

OFFICE OF THE COLLECTOR, CUTTACK

(ST & SC Development Section)

Phone: 0671-2509593 Email: dwo.cuttack@od.gov.in

No 3077 / SSD dt. 08.07.25

TENDER CALL NOTICE

SEALED TENDERS are invited from eligible SERVICE PROVIDING AGENCIES to provide MANPOWER i.e. 03(three) nos. of Coordinator (FRA) & 03(three) nos. of MIS Assistant (DA-JGUA) for the Forest Right Cells at three Sub-Division @1 at each Sub-division under Dharti Aaba Janajatiya Gram Utkarsh Abhiya (DA-JGUA) as per the terms & conditions provided in the website cuttack.odisha.gov.in of Cuttack District up to 5.30 PM of 18.07.25 The bids shall be received through Courier / Registered Post / Speed Post only during the office hours and will be opened on 19.07.25 at 3.30 PM in the presence of the bidders or their authorized agents in the Old Conference Hall of Collectorate, Cuttack.

The interested agencies should clearly mention on the top of envelope as "Tender for Selection of Outsourcing Agency to provide MANPOWER". The Agencies who have applied are requested to remain present in the venue for tender opening on the date of opening. The detailed Terms & Conditions and list of documents to be submitted is available in our website cuttack.odisha.gov.in.

The Authority reserves the right for cancellation / modification of the Tender without assigning any reason thereof.


Collector, Cuttack

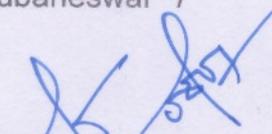
Memo No 3078 / DWO dt. 08.7.25

Copy submitted to Director, I & PR Department, Odisha, Bhubaneswar for information and necessary action. He is requested to publish the advertisement in 02 (Two) leading Odia Newspapers and 01 (One) leading English Newspaper.


Collector, Cuttack

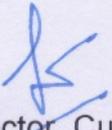
Memo No 3079 / DWO dt. 08.7.25

Copy submitted to Director (ST), SSD Department, Odisha, Bhubaneswar / Director, SCSTRTI, Bhubaneswar for favor of information.


Collector, Cuttack

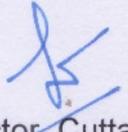
Memo No 3080 / DWO dt. 08. 07. 25

Copy submitted to the DeGM, Cuttack for information and necessary action. He is requested to upload the advertisement in the District Website.


Collector, Cuttack

Memo No 3081 / DWO dt. 08. 07. 25

Copy forwarded to District Information and Public Relation Officer, Cuttack for information and necessary action.


Collector, Cuttack

Memo No 3082 / DWO dt. 08. 07. 25

Copy forwarded to all Sub-Collectors/ BDOs / Tahasildars of Cuttack District for information with a request to publish the Tender Call Notice in the Notice Board of Sub-Collector/ Block / Tahasil Office.


Collector, Cuttack

Section – I

SCOPE OF WORK AND GENERAL INSTRUCTIONS FORBIDDERS

1. The District Welfare Officer, Cuttack on behalf of Collector & District Magistrate, Cuttack requires the service of reputed, well established, financially sound and registered Manpower Service Provider to provide services of Cell Coordinator and MIS Assistant on contract basis to manage the day-to-day office works of Forest Right Cells functioning in three sub-divisions under Cuttack district.
2. The contract for providing the aforesaid manpower will be for a period of one year only from the date of effectiveness of the contract. The contract can be terminated by either of the party with one-month prior notice or remuneration in lieu.
3. DWO, Cuttack has the requirements of the manpower for the Forest Right Cells located at three Sub- divisions under Cuttack District as specified here under:
 - 1 Office of the Sub- Collector Sadar Cuttack
 - 2 Office of the Sub- Collector Athagarh
 - 3 Office of the Sub- Collector Banki

Cell Coordinator: 03 Nos. (One each for 03 (three) Forest Right Cells)

(i) MIS Assistant: 03 Nos. (One each for 03 (three) Forest Right Cells)

The eligible bidders, those have the capability of providing above types of manpower as per the prescribed technical parameters in the tender document, are allowed to participate in the selection process. Part bids will not be taken into consideration.

The scope of work of Outsourcing Agency is as follows;

- I. Payroll Management of deployed Manpower
- II. All the statutory compliances like TDS, PF, ESIC, Service Tax etc. shall be done by the successful bidder.

