

ଜିଲ୍ଲାପାଳଙ୍କ କାର୍ଯ୍ୟାଳୟ, ବାଲେଶ୍ଵର

Office of the Collector & District Magistrate, Balasore (District Welfare Section)

Email: dwo.balasore@rediffmail.com

No. 418 / DW, Dt: 24.02.26

TENDER CALL NOTICE

Sealed tenders are invited from reputed Manpower Service Provider Agencies for absorbing the existing DEO-cum-Office Assistants of Legal Aid Cells working in DWO, Balasore, all Sub-Collectors and 12 numbers of Blocks in Balasore District/ District Scholarship Coordinator & Data Entry Operator of Scholarship Management Unit in DWO Section/ Data Entry Operator in OSFDC Cell in DWO, Balasore for a period of one year on Outsourcing basis for day-to-day official work.

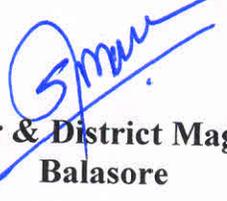
Bidders are required to submit the Technical and Financial bids separately. The bids in sealed cover-I containing "Technical Bid" and the sealed cover-II containing "Financial Bid" should be placed in a third sealed cover super-scribed " Bid for absorbing the existing DEO-cum-Office Assistants of Legal Aid Cells/ District Scholarship Coordinator & Data Entry Operator of Scholarship Management Unit/ Data Entry Operator in OSFDC Cell-Engaged on outsourced basis under ST & SC Development Department:.. The detailed information for aforesaid post has been given in the Tender Document which may be downloaded from the District website i.e. www.balasore.odisha.gov.in). The last date and time for submission of Tender Document is **11/03/2026 up to 05.00 PM by Speed Post or Registered Post** only at the Address mentioned below.

**District Welfare Office, Balasore
New Collectorate Building, Balasore - 756001
Balasore, Odisha.**

1. Technical bid will be opened on 12/03/2026 at 11:30 AM, in the Office Chamber of District Welfare Officer, New Collectorate Building, Balasore.
2. Only technically qualified bidders are eligible to participate in Financial Bid on the same day.

The undersigned reserves the right to accept or cancel any application without assigning any reason(s) thereof.

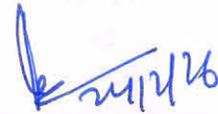
Any Addendum / Corrigendum / Notice etc. for this tender issued by the authority will be hoisted only in the District Website.


Collector & District Magistrate,
Balasore

Memo No. 419 /DW

Date. 24.02.26

Copy to DeGM, NIC, Balasore for information with a request to web-hoist/ upload the Tender documents for wide publicity.



**District Welfare Officer,
Balasore**





ଜିଲ୍ଲାପାଳଙ୍କ କାର୍ଯ୍ୟାଳୟ, ବାଲେଶ୍ଵର

Office of the Collector & District Magistrate, Balasore

Email: dwo.balasore@rediffmail.com

TENDER DOCUMENT

**for engagement of manpower service provider agency under
LEGAL AID CELL/ SCHOLARSHIP MANAGEMENT UNIT/ OSFDC**

ke

Contents of Tender Documents

Sl No.	Description of contents	Page Number
1.	Scope of work and general instruction for service bidders	5-7
2.	Technical requirements for the tendering manpower service provider	8
3.	Technical Requirements for Manpower to be deployed in the District Welfare Office, Balasore by the Service Provider Agency	9
4.	Tender Application-Technical Bid	10-12
5.	Tender Application-Financial Bid	13
6.	Terms and Conditions	14-19
7.	List of documents to be provided with Technical Bid	20
8.	List of documents to be submitted by the successful agency before deployment of manpower	21
9.	Model Agreement	22-23
10.	Terms and Conditions of Agreement	24-28



