

TENDER DOCUMENTS
FOR
MANPOWER
OUTSOURCING
UNDER ABADAN

SSEPD DEPARTMENT
GOVT. OF ODISHA

SCOPE OF WORK AND GENERAL INSTRUCTION FOR BIDDERS

1. The Department of Social Security & Empowerment of Persons with Disabilities, (SSEPD) requires the service of reputed, well established and financially sound Manpower Service Providers to provide services of following kind of **manpower to be engaged on** outsourcing basis.
2. The contract of providing the aforesaid manpower is likely to commence from 1st March 2019 and would continue till 29th February 2020. The period of the contract may be further extended beyond the time provided the requirement of the Department of SSEPD for manpower persists at that time or may be curtailed / terminated before 29th February 2020 owing to deficiency in service or substandard quality of manpower deployed by the selected Service Provider or because of change in the requirements of the Department SSEPD. The Department of SSEPD, however, reserves the right to terminate this initial contract at any time after giving one week's notice to the selected Service Provider.
3. The Department of SSEPD for its Anand Hub Centre has the tentative manpower requirement of 16 numbers of staffs and similar kind of positions.
4. The estimated cost of the contract will be maximum of Rs. 2,15,000/- (Rupees Two lakh fifteen thousand) only per month.
5. The tender document can be downloaded from the website **www.ssepd.gov.in**.
6. The interested Manpower Service Providers may submit the tender document complete in all respects along with Earnest Money Deposit (EMD) of Rs. 25,000/- (Rupees Twenty five Thousand) only and other requisite documents on or before **25.02.2019 up to 1 PM** at Department of SSEPD.
7. The various crucial dates relating to "Tender for Providing Manpower Services to the Department of SSEPD" is cited as under.
 - (a) Date and time of receipt of the Tender documents by speed post/ Registered post/ Courier: **25.02.2019 up to 1:00 PM**
 - (b) Date and time for opening of
 - (i) Technical Bid : **25.02.2019, 4.30 PM**
 - (ii) Technical Bid Presentation by the Bidders : **Will be communicated after evaluation of Pre-qualification**
 - (iii) Financial Bids of eligible Tenders and selection : **Will be communicated after evaluation of Technical Bid**
 - (c) Likely date for commencement of Deployment of required manpower : **Will be intimated after finalization**
8. The tender has been invited under two bid system i.e. Technical Bid and Financial Bid. The interested agencies are advised to submit two separate sealed envelopes super scribing "**Technical Bid for Providing Manpower Services to Department of SSEPD for its Anand Hub Centre-Senior Citizen**". Both sealed envelopes should be kept in a third sealed envelope super scribing "**Tender for Providing Manpower Services to Department of SSEPD for its Anand Hub Centre-Senior Citizen**".

9. The Earnest Money Deposit (EMD) of Rs. 25,000/- (Rupees Twenty five Thousand) only, refundable (without interest), should be necessarily accompanied with the Technical Bid of the service provider in the form of Demand Draft / pay Order drawn in favour of Director, Social Security & Empowerment of Persons with Disability Department failing which the tender shall be rejected summarily.
10. The tendering Manpower Service providers are required to enclose photocopies of the following documents (Self-attested), along with the Technical Bid, failing which their bids shall be summarily / out rightly rejected and will not be considered any further:
 - (a) Registration certificate of the applicant's organization.
 - (b) Copy of PAN / GIR card;
 - (c) Copy of the IT return filed for the last three financial years;
 - (d) Copies of EPF and ESI certificates.
 - (e) Copy of the GST registration certificate;
 - (f) Certified extracts of the Bank Account containing transactions during last three years
11. **The conditional bids shall not be considered and will be out rightly rejected in very first instance.**
12. All entries in the tender form should be legible and filled clearly. If the space for furnishing information is insufficient, a separate sheet duly signed by the authorized signatory may be attached. No overwriting or cutting is permitted in the Financial Bid form. In such cases, the tender shall be summarily rejected. However, the cuttings, if any, in the Technical Bid Application must be initiated by the person authorized to sign the tender bids.
13. The Technical bids shall be opened on the scheduled date and time at 4.30 PM, 011.02.2019 in the office chamber of Director, Department of SSEPD in the presence of the representatives of the Manpower Service providers, if any, who wish to be present on the spot at that time.
14. The Financial Bid of only those bidders will be opened whose Technical bids are found in order. The Financial bids shall be opened on the date (which will be intimated) in the office chamber of the Director, Department of SSEPD, in the presence of the representatives of the Manpower Service Providers, if any, who wish to be present on the spot at that time.
15. The Competent Authority of the Department of SSEPD reserves the right to cancel all bids without assigning any reason.