The detailed terms of reference for the Human Resource Outsourcing agency can be broadly categorized into following two parts:

Human Resources Management

- Ensure regular payment of monthly remuneration to deployed personnel through NEFT as per the rates mentioned.
- Ensure statutory compliance like EPF, ESI, TDS deduction etc. as required by the prevailing norms.
- Provide replacement of personnel in case of vacancies arising during the course of the agreement, from the waitlisted candidates.

Other conditions:

- The day-to-day work of the deployed personnel will be assigned by the designated officer and all the monitoring and reporting aspects of the deployed personnel will be under the control and supervision of the designated officer.

- The District Welfare Officer, Cuttack on behalf of Collector, Cuttack shall have the right to verify the actual payment made and may request the Manpower Service Providing Agency to provide excerpts of the bank statement of the payments made as the proof of payment and if not satisfied shall withhold the payments due to the HR Service Provider in addition to other legal action.
- In case the Chairpersons of the FRA Cells are not satisfied with the performance of the deployed personnel or because of indiscipline and on receipt of such complaint, the Collector, Cuttack may ask the Human Resource Service Provider in writing, providing the reasons thereof, to withdraw the personnel and provide a replacement.

Section- II

ELIGIBILITY CRITERIA FOR THE MAN POWER SERVICE PROVIDER AGENCY .

Following are the essential qualifying criteria for the Manpower Providing Agency to technically qualify for the assignment:

1. The bidder should be registered as a Human Resource Service Provider Firms, Private Limited Company, Public Limited Company, or Society/ Trust since last 5 years. The Incorporation/Registration certificate should be furnished as documentary proof. The registered office of the manpower service provider must be located within the jurisdictional area of Cuttack. Document such as Electricity Bill / Telephone bill in support of the existence of the office must be submitted
2. It must have at least five years of past experience (from the last date of submission of tender) in providing manpower to Central / State Government Departments.
3. The bidder should have valid registration under Service Tax Rules, Income Tax, EPFO, ESI Corporation and under Labor Act. The bidders are required to enclose self-attested photocopies of the following documents duly sealed along with the Technical Bid, failing which their bids shall be out rightly rejected and will not be considered.
 - (i) Copy of GST Registration Certificate of the applicant organization along with copy of GST return for the month of June 2025.
 - (ii) Copy of PAN card
 - (iii) Copy of EPF Registration Certificate along with extracts of the Bank Account containing transactions during last three 3 years as on **31.03.2025** along with copy of ECR/Challan till **30.05.2025**.
 - (iv) Copy of ESI Registration Certificate along with extracts of the Bank Account containing transactions during last three 3 years as on **31.03.2025** along with copy of ECR/Challan till **30.05.2025**.
 - (v) Copy of Audited Financial Statement for the last three financial years 2022-23, 2023-24 & 2024-25
 - (vi) Copy of Income Tax Returns for last three financial years 2022-23, 2023-24 & 2024-25
 - (vii) Copy of the work orders from the Govt. Agencies for providing manpower services during the last three financial years (2022-23, 2023-24 & 2024-25)

(viii) Must have annual average financial turnover of **Rs. 30.00** Lakh in last 3 financial years 2022-23, 2023-24 & 2024-25 Copies of Audited Financial Statement for the said period must be provided.

(ix) The bidder should not have been black listed by any State Government or Central Government. A self-declaration to this effect shall be submitted by the bidder in the prescribe format.

Section III

GENERAL TERMS AND CONDITIONS

3.1 Cost of Tender Document & Earnest Money Deposit

a. **Tender Cost:** Tender document can be downloaded from the website (cuttack.odisha.gov.in). Bidder must submit **Tender Cost of Rs 5, 000/- (Rupees Five thousand only)** in shape of Demand Draft only drawn in favor of "District Welfare Officer, Cuttack" payable at Cuttack, failing which the tender shall be out rightly rejected.

(i) **Earnest Money Deposit:** Bidders should submit along with their Technical Bids, an **Earnest Money Deposit (EMD) of Rs. 30, 000/- (Rupees Thirty thousand) only (refundable without interest)**, should necessarily be accompanied with the technical bid in shape of Demand Draft only drawn in favor of "District Welfare Officer, Cuttack" payable at Cuttack failing which the tender will be summarily rejected. The tender EMD of all unsuccessful bidders would be refunded within 180 days of the bidder being notified as unsuccessful. The EMD, for the amount mentioned above, of successful bidder would adjust as a part of the Performance Guarantee during the period of the contract.

(ii) The EMD amount is interest free and will be refundable to the unsuccessful bidders without any accrued interest on it.

