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Government of Odisha
Department of Panchayati Raj & Drinking Water
District Rural Development Agency, Cuttack

No. 2420 /DRDA dated the 29th of September, 2020

TENDER NOTICE

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

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

- Last date of receipt of Sealed Bid is on **14.10.2020** up to **5.00 PM** through Registered/ Speed Post only.
- Opening of Bid papers is on dt.**16.10.2020** at **12.30 PM**.

By order of Collector


Project Director
DRDA, Cuttack

Memo No. 2421 /DRDA Dt. 29-09-2020

Copy to DIPRO for information and to publish the above advertisement in the daily newspaper "Times of India" & "The Samaj" in one insertion with minimum space on date.30.09.2020


Project Director
DRDA, Cuttack

Memo No. 2422 /DRDA Dt. 29-09-2020

Copy to the DIO, NIC for information. She is requested to web-host the same in www.cuttack.nic.in on date 30.09.2020.


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 (hereinafter **Firm/s**) to provide **Fourteen ACPs & Twenty-Eight nos. of MGNREGS Assistants** on contract basis (hereinafter the **Service**) for day to day official work under MGNREGS.
 - a. 1 nos. of ACP for each Block
 - b. 26 nos. of MGNREGA Assistant (2 nos. each in 12 Blocks & 1 no. each in 2 Blocks)
 - c. 1 no. of Grievance Redressal Assistant and 1 no. of Social Audit Assistant in DRDA
2. The contract for providing the aforesaid Service will commence after selection of the L1 and would continue for **one calendar year** from the date of execution of Agreement.
3. The contract of the Firm may be curtailed before completion of the contract period subject to requirement and satisfactory performance by the Firm. The DRDA, Cuttack reserves the right to terminate this contract at any time after giving **Fifteen days'** notice to the selected Service Provider.
4. The estimated cost of the contract is Rs.48 lakhs (Rupees Forty-Eight Lakhs 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. 2500/- (Rupees Two Thousand Five Hundred only) payable in shape of DD drawn in favour of Project Director, DRDA, Cuttack payable at Cuttack. This amount is non-refundable.
6. The interested Firms may submit their tender document complete in all respects along with Earnest Money Deposit (EMD) of 1/% of the above estimated cost and other requisite documents through Registered/Speed Post/Couriers by **dt.14.10.2020 up to 5.00 PM** at the following address: -

The Project Director, District Rural Development Agency,
DRDA Office, Near Collectorate
Chandni Chowk, Cuttack-753002
7. The tender papers shall be opened at **12:30 PM on 16th October, 2020** at the office of the DRDA, Cuttack. In line with social distancing regulations, only one representative per Firm is allowed to attend.
8. In case any of the above dates are designated as a holiday/shutdown date, the date shall automatically move to the next working day.
9. The sealed tender shall be of two bids system i.e. Technical Bid and Financial Bid. The interested Firms 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 envelopes should be kept in a third sealed envelope super scribing "**Bid papers for providing Manpower Services to District Rural Development Agency, Cuttack**".
10. The Earnest Money Deposit (EMD) of 1% of the estimated cost should be present inside the main envelope 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 and neither bid will be opened**. The EMD is refundable without interest for all firms.

11. The successful Firm 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.
12. The bidding Firms 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:
 - i. Registration certificate of the Firm.
 - ii. Copy of PAN/GIR card.
 - iii. Copy of the IT return filed for the last financial year.
 - iv. Copies of EPF and ESI Certificate
 - v. Copy of GST registration Certificate along with latest return available.
 - vi. Computation of Income Statements of last financial year.
 - vii. Certificated extracts of the Bank Accounts containing transactions during last Financial Year.
 - viii. Labour Registration Certificate.
13. Any conditional bids shall not be considered and will out rightly be rejected at the very first instance.
14. Selection of the L1 shall be based on the lowest cost per person quoted. This will include primarily the Service Charge plus any additional dues if any.
15. Quotations with negligible or abnormally low Service Charge will be rejected outright.
16. 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.
17. Quotations delivered by hand will NOT be accepted. DRDA will not be responsible for any delay by Postal authorities.
18. Any instance of moral turpitude or attempt to influence the employees of this office regarding the entire process will lead to immediate disqualification of the concerned firm.
19. The Collector-cum-CEO, DRDA, Cuttack reserves the right to cancel the entire process or bids without assigning any reason.

TECHNICAL REQUIREMENTS FOR THE FIRMS

1. The registered office or branch office of the Firms should be located within the jurisdiction of the state.
2. The Firms should provide the name, designation and contact number of the person to liaise with DRDA.
3. They should be registered with the appropriate registration authority within the District/State.
4. They should have at least one-year experience in providing manpower to Government Departments/ Public Sector /Private Companies.
5. They should have their own Bank Account having transaction of last financial year.
6. They should be registered with Income Tax and Service Tax Department.
7. They should be registered with appropriate authorities under Employees Provident Fund and Employees State Insurance etc.
8. They should have any other regulatory clearances as specified by Central & State Govt. from time to time.
9. The Firm should furnish their Computation of Income Statements for last financial year.
10. The Firm 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.
11. Any firm quoting abnormally low or negligible service charge shall be disqualified.
12. The selected firm is liable to comply all the terms and conditions stipulated by Government from time to time during the agreement in force.
13. In case more than one bidder quotes the same price, draw of lots will be used.
14. The tender shall be of two bids system i.e. Technical Bid and Financial Bid. The interested firms 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 envelopes along with another envelope containing the EMD DD should be kept in a third sealed envelope super scribing "**Bid papers for providing Manpower Services to District Rural Development Agency, Cuttack**".
15. All firms black listed by ANY Government or Semi Government Department or Agency in the State of Odisha shall out rightly be rejected. An undertaking by bidder should be furnished that, their firm(s) have never been blacklisted in any district.

TECHNICAL REQUIREMENTS FOR THE MANPOWER TO BE DEPLOYED

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 be 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 on computer.
5. The candidates nominated by the qualifying firm shall be ready to report for work immediately after deployment by DRDA.

DOCUMENTS TO BE PROVIDED WITH TECHNICAL BID

1. Application - Technical Bid
2. Attested copy of registration of Firm.
3. Certified copy of the statement of bank account of Firm for the last financial years.
4. Attested copy of PAN/GIR Card.
5. Attested copy of the latest IT return filed by Firm.
6. Attested copy of the GST registration Certificate along with latest return filed.
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 of Firm.
10. Certified documents in support of entries in column 13 of Technical bid application.
11. Original Demand Draft / Pay Order amounting to 1% of the Tender Cost (Rs. 48,000/- approx.) towards EMD.
12. Computation of Income Statements for the last financial year.

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/Passport) _____

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 |
|-----------|-------------------|-----------------|
| 2017-18 | | |
| 2018-19 | | |
| 2019-20 | | |

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:
Place:

Signature of Authorized person
Full Name :
Seal :

DECLARATION

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

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

I certify that my Firm has never been blacklisted by any Government or Semi-Governmental
entity in the State of Odisha.

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 prosecution under appropriate law.

Place :

Date :

Signature of Authorized Person

Full Name :

Seal :

APPLICATION - FINANCIAL BID

For providing Manpower Assistance to District Rural Development Agency, Cuttack

Name _____ of _____ Firm: _____

Rate per person per month (8 hours per day), excluding remuneration. All values to be entered in Rupees only.

| Sl. No | Manpower Type | EPF (Fixed as per Law) | ESI (Fixed as per Law) | Other Statutory dues (if Any) | Service Charge | GST (As applicable) | Total Cost excluding Remuneration |
|--------|-------------------------------|------------------------|------------------------|-------------------------------|----------------|---------------------|-----------------------------------|
| 1. | ACP | | | | | | |
| 2. | NREGS Assistant | | | | | | |
| 3. | Grievance Redressal Assistant | | | | | | |
| 4. | Social Audit Assistant. | | | | | | |

The take home remuneration, exclusive of charges, for all the posts shall be Rs. 8487/- per month only.

Date:

Place:

Signature of Authorized Person

Full Name:

Seal:

Notes:

1. The total rates quoted by the Firm 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.

MODEL MANPOWER AGREEMENT

1. This manpower service Agreement between DRDA, Cuttack (hereinafter DRDA) and _____ (hereinafter the Firm) shall be valid for a period of one year from the date of its signing.
2. The Firm shall provide a total of 42 personnel to undertake the various manpower related assignments as may be intimated by DRDA.
3. In case the DRDA requires more or less personnel owing to a change in requirements, the Firm is bound to provide the same at the rate quoted.
4. The Agreement will automatically expire at the end of one year. Either party may also terminate the same during the year by giving fifteen working days' notice in writing.
5. The Firm may not transfer, delegate or subcontract its obligations to any other party during the pendency of the Agreement.
6. Payment to the Firm shall be strictly according to the amount quoted by it and selected as L1. No variation in the same is possible during the life of this Agreement.
7. The Firm shall be bound by the undertakings and guarantees provided by it during the selection process. Any variance from the terms of this Agreement or inability to carry out the same will constitute a breach of contract and also invite civil/criminal liability against the Firm.
8. The Firm shall deploy the necessary manpower within seven days of signing this Agreement.
9. The manpower deployed shall be required to work during the normal office hours and beyond it in the event of an exigency.
10. Misconduct, breach of privilege, deviance from terms or financial/moral turpitude by the manpower deployed are grounds for removal. The Firm will carry out the same on receipt of a communication to that effect from DRDA.
11. Transfer and deployment of manpower shall be done by the Firm on a written request for the same from DRDA.
12. The Firm is the Employer and Master under all relevant Acts, rules and notifications as regards the manpower deployed. DRDA does not accept any liability for any loss or harm suffered by the deployed manpower during their period of work.
13. Any grievances regarding service conditions of the manpower deployed are to be addressed by them to the Firm.
14. The Firm shall pay the Government approved rate to the manpower deployed. It shall also diligently pay all the statutory dues of any kind like taxes, duties, rent, ESI/PF that it is liable to and produce evidence of the same to DRDA when called upon.

15. Any breach of duty by the Firm in carrying out the above will be grounds for termination of this Agreement and seizure of security deposit plus EMD.
16. All payments are to be done electronically through bank accounts.
17. DRDA has no legal obligation towards the manpower deployed. They will not be eligible for any perks, salary or privileges extended to regular Government employees, nor can they claim regularization of service or employment of any sort under the Government or otherwise.
18. The Firm will be responsible for providing manpower with a clean service record – well versed in the use of both English and Odia on a computer. In case any of the persons deployed is unable to discharge his duties or needs to be removed, the Firm shall provide a substitute.
19. The EMD (1% of the total cost) and Security Deposit of the Firm (Rs. 1 lakh only) shall be retained with DRDA till the end of the Agreement period. These are liable to be forfeited for any breach of contract.
20. Payment to the Firm shall be made by DRDA on production of bills as per usual financial practice.
21. Delay in providing manpower will invite a deduction from amount due to the Firm at the rate of Rs. 300 per day per person.
22. The decision of the Collector and District Magistrate, Cuttack will be final regarding all issues between the parties.
23. All disputes shall be subject to the jurisdiction of the Civil Courts at Cuttack only.