TECHNICAL REQUIREMENTS FOR THE TENDERING MANPOWER SERVICE PROVIDER

1. The tendering manpower service provider should fulfill the following technical specification.
 - a. The registered office or one of the branch offices of the manpower service providers should be located within the jurisdiction of the user Department of SSEPD / Office. Besides, if the Department of SSEPD / Head of Department of SSEPD / Controlling Officer are procuring manpower for deployment in their Field Office (s), the manpower service provider should provide the name, designation and contract number of the person to liaise with the said Field Office (s).
 - b. They should be registered with the appropriate registration authority.
 - c. They should have at least five years' experience in providing manpower to Government Departments / Public Sector Companies / Banks, etc.
 - d. They should have their own Bank Account on the name of the company;
 - e. They should be registered with Income Tax and Service Tax Department/ GST.
 - f. They should be registered with appropriate authorities under Employees Provident Fund and Employees State Insurance etc.
 - g. They should have any other regulatory clearance (to be specified by the user Department of SSEPD that may be required for providing manpower services.
 - h. The Minimum average annual turn-over of the company of last 3 years shall at least be three Crore of the present contract value.
 - i. The Agency must have executed contracts of similar type during preceding 3 years of value equal or more than 60% of the estimated cost of the present contract.

**TECHNICAL REQUIREMENTS FOR MANPOWER TO BE DEPLOYED BY THE
SUCCESSFUL MANPOWER SERVICE PROVIDER IN
THE DEPARTMENT OF SOCIAL SECURITY & EMPOWERMENT OF PERSONS
WITH DISABILITIES (SSEPD) for Anand Hub Centre (Senior Citizen)**

1. She/ He should be above 18 years of age with following educational qualification, skills and experience.

CONSULTANT REQUIREMENT

1. Administrative Unit

Sl.	Designation & Remuneration	Take Home Remuneration	No. of Post	Eligibility
1.	GP Doctor	60,000/- PM	1	<p>Qualification - MBBS Experience - 4 to 5 Years or Retied GP Doctors</p> <ul style="list-style-type: none"> • To attend the patients visiting PolyCare unit and examine, diagnose, prescribe appropriate medications and direct the patients to respective specialist doctors available in the PolyCare unit based on their need. • Specialized in Geriatric Care. • Ability to use various diagnostic methods diagnose and provide primary treatment to the patients • At all times be kind and understand patient needs. • Keep up to date with medical developments, new drugs, treatments and medications. • Managing resources to handle targets as effectively as possible. • Practical Management and administration • Liaising with CRM, Admin and other HealthCare professionals. • Training nurses and other paramedical worker on critical subjects like health care, infection control measures etc. • Provide clinical support and advice to patients, Nurses and families. • Proficiency in handling computer program used in hospital management.
2.	Nurse	15,000/- PM	2	<p>Qualification - B.Sc./Diploma in Nursing Experience - 2 to 3 Years</p> <ul style="list-style-type: none"> • Assisting Doctors in examination of the patients and in treatment. • Specialized in Geriatric Care. • Vitals checking • Using various Diagnostic methods for diagnosis and provide primary treatment to the patients in emergency in consultation with your superiors. • Provide clinical support and advice to the carers and their families.

				<ul style="list-style-type: none"> • Fulfilling the health care needs of the patients. • Ensuring emergency readiness procedure and rehearse them periodically. • Ensuring patients comfort and their safety • Ensure that all exam rooms are properly stocked with cleaned equipment • Ensure Equipments and instruments are Autoclaved • Ensure that Doctor's cabins are ready for consultation • Name board of Doctor's are arranged properly • Proficient handling of computer operations in hospital management.
3.	Receptionist/ CRM	12,000/- pm	1	<p>Qualification - Bachelor's Degree with Customer relations experience Experience - 4 to 5 Years</p> <ul style="list-style-type: none"> • Greeting Seniors/Patients politely and ensuring that the appointment system is running efficiently, • Monitor the flow of patients to and from consulting rooms, managing queues through telephone and face to face interaction (PolyCare). • Respond to all queries and requests for assistance from patients and other visitors to the practice as appropriate. • Book appointments accurately and appropriately, initialing data entries. • Receive and make calls as required. Divert calls and take messages as appropriate, recording information for Doctors and other staff to action • Call patients and remind them regarding their re-appointment date and also regarding medicine availability on daily basis (PolyCare). • Ensure medical records are kept accurately in alphabetical order, in easily retrievable fashion (PolyCare). • Monitor daily available appointments and report any overload to supervisor as appropriate. Ensure sufficient appointments are blocked off for urgent and triage appointments • All patient data's to be entered (Medical History and other details –before and after consultation) in the HMS software on daily basis(PolyCare) • Advice patients of relevant charges and guide them to cashier for making payment and issue receipt for same(PolyCare) • Ensure that all patient interactions are dealt with confidentially and any confidential paperwork is dealt with in accordance with practice protocol.
4.	Librarian	15,000/- pm	1	<p>Qualification - Diploma in Library and Information Science Experience - 2 to 3 Years</p>