SCOPE OF WORK AND GENERAL INSTRUCTION TO BIDDERS

1. The District Welfare Officer, Balasore requires the service of reputed, well established and financially sound Manpower Service Providers absorbing the existing DEO-cum-Office Assistants of Legal Aid Cells/ District Scholarship Coordinator & Data Entry Operator of Scholarship Management Unit/ Data Entry Operator in OSFDC Cell on outsourcing basis for day-to-day official work.
2. The contract of providing the aforesaid manpower is likely to commence from **01.04.2026** and would continue till **31.03.2027**. The period of the contract may be further extended beyond **31.03.2027** provided the requirement of the District Welfare Officer, Balasore for manpower persists at that time or may be curtailed/ terminated before **31.03.2027** owing to deficiency in service or substandard quality of manpower deployed by the selected Service Provider or because of change in District Welfare Officer, Balasore's requirements. The District Welfare Officer, Balasore however, reserves right to terminate this initial contract at any time after giving one week's notice to the selected Service Provider.
3. This District Welfare Officer, Balasore has tentative requirement for DEO-cum-Office Assistants of Legal Aid Cells/ District Scholarship Coordinator & Data Entry Operator of Scholarship Management Unit/ Data Entry Operator in OSFDC Cell to undertake various Data Entry work, Portal management and other activities as and when required for smooth function of office work. The requirements may increase/ decrease in any/ all the categories.
4. The estimated cost of the contract is Rs. **60,00,000/-** (Rupees Sixty Lakh) only.
5. The tender document can be downloaded from the website www.balasore.odisha.gov.in
6. The interested Manpower Service Providers may submit the tender document complete in all respects along with Tender paper cost of **Rs. 2,000/-** (Two thousand) only & Earnest Money Deposit (EMD) of **Rs. 2,00,000/-** (Rupees Two Lakh) only in the form of Demand draft/Pay order in favour of District Welfare Officer, Balasore drawn in any scheduled commercial bank payable at Balasore with other requisite documents by **11/03/2026** up to **05:00 PM**, failing which the tender shall be summarily rejected. The

Tender Paper cost is non refundable. EMD of unsuccessful Bidders will be returned without interest after the award of contract.

