



OFFICE OF THE COLLECTOR & DISTRICT MAGISTRATE, BARGARH  
(NIZARAT SECTION)

No. 20648 / Niz. Dated. 18.12.2024

Request for proposal (RPF) for engagement of staff in Circuit House,  
Bargarh, on Outsourcing basis

Proposals are invited from eligible Bidders (Firm/ Agencies) interested to provide services of 4 numbers of 01 Kitchen Helper, 01 Gardener, 01 Sweeper and 01 Security Guard in Circuit House, Collectorate, Bargarh on outsourcing basis for a period of two years which can be extended for another one year for satisfactory performance on contract basis for day to day official work with specific term and conditions. The "Request of Proposal" document along with all information relating to the tender process such as cost of RFP document, EMD, Eligibility Criteria, Terms and conditions, etc. are available on the website [www.bargarh.odisha.gov.in](http://www.bargarh.odisha.gov.in), which may be downloaded.

Important Dates

Last Date of Submission of RFPs: 25.12.2024 up to 05.00 P.M.

Date & Time of Opening of RFPs: 26.12.2024 at 11.30 A.M.

The undersigned reserves the right to reject any or all the tenders without assigning any reason thereof.

Collector & District Magistrate,  
Bargarh

Memo No 20649 / Niz. Dated. 18.12.2024

Copy forwarded to DeGM, Collectorate, Bargarh for information. He is requested to upload the Tender Call Notice in the district website for wide publicity.

Copy to the Notice Board of Collectorate, Bargarh/All Sub Collector's Office/All Tahasils of Bargarh District for information.

Collector & District Magistrate,  
Bargarh

**TENDER DOCUMENT FOR SELECTION OF SERVICE PROVIDING AGENCIES (SPA) FOR HIRING OF 01 KITCHEN HELPER, 01 GARDENER, 01 SWEEPER AND 01 SECURITY GUARD IN CIRCUIT HOUSE, COLLECTORATE, BARGARH ON OUTSOURCING BASIS OF REVENUE AND DISASTER MANAGEMENT DEPARTMENT IN BARGARH DISTRICT**



OFFICE OF THE COLLECTOR & DISTRICT MAGISTRATE, BARGARH  
( NIZARAT SECTION)

**Request for proposal**

For Outsourcing of **Services of 4 numbers** of **01 Kitchen Helper, 01 Gardener, 01 Sweeper and 01 Security Guard** in **Circuit House, Collectorate, Bargarh** on outsourcing basis in the Office of the Collector, Bargarh by Service Providing agencies (SPAs).

- a) Period of issue of Tender Document : **18.12.2024 to 25.12.2024**
- b) Late Date and Time for submission of tender document: : **25.12.2024 by 05.00 PM**
- c) Date and time for opening of the document
- i) Technical Bid : **26.12.2024 at 11.30 A.M.**
- ii) Financial Bids of eligible : **26.12.2024 at 04.00 P.M.**
- Technical Bidders
- d) Likely date for commencement of deployment of required manpower : **01.01.2025**

**SCOPE OF WORK AND GENERAL INSTRUCTION FOR SERVICE BIDDERS FOR HIRING OF 01 KITCHEN HELPER, 01 GARDENER, 01 SWEEPER AND 01 SECURITY GUARD IN CIRCUIT HOUSE, COLLECTORATE, BARGARH ON OUTSOURCING BASIS OF REVENUE AND DISASTER MANAGEMENT DEPARTMENT IN BARGARH DISTRICT**

1. The Collector, Bargarh requires the services of reputed, well established and financially sound Manpower Service Provider to provide services of **04** numbers 01 Kitchen Helper, 01 Gardener, 01 Sweeper and 01 Security Guard in Collectorate, Bargarh on outsourcing basis for a period of two years which can be extended for another one year for satisfactory performance on contract basis for day to day official work with specific term and conditions.
2. This Office has tentative requirement for the following posts

S.N.	Name of the post	No 's of Services Required
1	Kitchen Helper	01
2	Gardener	01
3	Sweeper	01
4	Security Guard	01
<b>TOTAL</b>		<b>04</b>