(iii) The tender paper submitted without EMD, mentioned above, will be summarily rejected.

(iv) The EMD may be forfeited: -

a. If a bidder withdraws its bid during the period of bid validity.

b. In case of a successful bidder, if the bidder fails to sign the contract in accordance with this tender paper.

c. If found to have a record of poor performance such as having abandoned work, having been black-listed, having inordinately delayed completion and having faced Commercial failures etc.

3.2 Performance Security Deposit: -

The successful bidder will have to deposit Performance Security of **Rs. 1,08,000/- (Rupees One lakh eight thousand) only [05% of the Contract value]** in shape of Demand Draft only **in favor of "District Welfare Officer, Cuttack"**. As the contract will initially be executed for six months, the successful bidder will have to deposit Performance Security amounting to **Rs. 1,08,000/- (Rupees One lakh eight thousand)**.

The tender has been invited under two bid system

i) **Technical Bid**

ii) **Financial Bid.**

The interested agencies are advised to submit two separate sealed envelopes super scribing "**Technical Bid for providing Manpower Services to District Welfare Officer, Cuttack**" and "**Financial Bid for providing Manpower Services to District Welfare Officer, Cuttack**". Both sealed envelopes must be kept in a sealed third envelope super scribing "**Tender Document for providing Manpower Services to District Welfare Officer, Cuttack**".

3.3 Completeness of the Bid

a) Submission of the proposals/bid shall be deemed to have been done after careful study and examination of the tender paper document with full understanding of its implications.

- b) The conditional bids shall not be considered and will be out rightly rejected

3.4 Late Bid

- a. Bids received after the due date and the specified time (including the extended period if any) for any reason whatsoever, shall be rejected.
- b. The Office of the District Welfare Officer, Cuttack shall not be responsible for any postal delay or non-receipt/ non-delivery of the documents. No further correspondence on the subject will be entertained.
- c. Collector, Cuttack reserves the right to modify and amend any of the stipulated condition/criterion.

3.5 Language of the Bid

The Proposal should be filled by the Bidder in English language only.

3.6 Currency of the Proposal/ Bid Document

The currency (ies) of the Proposal offer and the transaction details provided in the Proposal/ Bid Document should be in Indian Rupees (INR).

3.7 RIGHT TO TERMINATE THE PROCESS

- a. The Collector, Cuttack may terminate the Tender process at any time and without assigning any reason thereof. This Office makes no commitments, express or implied, that this process will result in a business transaction with anyone.
- b. The submission of tender paper does not constitute an offer by the District Welfare Officer, Cuttack. The bidder's participation in this process may result in selecting the bidder to engage towards execution of the contract.

Section IV

GUIDELINES FOR SUBMISSION OF PROPOSAL

4.1 Technical Proposal

Bidders are required to submit the Technical Proposal in the prescribed format only.

The technical proposal should accordingly include the following:

1. Bid Cover Letter – Technical Bid
2. Bidders profile [Form-1]
3. Document Checklist [Form-2]
4. Self-declaration of not being ineligible / blacklisted [Form 3]
5. All Documentary Evidences as required in the tender document (please refer Document Checklist [Form-2])

Section-V

EVALUATION PROCESS

- I. In the first stage, the technical proposals will be scrutinized as per the Eligibility criteria and completeness of the documents as prescribed in the tender document.
- II. The bids qualifying the Eligibility criteria and complete with regard to availability of the documents will be considered for Final Evaluation.
- III. Tender Committee: The Tender Committee constituted by Collector, Cuttack to finalize the tender.

Section- VI

AWARD OF CONTRACT

The District Welfare Officer, Cuttack on behalf of Collector, Cuttack will award the Contract to the successful bidder qualifying in the Technical Bid.

6.1 Notification of Award

The District Welfare Officer, Cuttack will notify the successful bidder in writing or by fax or email, that its proposal has been accepted.

6.2 Signing of the Contract

After notification award by the Office of the District Welfare Officer, Cuttack notifies the successful bidder that its proposal has been accepted, the concerned and individual Officer of the Collector, Cuttack shall enter into a separate contract/Agreement with the selected Outsourcing Agency incorporating all clauses.

6.3 Failure to Agree with Terms and Conditions of the Tender Paper

Failure of the successful bidder to agree with the Legal Agreement and Terms & Conditions of the tender paper shall constitute sufficient grounds for the annulment of the award, in which event the Office of the Collector, Cuttack may award the contract to the next best value bidder or call for new proposals from the interested bidders.