				<ul style="list-style-type: none"> • Organize collections of books, publications, documents, audiovisual aids, and other reference materials for convenient access. • Assemble and arrange display materials. • Develop and index databases that provide information for library users. • Teach library patrons to search for information using databases. • Keep records of circulation and materials. • Supervise budgeting, planning, and personnel activities. • Check books in and out of the library. • Explain use of library facilities, resources, equipment, and services, and provide information about library policies. • Respond to customer complaints, taking action as necessary. • Evaluate materials to determine outdated or unused items to be discarded.
5.	Psychosocial Counselor	18000/- PM	1	<p>Qualification - Trained Counsellors / Psychiatrist Experience - 5 to 7 Years</p> <ul style="list-style-type: none"> • Loneliness and how to overcome the same • Negotiation in disputes within the family and outside • Elder abuse and ways to resolve them • Writing of Will and making it a legally valid document by Legal Counsellor • Remove feeling of insecurity, doubt, fear and helplessness and not having anyone else to depend on. • Psychological Disorder like Depression, Dementia and Alzheimer's. • Counselling Primary Caregivers of seniors affected by Dementia and Alzheimer's
6.	Legal Counselor	10000/- PC	1	<p>Qualification – Degree in law with Minimum 10 yrs experience.</p> <ul style="list-style-type: none"> • To provide legal advice, guidance and support to Senior citizen • Knowledge of laws, legal codes, court procedures, precedents, government regulations etc • Should be familiar with Various rights available for elderly in India • Should be familiar with Creating and execute legal documents including WILL. • To advice regarding Property issues for Seniors • Capability to solve pension related problems. • Negotiation in disputes within the Family and Outside • Service Oriented and Social Perceptiveness • Customer and Personal service • Good Communication skills (Speak, Read and Write) – English, Hindi and Odiya

				<ul style="list-style-type: none"> Skills required - Analytical ability , logical reasoning , Sound Judgment
7.	Accounts Executive	15,000/- pm	1	<p>Qualification - Bachelor's in Accounting /Finance Experience - Accounts Executive - 4 to 5 Years Cashier – 2 to 3 Years.</p> <ul style="list-style-type: none"> Manage all accounting operations based on accounting principles. To handle cash and to be held responsible for setting the amount and reconciliation of cash. Accounts to be closed daily and cash/cheque to be handed over to next superior at the end of the day. Proper maintenance of Accounts book. To work in software provided by the company. Compute taxes and prepare tax returns, balance sheet, profit/loss statement etc. Audit financial transactions and document accounting control procedures. Conduct month-end and year-end close process. Develop periodic reports for management. Keep information confidential and secure them with random database backups. Prepare budget and financial forecasts. Publish financial statements in time Keep up with financial policies, regulation and legislation.
8	House Keeping	7500/- pm	3	<p>Qualification - Minimum Class- VII passed Experience - 1-2 years</p> <ul style="list-style-type: none"> Perform a variety of cleaning activities such as sweeping, mopping, dusting and polishing. Ensure all rooms are cared for and inspected according to standards. Protect equipment and make sure there are no inadequacies. Notify superiors on any damages, deficits and disturbances. Check stocking levels of all consumables and replace when appropriate. <p>Adhere strictly to rules regarding health and safety and be aware of any company-related practices.</p>
9.	Office Boys	7,500/- pm	3	<p>Qualification - Minimum 12th Standard Pass Experience - Fresher / 1-2 years</p> <ul style="list-style-type: none"> Monitoring the use of equipment and supplies within the office. Dealing with queries or requests from the visitors and employees. Coordinating the maintenance and repair of office equipment. Assisting other administrative staff in wide range of office duties. Collecting and distributing couriers or parcels among employees.

				<ul style="list-style-type: none"> • Helping the Admin Manager, receptionist or other administrative assistants in performing their duties. • Make sure the office premise is clean. • Making and serving tea and coffee to guests and managers. • Filing documents as per requirement
10	Events Executive	15,000/- pm	1	<p>Qualification - Bachelor's Degree in Event management or Related Field</p> <p>Experience - Minimum 3 years professional event management experience</p> <p>Strong background in program management and execution</p> <ul style="list-style-type: none"> • Development, production and delivery of projects from proposal right up to delivery. • Delivering events on time, within budget, that meet expectations. • Setting, communicating and maintaining timelines and priorities on every event. • Communicating, maintaining and developing client relationships • Providing leadership, motivation, direction and support to your team • Being responsible for all event budgets from start to finish. • Exceptional communication skills to liaise with clients, identify their needs, and ensure customer satisfaction.
11	E-Seva	10,000/- pm	1	<p>Qualification - Any Degree</p> <p>Experience - 2 to 3 Years in Online data entry</p> <ul style="list-style-type: none"> • Candidates must have good knowledge of government services like Aadhar, PAN, Utility Payments etc • Computer and internet knowledge • Excellent communication skills • To be able to deal with customers and meet customer requirements. • Coordinating directly with clients and ensuring timely reverts are sent. • Excellent Data accuracy skills • Ability to work in a fast paced environment and adapt to everyday situations quickly • Domestic and International bookings and Packages • Online bill Payments. • Language – Should be fluent in Odiya and English (Reading & Writing)

The Candidate shall have working knowledge of English, Hindi and Oriya.

APPLICATION- TECHNICAL BID

**For Providing Manpower Services to Department of Social security & empowerment of
Persons with Disabilities (SSEPD) for Anand Hub**

1. Name of Tendering Manpower Service Provider: _____
_____.
2. Details of Earnest Money Deposit: DD No. _____ date _____
of _____ drawn on Bank _____.
3. Name of Proprietor/ Partner / Director:

_____.
4. Full Address of Registered Office:

_____.

Telephone No. : _____
Fax No. : _____
E-Mail Address : _____

5. Full Address of Operating / Branch Office:

Telephone No. : _____

Fax No. : _____

E-Mail Address: _____

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

7. Bank of Manpower Service Provider (Attach certified copy of statement of A/c for the last Three years):

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

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

10. GST registration number:

11. E.P.F. Registration No. (Attach attest copy):

12. E.S.I. Registration No. (Attach attest copy):

13. Financial Turnover of the tendering Manpower Service Provider for the last three Financial Years:

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

14. **Additional information, if any (Attach Separate Sheet if space provided is insufficient):**
15. **Give details of the major similar contracts handled by the tendering Manpower Service Provider during the last three years in the following format.**
(if the space provided is insufficient, a Separate Sheet may be attached)

SI No.	Name of Client address, Telephone & Fax No.	Manpower Service Provided		Amount of contract (Rs. In lakhs)	Duration of Contract	
		Type of manpower provided	No.		From	To

16. **Additional information, if any (Attach Separate Sheet, if required):**

Date:
Place:

Signature of Authorized Person
Name:
Seal :

Prequalification Evaluation

The evaluation committee will carry out a detailed evaluation of only those bids which satisfy the pre-qualification criteria defined below.

Sl No	Basic Requirements	Specific Requirements	Documents/Information to be provided in the submitted proposal
1	Legal Entity	The Company should be incorporated under Indian Companies Act 1956 or any other legal entity registered in India like proprietorship or partnership firms. Firm/company must have been registered for a minimum period of five years ending with 31st March 2017.	Certificate of incorporation
			Registration Certificate
			PAN
			IT Returns for the last 3 consecutive financial year (up to date 31st March 2018)
			Service Tax Registration certificate
			GST Registration Copy
2	Geographical Presence	The bidder must have its office located in the Odisha	Address Proof (No such undertaking shall be considered)
3	Blacklisting	The Company should not have been blacklisted by the Government or Government Entity in the last 3 years ending with 31st March 2018 & till the date of submission of the Bid.	The organization will have to submit an Affidavit (Court affidavit on original stamp paper of relevant value) with following clauses:-
			1. It has not been blacklisted by any Government Organization
			2. The organization does have any legal suit / criminal case pending against it for violation of PF /ESI/MW Act or any other law. Self declaration by the bidder in Letter Head.
4	Annual Turnover	The company must have an average annual turnover of Rs 3 Crore in last three years	Audited Balance of last three financial Years (FY 2015-16, FY 2016-17, and FY 2017-18).
			The bidder should submit the Chartered Accountant certificate specifically on the average annual turnover.
5	Technical Capability	The Service Provider Agency should have experience of five years' in providing manpower to Government Departments, Public Sector Undertakings, Banks, Insurance Companies etc. for which the required	Year wise Work Order + Work Completion Certificates of the bidder (List to be Prepared in one sheet and submitted)

		experience certificates are to be enclosed.	
6	Manpower Strength	The vendor should have at least 500 Manpower on its roll to be eligible to bid in the Project.	November 2018 ECR/ ESIC deposit details to be considered for this evaluation.
7	Fees	The Bidder must have furnished the EMD of Rs Rs.20,000/- (Rupees Twenty Thousand)	DD from a scheduled bank/ Nationalized Bank payable at Bhubaneswar.

TABLE FORMAT FOR SUPPORTING DOCUMENTS

Particulars	Attached(Y/N)	Page No.
Registration Certificate No./ Date of Registration		

Demand Draft towards cost of tender paper		
Details of Earnest Money Deposit:		
Name of Proprietor /Partner/ Director		
Full Address of Registered Office (with Pin Code, Telephone No, Mobile No, FAX No. , E-Mail Address)		
Full address of Operating Branch Office (with Pin Code, Telephone No, Mobile No, FAX No., E-Mail Address)		
Name, telephone no. / mobile No / email address of authorized officer /person to coordinate with the office of DEPT. OF SSEPD		
Banker of the Manpower Service Provider (Attach certified copy of statement of A/c for the last Three years) Address & Telephone Number of Banker :		
Attested copy of PAN Card		
Statutory Registration No. (under License & Contract Labour Act 1970 obtained from Labour Department, Government of The Odisha		
Attested copy of GST registration certificate;		
Attested copy of the E. P.F. registration letter / certificate & last updated ECR Challan Copy;		
Attested copy of the E.S.I. registration letter / certificate;		
Average Annual Turnover of the agency (Chartered Accountant Certificate Copy)		
Attested copies of the IT return filed by agency for last three years (2015-16, 2016-17 & 2017-18)		
Home Department permission letter for Security Guard		
Affidavit from Notary Public declaring firm is not blacklisted.		
Experience certificate if any.		
Copy of power-of-attorney in the name of the signatory of the Proposal to be submitted		
Give details of the similar contracts handled by the tendering Manpower Service Provider during the last three financial year 2014-15,2015-16 & 2016-17 in the following format		
Presentation CD		

Technical Evaluation

The proposals submitted by the prime bidder will be evaluated on three broad parameters as described in the table below. The bidder must get at least 70% of the maximum possible score i:e

out of total @100 marks, in the technical section in order to qualify for opening of the commercial/financial evaluation.

Technical Bid Evaluation Sheet:

Sl No	Criteria	Sub-Criteria	Basis of Evaluation	Maximum Marks	Supporting Document
1	Relevant experience in similar completed Projects	No. and size of completed project: - Experience in manpower outsourcing The work order should have been issued in last 3 years, as on 31st March 2017.	1 project worth Rs 15 Lakh = 5 Marks	40	Work Order + Project Completion Certificate from the Client.
			1 project worth Rs 16 to Rs 30 Lakh = 10 Marks		
			1 project worth Rs 31 Lakh to Rs 45 Lakhs = 15 Marks		
			1 project worth Rs 45 Lakhs and above= 20 Marks		
			Cap of max 40 marks.		
			Note- The marks to be multiplied with number of projects		
2	Relevant experience in similar on- going Projects	Ongoing- project:- Experience in handing similar type of projects in manpower outsourcing	1 project worth Rs 15 Lakh = 2.5 Marks	15	Work Order + Project Completion Certificate from the Client.
			1 project worth Rs 16 to Rs 30 Lakh = 5 Marks		
			1 project worth Rs 31 Lakh to Rs 45 Lakhs = 7.5 Marks		
			1 project worth Rs 45 Lakhs and above=10 Marks		
			Cap of max 10 marks.		
			Note- The marks to be multiplied with number of projects		
3	Average Annual Turnover of the Bidding Company	Average Annual Turnover of the last three Financial Year i:e FY-2015-16, 2016-17 & 2017-18) (Minimum of Rs.one crore as pre-qualification Criteria)	More than equal to 1 crore – 5 Marks	15	The bidder should submit the Chartered Accountant certificate specifically on the average annual turnover.
			More than 2 Crore – 10 Marks		
			More than 3 Crores – 15 Marks		
			Cap of max 15 marks		
4	Proposed Methodology and Team Structure (Presentation)	1. Approach and methodology for resource management 2. Feedback mechanism 3. Number of similar manpower available with the	Qualitative assessment based on 1. Team structure & availability of personnel and reporting mechanism- 10marks 2. Recruitment Process plan) and exception handling-10 marks	30	

		firm	3. Bidders (if Any) having experience in the Department of SSEPD training - 10marks		
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Declaration

1. I, _____ Son/ Daughter/ Wife of Shri _____ Proprietor / Director/ Authorized Signatory of the Service Provider, mentioned above, 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 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 Authorized Person

Name:

Seal :

APPLICATION – FINANCIAL BID

TERMS & CONDITIONS

1. The Agreement shall commence from 1st March 2019 and shall continue till 29th February, 2020, unless it is curtailed or deployed, breach of contract etc or change in requirements.
2. The Agreement shall automatically expire on 29th February, 2020 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 Department of SSEPD, at present has tentative requirement of on urgent basis. The requirement for the above posts 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 details furnished by it to the Authority while submitting the tender or at subsequent state. In case any of such documents furnished by it is found to be false at any stage, it would be deemed to be breach of terms of Agreement making it liable for legal action besides termination of the agreement.
7. The authority reserves the right to terminate the agreement during initial period also after giving 15days notice to the manpower service provider.
8. The person deployed shall be required to report for work
9. The manpower service provider shall nominate a coordinator who shall be responsible for immediate interaction with the Department of SSEPD, so that optimal services of the persons deployed could be availed without any disruption.
10. The entire financial liability in respect of manpower service deploy in the Department of SSEPD or office concerned shall be that of the manpower service provider and the Department of SSEPD or 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 and adduce such evidences as may be required by the Department of SSEPD or office concerned. If at any point of time it is found that the agency is paying to the candidate less remuneration, the agreement shall be terminated EMD & security deposits shall be forfeited.

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 different rules and acts in respects of manpower so deployed. The person deployed by the manpower service shall not have any claim whatsoever like employer and employee relationship against the Department of SSEPD or office concerned.
13. The manpower service provider shall be solely responsible for the redressal of grievances or resolution of disputes relating to person deployed. The Department of SSEPD shall, in no way be responsible for settlement of such issues whatsoever. In case the Grievance 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 Department of SSEPD and authorize representative of the manpower service provider.
14. The Department of SSEPD 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 for any absorption in regular or other capacity.
17. The person deployed shall not claim any benefit or compensation 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 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 registered 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 if any at his own part of 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, whatever applicable.
20. The person deployed by the manpower service provider should have good police records and no criminal case should be pending against them. Proper KYC and Character Certificate of the manpower to be deployed should be provided to the Department of SSEPD before sending them for reporting at the Anand Hub Centre, Bhubaneswar.
 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 Department of SSEPD and office concerned. The manpower service provider shall be responsible for any act of indiscipline on the part of the person deployed.
 22. In case of resignation or any other reason of leaving / non-discharging duty efficiently by the deployed manpower, the service provider must provide another manpower with 7 days of such kind of situation.

LEGAL

23. The person deployed shall during the course of their work 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 application laws besides, action for breach of contract.
24. The manpower service provider shall be responsible for compliance of all statutory provisions relating to minimum wages payable to different types of workers in respect of the persons deployed by it in the Department of SSEPD or office concerned shall have no liabilities in this regard.
25. The manpower service provider shall also be liable for depositing all taxes levies, cess, etc. on account of service rendered by it to the Department of SSEPD or office concerned to the concerned tax collection authorities from time to time, as per the rules and regulations in the matter. Attested Xerox copy of such documents shall be furnished to the Department of SSEPD or office concerned.
26. The manpower service provider shall maintain all statutory registers under the law and shall produce the same on demand, to the authority of the Department of SSEPD office concerned or any other authority under law.
27. The tax deduction at source(T.D.S) shall be made one of the provision as per the income tax act/rule, as amended from the time to time and certificate to this effect shall be provided by the Department of SSEPD or office concerned.

28. In case the manpower service provider fails to comply with any liability under appropriate law and as result thereof, the Department of SSEPD to the office concerned is put to any loss/obligation, monetary or otherwise, the Department of SSEPD to the office concerned will be entailed to get itself reimbursed out of the outstanding bills or the performance security deposit of the manpower service provider to the extent to the loss or obligation in monetary terms.
29. Agreement is liable to terminated because of non-performance deviation of terms and condition of contract, non-payment of remuneration of employed person and non-payment of statutory dues. The Department of SSEPD will have no liability towards non-payment of remuneration to the person 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 Department of SSEPD or office concerned by the person deployed, the same will be recovered from the unpaid bills or adjusted from the security deposit.

FINANCIAL

30. The technical bid should be accompanied with an earnest money deposit (EMD), refundable without interest, of Rs. **25,000/-** (Rupees Twenty five Thousand) in the form of demand draft/pay order drawn in favour of the Director, Department of SSEPD **failing which the tender shall be rejected out rightly.**
31. The earnest money deposit in respect of the agencies which do not qualify the technically bid (first state)/ Financial bid (second competitive stage) shall be returned to them without any interest. In case of successful tendered if the agency fails to deploy the required manpower against the initial requirement within 30days from date of place in the order, the EMD shall stand forfeited without giving any further notice.
32. The successful tenderer will have to deposit a security amount of Rs. 2,15,000/- (Rupees Two lakh fifteen thousand) only (one month employee cost including statutory dues) in the form of fixed deposit receipt (FDR) made in the name of the Department but hypothecated to the Director, Department of SSEPD, covering the period of contract. In case the contract is further extended beyond initial period the FDR will have to be accordingly renewed by the successful tendered.
33. In case of breach of any terms and conditions attached to the agreement, the performance security deposit of the manpower service provider shall be liable to be forfeited besides annulment of the agreement.

34. The manpower service provider shall raise the bill in triplicate along with attendance sheet duly verified by the Department of SSEPD or Office concerned in respect of the persons deployed and submitted the same to the prescribed authority in the first week of the succeeding month. As per as possible the payment will be released by the second week of the succeeding month.
35. The claim in bills regarding employees state insurance, provident fund, service tax, etc. should 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 Department of SSEPD or office concerned.
36. The amount of penalty calculated @Rs.300 per day on account of delay, if any in providing a suitable substitute for the period beyond three working days by manpower service provider shall be deducted from its monthly bills in the succeeding month.
37. The authority reserve the right to withdraw or relax any of the terms and conditions mentioned above so as to overcome the problem encountered at a later stage.
38. In the event of any dispute arising in respect of the clauses of the agreement the same shall be resolved through negotiation. Alternatively the dispute shall be referred to the next higher Authority or controlling officer for his decision and the same shall be binding on all parties.
39. All disputes shall be under the jurisdiction of the court at the place where the headquarters of the authority, who has executed the agreement, is located.
40. The successful bidder will enter into an agreement with this Department of SSEPD for supply of suitable and qualified manpower as per requirement of this Department of SSEPD on the above terms and conditions.

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

1. List of Manpower shortlisted by agency for deployment in the **Department of SSEPD**, who have to present in duty hours at Anand Hub, BMC Bhawani Mall, Saheed Nagar, **Bhubaneswar** containing full details i.e. date of birth, marital status, address, educational qualifications etc.
2. Bio-data and other credentials of all persons.
3. Character Certificate of the candidate
4. Any other document considered relevant.



**Government of Odisha
Social Security & Empowerment of PwDs Department
SIDR Building, Capital Hospital Campus,
Unit-6, Bhubaneswar-751001**

**CORRIGENDUM
for Outsourcing of Manpower**

1703

16.02.2019

No. -----

Date: -----

The time line of tender notice No.877/SSEPD dated 29.02.2019 is revised and accordingly the last date of submission of tender is extended from 11.02.2019 to 25.02.2019. The conditions of the tender remains same. Revised schedule is here under <http://www.ssepd.gov.in>

1. Availability of tender document:
SSEPD web site www.ssepd.gov.in
2. Date and time for submission of the tender documents:
By speed post/ Registered post / courier/ hand in all working days up to 1:00 PM of
25/02/2019

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Director, SSEPD, Odisha