

OFFICE OF THE PRINCIPAL GOVT. I.T.I. BALASORE

(Under Directorate of Technical Education & Training, Odisha, Cuttack

&

Department of Skill Development & Technical Education, Odisha, Bhubaneswar)

Tender Call Notice No. 1359/ITI

Date 03/10/2024


Sealed Tender are invited from reputed registered Manpower Agencies/Service Providers to provide the services of Manpower on outsourcing basis for day to day official works of Office of the **Principal Industrial Training Institute(ITI) ,BALASORE.**

The cost of the tender documents is **Rs.1000/- (non refundable)** only which will be deposited in shape of Demand Draft drawn on any Nationalized Bank in favour of Principal **Industrial Training Institute(ITI) BALASORE, BALASORE District** Payable at BALASORE (Odisha). The tender document shall only be downloaded from Balasore District NIC portal **Https//Balasore.nic.in or ITI, Balasore portal <http://www.itibalasore.in/>** & submit it within the due date along with the cost of tender document.

Tender should be accompanied by refundable Earnest Money Deposit (EMD) of **Rs.25000/- (Rupees Twenty five thousand)** in the shape of Demand Draft drawn in favour of **Government Industrial Training Institute(ITI) Balasore, Balasore District.** on any Nationalized Bank payable at Balasore (Odisha). Tender claiming exemption/concession for EMD/tender document fees has to submit copy of relevant documents for providing manpower service to avail such benefit.

The last date of receipt of tender document is **28-10-2025** at office of the Principal, Govt. ITI Balasore, AT-Angaragadia, O.T Road Balasore Po-Balasore, Dist-Balasore-756001 by Regd. Post/Speed post only. The Principal shall not be held responsible for any postal delay. No tender shall be received in person or by hand.

The undersigned reserves the right to accept or reject or cancel any or all bids without assigning any reason thereof.


PRINCIPAL
Principal
GOVT. INDUSTRIAL TRAINING INSTITUTE
BALASORE
A.D.

SCOPE OF WORK AND GENERAL INSTRUCTION FOR BIDDERS

1. **The Principal Government Industrial Training Institute (ITI) Balasore**, requires the services of reputed, registered & well established and financial sound Manpower Service Providers to provide Manpower services on outsourcing basis for **Government Industrial Training Institute (ITI) Balasore**, works of this Institute assigned to them.
2. The contract for providing the manpower services is one year from the date of contract agreement. The period of the contract may further be extended beyond one year subject to requirement of Government **Industrial Training Institute (ITI) Balasore**, satisfactory performance of the agency. The contract may be curtailed, Terminated before end of contract period owing to Insufficiency in service or substandard quality of manpower deployed by the selected Service Provider or because of change in Government **Industrial Training Institute (ITI) Balasore**, requirements or change of Odisha Govt. outsourcing Rules. The Principal **Industrial Training Institute (ITI) Balasore**. However, reserves the right to terminate this initial contract at any time after giving one month notice to the selected Service Provider.
3. The Government **Industrial Training Institute (ITI) Balasore** has tentative requirement of Front Desk Management-02, Sweeper-04, Watchman-4, Driver-01, and Lady Hostel Matron-01, Attendant-02
4. Job Description of the following post:
 - (i) **Front Desk Management**

The person should have Pass Graduation with PGDCA & to provide support in the day to day activities for smooth running of the office works, maintaining Biometric Attendance, uploading online portals like NCVT, SCTEVT, SAMS, all scholarship Work and generating reports of data base and all typing of official letters.

 - (ii) Group- D all posts minimum qualification 8th pass.
 - (iii) Lady Hostel Matron - The minimum qualification is Graduate in any discipline from recognized University.
5. The requirement may increase or decrease at any time as per Govt. Guideline changes time to time.
6. The interested Manpower Service Providers may submit the tender document filled in all respect along with Earnest Money Deposit (EMD) of **Rs.25000/- (Rupees Twenty five thousand)** only and other requisite documents on or before **28.10.2025** in the office of the Government **Industrial Training Institute (ITI) Balasore At-Angaragadia, O.T Road Balasore Post/Dist-Balasore-756001** by Regd.Post/Speed post only.
 - a. **The bidders should download the tender document from website [Https// Balasore.nic.in](https://Balasore.nic.in) or ITI, Balasore portal <http://www.itibalasore.in/> and enclose a demand draft of Rs.1000/- (non-refundable) towards the cost of tender drawn in favour of Principal, Industrial Training Institute (ITI) Balasore Payable at Balasore Branch. The Tender claiming exemption/concession for EMD/ Tender document fees has to submit copy of relevant document for providing manpower service to avail such benefit issued by the Competent Authority Govt. of Odisha** The various dates relating to "Tender for Providing Manpower Services to the **Principal Industrial Training Institute (ITI) Balasore** are cited as under.
 - b. Period of downloading of Tender documents from the prescribed website: From **04.10.2025** onwards. from **Balasore** District NIC portal [Https// Balasore.nic.in](https://Balasore.nic.in) or ITI, Balasore portal <http://www.itibalasore.in/>.
 - c. Date for submission of Tender documents: From **04.10.2025 to 28.10.2025 up to 5PM** (By Regd. Post/Speed post only.) No tender documents will be received by hand
 - d. Date and time for opening of:
 - i. Technical Bids: **29.10.2025 at 11.30 am**
 - ii. Financial Bids of eligible Bidders: **29.10.2025 at 1.30 PM**
7. The tender envelopes should be superscripted "Tender for providing Manpower Services to **Government Industrial Training Institute (ITI Balasore)** and it must be sealed.