6.4 Term of the Award

The period of contract shall be for a period of one year initially from the date of execution of agreement and on assessment of outcome & satisfactory performance, engagement can be extended for two years only.

Section-VII

PAYMENT TERMS & CONDITION

The Service Provider will claim Service Charge on negotiable basis (having lowest bidder of service charge is being considered) after signing the separate agreement with the Collector, Cuttack from due engagement of Manpower at the respective level.

ANNEXURE A

TECHNICAL REQUIREMENT FOR MANPOWER TO BE DEPLOYED BY THE SUCCESSFUL MANPOWER SERVICE PROVIDER IN FOREST RIGHT CELLS OF CUTTACK DISTRICT

A- Qualification and Experience of personnel to be engaged in the FR Cells:

1. Coordinator

Education Candidate should have completed graduation. Individuals with Master's degree will be preferred.

Work Experience

- Minimum 2-3 years of experience in NGO/social sector projects.
- Candidate from the concerned district should be preferred for all the positions under the scheme.
- Experience of working with Govt. projects will be an added advantage.
- Fair understanding of Central / State Govt. Schemes & community Mobilization skills
- Experience in delivery of training & capacity building program/ initiatives.
- Experience of networking with line departments of Govt.

Language and competency;

Fluency in oral and written communication in English & Odia.

Computer Skills;

- Proficiency in computer skills like the use of MS Office and conversant with internet/emails.

Remuneration;

- Consolidated remuneration of Rs.35,000/- per month (Inclusive of all taxes) subject to submission of signed absentee statement and performance report by the concerned Sub collector/Nodal Officer by 05th of each succeeding month.

2. MIS Assistant

Education Candidate should have completed graduation & PGDCA course. Individuals with Master's degree will be preferred.

Work Experience

- 02 years of experience in data entry and large-scale database management in any reputed govt. / private agency.
- Proficiency in computer skills like the use of MS Office specially MS Office, MS Excel and conversant with internet/use of online platforms is a mandatory requirement.

Language and competency;

Fluency in oral and written communication in Odia & English is a mandatory requirement.

Remuneration;

- Consolidated remuneration of Rs.25,000/- per month (Inclusive of all taxes) subject to submission of signed absentee statement and performance report by the concerned Sub collector/Nodal Officer by 05th of each succeeding month.

Section-VIII

Nature of Engagement;

Mode of engagement will be completely contractual and on temporary basis. The contract can be terminated by either of the party with one-month prior notice or remuneration in lieu. Initial agreement will be for one year. On satisfactory performance, the selected candidate will have the opportunity to get associated with the scheme for a total period of two years.

Selection Procedure;

All the hiring will be done through the third party at the district level. The selection of candidates should be done through open advertisement and interview process. The interview panel constituted by each district may be consist of following members;

1. ADM(Revenue)
2. Sub-Collector
3. PA, ITDA / DWO (Nodal Officer on FRA)

Concerned agency will share the resumes of interested candidates with the selection panel at least 03 days prior to the date of interview and candidates will be selected on basis of the recommendation of the selection panels. District Nodal Officer will make necessary arrangement for computer(desktop/laptop) for written test if required for the interview.

TECHNICAL BID**FOR PROVIDING MANPOWER SERVICES TO FOREST RIGHT CELLS OF CUTTACK DISTRICT****Form 1**

1	Name of the Organization	
2	Legal Status	
3	Name of the Manpower Service Provider	
4	Name of the Proprietor / Director	
5	Full Address of Registered Office with Telephone Number, FAX No & Email Address / Website	
6	Name & Telephone No of the Authorized Person to liaise with authority	
7	Registration No. of Certificate of Incorporation & Date	
8	Bank Name of the Manpower Service Provider	Account No Bank & Branch Name IFS Code
9	PAN (Attach self-attested Copy)	
10	GST Registration No (Attach self-attested copy)	
11	EPF Registration No (Attach self-attested copy)	
12	ESI Registration No (Attach self-attested copy)	
12	No. of years of experience as HR service provider (as on 1st 30.05.2025)	
13	Date of first assignment as HR Service Provider	
14	Date of first assignment as HR Service Provider for Govt. Department	
15	Annual Turn Over	2022-23 2023-24 2024-25
16	Details of EMD	Demand Draft No & Date Amount
17	Details of Tender Cost	Demand Draft No & Date Amount

13. Please give details of the major similar contracts handled by the Manpower Service Provider during the last three financial years i.e. 2022-23, 2023-24 & 2024-25 in the following format:

(Please attach separate sheet, if required)

Sl. No.	Name, address & Telephone Number of the Client	Details of Manpower Service Provided		Amount of Contract (Rs in Lakh)	Duration of Contract	
		Type of Manpower Provided	Number		From	To

Signature of Authorized Signatory with Seal

Full Name:

Designation:

Address:

Place:

Date:

Phone No (O):

Phone No (M):

FINANCIAL BID

FOR PROVIDING MANPOWER SERVICES TO FOREST RIGHT CELLS OF CUTTACK DISTRICT

01. Name of the Manpower Service Provider
02. Rate per person per month inclusive of all Statutory Liabilities & Taxes

Sl. No.	Manpower type	Consolidated Remuneration in Rs. per month (Inclusive of all taxes)	Total Quoted value
1	Cell Coordinator	35000	
2	MIS Assistant	25000	

Notes:

01. The Service Charge quoted should not be less than 3.85% of the remuneration.
02. The total rates quoted by the Agency should be inclusive of all Statutory Liabilities & Taxes in force at the time of submitting the tender & fixed for the period of contract. No alteration shall be allowed under any circumstances unless and until Government notifies the same.
03. 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 as per the actual.
04. Bidders have to quote for all the positions under this tender and the bid with lowest evaluated monthly charges for the required manpower (from sl.1 to 2) will be awarded with the contract.
05. The employee's share of contribution towards EPF & ESI shall be deducted by the service provider from the minimum take home remuneration of the person engaged (subject to the willingness of the employee) and deposit the same with appropriate authority. Proof of deposit of the same with the concerned authority must be furnished.
06. In case of non-compliance of any of the above conditions, the Bid will be summarily rejected.

Signature of Authorized Signatory with Seal

Full Name:

Designation:

Address:

Place:

Date:

Phone No.

Form 2: Document Checklist for Technical Bid

Sl. No.	Eligibility Compliance Document	Provided (Yes/ No)	Page No in the Technical Bid
1	Copy of Certificate of Incorporation / Registration/ Partnership Deed, MoA/ Bye-laws, etc.		
2	Copy of Service Tax Registration Certificate		
3	Copy of Income Tax PAN		
4	Copy of Labour Registration Certificate		
5	Copy of EPF Registration Certificate		
6	Copy of ESI Registration Certificate		
7	Copy of Audited Balance sheet and Profit & Loss Account as proof of Annual Turnover for the financial years 2022-23, 2023-24 & 2024-25		
8	Copy of Income Tax Return for the financial years 2022-23, 2023-24 & 2024-25		
9	Copy of Service Tax Return for the financial years 2022-23, 2023-24 & 2024-25		
10	Copy of work orders from the client		
11	Tender Paper Cost (DD No.:, Amount:, Bank:, Date:))		
12	Earnest Money (DD No.:, Amount:, Bank.:, Date:))		

Signature of witness

Date:

Place:

Signature of Authorized Signatory with Seal

Date:

Place:

DECLARATION

1. I, Shri/Kumari/Shrimati, Son/Daughter/Wife of Shri....., Proprietor/ Director, am competent to sign this declaration and execute this tender Document.

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

3. The information / documents furnished along with the tender application 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/ our tender at any stage besides liabilities towards prosecution under appropriate law.

Signature of Authorized Signatory with Seal

Full Name:

Designation:

Address:

Place:

Date:

Phone No (O):

Phone No (M):

Form 3:
Self-declaration of not being ineligible
On the Letter Head

I, Sri/Smt. _____ aged about _____
years S/o/D/o/W/o _____ Proprietor/Partner/
Director of _____ M/s _____ At- _____ Po-
_____, PS _____, and
District _____ do hereby solemnly declare as follows:

- 1) That pursuant to the tender call notice dt. _____ of the Office of the Collector, Cuttack at the District level, I/my firm/company am/is an intended bidder to participate in the said tender process.
- 2) That as per terms & conditions of the tender documents, I am to declare that, I/my firm/company have not been blacklisted by any Central/State Govt. Organisation or by any Public Sector undertakings of the State/Central Govt.
- 3) That neither any criminal case nor any vigilance case is pending against me/my firm/company before any forum.
- 4) That the facts stated above are true to the best of my knowledge and belief.

Place:
Date:
Phone No (O):
Phone No (M):

Signature of Authorized Signatory with Seal
Full Name:
Designation:
Address: