

**OFFICE OF THE COLLECTOR AND DISTRICT MAGISTRATE,
BARGARH
(Tourism Section)**

No 91 /2025, Date: 20 / 3 /2025

**EXPRESSION OF INTEREST
FOR SELECTION OF REGISTERED FIRMS/ SERVICE
PROVIDER AGENCIES FOR PROVIDING MANPOWER FOR
NRUSINGHNATH TEMPLE, PAIKMAL, BARGARH**

Sealed tenders are invited from intending reputed and experienced Manpower Service Providing Agencies to provide services of different categories of manpower for Safety, Security and Sanitation in Nrusingahnath Temple, Bargarh District during the year 2024-2025. The details of the bidding process are as follows:

Sl. No.	Bidding Schedule	Date and Time
1	Date of Issue	21.03.2025
2	Bid Due Date and Time	04.04.2025, 05.00 PM
3	Opening of Technical Bid	05.04.2025, 04.30 PM
4	Opening of Financial Bid	05.04.2025, 04.30 PM

Bidders are required to submit the technical and financial bids separately. The bids in sealed Cover-I containing "**Technical Bid**" and sealed Cover-II containing "**Financial Bid**" should be placed in third sealed cover super-scribed "**Bid for Outsourcing of Manpower for Safety, Security and Sanitation in Nrusingahnath Temple**" must reach the undersigned on or before **04.04.2025, 05.00 PM** by **Speed Post/ Regd. Post/ Courier** only.

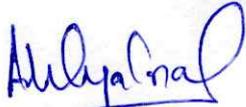
The bid documents containing eligibility criteria and detail terms and conditions of the tender can be downloaded from the website <https://bargarh.odisha.gov.in>. The sealed tender proposal shall be submitted along with non-refundable application fees of Rs.5,000/- (Rupees Five thousand only) in shape of Bank Draft drawn in favour of the District Tourist Officer, Bargarh.

The last date and time for submission of tender document is **04.04.2025, 05.00 PM**. The Authority shall not be held responsible for postal delay, if any, in case of non-receipt of the same in time.

The Authority reserves every right to reject any or all the **Tender** without assigning any reason thereof.

Complete address for submission of bid:

**The District Tourist Officer, Sanskruti Bhawan, Near Collectorate Campus,
Bargarh, Pin- 768028.**


Collector, Bargarh

INSTRUCTION TO BIDDERS**A. GENERAL INFORMATION**

1. On behalf of Collector, Bargarh the Trustee Shri Shri Nrushingath Temple Paikmal requires services of reputed, well established and financially sound Human Resource Service Providers/ Agencies (HRSPA) to provide services of different categories manpower for Safety, Security and Sanitation in Nrusingahnath Temple, Bargarh District for the following categories:
 - Semi-Skilled Labour-02 nos - (01) supervisor Sanitation and (01) Security Service)
 - Unskilled Labour- (26) nos
2. The agency shall be responsible for payment of fixed remuneration to the Human Resource every month in time as per Government policy and guidelines/ wage policy. The remuneration of different Human Resources are as below:
3. The Tourist Officer, Bargarh will release the remuneration to the agency for payment to the Human Resource on the last day of the month subject to necessary verification of attendance by the trustee, Shri Shri Nrushingath Temple, Paikmal. The agency will deposit the EPF and ESI of Human Resource in time and submit proof of the same along with payment of remuneration to HR to Tourist officer, Bargarh by 10th of each month. In case of any delay, agency will submit reason for it to the satisfaction of Trustee Shri Shri Nrushingath Temple, Paikmal.
4. The requisition will be given to the agency by the collector as per need/ requirement from time to time during the contract period. Whenever any vacancy will arise due to resignation/termination/death of Human Resources, upon receipt of requisition the agency will give a list of manpower at least 3 times of the requirement. The list should be accompanied with detailed information of manpower within stipulated period specified in the requisition. The suitable manpower will be engaged by following due procedure.
5. In case of unsatisfactory performance of any Human Resource, Collector, Bargarh will intimate the agency to withdraw the person/ persons and replace immediately following the procedure mentioned at point above.
6. The agency will be responsible to conduct a thorough antecedent verification of the manpower to be deployed and submit an undertaking, in writing, regarding the verification done. No person with criminal antecedent/ criminal & vigilance cases shall be deployed.
7. The agency shall at all times indentify and agree and undertake to defend and hold any harmless against all liabilities, damages, losses, expenses, claims, suits,

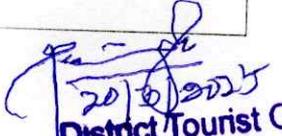

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proceedings, judgements, settlements, actions, costs of any nature whatsoever, whether directly or indirectly arising out of agreement executed between agency and Collector, Bargarh.