8. The Earnest Money Deposit (EMD) **Rs.25000/- (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 **Principal Government Industrial Training Institute, Balasore Payable at Balasore branch**, failing which the tender shall be rejected.
9. The successful Man Power agency (tender) will have to deposit a Performance Security of **Rs.1,00,000/- (Rupees One Lakh)** only in the form of Bank Guarantee from any Nationalized Bank in favour of the Principal **Government Industrial Training Institute (ITI) Balasore Payable at Balasore Branch** covering the period of contract. In case the contract is further extended beyond the initial period, the Bank Guarantee will have to be renewed accordingly by the successful tender.
10. **Conditional bids shall not be considered and will be out rightly rejected.**
11. 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 must be initialed by the person authorized to sign the tender bids.
12. The Technical Bids shall be opened on the scheduled date and time, in the Chamber of Principal **Government Industrial Training Institute (ITI) Balasore** in presence of committee members & the authorized representatives of the Manpower Service Providers, if any, who wish to be present on the spot at that time they have to produce authorization letter issued by the firm.
13. The Principal **Government Industrial Training Institute (ITI) Balasore** reserves the right to accept/reject or cancel any or all bids without assigning any reason thereof.

TECHNICAL REQUIREMENTS FOR THE TENDERING MANPOWER SERVICE PROVIDER

1. The tendering 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 Applicant's Organization
 - (b) The registered office of the Manpower Service Provider should be located within Odisha and local office should be within the district.
 - (c) Documentary proof of 03 Years' experience in providing manpower service to State Government /Central Government/ PSU on similar work.
 - (d) Copy of the Bank Pass Book in the name of the Organization along with bank statement containing transactions made during last 03 years duly certified by the competent authority.
 - (e) Copy of PAN/GIR card of the Firm(Outsourcing Agency).
 - (f) Copy of the IT return filed for the last four financial years 2021-22,2022-23, 2023-24 & 2024-25 with copy of clearance certificate duly signed from the competent authority
 - (g) Copy of valid Goods and Service Tax registration certificate in the firm (Agency) and copies of returns filled by the firm as on 2021-22,2022-23, 2023-24 & 2024-25.
 - (h) Copies of EPF and ESI registration Certificates.
 - (i) Copies of EPF Electronic Challan Return (ECR)with list of outsourced employees and remittance conformation slip for the month of January/2022 to Decmber'2023, January/2023 to June/2025 with copy of clearance certificate duly signed from the competent authority.
 - (j) Copy of ESI return as on January'2022 & December/2022 and e-challan of ESI with list of outsourced employees for the month of January/2023 to December' 2023 & January/2024 to June/2025 with copy of clearance certificate duly signed from the competent authority.
 - (k) The Manpower Service Provider should be registered with Labour Department, i.e. License under Contract Labour (Regulations and Abolition) Act. 1970 (for supply of Manpower to different establishment) with up to date renewals certification from issued from the competent authority.
 - (l) The Service Provider should be a financially sound party and his minimum annual turnover of Rs.50 lakhs (Rupees Fifty lakhs) is required in similar fields. Copy of audited financial statements for the financial year 2021-22, 2022-23 , 2023-24 & 2024-25 should be attached.

- (m) The Bidder should not have been black listed by any Govt. officials a self declaration by the agency in the form of court affidavit certified by the public notary
- (n) EMD as mentioned in Para-08 of the scope of work of the tender document in shape of Demand draft Rs 25,000/-
- (o) Demand Draft amounting to Rs. 1,000/- (Rupees One Thousand) towards purchase of tender paper (Non Refundable) (even if the Tender is cancelled).
- (p) Tender Document duly signed and sealed by the authorized person of the service provider in each page as a token of acceptance of all terms and conditions of the Bid.
- (q) Copies of proof of payment of monthly home take remuneration to the engaged outsourcing staff in different organization made by the bidder (Manpower Agency) through bank transfer to their respective savings bank accounts for the period from January'2022 to December'2022. January/2023 to June/2025 certified by the concerned bank authorities .