7. The various crucial dates relating to "Tender for Providing Manpower Services to the District Welfare Officer, Balasore is cited as under.
 - (a) Date and time of receipt of the Tender documents by **speed post/ Registered post: 11/03/2026 up to 05:00 PM**
 - (b) Date and time for opening of
 - (i) Technical Bid : **12/03/2026, at 11:30 AM.**
 - (ii) Only technically qualified bidders are eligible to participate in **Financial Bid** on the same day : _____
 - (c) Likely date for commencement of Deployment of required manpower : **01.04.2026**
8. The tender has been invited under two bid system i.e. **Technical Bid and Financial Bid**. The bids in Sealed Cover-I containing Technical Bid' and Sealed Cover-II containing Financial Bid' super-scribing "Absorbing existing & newly required manpower which ever needed by the District Welfare Officer, Balasore". Both sealed envelopes should be kept in a third (Main) sealed envelope super scribing "**Tender for Providing Manpower Services for absorbing existing DEO-Cum-Office Assistant under Legal Aid Cells/ District Scholarship Coordinator & Data Entry Operator of Scholarship Management Unit/ Data Entry Operator in OSFDC Cell to District Welfare Officer, Balasore**". If the main envelop not super scribed, then the Bid document shall be out rightly rejected.
9. The successful bidder will have to deposit a **Performance Security Amount @2%** of the Contract value in the form of Bank Guarantees/TDR from Nationalized bank drawn in favour of District Welfare Officer, Balasore covering the period of contract before execution of the agreement. In case, the contract is further extended beyond the initial period, the Bank Guarantee/TDR will have to be accordingly renewed by the successful bidder.
10. The Manpower Service providers are required to enclose self-attested photocopies of the following documents 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 organization.
 - (b) Copy of PAN card;
 - (c) Copy of the IT return filed for the last three financial years;
 - (d) Copies of EPF and ESI certificates and latest return filed by the agency;
 - (e) Copy of the GST registration certificate and latest return filed by the agency;
 - (f) Bank Account details (Copy of front page of the passbook/ cancelled cheque).
 - (g) The bidder must have an average annual turnover of Rs. 2.00 Crore (Rupees Two Crore) and above during the last 03 consecutive Financial Years. (Turnover certificate duly signed by Chartered Accountant must be submitted).
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. **Overwriting or cutting or use of whitener is not 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 signed by the authorized person.
 13. The Technical bids shall be opened on the scheduled date and time at **11:30 AM**, on **12/03/2026** in the **Office Chamber of District Welfare Officer, Collectorate Building, Balasore** 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 tenderers will be opened whose technical bids are found in order. The Financial bids shall be opened after finalization of Technical Bid in the office of District Welfare Officer, Balasore 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. In the financial bid, the bidder with the lowest price shall be awarded the contract. However, in case more than one bidder quotes the same lowest price, then the agency shall be awarded the contract through lottery.
 16. The Competent Authority of the District Welfare Officer reserves the right to reject 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 of the manpower service providers should be located within the State of Odisha and one of the branch offices within the jurisdiction of Balasore district. Besides, the District Welfare Officer, Balasore / Head of DWO / 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 **03** years' experience in providing manpower to Government Departments / Public Sector Companies / Banks, etc. The Agency must have executed contracts during preceding 3 years of value equal or more than 60% of the estimated cost of the present contract
 - d. Bank Account details (Copy of front page of the passbook/ cancelled cheque).
 - e. They should be registered with Income Tax and GST Department. Copy of the IT return filed for the last three financial years and latest GST return filed by the agency must be submitted.
 - f. They should be registered with appropriate authorities under Employees Provident Fund (EPF) and Employees State Insurance (ESI) etc. Copy of latest return filed by the agency must be submitted.
 - g. They should have any other regulatory clearance (to be specified by the user District Welfare Officer, Balasore that may be required for providing manpower services.
 - h. The bidder must have an average annual turnover of Rs.2.00 Crore (Rupees Two Crore) and above during the last 03 consecutive Financial Years. (Turnover certificate duly signed by Chartered Accountant must be submitted).
 - i. Affidavit before Executive Magistrate/Notary by Public of the firm regarding non association with any employees of the District Welfare Officer, Balasore & the firm has never been blacklisted by any Government organization/ Banks/PSUs.



**TECHNICAL REQUIREMENTS FOR MANPOWER TO BE DEPLOYED
BY THE SUCCESSFUL MANPOWER SERVICE PROVIDER IN THE DISTRICT
WELFARE OFFICER, BALASORE**

Sl. No.	Position	Remarks
1	DEO-CUM-OFFICE ASSISTANT IN LEGAL AID CELL	Preference should be given to those who are working under Legal Aid Cell in Balasore District.
2	DATA ENTRY OPERATOR IN OSFDC CELL	As per assessment to be done by the authority
3	DISTRICT SCHOLARSHIP COORDINATOR/ DATA ENTRY OPERATOR IN SCHOLARSHIP MANAGEMENT UNIT	As per assessment to be done by the authority



APPLICATION- TECHNICAL BID

For Providing Manpower Services to District Welfare Officer, Balasore

1. **Name of Tendering Manpower Service Provider:** _____

2. **Details of Tender Paper Cost & EMD:** 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 Account Details of Manpower Service Provider (Copy of front page of the passbook/ cancelled cheque):**



8. PAN No. (Attach attested copy):

9. GST Registration No. (Attach attested copy):

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

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

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

Financial Year	Amount (in lakhs)	Remarks, if any
2022-23		
2023-24		
2024-25		

13. Additional information, if any (Attach Separate Sheet if space provided is insufficient):

14. 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)

Sl 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

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

Date:

Place:

Signature of Authorized Person

Name:

Seal:

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

For Providing Manpower Services to District Welfare Office, Balasore

1. Name of Tendering Manpower Service Provider: _____
2. Rate per person per month inclusive of all statutory liabilities, taxes, levies, cess etc.