B. SCOPE OF WORK

The scope of services for provision of security and housekeeping services are required at the following locations at Nrusinghanath Temple.

1. For Sanitation							
Sl. No	Particulars	Shift (3 shift of 8 hrs.)				Total Strength	
		Gen	Shift-1	Shift-2	Shift-3	Semi-Skilled	Unskilled
a.	For Temple Area (Unskilled)		3	3			6
b.	For Waterfall Area (Unskilled)		2	2			4
c.	For Parking Area (Unskilled)		2				2
d.	For Market Area (Unskilled)		1	1			2
e.	Sanitation Supervisor (Semi-Skilled)	1				1	
Sub-Total						1	14
2. For Security							
a.	For Temple Area (Unskilled)		2	1	1		4
b.	For Waterfall Area (Unskilled)		2	1	1		4
c.	For Parking Area (Unskilled)		1	1			2
d.	For Market Area (Unskilled)		1	1			2
e.	Security Supervisor (Semi-Skilled)	1				1	1
Total						1	12
Grand Total						2	26


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MINIMUM ELIGIBILITY CRITERIA

Sl. No.	Eligibility Criteria	Supporting documents to be furnished along with the Technical Bid
1	The Bidder should be registered under appropriate authority (any one), such as <ul style="list-style-type: none"> ▪ Registered under the Companies Act, 2013 ▪ Registered under the Indian Partnership Act, 1932 ▪ Registered under the Indian Trusts Act, 1882 ▪ Registered under the Societies Registration Act, 1860 ▪ Any other category like Proprietor, etc. 	Certificate of Incorporation/ Registration
2	The bidder must have at least 5 (Five) years of experience in business (upto the last date of submission of bid) for providing similar type of services to Central/ State Government/ Autonomous bodies/ societies/ corporate bodies	Copies of the work order from the previous authorities.
3	Must have average annual financial turnover of Rs. 50.00 lakh during the last 3 (three) financial years i.e. 2021-22, 2022-23 and 2023-24.	Copies of audited income/ expenditure Statement and Balance Sheet for the concerned period. (Duly certified by CA)
4	The agency should not have been blacklisted by any Central/ State Government, or any other public sector undertaking or a corporation as on the date of this EOI	An undertaking to this effect to be furnished by the bidder as per the prescribed format (Form-T2)
5	Must not have any pending judicial proceedings for any criminal offence against the proprietor/ Director/ Persons to be deployed by the Service Provider.	An undertaking to this effect to be furnished by the bidder as per the prescribed format. (Form-T3)
8	Must have registered with EPF and ESI	Latest challan deposit slip
9	Other Statutory Documents	Copies of: <ul style="list-style-type: none"> ▪ PAN & GSTIN ▪ Copies of EPF & ESI Registration Certificate. ▪ IT Return for the last 3 financial year (Duly certified by CA)

Note: The bidders who qualify above mandatory general eligibility criteria shall be taken up for further Technical Evaluation.

Bid Evaluation Methodology: Evaluation of the Technical and Financial proposals will be based on Quality cum Cost Based Selection mode with weighted average of 70:30 for technical and financial proposals respectively.

Evaluation of Technical Bid:

The technical proposals shall be evaluated in three phases.

- i. In the first phase the Technical Proposals shall be evaluated on the basis of minimum eligibility criteria as mentioned in this RFP.
- ii. In the second phase, the firms which qualify the minimum eligibility criteria shall be given marks based on Table: 1 of this RFP. Accordingly, firms will be ranked based on the marks allotted to them.

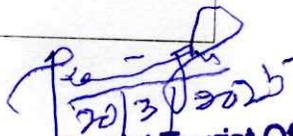

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Table: 1

Sl. No.	Description	Marks	Maximum Marks
1	Manpower on payroll Eligibility-		30
	Minimum 50 no. of personnel on payroll	10 Marks	
	Each additional 10 no. of personnel on payroll	2 Marks	
2	Turnover		20
	Minimum Turnover of Rs. 50 lakh	5 marks	
	Each additional turnover of Rs. 10lakh	1 mark	
3	Years of Experience		20
	At least 5 years of experience	5 marks	
	Each additional 1 year of experience	1 mark	
4	Agency having similar to requisite experience (Man power provision in Tourist destination)		10
	At least 5 years of experience	5 marks	
	Each additional 1 year of experience	1 mark	
5	ISO or any other similar certifications	10 marks	10
6	Powerpoint Presentation on plan of actions, methodology and achievements	10 marks	10
	Total Marks		100

In the third phase the qualified firms will be invited for opening of financial bid.

Technical Score (Ts): The Technical marks of participants shall be as per the point scoring methodology. A panel of experts may be included to evaluate the technical presentation.

Opening of Financial Proposal

The financial proposals of the qualified bidders shall be opened.

Financial Score: The lowest financial proposal will be given a financial score of 100 points. The financial scores of other proposals will be computed as follows:

$$Fs = 100 \times FM1/F1$$

(F1 = amount of Financial Proposal as proposed by the bidder; FM1 = Lowest financial quote)

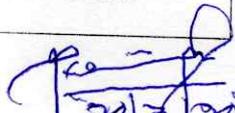
Combined and Final Evaluation

Proposals will finally be ranked according to their combined technical (Ts) and financial (Fs) scores as follows:

$$S = Ts \times Tw + Fs \times Fw$$

(Where S is the combined score, and Tw and Fw are weights assigned to Technical Proposal and Financial Proposal that shall be 0.70 and 0.30 respectively).

The Selected Applicant shall be the First Ranked Applicant (having the highest combined score). The Second and third Ranked Applicant shall be kept in reserve and


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may be invited for negotiations and they shall be considered for engagement at the rate agreed by the selected agency in the event of withdrawal, failure of the selected agency or on the event of increase in volume of work, or for any other reason.

8. **Statutory Rules, Acts and Regulations:**

- I. The HRSPA shall indemnify the trustee Shri Shri Nrushingath Temple, Paikmal against all claims which may be made under the Minimum Wages Act, Provident Fund Act, ESI Act, Payment of Bonus Act, Industrial Dispute Act, Payment of Wages Act or any Statutory modifications or, any other Acts, Rules and Policies as applicable.
- II. The HRSPA shall be responsible for any accidents caused to the workers and damage to the equipment during the period of contract. The trustee Shri Shri Nrushingath Temple, Paikmal shall no way be responsible for any of the accidents.
- III. For any failure of implementing the statutory rules and regulations by the HRSPA, the trustee Shri Shri Nrushingath Temple, Paikmal reserves the right to recover the same from the bills and security deposit of HRSPA.
- IV. Any violation of HRSPA towards payment Remuneration, EPF/ESI Contributions, Leave salary as per Act and agreement if, brought to the notice of the authority of the trustee Shri Shri Nrushingath Temple, Paikmal it would be referred to Tourism Department, Govt. of Odisha for taking legal action against the concerned HRSPA and without prejudice to the right of Collector, Bargarh to terminate the contract in such cases.

Submission of Bid

The proposal complete in all respect as specified must be accompanied with a Non-refundable Demand draft/ Banker's Cheque amounting to Rs.5,000/- (Rupees Five Thousand) only towards Bid Process Fee in favour of Tourist Officer, Bargarh drawn in any nationalised/ private, commercial bank and payable at Bargarh, failing which, the bid will be out rightly rejected. The bid should be sent through Speed Post/ Registered Post/ Courier so as to reach the Authority by **04.04.2025, 05.00 PM.**

The authority will not be responsible for any postal delay. *Bidders shall also submit a declaration stating that they shall submit to the Authority an EMD amount equivalent to 3% of the estimated amount if the Authority demands.* Bids without bid processing


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fee and Bid Security Declaration shall be rejected. Bids submitted after due date will be summarily rejected.

The bid has been invited under two bid systems i.e. Technical Bid and Financial Bid. The bidders are advised to submit two separate envelopes super scribing

"Technical Bid" (SELECTION OF REGISTERED FIRMS/ SERVICE PROVIDER AGENCIES FOR PROVIDING MANPOWER FOR SAFETY, SECURITY AND SANITATION IN NRUSINGAHNATH TEMPLE)

and

"Financial Bid" ((SELECTION OF REGISTERED FIRMS/ SERVICE PROVIDER AGENCIES FOR PROVIDING MANPOWER FOR SAFETY, SECURITY AND SANITATION IN NRUSINGAHNATH TEMPLE)

Both sealed envelopes must be kept in a third sealed envelope super-scribing

(SELECTION OF REGISTERED FIRMS/ SERVICE PROVIDER AGENCIES FOR PROVIDING MANPOWER FOR SAFETY, SECURITY AND SANITATION IN NRUSINGAHNATH TEMPLE)

Selected bidder will have to deposit a Performance Security (3% of the quoted annual contract value) in the form of Bank Guarantee from any nationalised/ private, commercial Bank situated within Odisha in favour of District Tourist Officer, Bargarh for a period of three months beyond the contract period. (i.e. Performance Bank Guarantee must be valid from the date of effectiveness of the contract to a period of three months beyond the contract period) as its commitment to perform services under the contract. Failure to comply with the requirements shall constitute sufficient grounds for forfeiture of the Performance Bank Guarantee. The Performance Bank Guarantee shall be released immediately after three months of expiry of the contract provided that there is no breach of contract on the part of the qualified bidder. No interest shall be paid on the Performance Bank Guarantee. In case, the contract is further extended beyond the initial contract period, the Bank Guarantee will have to be accordingly renewed by the deployed service provider as per the existing terms and conditions of the tender.

1. List of Documents for submission

Bidders are required to furnish the following documents along with the Technical Bid:

- a. Covering letter along with power of attorney on the bidder's letter head.
- b. Demand Draft in support of Bid Process fee as applicable.
- c. Bid Security Declaration in support of EMD as applicable
- d. Copy of Certificate of Incorporation of the firm agency.
- e. Copy of GSTIN
- f. Copy of PAN
- g. Copies of IT Returns for the last 3 financial years (Duly certified by CA).


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- h. Copies of EPF & ESI Registration Number.
- i. Copies of the Income/Expenditure statements along with Balance Sheet for the last 3 financial years (Duly certified by CA).
- j. Copies of work orders from the previous organisations for providing services during last Five years.
- k. Undertaking regarding non-blacklisting (On stamp paper)
- l. Undertaking regarding non-pending of any judicial proceedings (On bidder's letter head)

Any deviation from the prescribed procedures /required information/ formats/ conditions shall result in out-right rejection of the bid. Any conditional bid shall be out rightly rejected.

All entries along with the pages in the bid document should be legible, filed-in clearly and signed by the authorised representative. If the space for furnishing information is insufficient, a separate sheet duly signed by the authorised signatory should be attached. The technical Bid will be opened on **05.04.2025, 04.30 PM**. In presence of the authorised representatives of the bidder who wish to be present on the spot at that time.

The bid shall be valid for a period of **90 days** from the date of opening of the bids and no request for any variation in quoted rates and / withdrawal of bids on any ground by the bidder shall be entertained. Validity of the bids can be extended on mutual consent.

To assist in the analysis, evaluation and computation of bids, the authority may ask the bidders individually for clarification of their bids. The request for clarification and the response shall be in writing but no change in the price or substance of the bid offered shall be permitted.

However, the decision of the authority shall be final during the overall selection process. The quoted rates shall be as per the prescribed remuneration and shall include all statutory obligations.

The service provider shall be liable for all kinds of dues payable in respect of manpower deployed/ provided under the contract and the authority shall not be liable for any dues for availing the services of the personnel.

Interested Manpower Service Providers may submit tender document complete in all respects along with other requisite documents by **04.04.2025, 05.00 PM** to **District**


**District Tourist Officer
Bargarh**

Tourist Officer, Sanskruti Bhawan, Near Collectorate Campus, Bargarh, Pin-768028 through Regd. Post/speed post/Courier only. The Authority shall not be held responsible for any postal delay.

9. The Authority reserves the right to reject any or all the tenders/ Bids and approve/ accept any tender/ Bid without assigning any reason thereof.

TECHNICAL REQUIRMENTS FOR
THE TENDERING MANPOWER SERVICE PROVIDER/ AGENCY

Bidders are required to furnish the following documents along with the Technical Bid:

- a) Application Technical-Bid
- b) The registered office or one of the branch offices of the manpower service provider should be located within the jurisdiction of State of Odisha.
- c) Covering Letter along with power of attorney on the bidder's letter head.
- d) Demand Draft in support of Bid processing fee as applicable.
- e) Bid security declaration in Company letter head in support of EMD as applicable.
- f) Copy of Certificate of Incorporation/Registration of the firm/agency and also office address should be registered under Shop & Commercial Establishment Act.
- g) Copy of GSTIN
- h) Copy of PAN
- i) Copies of IT Returns and turnover of Rs.50.00 lakh of last 3 (three years) (Duly certified by CA).
- j) Copy of EPF Certificate and last deposit challan
- k) Copy of ESI Registration Certificate.
- l) Copies of the financial statements along with Balance sheet for the last 3 (three) i.e. 2018-19, 2019-20 and 2020-21 years. (Duly certified by CA)
- m) Copies of work orders from the previous organisations towards providing services during last 5 (five) years from last date of bid submission due date.
- n) Undertaking regarding non-blacklisting (On stamp paper)
- o) Undertaking regarding non-pending of any judicial proceedings (On bidder's letter head).

TECHNICAL BID
COVERING LETTER
(Bidder Letter head)

To

**The Collector and District Magistrate,
Bargarh, Pin- 768028**

Sub: Tender for Outsourcing of Manpower for Nrusinghnath Temple, Paikmal, Bargarh Sir,

I, the undersigned, offer to participate in the tender process to provide services for required manpower in accordance with your tender Notice No. _____, Dated _____, We are hereby submitting our proposal, which includes Technical Proposal and Financial Proposal sealed in separate envelopes.

I hereby declare that all the information and statements provided in the technical proposal are true and correct and I accept that any misinterpretation contained in it may lead to disqualification of our proposal. Our proposal will be valid for acceptance up to

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**District Tourist Officer
Bargarh**

90days and I confirm that this proposal will remain binding upon us and may be accepted by you at any time before the validity of the bid.

I, hereby unconditionally undertake to accept all the terms and conditions as stipulated in the RFP document. In case any provision of this tender are found violated, then your office shall have the rights to reject our proposal including forfeiture of the earnest money deposit absolutely.

Yours faithfully

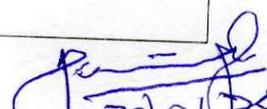
Authorised Signatory
With date and Seal

Name and Designation: _____

Address of the Bidder: _____

(FORM-T1)

1.	Name of the Bidder	
2.	Details of Bid Processing Fee: (Demand Draft Details)	DD No....., Date....., Amount (Rs.)..... Drawn on Bank.....
3.	Name of The Director	
4.	Full Address of Registered Office	
5.	Name and Telephone number of the authorised person signing the bid	
6.	Bank Name	Account No. Bank and Branch Name: IFSC Code:
7.	PAN No. (Attached self-attested copy)	
8.	GSTIN (Attached self-attested copy)	
9.	E.P.F. Registration No. (Attached self-attested copy)	
10.	E.S.I. Registration No. (Attached self-attested copy)	
11.	Acceptance to all the terms and conditions of the tender (Yes/No)	
12.	Power of Attorney/authorisation letter for signing the of the bid documents	


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13	Undertaking regarding no criminal case is pending with the police at the time of submission of bid	
14	Total number of pages in the tender document.	

15. Financial Turnover of the bidder for the last 3 financial years. (Duly certified by CA)

Financial Year	Turn Over (in INR)	Average Turnover (in INR)
FY 2021-22		
FY 2022-23		
FY 2023-24		

16. Details of the similar type service provided by the bidder in last 5 years

Sl. No	Name of Authority with complete address & Fax No.	Type of services provided with details of manpower deployed	Contract Amount (in INR)	Duration	
				From	To
1					
2					
3					
4					

DECLARATION

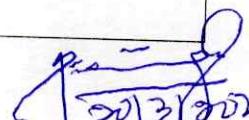
I, Shri Son/Daughter/Wife of Shri _____, Proprietor/Director/Authorised signatory of _____ (Name of the Service Provider), competent to sign this declaration and execute this tender;

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

The information and documents furnished along with the tender are true and authentic to the best of my knowledge and belief. I am well aware of the fact that furnishing of any false information fabricated document would lead to rejection of our tender at any stage besides liabilities towards prosecution under appropriate law.

Place:
Date:

(Signature of Authorised Representative with seal)


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Enclosures:

1. Bid Processing Fee in the form of Demand Draft in original
2. Bid security declaration
3. Copy of tender document (each page must be signed and sealed)
4. Dully filled Technical Bid and Financial Bid
5. List of Documents as applicable.

(FORM-T2)

UNDERTAKING

(On the Stamp Paper of appropriate value in shape of affidavit from the Notary regarding non-blacklisting)

I, hereby undertake that, our organisation has not been blacklisted/debarred by any of the Central/ State Government Department/ Office or by any Public Sector Undertaking (PSUs) and not blacklisted by any authority during the recent past.

Yours sincerely

Authorised Signatory
(In full and initials)

Name and Designation of the Signatory:

Name of the Bidder and Address:

(FORM-T3)

UNDERTAKING

(On the Bidder's Letter Head regarding not have any pending judicial proceeding for any criminal offences)

I, hereby undertake that there is no criminal case pending in any Court of Law against our company or against the Proprietor/Director/Persons to be deployed by our company.

I/we further certify that Proprietor/Director/Persons to be deployed by our company of my company have not been convicted of any offence in any Court in India during the recent past. I understand that I am fully responsible for the contents of this undertaking and its truthfulness.

Yours sincerely

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Authorised Signatory
(In full and initials)

Name and Designation of the Signatory:

Name of the Bidder and Address:

FINANCIAL BID
COVERING LETTER
(BIDDER LETTER HEAD)

(Date ___/___/___)

To

**The Collector and District Magistrate,
Bargarh, Pin- 768028**

Sub: Expression of Interest for selection of Registered Firms/ Service Provider Agencies for providing manpower for Nrusinghnath Temple on outsourcing basis. (Financial proposal)

Sir,

I, the undersigned, offer to provide the services for manpower for Nrusinghnath Temple on outsourcing basis in accordance with your Tender No....., Dated..... Our attached financial price is (*insert amount(s) in words and figures*) for the proposed service as enclosed in Form- F1. This amount is inclusive of all taxes applicable except GST Act. I do hereby undertake that, in the event acceptance of our bid, the services shall be provided in respect to the terms and conditions as stipulated in the tender document.

Our financial proposal shall be binding upon us subject to the modifications resulting from contract negotiations, up to expiration of the validity period of the proposal of 90 days. I have carefully read and understood the terms and conditions of the tender to provide the services accordingly.

I understand that you are not bound to accept any proposal you receive.

Yours faithfully,

Authorised Signatory
(In full and initials)

Name and Designation of Signatory with Date and Seal:

Address of the Bidder:


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(FORM-F1)

APPLICATION- FINANCIAL BID

Manpower Assistance required for Nrusinghnath Temple, Paikmal, Bargarh

Sl No	Manpower Type	Take home remuneration	EPF		ESI		Service Charges	Total
			Employee contribution	Employer contribution	Employee contribution	Employer contribution		
1	Skilled							
2	Semi-Skilled							
3	Un-Skilled							

Name of tendering Manpower Service Provider :

Rate per person per month inclusive of all statutory liabilities, taxes, levies, cess etc except GST and other statutory dues:

Total -

Signature of authorized person

Name

Seal

Date:

Place:

N.B:

The total quoted by the tendering agency should be inclusive of all statutory/ taxation liabilities in force at the time of entering into the contract and exclusive of GST.

GST as applicable at the time of submission of bill shall be charges by the HRSPA over & above the total amount required for service of manpower. The payment shall be


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made at end of the each calendar month only on the basis of absentee statement foreach manpower.

BID SUBMISSION CHECK LIST

Sl. No.	Description	Submitted (Yes/No)	Page No.
TECHNICAL BID (ORIGINAL)			
1.	Covering Letter in Bidders Letter Head		
2.	Bid Processing Fee		
3.	Bid Security Declaration		
4.	Copy of Incorporation/ Registration Certificate of the Bidder		
5.	Copy of PAN		
6.	Copy of GSTIN		
7.	Copies of Income Tax Certificate for the last 3 (three) Financial years (2018-19, 2019-20 & 2020-21) certified by CA		
8.	Copy of Valid EPF & ESI Certificate		
9.	Technical Bid duly filled in (Covering Letter, FORM-T1, T2 and T3)		
10.	Financial details of the bidder along with all the supportive documents such as copies of income/ Expenditure statement and Balance Sheet for the last 3 years certified by CA		
11.	Power of Attorney in favour of the person signing the bid on behalf of the bidder.		
12.	List of completed/ on-going assignments of similar nature (past experience details) along with the copies of work orders for the respective assignments from the authorities		
13.	Undertaking for not have been black-listed by any Central/ State Govt./ any Autonomous bodies during the recent past (FORM-T2)		
14.	Undertaking for not having any police case pending against the bidder (FORM-T3)		
FINANCIAL BID (ORIGINAL)			
1.	Covering Letter in Bidders Letter Head		
2.	Duly filled in Financial Bid (FORM-F1)		

It is to be ensured that:

- All information has been submitted as per the prescribed format only.
- Each part has been separately bound with no loose sheets and each page of all the three parts are page numbered along with Index Page.
- All pages of the proposal needs to be sealed and signed by the authorized representative.

Authorized Signatory (In full and initials): _____

Name and Designations with Date and Seal: _____


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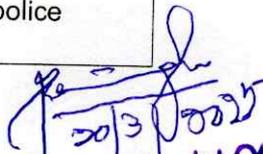
TERMS & CONDITION**GENERAL**

1. The Agreement shall commence from the date of signing of agreement and shall continue till **(One year)** 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 terminate on dated 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 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 agency or organization by whatever name be called without the prior written consent of the Authority.
5. The requirement of the trustee Shri Shri Nrushingath Temple, Paikmal may further increase or decrease marginally, during the period of initial contract also and the tenderer would have to provide additional manpower service, 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. Collector, Bargarh, however, reserves the right to terminate this initial contract at any time giving 15(fifteen) days' notice to the selected Service Provider.
7. The manpower service provider will have to deploy manpower within **seven days** of signing the agreement.
8. The person deployed shall be required to report for work as per the shift hours and requirement of the trustee Shri Shri Nrushingath Temple, Paikmal may also require to work beyond shift hours for which he/she would not be paid any extra remuneration for such additional working hours.
9. The Manpower Service Provider shall nominate a coordinator who shall be responsible for immediate interaction with the Collector, Bargarh/District Tourist Officer, Bargarh/ The trustee Shri Shri Nrushingath Temple, Paikmal, so that optimal services of the persons deployed could be availed without any disruption.
10. The entire, financial liability in respect of manpower service deployed in Nrusighnath Temple shall be that of the Manpower Service Provider and the Collector, Bargarh/ Tourist Officer/ The trustee Shri Shri Nrushingath Temple, Paikmal temple office concerned will 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 Collector, Bargarh/Tourist Officer, Bargarh for reimbursement of Bill of the firm for the succeeding month. If at any point of time it is noticed that the


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agency paying lesser remuneration to the candidates than the rate quoted, then the agreement shall be terminated and EMD and security etc deposits shall be forfeited forthwith.

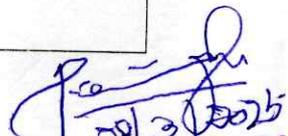
11. The payment of remuneration to the manpower has to be through bank account only. No cash payment can be made to them.
12. For all intents and purposes, the Manpower Service Provider shall be "Employer" within the meaning of all applicable laws in respect of manpower so deployed. The person deployed by the Manpower Service firm shall not have any claim whatsoever like employer and employee relationship against the Collector, Bargarh or any office concerned.
13. The Manpower Service Provider shall be solely responsible for the redressal of grievance or resolution of disputes relating to person deployed. The Collector, Bargarh 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 Collector, Bargarh or office concerned and an Authorized representative of the Manpower Service Provider.
14. The trustee Shri Shri Nrushingath Temple, Paikmal 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.
15. 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.
16. 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 Collectorate Bargarh or any offices attached to him/her.
17. The person deployed shall not claim any benefit or compensation or absorption or regularization of deployment with office under any provision of rules and Acts. Undertaking from the person deployed to this effect shall be required to be submitted by the Manpower Service Provider.
18. The Manpower Service Provider must be registered with the concerned Govt. Authorities, i.e. Labour Commissioner, Provident Fund Authorities, Employees State Insurance Corporation etc. and a copy of the same shall be submitted. The Manpower Service Provider shall comply with all the legal requirements for obtaining License under Contract Labour (Regulation and Abolition) Act., 1970 if any, at his own part and cost.
19. 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.
20. The Person deployed by the Manpower Service Provider should have good police


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- records and nocriminal case should be pending against them.
21. The person deployed should be polite, cordial and efficient while handling the assigned work and their actions should promote good will and enhance the image of the Nrusighnath Temple or office concerned. The Manpower Service Provider shall be responsible for any act of indiscipline on the part of the person deployed.

LEGAL

22. The persons deployed shall, during the course of their work be privy to certain qualified documents and information which they are not supposed to divulge to third parties. In view of this, they shall be required to take oath of confidentiality and breach of this condition shall make the Manpower Service Provider as well as the person deployed liable for penal action under the applicable laws, besides action for breach of contract.
23. 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 Nrusingnath Temple or office concerned shall have no liability in this regard.
24. The Manpower Service Provider shall be liable for depositing all taxes, levies, Cess etc. on account of service rendered by it to the District Tourist Officer, Bargarh or 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 Tourist Officer, Bargarh or the trustee, Shri Shri Nrusingath Temple, Paikmal.
25. The Manpower Service Provider shall maintain all statutory registers under the Law and shall produce the same, on demand, to the authority of the Collector, Bargarh or Tourist Officer, Bargarh or any other authority under Law.
26. The Tax deduction at source (TDS) shall be done as per the provision of Income Tax Act/Rules, as amended, from time to time and certificate to this effect shall be provided by the Collector, Bargarh or Tourist Officer, Bargarh or any other authority under Law.
27. In case, the Manpower Service Provider fails to comply with any liability under appropriate Law and as result thereof, the Collector, Bargarh or Tourist Officer, Bargarh or any other authority under Law is put to any loss / obligation, monetary or otherwise, the Collector, Bargarh or Tourist Officer, Bargarh or any other authority under 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.
28. Agreement is liable to the terminated because of non-performance, deviation of terms and condition of contract, non-payment of remuneration of employed persons and non-payment of statutory dues or for any other reason The Collector, Bargarh or Tourist Officer, Bargarh or any other authority under Law 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 dues of the service provider to statutory authorities. If any loss or damage is caused to the Collector, Bargarh or Tourist Officer, Bargarh or any other authority under Law 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.


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FINANCIAL

29. The Technical Bid should be accompanied with an Earnest Money Deposit (EMD) of Rs.25,000/- (Rupees Twenty five thousand) only refundable in the form of Time Deposit Receipt (TDR) pledged in favour of District Tourist Officer, Bargarh failing which the tender of the concerned agencies/ firms shall be rejected out rightly.
30. The Earnest Money Deposit in respect of agencies/firms which do not qualify the technical Bid (first stage) or Financial Bid (Second competitive stage) 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 requirement within 30 days from date of placing the order, the EMD shall stand forfeited without giving any further notice.**
31. The successful tenderer shall have to deposit a **Performance Security Deposit of Rs.1,50,000/- (Rupees One lakh fifty thousand)** only in the form of Time Deposit Receipt (TDR)/Bank Guarantee from any Nationalized Bank pledged in favour of District Tourist Officer, Bargarh covering the period of contract at the time of signing of the agreement. In case, the contract is further extended beyond the initial period, the TDR/Bank Guarantee will have to be renewed accordingly by the successful bidder.
32. 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.
33. The Manpower Service Provider shall raise the bill, in triplicate, along with attendance sheets duly verified by the Collector, Bargarh or Office concerned in respect of the persons deployed and submit the same to the prescribed authority of the concerned offices 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.
34. 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 Collector, Bargarh or office concerned.
35. 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.
36. 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.
37. 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.
38. All disputes shall be under the jurisdiction of the District Civil court located at Bargarh in the District of Bargarh.
39. The successful bidder will enter into an agreement with the trustee Shri Shri Nrusinghath Temple, Paikmal for supply of suitable and qualified manpower as per requirement of the Nrusinghath Temple, Paikmal, Bargarh on the above terms and conditions.


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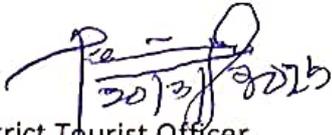
DOCUMENTS TO BE SUBMITTED BY THE SUCCESSFUL AGENCY BEFORE DEPLOYMENT OF MANPOWER.

40. List of manpower shortlisted by selected agency for deployment at Trustee, Shri Shri Nrushingath Temple, Paikmal, containing full details i.e. date of birth, marital status, address, educational qualifications etc.
1. Bio-Data of all candidates.
 2. Any other document considered relevant.


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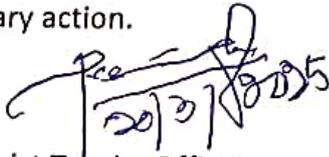
Memo No. 92 /2025.Date 20/3/2025

Copy to the notice board of Collectorate,Bargarh/Sub Collector,Bargarh and Padampur for information and necessary action.


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Memo No. 93 /2025.Date 20/3/2025

Copy to the DIPRO,Bargarh for information and necessary action.


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Memo No. 94 /2025.Date 20/3/2025

Copy to the DeGM, Collectorate,Bargarh for information and publish in the District Portal.


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