

**EXPRESSION OF INTEREST  
FOR SELECTION OF REGISTERED FIRMS/ SERVICE  
PROVIDER AGENCIES FOR PROVIDING MANPOWER FOR  
DPMU, BPMU & OMBADC/DMF UNDER DRDA, KEONJHAR DISTRICT.**

District Rural Development Agency, Keonjhar invites sealed tender from intending reputed and experienced Manpower Service Providing Agencies to provide services of different categories of manpower for DPMU, BPMUs under Rural Housing schemes and OMBADC/DMF. The details of the bidding process are as follows:

Sl. No.	Bidding Schedule	Date and Time
1	Date of Issue	25/11/2021
2	Bid Due Date and Time	08/12/2021 upto 05.00 PM
3	Opening of Technical Bid	09/12/2021 at 11.00 AM
4	Opening of Financial Bid	09/12/2021

Bidders are required to submit the technical and financial bids separately. The bids in sealed Cover-I containing "**Technical Bid**" and sealed Cover-II containing "**Financial Bid**" should be placed in third sealed cover super-scribed "**Bid for Outsourcing of Manpower services for DPMU, BPMUs & OMBADC/DMF under DRDA, Keonjhar**" must reach the undersigned on or before 08.12.2021 by **Speed Post/ Regd. Post/ Courier** only.

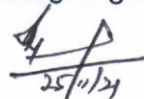
The bid documents containing eligibility criteria and detail terms and conditions of the tender can be downloaded from the website [kendujhar.nic.in](http://kendujhar.nic.in).

The last date and time for submission of tender document is Dt: 08/12/2021 by 5:00 P.M. The Authority shall not be held responsible for postal delay, if any, in case of non-receipt of the same in time.

**Complete address for submission of bid:**

**The Project Director, District Rural Development Agency (D.R.D.A.),  
Near Collectorate Campus, Keonjhar, Pin- 758001.**

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

  
25/11/21  
Project Director  
DRDA, Keonjhar

**Memo no:** 5284 **Date:** 25-11-21

Copy to DIO, NIC, Keonjhar for information and requested to webhoist the Expression of interest in Keonjhar district web portal.

Copy to Notice board of DRDA, Keonjhar/all line departments/all BDOs of Keonjhar district for wide publication and display.

Copy to OMBADC Cell for information with request for publication of advertisement in two daily newspapers.

  
25/11/21  
Project Director  
DRDA, Keonjhar

## INSTRUCTION TO BIDDERS

### A. GENERAL INFORMATION

1. District Rural Development Agency, Keonjhar requires services of reputed, well established and financially sound Human Resource Service Providers/ Agencies (HRSPA) to provide services of different categories **manpower** for DPMU, BPMUs under Rural Housing schemes and manpower under OMBADC/DMF for carrying out day to day activities under jurisdiction of DRDA, Keonjhar. The categories are,

For DPMU:                    One District Project Coordinator  
    One District Project Executive  
    One District Call Centre Executive

For 13 BPMUs:            13 Block Project Coordinators  
    13 Block Project Assistants

For OMBADC/DMF: Two District Coordinator  
    One Social development specialist/  
    One Monitoring and Evaluation Specialist/  
    One Engineer  
    One Accountant  
    One Data Entry Operator cum MIS  
    One DEO

**It may be indicated here that the aforesaid categories of manpower who are currently working in DPMU & 13 BPMUs under DRDA, Keonjhar through the UNDP in Rural Housing projects will be given preference during selection as per Govt. letter no. 16965, Dt. 01.10.2021. The number of staffs as mentioned above may vary as per requirement.**

2. DRDA, Keonjhar reserves right to terminate this initial contract at any time after giving **one month's** notice to the selected Service Provider Agency.
3. The agency shall be responsible for payment of **fixed** remuneration to the Human Resource every month in time as per Government policy and guidelines/ wage policy.