3. The interested SPA may submit the tender document complete in all respects along with earnest money deposit (EMD) of **Rs.10000/- (Rupees Ten thousand) only** and other requisite documents by 24.12.2024 up to **05.00 P.M.** at Collectorate, Bargarh.
4. The various crucial dates relating to "**Tender for Providing Service to the Collectorate, Bargarh-768028**" are cited as under :

S.N	Particular	Date
1	Issuance of Tender Document	<b>18.12.2024 to 25.12.2024</b>
2	Last Date and Time for Submission of Bids	<b>25.12.2024 by 05.00 PM</b>
3	Technical Bid Opening	<b>26.12.2024 at 11.30 A.M.</b>
4	Financial Bid Opening	<b>26.12.2024 at 04.00 P.M.</b>

5. The SPAs are required to enclose photocopies of the following documents (duly attested by Gazetted Officer or self attested), along with the Technical Bid, **failing which their bids shall be summarily/ out right rejected and will not be considered any further:**

- (a) Two recent passport size coloured photograph affixed over the box of technical bid and financial bid forms.
- (b) Proof of residential address.(Copy of Telephone Bill/Electric Bill of July.2023)
- (c) Copy of the ID proof (Driving License/Voter ID/Aadhar card)
- (d) Copy of PAN card;
- (e) EMD for Rs.10,000/- in shape of Demand draft or bankers cheque drawn in favour of the **Collector, Bargarh**, in any Nationalize Bank payable at Bargarh. In case of unsuccessful tenderer the E.M.D. shall be refunded after closure of the tender process.
- (f) Copies of EPF and ESI return for the year 2020-21,2021-2022, 2022-2023 & 2023-24 along with registration certificate.
- (g) Copy of the Registration certificate from Labourer department for providing manpower service under Orissa shops and Commercial Establishments Act, 1956.
- (h) Copy of the IT return filed for the last three financial years;
- (i) Copy of the GST registration certificate;
- (j) Certified extracts of the Bank Account containing transactions during last three years;
- (k) Copy of Labour License issued by Labour Department.
- (l) Proof of service provided in other Govt. Sector/ institutions.
- (m) The Manpower Service providers should submit the copy of valid Private Security License as per the provision of Private Security Regulation Act, 2005.

**The EMD shall be subject to forfeiture in the following cases.**

- i) In case the successful tenderer withdraws from the tenderer after opening of his tender paper.
- ii) In case the successful tenderer does not turn up to sign the agreement when intimated by the Collector, Baragrh.

**2. IMPORTANT MATTER TO BE NOTED BY THE TENDERER:**

a) The rate to be quoted by the tenderer shall be per person per month. EPF, ESI, Service charges, Taxes and any other Incidental charges exclusive of the above be also quoted separately.

b) The rate to be quoted shall be for the following category of persons:

S.N.	Name of the post
1	Kitchen Helper
2	Gardener
3	Sweeper
4	Security Guard

c) The rate shall be quoted both in figures and words.

d) Un sealed Tender documents and those received beyond the scheduled date and time shall not be accepted.

**The undersigned reserves the right to alter or modify any of the terms and conditions of the tender as deemed proper in the interest of Govt.**

3. The undersigned does not bind himself to accept the lowest rate offered, in case of lowest price quoted by more than one tenderer, due weight age will be given to the tenderer with proven track record in the field.

4. Form of Tender: The tender Form will be consist **two parts i.e. Form-A (Technical Bid) and From-B (Financial Bid)**. The tenderer has to give details of his companies /Associates, if any, previous experience and the proof to that extent in Form-A (Technical) attaching the desired documents. In Form-B, the tenderer has to quote financial figure. Form A and Form B are to be kept in two different sealed covers over which it has to be written clearly Form A/ Form B respectively. Both covers should be kept in a single large cover super scribing: "**TENDERS FOR HIRING OF SERVICES TO CIRCUIT HOUSE, COLLECTORATE, BARGARH**" and the name of the tenderer. Otherwise tender will not be considered. The tender should be sealed and complete in all respect.

5. The Tender shall be finalised by the tender committee in the following procedure:

i) Technical bid in Form-A will be opened first and evaluated by the tender opening committee as per the Tender conditions and specifications.

ii) The Financial bid in From-B of only such tenderer who qualify in the Technical bid will be opened by the committee duly constituted by the Collector, Bargarh on that behalf for the purpose.

iii) The committee constituted as above will take a decision to accept the tender or otherwise.

