



DISTRICT RURAL DEVELOPMENT AGENCY, CUTTACK

ଜିଲ୍ଲା ଗ୍ରାମ୍ୟ ଉନ୍ନୟନ ସଂସ୍ଥା, କଟକ

ପୋଷ୍ଟ-ଚାନ୍ଦିନିଚୋକ, କଟକ-୭୫୩୦୦୨

DRDA, Cuttack, Po-Chandinichowk

Cuttack-753002

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No. 1878 / D.R.D.A.,

Dated. 28/05/2019

TENDER NOTICE

Sealed tenders are invited from reputed Manpower Agencies/ Service Providers to provide 42 nos. (40 nos. for Blocks & 2 nos. for DRDA) for handling MGNREGS related works for a period of one year on contract basis. The engaged of Manpower Agencies/Service Provider Firm shall be made through two Bid systems i.e. Technical & Financial Bid separately. The Technically qualified Manpower Agencies / Service Providers Firms can only participate in the Financial Bid.

For details please visit our website in www.cuttack.nic.in

1. Last date of receipt of Sealed Bid is on **13.06.2019** up to **5.00** PM through Registered/ Speed Post only.
2. Opening of Bid papers is on dt. **18.06.2019** at **12.30** PM.

By the order of Collector


Project Director
DRDA, Cuttack

Memo No. 1879 /DRDA Dt. 28/05/2019

Copy to DIPRO for information and requested to publish the above advertisement in the daily newspaper "Indian Express" & "The Samaj" in one insertion with minimum space on dated.30.05.2019


Project Director
DRDA, Cuttack

Memo No. 1880 /DRDA Dt. 28/05/2019

Copy to the DIO, NIC for information. She is requested to web-host the same in www.cuttack.nic.in on dated.30.05.2019.


Project Director
DRDA, Cuttack

SCOPE OF WORK AND GENERAL INSTRUCTION FOR BIDDERS

1. The District Rural Development Agency, Cuttack requires the services of reputed, well established and financially sound Manpower Service Provider Firms to provide **Fourteen ACPs & twenty eight nos. MGNREGS Assistants** (1 nos. of ACP for each Block & 26 nos. of MGNREGA Assistant (2 nos. each in 12 Blocks & 1 nos. each in 2 Blocks) & for DRDA i.e. 1 nos. for Grievance Redressal Assistant and 1 nos. for Social Audit Assistant) on contract basis for day to day official work under MGNREGS.
2. The contract for providing the aforesaid Manpower Service is likely to commence after selection of the service provider by the selection committee and would continue up to **(one year)** from the date of execution of agreement. The contract of Service Provider Firm may be extended or curtailed beyond completion of the contract period subject to requirement and satisfactory performance by the Firm. The DRDA, Cuttack, however, reserves the right to terminate this initial contract at any time after giving **Fifteen day's** notice to the selected this Service Provider.
3. This DRDA, Cuttack has tentative requirement of 42 (Fourty two) numbers of ACPs/NREGS Assistants. The requirement may increase or decrease in any / all the categories as per requirement of Blocks.
4. The estimated cost of the contract is Rs.46.75 lakh (Rupees fourty six lakh & seventy five thousand) only approximately.
5. The tender document can be downloaded from the official web site of NIC, Cuttack i.e www.cuttack.nic.in . The cost of tender paper is Rs. 1000/- (Rupees One Thousand) only payable in shape of DD drawn in favour of Project Director, DRDA, Cuttack payable at Cuttack.
6. The interested Manpower Service Providers may submit their tender document complete in all respects along with Earnest Money Deposit (EMD) of Rs.46,750/- and other requisite documents through Registered / Speed Post by dt.13.06.2019 **upto 5.00 PM** in the following addresses :-

Project Director, DRDA, Cuttack, (Near Collectorate)
At- Chandinichowk, Dist- Cuttack
Pin-753002



7. The various crucial dates relating to "**Tender for providing Manpower Services to the District Rural Development Agency, Cuttack**" are as below.
- (a) Last date and time of receipt of the sealed Tender documents by Speed Post/Registered Post : **dt.13.06.2019** up to **5.00 PM**.
- (b) Date and time for opening of
- (i) Technical Bid : dt.18.06.2019 at 12.30 PM
- (ii) Financial Bid of eligible Tenders : dt.18.06.2019 at 1.00 PM
- (C) Likely date for commencement of : After finalization of tender deployment of required manpower.
8. The sealed tender shall be of two bids system i.e. Technical Bid and Financial Bid. The interested agencies are advised to submit two separate sealed envelopes super scribing. "**Technical Bid for providing Manpower Services to District Rural Development Agency, Cuttack**" and "**Financial Bid for Providing Manpower Services to District Rural Development Agency, Cuttack**". Both these sealed envelope should be kept in a third sealed envelope super scribing "**Bid papers for providing Manpower Services to District Rural Development Agency, Cuttack**".
9. The Earnest Money Deposit (EMD) of Rs.46,750/- (Rupees fourty six thousand seven hundred fifty) only refundable (without interest), should necessarily be accompanied with the Technical Bid of the Service Providers in the form of Demand Draft drawn in favour of Project Director, District Rural Development Agency, Cuttack payable at Cuttack **failing which the tender shall summarily be rejected**.
10. The successful bidder shall have to deposit a Security Deposit of Rs.1,00,000/- (Rupees one lakh) only in the form of Fixed Deposit Receipt (FDR)/Demand Draft issued in favour of Project Director District Rural Development Agency, Cuttack payable at Cuttack covering the period of contract, within **seven days** of signing of the agreement. In case, the contracts further extended beyond the initial period, the Bank Guarantee will have to be renewed accordingly by the successful bidder.
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11. The bidding Manpower Service providing Firm are required to enclose self attested photocopies of the following documents, along with the Technical Bid, failing which their bids shall summarily be rejected and will not be considered any further:
- a) Registration certificate of the applicant's organization.
 - b) Copy of PAN/GIR card.
 - c) Copy of the IT return filed for the last financial year.
 - d) Copies of EPF and ESI Certificate
 - e) Copy of Service Tax registration Certificate.
 - f) Computation of Income Statements of last financial year.
 - g) Certificated extracts of the Bank Accounts containing transactions during last Financial Year.
 - h) Labour Registration Certificate.
12. **Any conditional bids shall not be considered and will out rightly be rejected at the very first instance.**
13. All entries in the tender form should be legible and filled up clearly. If the space for furnishing information is insufficient, a separate sheet duly signed by the authorized signatory may be attached. **No overwriting or correction is permitted in the Financial Bid Form. In such cases, the tender shall be liable for rejection.** However, correction, if any, in the Technical Bid Application must be initialed by the person authorized to sign the tender bids.
14. The Technical bids shall be opened on the scheduled date and time i.e. at **12.30 P.M** on **dt.18.06.2019** in the office of the Project Director, District Rural Development Agency, Cuttack, in the presence of the Tenderers of their authorized representatives.
15. The Financial Bid of only those tenderers shall be opened whose Technical bids are found to be in order. The Financial bids shall be opened at **1.00 PM** on **dt.18.06.2019** in the office of Project Director, District Rural Development Agency, Cuttack in presence of the bidders or their authorised representatives, and anyone who wishes to be present on the spot at that time.
16. The Collector-cum-CEO, ZP, Cuttack reserves the right to annual all bids without assigning any reason.



TECHNICAL REQUIREMENTS FOR THE TENDERING MANPOWER SERVICE PROVIDER

1. The tendering manpower service provider should fulfill the following technical specifications.
 - a. The registered office or branch office of the manpower service providers should be located within the jurisdiction of the state. Besides, if the DRDA Cuttack procurers manpower for deployment in their Field Office, the manpower service provider should provide the name, designation and contact number of the person to liaise with the said Field Office.
 - b. They should be registered with the appropriate registration authority within the District/State.
 - c. They should have at least one year experience in providing manpower to Government Departments/ Public Sector /Private Companies.
 - d. They should have their own Bank Account having transaction of at least financial year.
 - e. They should be registered with Income Tax and Service Tax Department.
 - f. They should be registered with appropriate authorities under Employees Provident Fund and Employees State Insurance etc.
 - g. They should have any other regulatory clearances as specified by Central & State Govt. from time to time.
 - h. The agency should furnish their Computation of Income Statements for last financial year.
 - i. The agency should fulfill all the statutory compliance of Finance Department, Government of Odisha as stipulated from time to time. The rate quoted by the firm should be adequate enough to cover all the statutory dues of Government. Any firm quoting abnormal lower service charge.



- j. The selected firm is liable to comply all the terms and conditions stipulated by Government from time to time during the agreement in force.
- k. In case more than one bidder quote(s) the same price, draw of lot to nominate the L1 bidder shall be adhered to.
- l. The sealed tender shall be of two bids system i.e. Technical Bid and Financial Bid. The interested agencies are advised to submit two separate sealed envelopes superscribing. **"Technical Bid for providing Manpower Services to District Rural Development Agency, Cuttack"** and **"Financial Bid for Providing Manpower Services to District Rural Development Agency, Cuttack"**. Both these sealed envelope should be kept in a third sealed envelope super scribing **"Bid papers for providing Manpower Services to District Rural Development Agency, Cuttack"**. Three separate envelope one each for Technical Bid, Financial Bid and DD etc shall be made which shall be inserted in one separate envelope super scribing in the top of the envelope **"Tender Notice for proving manpower service to DRDA, Cuttack"** and submitted along with the Tender Document by following the above procedure.
- m. The Black listed Firm(s) shall out rightly be rejected. An undertaking by bidder should be furnished that, their firm(s) have never been Blacklisted in any district with the Tender document.



**TECHNICAL REQUIREMENTS FOR MANPOWER TO BE DEPLOYED BY
SUCCESSFUL MANPOWER SERVICE PROVIDER IN THE DISTRICT RURAL
DEVELOPMENT AGENCY, CUTTACK.**

1. He/She should be above 18 years of age and not be above 40 years as on the date of agreement.
2. The minimum Educational Qualification for ACP & MGNREGA Assistants, Grievance Redressal Assistants and Social Audit Assistants shall be Graduation in any discipline with proficiency in Computer.
3. The candidate shall have functional knowledge in computers and essentially well versed in MS Office Software and internet. He should also be proficient in other standard packages and applications.
4. The candidate shall have working knowledge of English and Odia in computer.
5. The candidates nominated by the qualifying firm shall be ready to report for work immediately after deployment by DRDA.



TERMS & CONDITION

1. The Agreement shall commence from and shall continue till **(One year)** unless it is curtailed or enhanced due to deployment, breach of contract etc. or change in requirements.
2. The Agreement shall automatically be terminated dt..... i.e. expire of agreement period 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 Manpower Service Provider and Authority.
4. The Manpower Service Provider shall not be allowed to transfer, assign, pledge or subcontract, its rights and liabilities under this Agreement to any other agency or organization by whatever name be called without the prior written consent of the Authority.
5. The DRDA, Cuttack, at present, has tentative requirement of **(14) Fourteen ACPs & 28 (Twenty Eight) nos. of MGNREGS Assistants including 1 (One) of Grievance Redressal Assistant and 1 (One) Social Audit Assistants at DRDA level** on urgent basis. The requirement of the DRDA, Cuttack, may further increase or decrease marginally, during the period of initial contract and in such eventuality the bidder would have to provide additional manpower, If required on the same terms and condition.
6. The Manpower Service Provider will be bound by the terms and conditions as furnished by it to the Authority while submitting the tender or at any 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 breach of terms of Agreement, making it liable for legal action besides termination of the Agreement.
7. The Authority reserves the right to terminate and Agreement during initial period also after **giving 15 days** notice to the Manpower service provider.
8. The manpower service provider will have deploy manpower within **seven days** of signing the agreement.



9. The person deployed shall be required to report for work at 10.00 AM in the office of the Project Director, DRDA or such other Officer/ Offices as may have been kept in charge of the Office Establishment of the Office concerned and would leave at 5.00 PM. He would not be paid any extra remuneration for additional work as and when required by DRDA. In case, the person deployed remains absent on a particular day or comes late / leaves early on three occasions, proportionate deduction from the remuneration for one day will be made.
10. The Manpower Service Provider shall nominate a coordinator who shall be responsible for immediate interaction with the DRDA, Cuttack, So that optimal services of the persons deployed could be availed without any disruption.
11. The entire, financial liability in respect of manpower service deployed in the DRDA, Cuttack or office concerned shall be that of the Manpower Service Provider and the DRDA, Cuttack & office concerned shall in no way be liable for any lapses. It will be the responsibility of the Manpower Service Provider to pay to the person deployed a sum not less than the minimum rate quoted in the financial bid and adduce such evidence as may be required by the DRDA, Cuttack or Office concerned for reimbursement of Bill of the firm for the succeeding month. If at any point of time it is noticed that the agency paying lesser remuneration to the candidates than the rate quoted, then the agreement shall be terminated and EMD & security etc deposits shall be forfeited forthwith.
12. The payment of remuneration to the manpower has to be through bank account only. No cash payment shall be entertained.
13. For all intents and purposes, the Manpower Service Provider shall be Employer within the meaning of different Rules and Act in respect of manpower so deployed. The person deployed by the Manpower Service firm shall not have any claim whatsoever like employer and employee relationship against the DRDA, Cuttack or any office concerned.
14. The Manpower Service Provider shall be solely responsible for the redressal of grievance or resolution of disputes relating to person deployed. The DRDA, Cuttack, or any office concerned.



15. 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 joint Committee consisting of a representative of the DRDA, Cuttack, office concerned and an Authorized representative of the Manpower Service Provider.
16. The DRDA, Cuttack shall not be responsible for any financial loss or any injury to any person deployed by the Manpower Service Provider in the course of their performing the functions / duties, or for payment towards any compensation.
17. The persons deployed by the Manpower Service Provider shall not claim nor shall be entitled to pay, perks and other facilities admissible to regular / confirmed employees during the currency or after expiry of the Agreement.
18. In case of termination of this Agreement in its expiry or otherwise, the persons deployed by the Manpower Service Provider shall not be entitled to and shall have no claim whatsoever for any absorption in regular or other capacity in DRDA, Cuttack or any offices attached to him/her.
19. The person deployed shall not claim any benefit or compensation or regularization of deployment with office under the provision of rules and Act. undertaking from the person deployed to this effect shall be required to be submitted by the Manpower Service Provider.
20. The Manpower Service Provider must be registered with the concerned Govt. Authorities, i.e. Labour Commissioner, Provident Fund Authorities, Employment State Insurance Corporation etc. and a copy of the same shall be submitted. The Manpower Service Provider shall comply with all the legal requirements for obtaining License under Contract Labour (Regulation and Abilities) Act. 1970 if any, at his own part and cost.
21. The Manpower Service Provider shall provide a substitute well in advance if there occurs any probability of the person leaving the job due to his/her own personal reasons. The payment in respect of the overlapping period of the substitute shall be the responsibility of the Manpower Service Provider. The Manpower Service Provider shall be



responsible for contributions towards Provident Fund and Employees State Insurance, wherever applicable.

22. The Person deployed by the Manpower Service should have good police records and no criminal case should be pending against them.
23. 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 DRDA, Cuttack or office concerned. The Manpower Service Provider shall be responsible for any act of indiscipline on the part of the person deployed.