4. DRDA/Block/concern authorities will release monthly remuneration to agency after receipt of monthly remuneration bills in original. DRDA, BDOs & concern authorities will submit the monthly absentee statement to the agency on 25<sup>th</sup> of each month and the agency should pay the human resource on the last day of the month. The agency will deposit the EPF & ESI of Human resource in time and submit proof of the same along with payment of remuneration to HR to DRDA by 10<sup>th</sup> of each month. In case of any delay, agency will submit reason for it to the satisfaction of DRDA.
5. The requisition will be given to the agency by DRDA Keonjhar as per need/ requirement from time to time during the contract period. DRDA will share the list of employees, who were working under UNDP to the selected agency. Whenever any vacancy will arise due to resignation/termination/death of Human Resources, upon receipt of requisition the agency will give a list of manpower at least 3 times of the requirement. The list should be accompanied with detailed information of manpower within stipulated period specified in the requisition. The suitable manpower will be engaged by DRDA, Keonjhar following due procedure.
6. The Income tax TDS and GST TDS as applicable will be deducted from bill during payment.
7. In case of unsatisfactory performance of any Human Resource, DRDA, Keonjhar will inform the agency to withdraw the person/ persons and replace immediately following the procedure mentioned at point above.
8. The agency will be responsible to conduct a thorough antecedent verification of the manpower to be deployed and submit an undertaking, in writing, regarding the verification done. No person with criminal antecedent/ criminal & vigilance cases shall be deployed.
9. The agency shall at all times indemnify and agree and undertake to defend and hold DRDA, Keonjhar, harmless against all liabilities, damages, losses, expenses, claims, suits, proceedings, judgements, settlements, actions, costs of any nature whatsoever, whether directly or indirectly arising out of agreement executed between agency and DRDA, Keonjhar.
10. The interested bidders may visit DRDA, Keonjhar on any working day between dt: 25/11/2021 to dt: 08/12/2021 (Office Hours) to have thorough knowledge of the work to be performed before preparation and submission of the bid.

**ELIGIBILITY CRITERIA FOR TECHNICAL PROPOSAL**

<b>Sl. No.</b>	<b>Eligibility Criteria</b>	<b>Supporting documents to be furnished along with the Technical Bid</b>
1	<p>The Bidder should be registered under appropriate authority (any one), such as</p> <ul style="list-style-type: none"> <li>▪ Registered under the Companies Act, 2013</li> <li>▪ Registered under the Indian Partnership Act, 1932</li> <li>▪ Registered under the Indian Trusts Act, 1882</li> <li>▪ Registered under the Societies Registration Act, 1860</li> <li>▪ Any other category like Proprietor, etc.</li> </ul>	Certificate of Incorporation/ Registration
2	The bidder must have at least 5 (Five) years of experience in business (upto the last date of submission of bid) for providing similar type of services to Central/ State Government/ Autonomous bodies/ societies/ corporate bodies.	Copies of the work order from the previous authorities.
3	Must have average annual financial turnover of Rs.1.00 Crore during the last 3 (three) financial years i.e. 2018-19, 2019-20 and 2020-2021.	Copies of audited income/ expenditure Statement and Balance Sheet for the concerned period. (Duly certified by CA)
4	The agency should not have been blacklisted by any Central/ State Government, or any other public sector undertaking or a corporation as on the date of this EOI.	An undertaking to this effect to be furnished by the bidder as per the prescribed format (Form-T2)
5	Must not have any pending judicial proceedings for any criminal offence against the proprietor/ Director/ Persons to be deployed by the Service Provider.	An undertaking to this effect to be furnished by the bidder as per the prescribed format. (Form-T3)
6	Must have registered with EPF and ESI under his Establishment.	Latest challan deposit slip
7	Must have executed contracts of similar type of works of minimum of Rs.50.00 lakh in last three years.	Copies of the work order/Contract from the previous authorities.
8	The man power agency must have engaged minimum 100 manpower preferably to Govt. sector through valid contract in the current financial year	documentary evidence to be attached
9	Other Statutory Documents	Copies of: <ul style="list-style-type: none"> <li>▪ PAN &amp; GSTIN</li> <li>▪ Copies of EPF &amp; ESI Registration Certificate.</li> <li>▪ IT Return for the last 3 financial year (Duly certified by CA).</li> <li>▪ GST Challan and return</li> </ul>

**Bid Evaluation Methodology:**

Evaluation of the Technical and Financial proposals will be based on least cost method for technical and financial proposals respectively.

The tender process will be evaluated through two stage process. In the first phase, the Technical Proposals shall be evaluated on the basis of minimum eligibility criteria as mentioned in this RFP. The firms which will qualify in technical bid will be shortlisted for financial evaluation.