Sl No.	Manpower Type	Monthly Service Charge per Person/ per Month						
		Remuneration per month	EPF@ 13%	ESI@ 3.25%	Other statutory dues if any	Service charges (3.85%)	GST@ 18%	Total per person (3+4+5+6+7+8)
1	2	3	4	5	6	7	8	9
1	DEO-Cum-Office Assistant in Legal Aid Cells	As per actual						
2	Data Entry Operator (OSFDC)	As per actual						
3	District Scholarship Coordinator	Rs. 35,000/-						
4	Data Entry Operator(SMU)	Rs. 11,100/-						

EPF/ESI of employees shall be borne by employee and shall be deducted as applicable

Place:

Date:

Authorized signatory (In full and initials)

TERMS AND CONDITIONS

1. The Agreement shall commence from **01.04.2026** and shall continue till **31.03.2027** unless it is curtailed or deployed, breach of contract etc or change in requirements.
2. The Agreement shall automatically expire on **31.03.2027** 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 District Welfare Officer, Balasore, at present has tentative requirement of DEO-cum-Office Assistants of Legal Aid Cells/ District Scholarship Coordinator & Data Entry Operator of Scholarship Management Unit/ Data Entry Operator in OSFDC Cell. The requirement of the District Welfare Officer, Balasore may further increase/ 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 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.
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 at 10.00AM to the District Welfare Officer, Balasore, all Sub-Collectors and 12 nos. of Block as may have been kept in charge of the Office establishment of the Office concerned and would leave at 5.30PM and may also require to work beyond 5.30PM for which he would

- not be paid any extra remuneration. In case the person deployed remains absent on a particular day or comes late/leaves early on three occasions, proportionate deduction from the remuneration for one day will be made.
9. The person deployed should allowed special leave of 12 Days during the period of engagement for one year. The leave will not be carried over to the next year and will lapse on completion of each year of service.
 10. The manpower service provider shall nominate a coordinator who shall be responsible for immediate interaction with the District Welfare Officer, Balasore, so that optimal services of the persons deployed could be availed without any disruption.
 11. The entire financial liability in respect of manpower service deployment in the District Welfare Officer, Balasore or office concerned shall be that of the manpower service provider and the DWO, Balasore 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 notified by the Govt. from time to time and adduce such evidences as may be required by the DWO, Balasore 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.
 12. The payment of remuneration to the manpower has to be through bank account only. No cash payment can be made to them.
 13. 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 DWO, Balasore or office concerned.
 14. The manpower service provider shall be solely responsible for the redressal of grievances or resolution of disputes relating to person deployed. The DWO, Balasore 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 DWO, Balasore office concerned and authorize representative of the manpower service provider.
15. The DWO, Balasore shall be 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.
 16. 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 or after expiry of the Agreement.
 17. In case of termination of this agreement or 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.
 18. 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.
 19. 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.
 20. 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 employee state insurance, whatever applicable.
 21. The person deployed by the manpower service provider should have good police records and no criminal case should be pending against them.
 22. 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 DWO, Balasore or office concerned. The manpower service provider shall be responsible for any act of indiscipline on the part of the person deployed.

LEGAL:

23. The person 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 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 DWO, Balasore 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 DWO, Balasore 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 DWO, Balasore 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 DWO, Balasore or office concerned or any other authority under law.
27. The Tax Deduction at Source (T.D.S) shall be done as per the provision of the income tax/GST act/rule, as amended from the time to time and certificate to this effect shall be provided by the DWO, Balasore or office concerned.
28. In case the manpower service provider fails to comply with any liability under appropriate law and as result thereof, the DWO, Balasore or the office concerned is put to any loss/obligation, monetary or otherwise, the DWO, Balasore or 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 of 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 DWO, Balasore or office concerned 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 DWO, Balasore 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 2,00,000/-** (Rupees Two Lakh) only in the form of Demand draft/ Pay order drawn in favour of District Welfare Officer, Balasore **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. In case of successful bidder if the agency fails to deploy the required manpower against the initial requirement within 30days from date of placing the order, the EMD shall stand forfeited without giving any further notice.
32. The successful bidder will have to deposit **Performance Security Amount @2%** of the Contract value in the form of Bank Guarantee/ TDR made in the name of the Agency and Pledged to the District Welfare Officer, Balasore covering the period of contract. In case, the contract is further extended beyond the initial period, the BG/FDR will have to be accordingly renewed by the successful bidder.
33. In case of breach of any terms and conditions attached to this 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 duplicate along with attendance sheet duly verified by the DWO, Balasore 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. But the agency should make payment to the staff in the 1st week of every month for providing uninterrupted service without depending on release of payment from the office concerned.



35. The claim in bills regarding Employees State Insurance, Provident Fund, GST, etc. should necessarily accompany 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 DWO, Balasore or office concerned.
36. The amount of penalty calculated @Rs.200 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 reserves 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 DWO, Balasore for supply of suitable and qualified manpower as per requirement of this DWO, Balasore on the above terms and conditions.



DOCUMENTS TO BE PROVIDED WITH THE TECHNICAL BID

1. Application - Technical Bid;
2. Self-Attested copy of registration of agency;
3. Supporting documents for registered office of the manpower service providers within the State of Odisha and one of the branch offices within the jurisdiction of Balasore district.
4. Bank Account details (Copy of front page of the passbook/ cancelled cheque);
5. Submit Tender paper cost of **Rs. 2,000/-** (Two thousand) only & Earnest Money Deposit (EMD) of **Rs 2,00,000/-** (Rupees Two Lakh) only.
6. Self-Attested copy of PAN Card;
7. Self-Attested copy of the last 3 yrs. IT Return filed by agency;
8. Self-Attested copy of the GST registration certificate and latest return filed by the agency;
9. Self-Attested copy of the E.P.F. registration certificate and latest return filed by the agency;
10. Self-Attested copy of the E.S.I. registration certificate and latest return filed by the agency;
11. Certified document in support of the financial turnover of the agency;
12. Certified document in support of the experience in providing manpower to Government Departments / Public Sector Companies / Banks, etc.;
13. Self-Attested Tender documents by the authorized signatory of the agency for a line of confirmation of the Terms & Conditions of the Tender;
14. Affidavit before Executive Magistrate / Notary Public of the firm regarding non association with any employees of the DWO, Balasore & the firm has never been blacklisted by any Government organization/ Banks/PSUs.



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

1. List of Manpower shortlisted by agency for deployment in **DISTRICT WELFARE OFFICER, BALASORE** containing full details i.e. date of birth, marital status, address, educational qualifications, service experience etc.
2. Bio-data of all candidates.
3. Any other document considered relevant.



MODEL AGREEMENT

(To be made on Rs.100.00 Non-Judicial Stamp Paper)

This agreement is made on this _____ day of _____ between the Collector & District Magistrate, Balasore represented by District Welfare Officer, Balasore herein after referred to as the "Authority" which expression shall, where the context so requires or admits, also include its successors or assigns of the one part.

And

M/s _____ represented by Sri _____

Herein after called the "Manpower Service Provider" which expression shall where the context so requires or admits also include its successors or assignees of the other part.

Where the authority desire that the service of _____ are required in _____ District Welfare Officer, Balasore /office.

And whereas the Manpower Service Provider has offered its willingness to the same in conformity with the provision of the agreement.

And whereas the authority has finalized the rate as per the terms and conditions of the agreement to the Manpower Service Provider.

Now this agreement witnesses as below: -

1. That the annexure containing the terms and conditions shall be deemed to form and to be read and constructed as part of this agreement.
2. That in consideration of the payment to be made by the authority to the Manpower Service Provider, the Manpower Service Provider hereby agrees with the authority to provide personnel to be engaged as _____ in the District Welfare Officer, Balasore /office in conformity with the provisions of the terms conditions.
3. That the authority hereby further agrees to pay the Manpower Service Provider the contract price at the time and in the manner prescribed in the said terms conditions.
4. That in the event of any dispute that may arise it shall be settled as per the terms and conditions of the contract.
5. That this agreement is valid up to _____.

IN WITNESS WHEREOF the parties have caused their respective common seals to be here unto affixed or have here unto set their respective hands and seals on the day and year first written above.

*Signature of the officer authorized
to sign on behalf of manpower
service provider*

*Signature of the officer authority
officer acting in the premises for
and on behalf of the
Collector & District Magistrate,
Balasore*

In the presence of witness

Witness

1. Name:.....
Address:.....
2. Name:.....
Address:.....

Witness

1. Name:.....
Address:.....
2. Name:.....
Address:.....



TERMS & CONDITIONS OF THE AGREEMENT

1. The agreement shall commence from (date) and shall continue till(date) 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 on (date) 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 conditions or with some additions/deletions/modifications, for 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 right 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 Manpower Service Provider will be bound by the details furnished by it to the authority while submitting the tender or at a 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 agreement.
6. The authority reserves the right to terminate the agreement during initial period also after giving 15days notice to the Manpower Service Provider.
7. The persons deployed shall be required to report for work at 10.00AM to the District Welfare Officer, Balasore or such other officer as may have been kept in charge of the office establishment of the office concerned and would leave at 5.30PM and may also be required to work beyond 5.30PM for which he would not be paid any extra remuneration. In case the person deployed remains absent on a particular day or comes late/leaves early on three occasions, proportionate deduction from the remuneration for one day will be made.



8. The person deployed should allowed special leave of 12 Days during the period of engagement for one year. The leave will not be carried over to the next year and will lapse on completion of each year of service.
9. The manpower service provider shall nominate a coordinator who shall be responsible for immediate interaction with the District Welfare Officer, Balasore, 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 District Welfare Officer, Balasore or office concerned shall be that of the manpower service provider and the DWO, Balasore 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 notified by the Govt. from time to time and adduce such evidences as may be required by the DWO, Balasore 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 DWO, Balasore 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 DWO, Balasore 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 DWO, Balasore office concerned and authorize representative of the manpower service provider.
14. The District Welfare Officer, Balasore shall be 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.

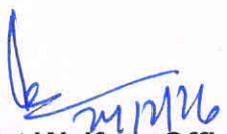
15. The persons deployed by the manpower service provider shall not claim nor shall be entitled to pay, perks and other facilities admissible to regular/confirmed employees during or after expiry of the Agreement.
16. In case of termination of this agreement or on its expiry or otherwise the persons deployed by the manpower service provider shall not be entitled to and shall have no claim for any absorption in regular or other capacity.
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.
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 District Welfare Officer, Balasore or office concerned. The manpower service provider shall be responsible for any act of indiscipline on the part of the person deployed.

22. The person 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 application 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 workers in respect of the persons deployed by it in the DWO, Balasore or office concerned shall have no liabilities in this regard.
24. The manpower service provider shall also be liable for depositing all taxes, levies, cess, etc. on account of service rendered by it to the DWO, Balasore 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 DWO, Balasore or office concerned.
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 DWO, Balasore of office concerned or any other authority under law.
26. The tax deduction at source (T.D.S) shall be done as per the provision of the income tax/GST act/rule, as amended from the time to time and certificate to this effect shall be provided by the DWO, Balasore or office concerned.
27. In case the manpower service provider fails to comply with any liability under appropriate law and as result thereof, the DWO, Balasore to the office concerned is put to any loss/obligation, monetary or otherwise, the DWO, Balasore or 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 of loss or obligation in monetary terms.
28. 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 DWO, Balasore of office concerned 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 DWO, Balasore or office concerned by the person deployed, the same will be recovered from the unpaid bills or adjusted from the performance security deposit.

29. 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.
30. The manpower service provider shall raise the bill in duplicate along with attendance sheet duly verified by the DWO, Balasore or Office concerned in respect of the persons deployed and submit the same to the prescribed authority in the first week of the succeeding month. But the agency should make payment to the staff in the 1st week of every month for providing uninterrupted service without depending on release of payment from the office concerned.
31. 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 DWO, Balasore or office concerned.
32. The amount of penalty calculated @Rs.200/- 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.
33. The authority reserves 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.
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 controlling officer 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.


**District Welfare Officer,
Balasore**