The Bidders who meets the qualitative requirements specified in the Technical Bid will only be considered for participating in the Financial Bid. Financial Bid of the technically disqualified bides will not be opened.

2. The conditional bid shall not be considered and will be out rightly rejected in very first instance.
3. 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.
4. The Tender documents shall be opened on the scheduled date and time at 11.30AM on 28/10/2025 along with the technical bid in the conference hall of **Principal Government Industrial Training Institute (ITI) Balasore** in presence of the committee members.
5. The Financial Bid of only those bidders will be opened on 28.10.2025 at 1.30 PM, whose Technical Bids are qualified & found in order.
6. The qualified Bidder shall sponsor the candidates with a ratio of 1:3 and the candidates will have to go for a Computer Skill test for Front Desk Management & Skill Test and personnel interview for all Group D cadre to be conducted by the **Principal Government Industrial Training Institute (ITI) Balasore** or his authorized officer and the qualified candidates only shall be deployed all the expenses for the purpose of the sponsored candidates will be borne by the outsourcing agency (No payment will be made by the expenses).
7. The successful bidder will have to deposit a Performance Security deposit of **Rs.100000/- (Rupees One Lakh)** only in the form of Bank Guarantee from any Nationalized Bank in favour of the **Principal Government Industrial Training Institute (ITI) Balasore Payable at Balasore** i.e on or before of execution of the Agreement & Issue of Orders.
8. **The Principal Government Industrial Training Institute (ITI) Balasore reserves the right to reject all OR any of the Bids without assigning any reasons thereof.**

TECHNICAL REQUIRMENT FOR MANPOWER TO BE DEPLOYED BY THE SUCCESSFUL MANPOWER SERVICE PROVIDER IN GOVT. ITI, BALASORE ON OUTSOURCING BASIS

1. She / he should be of above 18 years of age.

2. The Educational Qualification, Designation & Experience are mentioned below:

Sl No	Designation	Qualification	Experience	No. Of Requirement
01	Front Desk Management	Graduate/Diploma with PGDCA ,Computer Skill	Working experience in relevant field for 2 years	02
02	Sweeper	8 th standard pass with minimum knowledge of reading and writing Odia & English	Working experience in relevant field	04
03	Attendant cum sweeper	HSC Passed or equivalent with minimum knowledge of reading and writing Odia & English	Working experience in relevant field	01
04	Watchman	8 th standard pass with minimum knowledge of reading and writing Odia & English	Working experience in relevant field	04
05	Driver	10 th standard pass with minimum knowledge of reading and writing Odia & English	Working experience in relevant field	01
06	Attendant	10 th standard pass with minimum knowledge of reading and writing Odia & English	Working experience in relevant field	02

TECHNICAL BID

1. Name of Tendering Manpower Service Provider _____
2. (a) Details of Earnest Money Deposit: DD No. _____ date _____

Rs. _____ drawn on Bank _____

(b) Details of cost of Tender paper DD No. _____ dt. _____ drawn on Bank Amount _____

3. Name of Proprietor/Partner/Director _____

4. Address of Registered Office _____

E-mail _____ Address _____ Telephone No. _____

FAX No. _____ Telephone No. _____

5. Full address of operating/Branch Office: _____

E-mail Address _____ Address _____

Telephone No. _____ FAX No. _____

6. Name & telephone No. of Authorized office/person to liaison with field Office(s) _____

7. Banker of the Manpower Service Provider _____

8. Telephone Number of Banker: _____

9. PAN/GIR No: _____

10. GST Registration No: _____

11. E.P.F. Registration No: _____

12. Financial turnover of the tendering Service Provider

Financial Year	Amount (Rs. Lakh)	Remarks, if any
2021-22		
2022-23		
2023-24		
2024-25		

(If the space provided is insufficient, a separate sheet may be attached)

14. Additional information, if any

15. Give details of the major similar contract handled by the tendering Manpower Service Provider during the last two years in the format.

(If the space provided is insufficient a separate sheet may be attached)

Sl No	Name of client, Address, telephone No.	Type of Manpower Provided	Nos.	Amount of contract Rs, Lakhs	Duration of contract	
					From	TO

16. The annual return/challan filed in ESI & EPF as mentioned in the tender document, with bank deposit slips.(attach attested copies).

17. Additional sheet, if required)

Date:

Place:

Signature of authorized person.

Full name:

Seal

DECLARATION

I _____ Son/Daughter/Wife

Shri _____ Proprietor/Director/Authorized

Signatory of the Service Provider, mentioned above, am competent to sign this declaration and execute this tender document.

1. I have carefully read and understood all the terms and conditions of the tender and undertake to abide by them.
2. The information/documents furnished along with the above bid documents are true and authentic to the best of my knowledge and belief. I/We, am/are well aware of the fact that furnishing any false information/fabricated document would lead to rejection of my/our tender at any stage besides liabilities towards prosecution under appropriate law.
3. I/we have not been black listed by any (Central/State) Government/PSU departments.