LEGAL

24. The persons deployed shall, during the course of their work be privy to certain qualified documents and information which they are not supposed to divulge to third parties. In view of this, they shall be required to take oath of confidentiality and breach of this condition shall make the Manpower Service Provider as well as the person deployed liable for penal action under the applicable laws, besides action for breach of contract.
25. The Manpower Service Provider shall also be liable for depositing all taxes, levies, Cess etc. on account of service rendered by it to the DRDA, Cuttack or office concerned 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 DRDA, Cuttack.
26. The Manpower Service Provider shall maintain all statutory registers under the law and shall produce the same, on demand, to the authority of the DRDA, Cuttack or office concerned or any other authority under Law.
27. The Tax deduction at source (TDS) shall be done as per the provision of income Tax Act / Rule, as amended, from time to time and certificate to this effect shall be provided by the DRDA, Cuttack or office concerned.
28. In case, the Manpower Service Provider fails to comply with any liability under appropriate Law and as result thereof, the DRDA, Cuttack of the office concerned is put to any loss / obligation, monetary or otherwise, the DRDA, Cuttack or the office concerned will be entailed to get itself reimbursed out of the outstanding bills or the performance Security



Deposit of the Manpower Service Provider, to the extent to the loss or obligation in monetary terms.

29. Agreement is liable to the 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 DRDA, Cuttack or office concerned will have no liability towards on-payment of remuneration to the person employed by the Manpower Service Provider and the outstanding statutory dues of the service provider to statutory dues of the service provider to statutory authorities. If any loss or damage is caused to the DRDA, Cuttack or office concerned by the person deployed, the same shall be recovered , the same shall be recovered from the unpaid bills or adjusted from the performance Security Deposit.

FINANCIAL

30. The Technical Bid should be accompanied with an Earnest Money Deposit (EMD) of 1% of the contract value refundable without interest i.e. Rs.46,750/- (Rupees fourty six thousand seven hundred fifty) only in the form of Demand Draft drawn in favour of Project Director, District Rural Development Agency, Cuttack payable at Cuttack **failing which the tender of the concerned agencies/firms shall be rejected out rightly.**
31. The Earnest Money Deposit in respect of agencies/firms which do not qualify the technically Bid (first state)/ Financial Bid (Second competitive stage)s shall be returned to them without any interest. In case of successful tender, if the agency fails to deploy the required manpower against the initial, if the agency fails to deploy the required manpower against the initial requirement **within 30 days** from date of placing the order, the EMD shall stand forfeited without giving any further notice.
32. The successful bidder shall have to deposit a Security Deposit of Rs. 1,00,000/- (Rupees One lakh) only in the form of Fixed Deposit Receipt (FDR)/ Demand Draft issued in favour of Project Director District Rural Development Agency, Cuttack payable at Cuttack covering the period of contract within **seven days** of signing of the agreement. In case, the



- contract is further extended beyond the initial period, the Bank Guarantee will have to be renewed accordingly by the successful bidder.
33. In case of breach of any terms and condition attached to this agreement the performance Security Deposit of the Manpower Service Provider shall be liable to be forfeited besides annulment of the Agreement.
34. The Manpower Service Provider shall raise the bill, in triplicate, along with attendance sheet duly verified by the DRDA, Cuttack, in respect of the persons deployed and submit the same to the prescribed authority in the first week of the succeeding month. As far as possible the payment will be released by the second week of the succeeding month.
35. The claim in bills regarding Employees State Insurance, provident fund and Service Tax etc. should be necessarily accompanied with documentary proof pertaining to the concerned bill of 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 DRDA, Cuttack or office concerned.
36. The amount of penalty calculated @Rs.100 per day on account of delay. If any, providing a suitable substitute for the period beyond three working days by Manpower Service Provider shall be deducted from monthly bills in the succeeding month.
37. The Authority reserves 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.
38. In the event of any dispute arising in respect of the clauses of the agreement the same shall be resolved through negotiation. Alternatively, the dispute shall be referred to the next higher Authority or controlling officer for his decision and the same shall be binding on all parties.
39. All disputes shall be under the jurisdiction of the court located in Jharsuguda District.
40. The successful bidder will enter into an agreement with Collector-cum-CEO,ZP, Cuttack for supply of suitable and qualified manpower as per requirement of the DRDA, Cuttack on the above terms and conditions.



DOCUMENTS TO BE PROVIDED WITH 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/GIR Card.
5. Attested copy of the latest IT return filed by agency.
6. Attested copy of the Service Tax registration Certificate.
7. Attested copy of the PF Registration Letter / Certificate.
8. Attested copy of the ESI registration letter / Certificate.
9. Certified document in support of the financial turnover the agency.
10. Certified documents in support of entries in column 13 of Technical bid application.
11. Copy of the terms and conditions at pages 10 to 15 in Tender Document with each page duly signed and sealed by the authorized signatory of the agency in token of their acceptance.
12. Original Demand Draft / Pay Order amounting Rs. 46,750/- towards EMD.
13. Computer of Income Statements for the last financial year.



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

1. List of manpower shortlisted by agency for deployment in District Rural Development Agency, Cuttack, containing full details i.e. date of birth, marital status, address, educational qualifications etc.
2. Bio-Data of all ~~persons~~ *Candidates* .
3. Any other document considered relevant.

APPLICATION - TECHNICAL BID

For Providing Manpower Services to District Rural Development Agency, Cuttack.

1. Name of Tendering Manpower Service Provider (Attach Self attested Photo/ ID Card/ PAN/EPIC/DL/Pass Port)_____

2. Details of Earnest Money Deposit : DD No. _____
Date.. _____ of _____ drawn on Bank _____

3. Name of Proprietor / Partner / Director:

4. Full Address of Registered Office :

Telephone No. : _____

FAX No. : _____

E-mail Address. : _____

5. Full Address of Operating / Branch Officer:

Telephone No. : _____

FAX No. : _____

E-mail Address. : _____

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

7. Banker of Manpower Service Provider (Attach certified copy of statement of A/c for the last Financial Year) :

8. PAN/GIR No. (Attach attested copy) :

9. Service Tax Registration No. (Attach Attested copy):

10. EPF Registration No. (Attach attested copy) :

11. ESI Registration No. (Attach attested copy):

12. Financial Turnover of the tendering Manpower Service Provider for the last three Financial Year :

Financial	Amount (in lakhs)	Remarks, if any
2015-16		
2016-17		
2017-18		

13. Additional Information, If any (Attach Separate Sheet if space provided in insufficient) :

14. Give details of the major similar contracts handled by the tendering Manpower Service Provider during the last financial year in the following format.

(If the space provided in insufficient, a Separate Sheet may be attached) :

Sl. No.	Name of Client, address, Telephone & FAX No.	Manpower Services Provided		Amount of Contract (In lakhs)	Duration of contract	
		Type of manpower provided	No.		From	To

15. Additional Information, If any (Attach Separate sheet, if required) :

Date:

Signature of Authorized person

Place:

Full Name :

Seal :

DECLARATION

1. I, _____ Son/ Daughter / Wife
of Sri _____
Proprietor/ Director/ Authorized Signatory of the Service Provider,
mentioned above that, I am competent to sign this declaration and execute
this tender documents.

2. I have carefully read and understood all the terms and conditions of the
tender and undertake to abide by them.

3. The information/ documents furnished along with the above application are
true and authentic and to the best of my knowledge and belief. I/ We do
hereby undertake that furnishing of any false information / fabricated
document would lead to rejection of my tender at any stage besides
accruing of liabilities towards prosecution under appropriate law.

Place :

Signature of Authorized Person

Date :

Full Name :

Seal :

APPLICATION - FINANCIAL BID

For providing Manpower Assistance to District Rural Development Agency, Cuttack

1. Name of Tendering Manpower Service Provider: _____
2. Rate per person per month (8 hours per day) inclusive all statutory liabilities, taxes, levies, cess etc:

Sl. No	Manpower Type	Take home remuneration	EPF	ESI	Other Statutory dues, if any	Service Charge	Service Tax	Total Person
1.	ACP							
2.	Assistant							
3.	Grievance Redressal Assistant							
4.	Social Audit Assistant.							

* They take home remuneration for all the posts shall be Rs. 8240/- per month only.

Date:

Signature of Authorized Person

Place :

Full Name :

Notes :

Seal :

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 conclusion of the calendar month only on the basis of no. of working days for which duty has been performed by each manpower.
3. The nominated firm shall produce EPF/ESI statement towards testimony regarding deposit of EPF/ ESI of staffs every month only after which bill for the succeeding month shall be processed.