	30.04.2026 at 11.30 A.M
8	OPENING OF THE FINANCIAL BID:-	Tentatively on 30.04.2026 after technical bid evaluation
9	PAPER COST:-	Rs-10,000/- 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
10	EMD:-	Rs-1,41,000/- 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
11	ADDRESS OF SUBMISSION OF THE BID:-	CDO-cum-EO, ZILLA PARISHAD, SUNDARGARH, NEAR COLLECTORATE, PIN:770001

2. SCOPE OF WORK AND GENERAL INSTRUCTION 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 01 number of Faculty cum Research Analyst, 01 number of Additional Faculty cum Research Analyst, 01 number of Asst. Research Analyst, 01 number of Addl Asst. Research Analyst, 01 number of Program Assistant, 01 Number of District PESA Co-ordinator at Zilla Parishad, Sundargarh & 17 number of Block PESA Co-ordinators @ one per block, of Sundargarh District on contract basis for day to day official work under RGSA Scheme.
2. The contract of providing the aforesaid manpower is likely to commence from w.e.f. 01.06.2026 and would continue till date 31.03.2027. The period of the contract may be further extended beyond 31.03.2027 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 Faculty cum Research Analyst, 01 number of Additional Faculty cum Research Analyst, 01 number of Asst. Research Analyst, 01 number of Addl Asst. Research Analyst, 01 number of Program Assistant, 01 Number of District PESA Co-ordinator at Zilla Parishad, Sundargarh & 17 number of Block PESA Co-ordinators @ 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 remuneration is Rs:5,83,660/- only per month approximately which may vary. The Human Resource will be paid their remuneration basing on the experience. The estimate cost has been derived basing on the monthly remuneration as per the person fixed by the Government in PR&DW Department which may likely to be change as per the instructions of the Govt. from time to time.

5. The tender document can be downloaded from the Sundargarh district official website "<https://sundargarh.odisha.gov.in>" w.e.f **09.04.2026** to **29.04.2026 (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 29.04.2026 up to 5.00 PM at Zilla Parishad, Sundargarh failing which the Bid shall be rejected out-rightly.
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 29.04.2026 up to 5.00 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 : 30.04.2026 (11.30AM)
 - (ii) Financial Bids of eligible Tenders : Tentatively on 30.04.2026 (After Technical Bid evaluation)***(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).***
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 under RGSA**".
9. The successful bidder will have to deposit a **Performance Security @ 5% of the Tender Value in the form of BG/TDR 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 without interest after completion of assignment or contract basing on the request letter of the bidder subjected that there should not be any liability for settlement.
10. 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/ out rightly rejected and will not be considered any further.

- (a) Registration Certificate of the applicant's organization.
- (b) Copy of PAN Card
- (c) IT returns of last three F.Y (2022-23, 2023-24 & 2024-25)
- (d) EMD amount of Rs. 1,41,000/- 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.
- (e) Paper Cost of Rs 10,000/- 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.
- (f) Paper related to average annual turnover of last 3 years (F.Y. 2022-23, 2023-24 & 2024-25) having turnover of Rs. 3,00,00,000/- along with Balance Sheet, Profit Loss and income expenditure statement, Statement of Expenditure duly signed by CA Firm having UDIN number.
- (g) EPF registration and Copy of deposit slip of latest EPF Challan.
- (h) ESI registration and Copy of deposit slip of latest ESI Challan
- (i) Valid GST Certificate/ Registration Certificate with GST number with latest challan.
- (j) Certified extracts of Bank Account containing transactions during last three months (January 2026, February 2026 & March 2026)
- (k) Experience relating to same or similar nature of the work under Govt. organizations/institutions/corporations, PSUs, Nationalized Banks during last five financial years (2021-22,2022-23, 2023-24,2024-25 & 2025-26).
- (l) The vendor must have its local office within the jurisdiction of Sundargarh district in support of which the bidder must supply valid agreement with the owner/ Electricity bill of owned building.
- (m) Bank Mandate of the concerned firm duly issued by the concerned bank and countersigned by the concerned firm.
- (n) Valid Registration Certificate duly issued by the Labour department.
- (o) Others documents required as per the relevant clauses of the tender and special condition if any.
- (p) Authorization letter in favour of the individual participating during opening of the tender.

- (q) The bidder must attach the abstract of the documents submitted on the top having page number on each page. Further, every page must be self-attested by the concerned bidder.
11. The Conditional bids shall not be considered and will be rejected in very first instance.
 12. 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 an authorized person in the technical Bid application must be taken into consideration.
 13. The Technical Bids shall be opened on the scheduled date and time **at 11.30 AM on 30.04.2026**, 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.
 14. 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.
 15. The Authority reserves the right to reject any or all the tenders without assigning any reason thereof.
 16. 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.
 17. The Authority reserves the right to assign additional work to the successful bidder (HRSPA) for engagement of manpower services under various sections or schemes of Zilla Parishad, Sundargarh, as and when required, in accordance with the prescribed qualifications for the respective posts and vacancies. In such instances, the bidder shall be required to execute a separate agreement and furnish an independent Performance Security for each assignment.

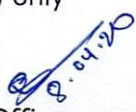
 30.04.20

Chief Development Officer cum Executive Officer,
Zilla Parishad Sundargarh

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

The intending Manpower Service Provider Agency (HRSPA) should fulfil the following technical specifications and must submit the documents relating to:

1. Registration Certificate of the applicant's organization.
2. Copy of PAN Card
3. IT returns of last three F.Y (2022-23, 2023-24 & 2024-25)
4. EMD amount of Rs. 1,41,000/- 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.
5. Paper Cost of Rs 10,000/- 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.
6. Paper related to average annual turnover of last 3 years (F.Y. 2022-23, 2023-24 & 2024-25) having turnover of Rs. 3,00,00,000/- along with Balance Sheet, Profit Loss and income expenditure statement, Statement of Expenditure duly signed by CA Firm having UDIN number.
7. EPF registration and Copy of deposit slip of latest EPF Challan (March 2026).
8. ESI registration and Copy of deposit slip of latest ESI Challan (March 2026).
9. Valid GST Certificate/ Registration Certificate with GST number with latest challan.
10. Certified extracts of Bank Account containing transactions during last three months (January 2026, February 2026 & March 2026)
11. Experience relating to same or similar nature of the work under Govt. organizations/institutions/corporations, PSUs, Nationalized Banks during last five financial years (2021-22, 2022-23, 2023-24, 2024-25 & 2025-26).
12. The vendor must have its local office within the jurisdiction of Sundargarh district in support of which the bidder must supply valid agreement with the owner/ Electricity bill of owned building.
13. Bank Mandate of the concerned firm duly issued by the concerned bank and countersigned by the concerned firm.
14. Valid Registration Certificate duly issued by the Labour department.
15. Others documents required as per the relevant clauses of the tender and special condition if any.
16. Authorization letter in favour of the individual participating during opening of the tender.
17. The bidder must attach the abstract of the documents submitted on the top having page number on each page. Further, every page must be self-attested by the concerned bidder.
18. The declaration at Annexure-I must be submitted by the bidders on stamp paper not less than a value of Rs.100 (Rupees Hundred) only


Chief Development Officer cum Executive Officer,
Zilla Parishad Sundargarh

**4. 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 Faculty, Additional Faculty & District PESA Co-ordinator will be University Degree with PGDCA, Support Staff, Additional Support Staff & Program Associate will be Intermediate with computer knowledge, Block PESA Co-ordinators will be must have passed Intermediate examination 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 RGSA. However, during sponsoring of candidates, preference may be given to the existing candidates basing on their satisfactory performance during their engagement period in the district.



Chief Development Officer cum Executive Officer,
Zilla Parishad Sundargarh

5. 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 Months):

9. PAN (Attach attested copy):

10. GST 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:

6.

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 have 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:

7. APPLICATION – FINANCIAL BID
For Providing Manpower Assistance to Zilla Parishad, Sundargarh.

- Name of Tendering Human Resource Service Provider Agency(HRSPA): _____
- 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
		* Basic monthly Remuneration	EPF (Employer share)	ESI (Employer share)	Other Statutory dues, if any	**Service Charge (not less than 3.85%)	GST	
1	Faculty cum Research Analyst	27,500/-						
2	Additional Faculty cum Research Analyst	26,684/-						
3	Asst. Research Analyst	16,422/-						
4	Addl Asst. Research Analyst	16,422/-						
5	Program Assistant	14,246/-						
6	District PESA Co-ordinator	22,822/-						
7	Block PESA Co-ordinator	18,326/-						
Grand Total								

Service Charges (in figure): _____ % (up to two digits after decimal)

Service Charges (in words): _____

* The Basic Monthly remuneration for Faculty cum Research Analyst post shall be Rs. 27,500/- per month only, Additional Faculty cum Research Analyst post shall be Rs. 26,684/- per month only, Asst. Research Analyst post shall be Rs. 16,422/- per month only, Addl Asst. Research Analyst post shall be Rs. 16,422/- per month only, Program Assistant post shall be Rs. 14,246/-, District PESA Co-ordinator post shall be Rs. 22,822/- & Block PESA Co-ordinator post shall be Rs. 18,326/- 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 bidders quoting the lowest service charges, L1 shall be selected through a transparent system of lottery.

* The Basic Monthly remuneration likely to be changed as per the Instruction given by the Govt. of Odisha.

* 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:

8. TERMS & CONDITION

1. The Agreement shall commence from 01.06.2026 and shall continue till 31.03.2027 unless it is curtailed or deployed, breach of contract etc. or change in requirements.
2. The Agreement shall automatically expire on 31.03.2027 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 01 number of Faculty, 01 number of Additional Faculty, 01 number of Support Staff, 01 number of Additional Support Staff, 01 number of Program Associate, 01 Number of District PESA Co-ordinator at Zilla Parishad, Sundargarh & 17 number of Block PESA Co-ordinators @ one per block 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 7 days 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, Sundargrah/ 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 @ 5% of the Tender Value in the form of BG/TDR 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