Place:
Place:

Signature of authorized person.
Full name:
Seal

Seal & Signature of Bidder.

FINANCIAL BID**For providing to manpower service provider Government ITI, Balasore.**

1. Name of the Tendering Manpower Service Provider:-.....

.....

2. Rate per person per month (08hours per day) inclusive of all statutory liabilities, taxes, levies, cess etc.

Sl. No.	Manpower Type	*Remuneration(Take Home)	Monthly rate per Employee					Remarks
			Employer Share of EPF	Employer Share of ESI	Other Statutory dues(if any)	Service Charge	Total per Person	
01	Front Desk Management							As per GA & PG Resolution No.-GAD-SC-G CS-0225-2023 -7982/GAD Dt.07.03.2024
02	Sweeper							
03	Lady Hostel Matron							
04	Watchman							
05	Driver							
06	Attendant							

Date:...../...../2025

Signature of the Authorized Person

Place:.....

Name:.....

Seal:.....

[*] Remuneration mentioned above include the EPF & ESI share of Employee

Note

1. The total rates quoted by the tendering agency should be inclusive of all statutory / taxation liabilities in force at the time of entering in the contract.
2. The payment shall be made on conclusion of the calendar month only on the basis of no of working days for which duty has been performed by each manpower.
3. Tender of the Bidder quoted less remuneration than the remuneration mentioned above will be rejected.
4. The Bidder has to submit the calculation sheet of EPF and ESI
5. EPF, ESI, Service Tax is to be calculated as per existing rules. Evaluation Committee of **Principal Government Industrial Training Institute (ITI) Balasore** is authorized to make corrections in case of wrong calculation made by the bidder in respect of EPF, ESI, Other Taxes rate while determining the lowest-01(L1) bidder. In this regard the decision of **Principal Government Industrial Training Institute (ITI) Balasore** is final and binding to the entire bidder.

TERMS AND CONDITIONS

GENERAL

1. The contract shall likely to commence from the date of placing of order for a period of one year unless it is curtailed or terminated by the authority owing to inefficiency of service, substandard quality of manpower deployed, breach of contract etc. or change in requirements.
2. The contract shall automatically expire on completion of one year unless or otherwise extended further on mutual consent of the Service Provider and the **Principal Government Industrial Training Institute (ITI) Balasore**. After satisfactory performance, the contract may be extended on the same terms and conditions or with some additions/ deletions /modifications , for a further specific period mutually agreed upon by the Manpower Provider and the Principal Government Industrial Training Institute (ITI) **Balasore**. The Service Provider shall not be allowed to transfer, assign, pledge or sub contract its rights and liabilities under this 1' to any other agency or organization.
3. The **Principal Government Industrial Training Institute (ITI) Balasore** at present, has tentative requirement of Front Desk Management-02, Sweeper-04, Watchman-04, Driver-01, Lady Hostel Matron-01, and Attendant-02 .The requirement of Manpower may further increase or decrease, during the period of initial contract also and the tendered would have to provide additional Manpower Services, if required, on the same terms and conditions.
4. The Service Provider will be bound by the details furnished by it to the **Principal Government Industrial Training Institute (ITI) Balasore** 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 a breach of terms of contract making it liable for legal action besides termination of the contract.
5. The authority reserves the right to terminate the agreement during initial period also after giving one month notice to the Service Provider.
6. The persons deployed shall be required to report for work & shall work under the Officer as may have been kept in charge of the Office. In case the person deployed comes late/leaves early on three occasions, proportionate deduction from the remuneration for one day will be made.
7. The persons deployed shall avail holidays as prescribed in Govt. calendar. **Their services can also be utilized in Govt. holidays also basing on requirement.**
8. The Service provider shall nominate a coordinator who shall be responsible for immediate interaction with the **Principal Government Industrial Training Institute (ITI) Balasore** so that optimal services of the persons deployed could be availed without any disruption.
9. The entire financial liability in respect of manpower services deployed in **Principal Government Industrial Training Institute (ITI) Balasore** shall be that of the Manpower Provider and the **Principal Government Industrial Training Institute (ITI), Balasore** will in no way be liable. It will be the responsibility of the Service Provider to pay to the person deployed a sum not less than the minimum rate quoted in the financial bid and show such evidence as may be required by the **Principal Government Industrial Training Institute (ITI) Balasore**.
10. For all intents and purposes, the Service Provider shall be "Employer" within the meaning of different Rules and Acts in respect of manpower so deployed. The person deployed by the Service Provider shall not have any claim whatsoever like employer and employee relationship against the **Principal Government Industrial Training Institute (ITI) Balasore**. There shall not be employer-employee relationship between **Principal Government Industrial Training Institute (ITI) Balasore** and the persons deployed on outsourcing basis.
11. The Manpower Service Provider shall be solely responsible for the redressal of grievances of resolution of disputes relating to persons deployed. The **Principal Government Industrial Training Institute (ITI) Balasore** shall, in no way, be responsible for settlement of such issues whatsoever. In case the grievances of the deployed persons are not attended to by the Service Provider, the deployed persons can place their grievance before a joint committee consisting of a representative of the **Principal Government Industrial Training Institute (ITI) Balasore** and an Authorized representative of the Service Provider

12. The **Principal Government Industrial Training Institute (ITI) Balasore** shall not be responsible for any financial loss or any injury/death of any person deployed by the Service Provider in the course of performing the functions/duties, or for payment towards any compensation.
13. The persons deployed by the Service Provider shall not claim nor shall be entitled to pay, perks and other facilities admissible to regular/confirmed employees during the contract or after expiry of the contract.
14. In case of termination of this agreement on its expiry or otherwise, the persons deployed by the Service Provider shall not be entitled to and shall have no claim for any absorption in regular or in other capacity.
15. The person deployed shall not claim any benefit or compensation or absorption or regularization or deployment with this office under the provision of Rules and Acts. Undertaking in the form of an affidavit, from the person deployed to this effect shall be required to be submitted by the Service Provider.
16. The Service Provider must be registered with the concerned Govt. Authorities, i.e. Labor Commissioner provident Fund Authorities Employees State Insurance Corporation etc. and a copy of registration should be submitted. The Service Provider shall complete with all the legal requirements for obtaining License under Contract Labor (Regulations and Abolition) Act, 1970 if any, at his own part and cost.
17. The 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 Service Provider. The Service Provider shall be responsible for contribution towards provident Fund and Employees State Insurance, wherever applicable and the proof of such deposit shall be submitted as and when required by **Principal Government Industrial Training Institute (ITI) Balasore**.
18. The persons deployed by the Service Provider should have good police records and no criminal case should be pending against them.
19. The persons deployed should be polite, cordial and efficient while handling the assigned work and their actions should promote good will and enhance the image of **Principal Government Industrial Training Institute (ITI) Balasore**. The Service Provider shall be responsible for any act of indiscipline by the persons deployed.
20. The Service Provider shall provide manpower in **1:3** ratio against the requirement for which due selection procedure shall be made by the **Principal Government Industrial Training Institute (ITI) Balasore** before engagement of the manpower.

LEGAL:-

21. The persons deployed shall, during the course of their work be privy to certain qualified documents and information which they are not supposed to divulge to third parties. In view of this, they shall be required to take oath of confidentiality and breach of this condition shall make the Service Provider as well as the person deployed liable for penal action under the applicable laws besides, action for breach of contract.
22. The Manpower Service Provider shall be responsible for compliance of all statutory provisions relating to minimum wages as payable to different types of workers in respect of the persons deployed by it in Government **Industrial Training Institute (ITI) Balasore**. The **Principal Government Industrial Training Institute (ITI) Balasore** shall have no liability in this regard.
23. The Service Provider shall also be liable for depositing all taxes, levies, cess etc. on account of service rendered by it. to **Principal Government Industrial Training Institute (ITI) Balasore** to the concerned tax collection authorities, from time to time, as per the rules and regulations in the matter. Attested Xerox copies of such documents shall be furnished to the **Principal Government Industrial Training Institute (ITI) Balasore** bi-monthly with the bill.
24. The Service Provider shall maintain all statutory registers under the Law and shall produce the same, on demand, to the **Principal Government Industrial Training Institute (ITI) Balasore** or any other authority under law.
25. The Tax deduction at Source (TDS) shall be done as per the provisions of Income Tax Act/Rules as amended from time to time and a certificate to this effect shall be provided by the **Principal Government Industrial Training Institute (ITI) Balasore**.
26. In case, the Service Provider fails to comply with any liability under appropriate law and as a result thereof, the **Principal Government Industrial Training Institute (ITI) Balasore** is put to any loss/obligation monetary or otherwise **Principal Government Industrial Training Institute (ITI) Balasore** will be entitled to get itself reimbursed out of the outstanding bills or the performance security deposit of the Service Provider, to the extent of the loss obligation in monetary terms.

27. The Agreement is liable to be terminated because of non-performance, deviation of terms and condition of contract, non-payment of remuneration to employed persons and non - payment of statutory dues. The **Principal Government Industrial Training Institute (ITI) Balasore** will have no liability towards non-payment of remuneration to the persons employed by the Service Provider and the outstanding statutory dues of the service provider to statutory authorities. If any loss is caused to the **Principal Government Industrial Training Institute (ITI) Balasore** by the person deployed, the same shall recovered from the unpaid bills or adjusted from the performance security Deposit,

FINANCIAL:-

28. The Earnest Money Deposit (EMD) Rs. **Rs.25000/- (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 **Principal Government Industrial Training Institute (ITI) Balasore Payable at Balasore**, failing which the tender shall be rejected
29. The Earnest Money Deposit in respect of the agencies which do not qualify the Technical Bid (First stage) /Financial Bid (Second competitive stage) shall be returned to them without any interest. In case of successful tendered if the agency fails to deploy the required manpower against the initial requirement within 15 days from date of placing the order the EMD shall stand forfeited without giving any further Notice.
30. The successful bidder will have to deposit a Performance Security deposit of **Rs.100000/- (Rupees One Lakhs)** only in the form of Bank Guarantee from any Nationalized Bank in favour of the **Principal Government Industrial Training Institute (ITI) Balasore Payable at Balasore** i.e on or before of execution of the Agreement & Issue of Orders
31. In case of breach of any terms and conditions attached to this agreement, the performance security Deposit of the Service Provider shall be liable to be forfeited beside annulment of the Agreement.

PAYMENT TERMS:-

32. The Service Provider shall raise the bill, along with signature of all Manpower and the certification by concerned officer as a proof that the payments to all have been made by Contractor in the presence of concerned officer of the section. On monthly basis, the contractor should submit the bill (in duplicate) along with photocopies of (Wages and attendance) registers for that month as prescribed under minimum wages act, and authenticated proofs for payment of (EPF, ESI) with ECR & GST dues in respect of all Manpower's latest by 7th of the following month duly certified by the concerned officer, for payment as per different tender's terms-conditions. The contractor shall submit the bill by 10th of the subsequent month.
33. As far as possible the payment will be released by the last date of the month.
34. The amount of penalty calculated @ 100 per day on account of delay, if any, in providing suitable substitute for the period beyond three working days by the Service Provider shall be deducted from its monthly bills in the succeeding month.
35. The Authority reserves the right to withdraw or relax any of the terms and condition mention above so as to overcome the problem encountered at a later stage.
36. In the event of any dispute arising In respect of the clauses of the agreement of 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.
37. All disputes shall be under the jurisdiction of **Balasore** District.
38. The successful bidder will enter in to an agreement with the **Principal Government Industrial Training Institute (ITI) Balasore** for supply of suitable and qualified manpower as per requirement of this office on the above terms and conditions.

DOCUMENTS TO BE PROVIDED WITH THE TECHNICAL BID

1. Application Form -Technical Bid
2. Registration Certificate of the applicants organization .
3. Documentary proof of 04 years experience in providing manpower service to State Government/ Central Government/ PSU on similar work
- 5 Copy of Bank Pass Book in the name of the Organization along with Bank Statement containing transactions made during the year 2021-22 , 2022-23 , 2023-24 & 2024-25 duly certified by the competent authority.
- 6 Copy of PAN/GIR/GST Card of the firm.
- 7 Copy of the IT return filed for the last three financial years, 2021-22 , 2022-23 , 2023-24 & 2024-25 duly certified by the competent authority.
- 8 Copy of valid Goods and Service Tax (GST) registration certificate and return as on 2021-22 , 2022-23 , 2023-24 & 2024-25 duly certified by the competent authority.
- 9 Copy of EPF and ESI registration certificates
- 10 Copies of EPF Electronic Challan Return (ECR)with list of outsourced employees and remittance conformation slip for the month of January/2022 to Decmber'2022, January/2023 to June/2025 with copy of clearance certificate duly signed from the competent authority
- 11 Copies of EPF Electronic Challan Return (ECR)with list of outsourced employees and remittance conformation slip for the month of January/2022 to Decmber'2022, January/2023 to June/2025 with copy of clearance certificate duly signed from the competent authority
- 12 .The Manpower Service Provider should be registered with Labour Department, i.e. License under Contract Labour (Regulations and Abolition) Act. 1970 (for supply of Manpower to different establishment) with up to date renewals
- 13 .Copy of the Audited Statement of accounts (Balance Sheet, Profit & Loss A/C etc.) showing minimum annual turnover of 50.00 lakhs in the FY 2021-22 , 2022-23 , 2023-24 & 2024-25.
- 15 Copy of contract on similar work (Front Office Management /Lady Hostel Matron/Lady Hostel Menial /Sweeper related works) worth Rs. 50.00 lakhs in 2021-22 , 2022-23 , 2023-24 & 2024-25 .
- 16 Affidavit to the effect that the firm has not been black listed by any Govt. official.
- 17 EMD as mentioned in Para 08 of the Scope of Work of the tender document in shape of Demand Draft.
- 18 Demand Draft amounting to Rs. 1,000/- (non-refundable) towards tender paper cost downloaded from website.
- 19 Tender Document duly signed and sealed by the authorized person of the service provider in each page as a token of acceptance of all terms and condition of the Bid.

19 Copies of proof of payment of monthly home take remuneration to the engaged outsourcing staff in different organization made by the bidder (Manpower Agency) through bank transfer to their respective savings bank accounts for the period from January'-2022 to June'2025.

SUBMITTED BY THE SUCESSFUL AGENCY BEFORE DEPLOYMENT OF MANPOWER

1. List of Manpower shortlisted by the agency for deployment in Principal, Govt. ITI, Balasore along with their Full Name, Date of Birth, Age, Marital Status, Correspondence and Permanent Address, Educational Qualification, Professional Qualification, contact No., experience and etc.
2. Bio-data of all persons
3. Any other document considered relevant & mentioned in the Tender Call Notice.
4. Police verification report of the deployed outsourced staff.

AGREEMENT

This Agreement is made on this day of _____

Between

The **Principal Government Industrial Training Institute (ITI) BALASORE** represented by Sri _____ herein after referred to as the "Authority" which expression shall, where the context so requires or admits, also include its successors or assignees 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 successor or assignees of the other part.

Whereas, the "Authority" desires that the services of " _____ " are required in Govt. ITI, Balasore.

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

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

Now this agreement witness as below:-

1. That the Annexure containing the terms and conditions shall be deemed to form and to be read and construed 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 . **Principal Government Industrial Training Institute (ITI) Balasore** 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 and conditions.
4. That in the event of any dispute that may arise it shall be settled as per the terms & conditions of the contract.

That this agreement is valid up to _____

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

Signature of the Contractor

Signed and delivered

Name/Address of the Contractor

For and behalf of **Principal Govt Industrial Training Institute (ITI) Balasore**

In the presence of witness:-

1. Signature:
Name:
Designation:
Address:

1. Signature:
Name:
Designation:
Address:


Seal and Signature of Bidder

ANNEXURE TERMS AND 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 a further specific period mutually agreed upon by the Manpower Service Provider and the Authority.
4. 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 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 a breach of terms of agreement making of liable for legal action besides termination of the Agreement.
6. The Authority reserves the right to terminate the agreement during initial period also after giving 15 days' notice to the Manpower Service Provider.
7. The persons deployed shall be required to report for work & shall work under the Officer as may have been kept in charge of the Office. 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 Service Provider shall nominate a coordinator who shall be responsible for immediate interaction with the **Principal Government Industrial Training Institute (ITI) Balasore** so that optimal services of the persons deployed could be availed without any disruption.
 - a. The profile of Watchman-cum-Sweeper, Attendant, Peon & Front Desk Operator to be deployed shall be submitted to **Principal Government Industrial Training Institute (ITI) Balasore** The ability of the person concerned will be tested by our Experts & successful candidates will be deployed by the agency.
 - b. The persons deployed are entitled to avail one day weekly off.
 - c. The persons deployed may be called upon on Sunday to attend duty for which they may avail any subsequent weekly day as weekly day of rest with due permission of concerned officer.
9. The entire financial liability in respect of services deployed in the **Principal Government Industrial Training Institute (ITI) Balasore** shall be that of the Service Provider and **Principal Government Industrial Training Institute (ITI) Balasore** will in no way be liable. It will be Deployed a sum not less than the minimum rate quoted in the financial bid and the responsibility of the Service Provider to pay to the person produce such evidence as may be required by the **Principal Government Industrial Training Institute (ITI) Balasore**
10. For all intents and purposes, the Manpower's Service Provider shall be "Employer" within the meaning of different rules and acts in respect of manpower so deployed. The person deployed by the Service Provider shall not have any claim whatsoever like employer and employee relationship against the **Principal Government Industrial Training Institute (ITI) Balasore** There shall not be employer—employee relationship between **Principal Government Industrial Training Institute (ITI) Balasore** and the persons deployed on outsourcing basis.
11. The Service Provider shall be solely responsible for the redresses of grievances or resolution of disputes relating to persons deployed. The **Principal Government Industrial Training Institute (ITI) Balasore** shall, in no way, be responsible for settlement of such issues whatsoever. In case of grievances, the deployed person can place their grievance before a joint committee consisting of a representative of **Principal Government Industrial Training Institute (ITI) Balasore** and an authorized representative of the Service Provider.

12. The **Principal Government Industrial Training Institute (ITI) Balasore** shall not be responsible for any financial loss or any injury/death of any person deployed by the Service Provider in course of their performing the functions/duties, for payment towards any compensation.
13. The persons deployed by the Service Provider shall not claim nor shall be entitled to pay, perks and other facilities admissible to regular/confirmed employees during the period of contract after expiry of the contract.
14. In case of termination of this contract on its expiry or otherwise, the persons deployed by the Service Provider shall not be entitled to and shall have no claim for any absorption in regular or in other capacity.
15. The persons deployed shall not claim any benefit or compensation or absorption or regularization of deployment with office under the provision of rules and Acts. Undertaking in the form of affidavit, from the person deployed to this effect shall be required to be submitted by the Service Provider.
16. The 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 registration should be submitted. The Service Provider shall complete with all the legal requirements for obtaining License under Contract Labour (Regulations and Abolition) Act, 1970 if any, at his own part and cost, if required under the Act.
17. The Service Provider shall provide a substitute well in advance if there occurs any probability of the person leaving the job due to the his/her own personal reasons. The payment in respect of the overlapping period of the substitute shall be the responsibility of the Service Provider. The Service Provider shall be responsible for contribution towards provident Fund and Employees State Insurance, wherever applicable.
18. The persons deployed by the Service Provider should have good police records and no criminal case should be pending against them.
19. The persons deployed should be polite, cordial and efficient while handling the assigned work and their actions should promote good will and enhance the image of the **Principal Government Industrial Training Institute (ITI) Balasore**. The Service Provider shall be responsible for any act of indiscipline on the part of the persons deployed.
20. The persons deployed shall during the course of their work to 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 service provider as well as the person deployed liable for penal action under the applicable laws besides, action for breach of contract.
21. The Service Provider shall be responsible for compliance of all statutory provisions relating to minimum wages as payable to different types of workers in respect of the persons deployed by it in the **Principal Government Industrial Training Institute (ITI) Balasore**. The **Principal Government Industrial Training Institute (ITI) Balasore** shall have no liability in this regard.
22. The Service Provider shall also be liable for depositing all taxes, levies, cess etc. on account of service rendered by it to the **Principal Government Industrial Training Institute (ITI) Balasore** to the concerned tax collection authorities, from time to time, as per the rules and regulations in the matter. Attested Xerox copies of such documents shall be furnished to the **Principal Government Industrial Training Institute (ITI) Balasore**.
23. The Service Provider shall maintain all statutory registers under the Law and shall produce the same, on demand, to the authority of **Principal Government Industrial Training Institute (ITI) Balasore** or any other authority under law.
24. The Tax deduction/GST deduction as per rules at Source (TDS/GST) shall be done as per the provisions of Income Tax Act/Rules as amended, from time to time and a certificate to this effect shall be provided by **Principal Government Industrial Training Institute (ITI) Balasore**.
25. In case, the Service Provider fails to comply with any liability under appropriate law and as a result thereof, the **Principal Government Industrial Training Institute (ITI) Balasore** is put to any loss/obligation monetary or otherwise, the **Principal Government Industrial Training Institute (ITI) Balasore** will be entitled to get itself reimbursed out of the outstanding bills or the performance security Deposit of the Service Provider, to the extent of the loss or Delegation in monetary terms.
26. The agreement is liable to be terminated because of non-performance, deviation of terms and conditions of contract, non-payment of remuneration of employed persons and non-payment of statutory dues. the **Principal Government Industrial Training Institute (ITI) Balasore** will have no liability towards non-payment of remuneration to the persons employed by the Service Provider and the outstanding statutory dues of the service provider to statutory authorities. If any loss or damage is caused to the **Principal Government I T I, Balasore** by the person deployed, the same shall be recovered from the unpaid bills or adjusted from the performance security Deposit.

- 27 In case of breach of any terms and conditions attached to this agreement, the performance security deposit of the Service Provider shall be liable to be forfeited beside annulment of the Agreement.
- 28 The Manpower Service Provider shall raise the bill, along with signatures of all Manpower and certification by concerned officer as a proof that payments to all have been made by Contractor in the presence of concerned Officer. On monthly basis, the contractor should submit the bill (in triplicate) along with photocopies of (Wages and attendance) registers for that' month as prescribed under minimum wages Act, and authenticated proofs for payment of (EPF, ESI) with ECR & GST in respect to all Manpower's latest by 7th of the following month duly certified by the concerned officer, for payment as per different tender's terms-conditions. The contractor shall submit the bill by 10th of the month.
- 29 As far as possible the payment will be released by the last date of the succeeding month.
- 30 The amount of penalty calculated @ 100 per day on account of delay, if any, in providing a suitable substitute for the period beyond three working days by the Manpower Service Provider shall be deducted from its monthly bills in the succeeding month.
- 31 The Authority reserves the right to withdraw or relax any of the terms and condition mention above so as to overcome the provision encountered at a later stage.
- 32 In the event of any dispute arising in respect of the clauses of the agreement of the same shall be resolved through negotiation. Alternatively the dispute shall be referred to the next higher authority or controlling office for his decision and the same shall be binding on all parties.
- 33 All disputes shall be under the jurisdiction of Balasore only.


Principal
Govt. Industrial Training Institute
Balasore