

**OFFICE OF THE PROJECT ADMINISTRATOR, ITDA, BARIPADA, MAYURBHANJ.**

**Invitation of Tenders for Selection of Outsourcing Agency**

No:- 87 ITDA/ Baripada

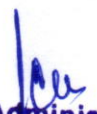
Dated : 11-01-2021

Sealed Tenders are hereby invited from Manpower Service Providing Agencies/HR Service Provider for selection of Outsourcing Agency to provide Technical Expert (MGNREGS) to be posted at all ITDAs/Micro Projects Agencies(MPAs) level under the District Administration, Mayurbhanj .The sealed tenders should be addressed to The Project Administrator, Integrated Tribal Development Agency, At/Po- Baripada, Dist-Mayurbhanj (Near-Murgabadi Golei), Pin-757002 and reach the office of the undersigned by Dt.27-01-2021 at 5.00 P.M. through Courier/Speed post/Registered post only. The interested agencies should be clearly mentioned on the top of envelope as “ **Tender For Selection of Outsourcing agency** “.The sealed tender will be opened on dt. 28-01-2021 at 11.30 A.M. in the office chamber of PA, ITDA, Baripada. The agency (ies) who have applied is /are requested to present in the office chamber of the undersigned on the date of opening. The detailed Terms & Conditions and list of documents to be submitted is available in our website [www.mayurbhanj.nic.in](http://www.mayurbhanj.nic.in) .

**Project Administrator (Nodal),  
Integrated Tribal Development Agency, Baripada**

Tender Document For selection of Manpower Service Providing Agency/HR service Provider as Outsourcing Agency providing Technical Expert (MGNREGS ) to be posted at all ITDAs /MPAs Under District Administration , Mayurbhanj

Tender Call Notice No: 87  
Date: 11-01-2021.

  
Project Administrator  
I.T.D.A. Baripada

L.T.D.A. BORDOVA  
Project Administrator

## **Section 1 – SCOPE OF WORK**

The Outsourcing agency will be responsible for recruitment, timely placement and management of the deployed Technical Expert (MGNREGS) as per the criteria/ terms detailed in this document. Details of the number of personnel to be deployed, the desired qualification, experience and remuneration rate for the position is given at **Annexure A**. The scope of work for the Outsourcing agency is as follows:

- I. Recruitment & deployment of Technical Expert (MGNREGS) for various levels or stations under the Scheme as detailed in **Annexure A**.
- II. Payroll Management of Technical Expert (MGNREGS) deployed
- III. All the statutory compliances like TDS, PF, ESIC, Service Tax etc. shall be done by the successful bidder.

The detailed terms of reference for the HR Outsourcing agency can be broadly categorized into following two parts:

### **Part A – Human Resources Management**

- Ensure regular payment of monthly remuneration to deployed personnel through NEFT transfer, as per the rates mentioned. Except the statutory deductions like TDS, no other amount shall be deducted from the fixed remuneration.
- Ensure statutory compliance like EPF, Gratuity, TDS deduction etc. as required by the prevailing norms.
- Provide replacement of personnel in case of vacancies arising during the course of the agreement, from the waitlisted candidates.

### **Other conditions:**

- The day to day work of the deployed personnel will be assigned by the designated officer of the concerned ITDAs/Micro Projects Agencies (MPAs) under the District Administration, Mayurbhanj and all the monitoring and reporting aspects of the deployed personnel will be under the control and supervision of the designated officer.
- The Office of the concerned ITDAs/Micro Projects Agencies (MPAs) shall have the right to verify the actual payment made and may request the Manpower Service Providing Agency to provide excerpts of the bank statement of the payments made as the proof of payment and if not satisfied shall withhold the payments due to the HR Service Provider in addition to other legal action.
- In case the Office of the concerned ITDAs/Micro Projects Agencies (MPAs) is not satisfied with the performance of the deployed personnel or because of indiscipline, may ask the HR Service Provider in writing, providing the reasons thereof, to withdraw the personnel and provide a replacement.

  
**Project Administrator**  
**I.T.D.A. Baripada**