6. Tender form can only be obtained from the website of Bargarh district i.e. [Bargarh odisha.gov.in](http://Bargarh.odisha.gov.in) with effect from **18.12.2024** .The downloaded tender paper must

be accompanied with Bank draft of Rs. 2240/-  $\{(2000/-+240/- (GST))\}$  drawn in favour of the Collector, Bargarh, in any nationalize Bank payable at Bargarh. The cost of tender form is not refundable under any circumstances.

7. The Collector, Bargarh reserves right to reject or partially accept and to cancel any or all the tenders received without assigning any reason thereof.

8. Canvassing in connection with tender is strictly prohibited and the tender submitted by the Manpower Service providers that resort to canvassing will be liable for rejection.

9. Tender which will not full fill all or any of the conditions or incomplete in any respect are liable to be rejected.

10. Conditional tenders shall not be accepted.

11. After finalization of tender the Manpower Service providers shall be required to enter into an agreement with Collector, Bargarh.

12. The Manpower Service providers shall declare in writing that none of his business partner in any way related to any official of the office of the Collector, Bargarh.

13. The Manpower Service providers shall have a local office with a regular telephone service.

14. All credentials of the party including financial standing, registration with Government having support or connection with Government Departments/Organizations etc. together with records of past performance with such institutions, Department, Organaizations etc. are to be produced for verification before Collector, Bargarh.

15. All wages and allied benefits like EPF, ESIC are to be paid by the Manpower Service providers. The Manpower Service providers shall remain liable to the authorities concerned for compliance of the respective existing rules and regulations of the Government for this purpose and shall remain liable for any contravention thereof. The Manpower Service providers shall abide by the minimum wage Act as per law for payment to the staff to be employed by it in Collectorate, Bargarh/ Sub Collector's Offices and Tahasil Offices of Bargarh District.

16. A security deposit in the form of bank guarantee for not less than 10% of the tender value with the legal binding and recoverable valuables including cash hall be given by the Manpower Service providers to cover risk of any loss to the employer for negligence, failure, inefficiency, fraud or theft, pilferage etc. on the part of the service in the event of any such occurrence and/or breach of contract the amount of compensation as assessed by the employer shall be recovered either from the monthly instalment due to Manpower Service providers or from his security disposal.

17. During the period of contract Manpower Service providers shall provide uninterrupted service and the deployed personnel should perform their duties diligently, honestly and to the entire satisfaction of the Collector, Bargarh/ Sub Collector's Offices and Tahasil Offices of Bargarh District.
18. The Manpower Service providers shall produce a registration/clearance certificate from the nearest police station of Bargarh at his own cost for each and every person, so posted by the Manpower Service providers in the office of the Collector, Bargarh/ Sub Collector's Offices and Tahasil Offices of Bargarh District.
19. All persons of the Manpower Service providers employed in the office of the Collector, Bargarh/ Sub Collector's Offices and Tahasil Offices of Bargarh District shall be engaged as per rules /regulation of the Government.
20. The Collector, Bargarh shall pay to the agent nothing more that the amount as may be due under the contract terms.
21. The Manpower Service providers shall not make any alterations deviations, additions, or omission from the approved staff strength as required by the employer without the prior approval of the Collector, Bargarh.
22. Payment would be arranged to the Manpower Service providers by the Collector, Bargarh **after submission of proper pre-receipted bill along with proof of ESI & EPF deposits** and a copy of the attendance register for the month duly certified by authorised officer. No interest shall be paid or can be claimed by the Manpower Service providers for delayed payment. Tax Deducted at source will be made from each bill at the rates prescribed by the Government from time to time.
23. The contract for providing the aforesaid manpower is likely to commence from the date of signing of contract and would continue till completion of 02 years. The period of the contract may be further extended for another one year for satisfactory performance.
24. For reasons other than mentioned in the clause above, the authority reserves right to terminate this initial contract at any time after giving one week's notice to the selected Service provider.
25. In case of any dispute arising out of this contract/award of work between the Collector, Bargarh and the Manpower Service providers, the matter shall be subject to appeal before next higher authority of the Revenue Administration.
26. All litigation in connection with this tender shall be subject to the jurisdiction of Courts of, Bargarh only.

27. Only those Manpower Service providers /firm/individuals/entrepreneurs who agrees to the terms and conditions laid down as above shall apply.

28. The Persons engaged by the Manpower Service providers should be above 18 years of age.

29. The Minimum Educational Qualification for the Persons engaged against the post of Group D post shall be 7<sup>th</sup> Class pass.



OFFICE OF THE COLLECTOR & DISTRICT MAGISTRATE, BARGARH  
**FORM-A – TECHNICAL BID**

1. Name of the Tendering Service Provider :

2. Name of Proprietor/ Partner :

3. Full Address of Registered (to be supported with copy Of the telephone/electric bill of July 2024/driving license/ Voter ID/Aadhar Card) :

Phone Number:

E-mail address:

4. Address for correspondence (if other than above) :

5. Amount of E.M.D. furnished (in figure) :

(in word)

6. Particulars of EMD-Bank draft/ Bankers Cheque No :

7. Name of drawee Bank :

8. PAN No (Attach attested copy) :

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

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

Place  
Date

Full Signature of the Tenderer



OFFICE OF THE COLLECTOR & DISTRICT MAGISTRATE, BARGARH  
**FORM-B – FINANCIAL BID**

**TENDER PAPER FOR PROVIDING SERVICES OF 4 NO'S OF KITCHEN HELPER, GARDENER, SWEEPER & SECURITY GUARD IN CIRCUIT HOUSE IN COLLECTORATE, BARGARH**

Late Date and Time for submission : 25.12.2024 by 05.00 PM  
of tender document:

1. Name of the Manpower Service providers /Tenderer :  
(in Block Capital letter)

2. Price offered(Exclusive of G.S.T.) per month

Category	Minimum wage rate to be paid	EPF Share (employer)	ESI Share (employer)	Service & other incidental charges	Total
Kitchen Helper	Rs.12600/-				
Gardener	Rs.12600/-				
Sweeper	Rs.12600/-				
Security Guard	Rs.12600/-				

N.B. Date and time for opening of financial bid shall be intimate to the technically qualified bidder after finalization of technical bid.

Place  
Date

Full Signature of the Tenderer

## DECLARATION

1. I, \_\_\_\_\_ Son/Daughter \_\_\_\_\_  
Wife of Sri \_\_\_\_\_ Proprietor/ Director/ Authorised  
signatory of the Service Provider, Mentioned above and 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 above 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 tender at any stage besides liabilities towards prosecution  
under appropriate law.

Date:  
Place:

Signature of authorised person  
Full Name:  
Seal:

**TERMS & CONDITIONS FOR PROVIDING OF MAN POWER SERVICE TO COLLECTORATE, BARGARH/ SUB COLLECTOR'S OFFICES AND TAHASIL OFFICES OF BARGARH DISTRICT**

**GENERAL**

1. The Agreement shall commence from the date of signing of the agreement for 2 years and unless it is curtailed or terminated by the authority owing to deficiency of service, sub-standard quality of manpower deployed, breach of contract etc. or change in requirements.
2. The Agreement shall automatically expire after completion of 2 years from the date of signing of the contract. The period of the contract may be further extended for another one year for satisfactory performance.
3. The Agreement may be extended, on the same terms and conditions or with some additions/ deletions /modifications, for a further specific period mutually agreed upon by the Manpower Service Provider and the 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 Manpower Service providers or organization by whatever name be called without the prior written consent of the Authority.
5. The Office, at present has tentative requirement of **04** no's of services on urgent basis. The requirement of the Office may further increase or decrease marginally, during the period of initial contract also and the tenderer would have to provide additional manpower services, if required on the same terms and conditions.
6. The SPAs will be bound by the details furnished by it to the Authority while submitting the tender or at 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 a 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 15 days notice to the Manpower Service Provider.
8. The person deployed may be called on holidays to attend duty and shall not be paid extra remuneration as per rates approved by this office on attending such duty.
9. The Manpower Service Provider shall nominate a coordinator who shall be responsible for immediate interaction with this office so that optimal services of the persons deployed could be availed without any disruption.
10. The entire financial liability in respect of manpower services deployed in the Office concerned shall be that of the Manpower Service Provider and the Office concerned will in no way be liable. 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 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 Office concerned.

11. For all intents and purposes, the Manpower Service Provider shall be the "Employer" within the meaning of different Rules & Acts in respect of manpower so deployed. The persons deployed by the Manpower Service Provider shall not have any claim whatsoever like employer and employee relationship against the Office concerned.
12. The Manpower Service Provider shall be solely responsible for the redressal of grievances or resolution of disputes relating to persons deployed. The Office 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 Manpower Service Provider the deployed person can place their grievance before a Joint Committee consisting of a representative of the Office concerned and an Authorized representative of the Manpower Service provider.
13. The Authority 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.
14. 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.
15. In case of termination of this Agreement on its expiry or otherwise, the persons deployed by the Manpower Service Provider shall not be entitled to and shall have no claim for any absorption in regular or other capacity.
16. The person deployed shall not claim any benefit or compensation or absorption 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 SPAa.**
17. The Manpower Service Provider must be registered with the concerned Government Authorities, i.e. Labour Commissioner, Provident Fund Authorities, Employees State Insurance Corporation etc. and a copy of the registration should be submitted. The Manpower Service Provider shall comply with all the legal requirements for obtaining License under Contract Labour (Regulations and Abolition) Act, 1970 is any, at his own part and cost.\*
18. 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.
19. The persons deployed by the Manpower Service Provider should have good police records and no criminal case should be pending against them.

20. The persons 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 office concerned. The Manpower Service provider shall be responsible for any act of indiscipline on the part of the persons deployed.

### LEGAL

21. 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.
22. The Manpower Service Provider shall be responsible for compliance of all statutory provisions relating to minimum wages payable to different types of worker in respect of the persons deployed by it in the office concerned. The office concerned shall have no liability in this regard.
23. The Manpower Service Provider shall also be liable for depositing all taxes, levies, Cess etc. on account of service rendered by it to the office concerned to the concerned tax collection authorities, from time to time, as per the rules and regulations in the matter. Attested Xerox copies of such documents shall be furnished to the office concerned.
24. The Manpower Service Provider shall maintain all statutory registers under the Law and shall produce the same, on demand, to the authority of the office concerned or any other authority under Law.
25. The Tax deduction at Source (T.D.S.) shall be done as per the provisions of Income Tax Act/ Rules, as amended, from time to time and a certificate to this effect shall be provided by the office concerned.
26. In case, the Manpower Service Provider fails to comply with any liability under appropriate law, and as a result thereof, the office concerned is put to any loss/ obligation, monetary or otherwise, the office concerned will be entitled to get itself reimbursed out of the outstanding bills.
27. The Agreement is liable to be terminated because of non-performance, deviation of terms and conditions of contract, non-payment of remuneration of employed persons and non-payment of statutory dues. The Office concerned will have no liability towards non-payment of remuneration to the persons employed by the Manpower Service Provider and the outstanding statutory dues of the service provider to statutory authorities. If any loss or damage is caused to the Office concerned by the persons deployed, the same shall be recovered from the unpaid bills.

### FINANCIAL

28. The Technical Bid should be accompanied with an Earnest Money Deposit (EMD), refundable without interest, of **Rs.10000/- (Ten thousand)** only in the form of

Demand Draft/ pay Order drawn in favour of Collector, Bargarh, **falling which the tender shall be rejected out rightly.**

29. The Earnest Money Deposit in respect of the agencies which do not qualify the Technical Bid (First Stage)/ Financial Bid (Second competitive stage) shall be returned to them without any interest. **In case of successful tenderer if the Manpower Service providers fail 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.**
30. The Manpower Service Provider shall raise the bill, in triplicate, along with attendance sheet duly verified by the Office concerned in respect of the persons deployed and submits the same to the prescribed authority in the first week of the succeeding month, thereafter the payment will be released.
31. The claims in bills regarding Employees State Insurance, Provident Fund and Service Tax etc. should be necessarily accompanied 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 Office concerned.
32. 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 the Manpower Service Provider shall be deducted from its monthly bill in the succeeding month.
33. The Authority reserves the right to withdraw or relaxes any of the terms and condition mentioned above so as to overcome the problem encountered at a later stage.
34. 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 for his decision and the same shall be binding on all parties.
35. All disputes shall be under the jurisdiction of the court at the place where the headquarters of the authority, who has executed the agreement, is located.
36. The successful bidder will enter into an agreement with this Office for supply of suitable and qualified manpower as per requirement of this Office on the above terms and conditions.