- I. The evaluation process will be made through a scoring pattern as decided by the District Level Selection-cum-Tender Committee. The bidder scoring highest marks in **Financial evaluation** will be declared as L-1. Similarly, the bidder scoring second & third highest mark will be declared as L-2 & L-3 respectively. In case of joint L-1, the decision of the District Level Selection-cum-Tender Committee will be final for selection of manpower service provider either through transparent lottery process or on administrative grounds".The service charge towards providing the manpower service as required in financial bid shall be more than Rs.7.00 (Rupees seven) only per person.
- II. Service Charge should be mentioned in whole number. Any bidder mentioning service charge in fraction amount (decimal amount) will be rejected.

**Statutory Rules, Acts and Regulations:**

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

**Submission of Bid:**

The proposal complete in all respect as specified must be accompanied with a Non-refundable Demand draft amounting to Rs.5,000/- (Rupees Five Thousand) only towards Bid Process Fee in favour of Project Director, DRDA, Keonjhar drawn in any nationalised/ private, commercial bank and payable at Keonjhar, failing which, the bid will be outrightly rejected. The bid should be sent through Speed Post/ Registered Post/ Courier so as to reach the Authority by dt: 08/12/2021 by 5.00 P.M.

The authority will not be responsible for any postal delay. *Bidders shall also submit a declaration stating that they shall submit to the Authority an EMD amount equivalent to 3% of the estimated amount if the Authority demands.* Bids without bid processing fee and Bid Security Declaration shall be rejected. Bids submitted after due date will be summarily rejected.

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

“Technical Bid” (SELECTION OF REGISTERED FIRMS/ SERVICE PROVIDER AGENCIES FOR PROVIDING MANPOWER FOR DPMU, BPMUs & OMBADC/DMF UNDER DRDA, KEONJHAR)  
and

“Financial Bid”(SELECTION OF REGISTERED FIRMS/ SERVICE PROVIDER AGENCIES FOR PROVIDING MANPOWER FOR DPMU, BPMUs & OMBADC/DMF UNDER DRDA, KEONJHAR).

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

“Bid Document- (SELECTION OF REGISTERED FIRMS/ SERVICE PROVIDER AGENCIES FOR PROVIDING MANPOWER FOR DPMU, BPMUs & OMBADC/DMF UNDER DRDA, KEONJHAR)”.

Selected bidder will have to deposit a Performance Security (3% of the quoted annual contract value) in the form of Bank Guarantee from any nationalised/ private, commercial Bank situated within Odisha in favour of Project Director, DRDA, KEONJHAR for a period of three months beyond the contract period. (i.e. Performance Bank Guarantee must be valid from the date of effectiveness of the contract to a period of three months beyond the contract period) as its commitment to perform services under the contract.

Failure to comply with the requirements shall constitute sufficient grounds for forfeiture of the Performance Bank Guarantee. The Performance Bank Guarantee shall be released immediately after three months of expiry of the contract provided that there is no breach of contract on the part of the qualified bidder. No interest shall be paid on the Performance Bank Guarantee. In case, the contract is further extended beyond the initial contract period, the Bank Guarantee will have to be accordingly renewed by the deployed service provider as per the existing terms and conditions of the tender.

**List of Documents for submission**

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

- a. Covering letter along with power of attorney on the bidder's letter head.
- b. Demand Draft in support of Bid Process fee as applicable.
- c. Bid Security Declaration in support of EMD as applicable
- d. Copy of Certificate of Incorporation of the firm agency.
- e. Copy of GSTIN & latest GSTR-7.
- f. Copy of PAN
- g. Copies of IT Returns for the last 3 financial years (Duly certified by CA).
- h. Copies of EPF & ESI Registration Number with latest deposit challan.
- i. Copies of the Income/Expenditure statements along with Balance Sheet for the last 3 financial years (Duly certified by CA).
- j. Copies of work orders from the previous organisations for providing services during last Five years.
- k. Documentary evidence of supply of manpower in current financial year.
- l. Undertaking regarding non-blacklisting (On stamp paper)
- m. Documentary evidence of supply of manpower in current financial year.
- n. Undertaking regarding non-pending of any judicial proceedings (On bidder's letter head).

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

All entries along with the pages in the bid document should be legible, filed-in clearly and signed by the authorised representative. If the space for furnishing information is insufficient, a separate sheet duly signed by the authorised signatory should be attached.

The technical Bid will be opened on dt: 09/12/2021 at 11.00A.M. in presence of the authorised representatives of the bidder who wish to be present on the spot at that time.

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

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

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

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

Interested Manpower Service Providers may submit tender document complete in all respects along with other requisite documents by dt: 08/12/2021 at 5.00 P.M to Project Director, District Rural Development Agency, Near Collectorate campus, District- KEONJHAR, Pin- 758001 through Regd. Post/speed post/Courier only. The Authority shall not be held responsible for any postal delay.

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



**TECHNICAL REQUIRMENTS FOR**  
**THE TENDERING MANPOWER SERVICE PROVIDER/ AGENCY**

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

- a) Application Technical-Bid.
- b) Covering Letter along with power of attorney on the bidder's letter head.
- c) Demand Draft in support of Bid processing fee as applicable.
- d) Bid security declaration in Company letter head in support of EMD as applicable.
- e) Copy of Certificate of Incorporation/Registration of the firm/agency and also office address should be registered under Shop & Commercial Establishment Act.
- f) Copy of GSTIN & latest GSTR-7.
- g) Copy of PAN
- h) Copies of IT Returns and turnover of Rs.1.00 Crore of last 3 (three years) (Duly certified by CA).
- i) Copy of EPF Certificate and last deposit challan
- j) Copy of ESI Registration Certificate& last deposit challan.
- k) Copies of the financial statements along with Balance sheet for the last 3 (three) i.e. 2018-19, 2019-20 and 2020-21 years. (Duly certified by CA)
- l) Copies of work orders from the previous organisations towards providing services during last 5 (five) years from last date of bid submission due date with contract value.
- m) Undertaking regarding non-blacklisting (On stamp paper)
- n) Undertaking regarding non-pending of any judicial proceedings (On bidder's letter head).
- o) Documentary evidence of supply of manpower in current financial year.

  
PROJECT DIRECTOR  
DRDA, KEONJHAR

**TECHNICAL BID**  
**COVERING LETTER**  
**(Bidder Letter head)**

To

**The Project Director,  
District Rural Development Agency,  
Keonjhar-758001**

Sub: Tender for Outsourcing of Manpower for DPMU, BPMUs and OMBADC/DMF  
under DRDA, Keonjhar

Dear Sir,

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

I hereby declare that all the information and statements provided in the technical proposal are true and correct and I accept that any misinterpretation contained in it may lead to disqualification of our proposal. Our proposal will be valid for acceptance up to 90days and I confirm that this proposal will remain binding upon us and may be accepted by you at any time before the validity of the bid.

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

Yours faithfully

Authorised Signatory  
With date and Seal

Name and Designation: \_\_\_\_\_

Address of the Bidder: \_\_\_\_\_

## (FORM-T1)

1.	Name of the Bidder	
2.	Details of Bid Processing Fee: (Demand Draft Details)	DD No....., Date....., Amount (Rs.)....., Drawn on Bank.....
3.	Name of The Director	
4.	Full Address of Registered Head & Branch Office(Must be odisha based firm)	
5.	Name and Telephone number of the authorised person signing the bid	
6.	Bank Name	Account No. Bank and Branch Name: IFSC Code:
7.	PAN No. (Attached self-attested copy)	
8.	GSTIN (Attached self-attested copy)	
9.	E.P.F. Registration No. (Attached self-attested copy)	
10.	E.S.I. Registration No. (Attached self-attested copy)	
11	Acceptance to all the terms and conditions of the tender (Yes/No)	
12	Power of Attorney/authorisation letter for signing the of the bid documents	
13	Undertaking regarding no criminal case is pending with the police at the time of submission of bid	
14	Total number of pages in the tender document.	

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

Financial Year	Turn Over (in INR)	Average Turnover (in INR)
FY 2018-19		
FY 2019-20		
FY 2020-21		

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

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

## 17. Declaration

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

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

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

(Signature of Authorised Representative with seal)

Place:

Date:

## Enclosures:

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

**(FORM-T2)**

**UNDERTAKING**

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

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

Yours sincerely

Authorised Signatory  
(In full and initials)

Name and Designation of the Signatory:

Name of the Bidder and Address:

(FORM-T3)

**UNDERTAKING**

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

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

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

Yours sincerely

Authorised Signatory

(In full and initials)

Name and Designation of the Signatory:

Name of the Bidder and Address: