



## **GOVERNMENT OF ODISHA**

**OFFICE OF THE SUPERINTENDING ENGINEER  
R.W.S&S MECHANICAL DIVISION  
P.R & D.W DEPARTMENT, BHUBANESWAR  
e-mail: eemrwssbbsr9@gmail.com**

# **TENDER CALL NOTICE FOR OUTSOURCING EXPERIENCED DRILLING PERSONNELS 2026-27**

**BID DOCUMENT NO- SEMBBSR/04(6) / 2026-27**

**Sub Division- Baripada**

**Sd/-  
I/C SUPERINTENDING ENGINEER [MECH]**

**OFFICE OF THE SUPERINTENDING ENGINEER  
RWS&S MECHANICAL DIVISION,  
PLOT NO. D-2/24, MANCHESWAR INDUSTRIAL ESTATE,  
BHUBANESWAR-751010  
e-Mail: "eemrwssbbsr9@gmail.com"**

**TENDER CALL NOTICE NO. SEMBBSR/04 (6) 2026-27.**

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The Superintending Engineer, RWS&S Mechanical Division, Bhubaneswar, Plot– D-2/24, Mancheswar Industrial Estate, Bhubaneswar-10 on behalf of Governor of Odisha invites item rate tender online conformity with Detail Tender Call Notice from registered and established Manpower Service Provider to provide service of bore well drilling skilled personnel to the Sub-Division office under Superintending Engineer, RWS&S Mechanical Division, Bhubaneswar as per the requirement.

| Sl. No | Description of Items                     | No    | Estimated Cost (Approximately per year) | Cost of Bid document | EMD                   |
|--------|------------------------------------------|-------|-----------------------------------------|----------------------|-----------------------|
| 1      | 2                                        | 3     | 4                                       | 5                    | 6                     |
|        | RWS&S Mechanical Sub - Division-Baripada |       | Rs.11,86,848.00<br>(on wages only)      | 6000/-               | @2% of estimated cost |
| 1      | H.V. Driver                              | 1 No  |                                         |                      |                       |
| 2      | Asst. Driller                            | 1 No  |                                         |                      |                       |
| 3      | Boring mate                              | 2 Nos |                                         |                      |                       |
| 4      | Helper                                   | 2 Nos |                                         |                      |                       |
| 5      | Khallasi                                 | 1 No  |                                         |                      |                       |

Tender document with detail technical requirement, scope of the work, term and condition will be available online in Govt. Web site [www.tendersodisha.gov.in](http://www.tendersodisha.gov.in) from date **01.08.2026** to **dt.14.08.2026** up-to **5 P.M.** The tender will be opened on dt. **17.08.2026** at **12 P.M** onwards in Office of the Superintending Engineer, RWS&S Mechanical Division, Bhubaneswar in presence of the bidder or their authorized representative as availability. The interested man power service providers may submit the tender document complete in all respect and duly signed along with other requisite document failing which the bid is liable for rejection.

The authority reserves the right to reject any or all the tenders without assigning any reason thereof.

Sd/-  
I/C Superintending Engineer  
RWS&S Mechanical Division  
Bhubaneswar

**OFFICE OF THE SUPERINTENDING ENGINEER  
R.W.S.S MECHANICAL DIVISION  
D2/24, (1<sup>st</sup> FLOOR), MANCHESWAR INDUSTRIAL ESTATE,  
BHUBANESWAR-751010  
PH. [0674] 2583946 E-mail eemrwssbbsr9@gmail.com  
\*\*\*\*\***

**Bid Identification No. SEMBBSR/04/(6) 2026-27**

**OUTSOURING EXPERIENCED DRILLING PERSONNELS**

**(R.W.S&S MECHANICAL SUB-DIVISION, BARIPADA)**

**COST OF TENDER PAPER : Rs.6,000.00 (Rupees Six thousand) only**

**ISSUED IN FAVOUR OF** \_\_\_\_\_

\_\_\_\_\_

**BOOK NO. / RECEIPT NO.** \_\_\_\_\_

**DATE.** \_\_\_\_\_

**Sd/-  
I/C SUPERITNEIDNG ENGINEER  
RWS&S MECHANICAL DIVISION  
BHUBANESWAR.**

**SIGNATURE OF TENDERER**

**GOVERNMENT OF ODISHA**  
**P.R & D.W DEPARTMENT**  
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**Tender Notice for award of contract for providing of services of H.V Driver, Asst. Driller, Boring Mate, Helper and Khallasi for a period of one year.**

Tenders are invited from reputed manpower agencies/ service providers to provide the services of **H.V Driver, Asst. Driller, Boring Mate, Helper and Khallasi** for a period of one year through a suitable placement agency on contract basis for Drilling works.

The detailed information for outsourcing the service of aforesaid posts has been given in the Tender Document which may be downloaded from the website [www.tendersodisha.gov.nic.in](http://www.tendersodisha.gov.nic.in). The last date and time for submission of Tender document is dt.14.08.2026

Sd/-  
I/C SUPERINTENDING ENGINEER [M]

**GOVERNMENT OF ODISHA**  
**P.R & D.W DEPARTMENT**

**Tender Document**

For providing Services of **H.V Driver, Asst. Driller, Boring Mate, Helper and Khallasi** to RWS&S Mechanical Subdivision, **Baripada** by an eligible authorized and registered Manpower Service Provider

|                                                                                         |   |                                                                                       |
|-----------------------------------------------------------------------------------------|---|---------------------------------------------------------------------------------------|
| (a) Period of download Tender Document                                                  | : | Dt.01.08.2026 to dt. 14.08.2026 up to 5 P.M.                                          |
| (b) Date and time for submission of Tender Document                                     | : | Dt.01.08.2026 to dt. 14.08.2026 up to 5 P.M.                                          |
| (c ) Date and time for opening of<br>(i) Technical & Financial Bids of eligible Bidders | : | Technical Bid-dt.17.08.2026 at 12 P.M onwards<br>Financial Bids-will be decided later |
| (d) Likely date for commencement of deployment of required manpower                     | : | 1st September-2026                                                                    |

## **CONTENTS OF TENDER DOCUMENT**

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## **SCOPE OF WORK AND GENERAL INSTRUCTION FOR BIDDERS**

1. The Rural Water Supply & Sanitation Mechanical Division, Bhubaneswar requires the services of reputed, well established and financially sound Manpower service providers to provide services of skilled drilling crews of desired category as stated for different sub-division in different district under this office.
2. The contract for providing the aforesaid manpower is likely to continue for the period of **One year** from the date of agreement. The Department requires their services as per requirement of machineries of different office. The period of contract may be further extended beyond specified period not more than six months provided the requirement of the department for manpower persist at that time or may be curtailed/terminated before completion period owing to deficiency in service substandard quality of manpower deployed by the selected service provider or because of change in the department's requirements. The Department, however, reserves right to terminate this initial contract at any time after giving 15 days' notice to the selected service provider.
3. The agency may provide additional manpower as and when required by the department after the extension of time period with the wages fixed by the Government on approval by the competent authority.
4. The Earnest Money Deposit (EMD) for an amount of Rs. **24,000/-** (Rupees **Twenty four thousand** only) i.e. 2% of the estimated cost put to tender should be deposited by way of Postal Savings Bank Account/ N.S.C/ Post Office Time Deposit Account/ Kisan Vikas Patra/ Bank Guarantee in favour of Superintending Engineer RWSS Mechanical Division from any Nationalized/ Scheduled Bank in India counter guaranteed by its local Branch in Bhubaneswar/ e-Bank Guarantee executed on the National e-Governance Services Limited (NeSL) Digital Document Execution Portal/ Insurance Surety Bond issued by an Insurance Company authorized by the Insurance Regulatory and Development Authority of India (IRDAI).
5. After contract is awarded, the Agency will submit a performance security 5% of contract value. EMD of successful tenderer can be adjusted towards performance security. Performance security shall be with client for a period of 1 year. Performance security may be furnished in the form of Insurance Surety Bond or Account Payee Demand Draft or Fixed Deposit Receipt or Bank Guarantee including e-Bank Guarantee from any of the Scheduled Commercial Banks in favour of Authority covering the period of contract.
6. Any clarification in the document may be sought during officer hour.

**Note:** No exemption on EMD/ Bid Security/ Performance Security is applicable as per notification no. MSME-IPE-MISC-0060-2019/566/MSME dated 24.01.2024 of MSME Department, Government of Odisha

SIGNATURE OF TENDERER

Sd/-  
I/C SUPERINTENDING ENGINEER [M]

## **TECHNICAL REQUIREMENT/ ELIGIBILITY CRITERIA FOR THE TENDERING MANPOWER SERVICE PROVIDER**

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1. The tendering manpower service provider should fulfill the following technical specification.
2. If the department / Head of Department /controlling officer are providing manpower for deployment in their field office (s), then the manpower service provider should provide the name, designation and contact number of the person to liaise with the field office(s).
3. They should be registered with the appropriate registration authority.
4. They should have their own Bank Account.
5. They should be registered with Income Tax and Good & Services Tax department and labour department relating to Service Provider & GST Clearance.
6. They should be registered with appropriate authorities under Employees provident fund and Employees state insurance Acts.
7. They should have any other regulatory clearance (to be specified by the user Department) that may be required for providing manpower services.
8. The firm must have experience in providing similar type of manpower services like drilling crews.
9. The bidder should have an average annual turnover of at least Rs. 05 (five) lakhs during the last three Financial Years i.e. FY2022-23, FY2023-24 and FY2024-25. The Certified copy of the Audited Financial Statements (Balance Sheet and Profit & Loss Account) for the period of FY2022-23, FY2023-24 and FY2024-25. Certificate from the Statutory Auditor/ Chartered Accountant certifying the year wise turnover with UDIN number.
10. The bidder should have successfully executed at-least 03 (three) Similar assignment(s)/ project(s) during the last three financial years as on 31<sup>st</sup> March 2026 to any Central/State Government Departments/ PSUs/ Government Organizations/ Corporations in India. Similar assignments or projects here mean supply of High Skilled, Skilled and Semi-Skilled Manpower to any Government Department, State Government or Central Government Department, Government Corporation, Public Sector Undertaking (PSU) including Central PSUs or Corporate Sector. Minimum value of the Similar assignment should be more than 60% of the estimated cost put to tender.
11. The firm must not have abandoned work of similar nature during last 5 years a supporting affidavit to be produced.
12. The firm must provide the man power with skilled, faith full with good character having no unlawful activities.
13. The bidder should produce their trade license obtained from concerned authority.
14. The bidder should produce latest EPF deposit challan with ECR & remittance and latest ESI deposit challan for minimum 100 persons.
15. They should have good reput as well as at least five years experience in providing manpower to the Government Departments public sector companies /Banks, etc.
16. The bidder should produce copy of valid labour license of earlier work.
17. Tenderer has to provide the declaration certificate, regarding authenticity of documents including financial instruments through affidavit from a NOTARY.
18. The tenderer should provide a No relation certificate.
19. The tenderer must be aware about that the home take remuneration of the persons are not to be varied for the same category.
20. Evaluation of tender is to be worked out basing on the service charges as well as all other norms as provided in the bid.
21. He must not process any previous history of litigation with the department regarding the man power service. Affidavit to this effect is to be produced along with the tender non fulfillment of the above criteria may amount to invalidation of bid documents.
22. The service charge/administrative expenses to be quoted shall be minimum 3.85% (3% profit plus transaction charge) and should not exceed 7% in any case as per O.M. No. 16832 dated 04.06.2025 of Finance Department, GoO.

Sd/-

SIGNATURE OF TENDERER

I/C SUPERINTENDING ENGINEER [M]

### **APPLICATION – TECHNICAL BID**

#### **For Providing Manpower Services to RWS&S Mechanical Division, Bhubaneswar**

1. Name of Tendering Manpower Service Provider : \_\_\_\_\_
2. Details of Earnest Money Deposit : NSC/TDR No. \_\_\_\_\_ date \_\_\_\_\_ of  
Rs. \_\_\_\_\_ drawn on Bank \_\_\_\_\_
3. Name of Proprietary/Partner/Director:
4. Full Address of Registered Man power  
service provider :  
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. 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.<br>No | Name of the client,<br>address, telephone<br>& fax no. | Manpower Service Provider             |    | Amount of<br>contract(Rs.<br>in lakh ) | Duration of contract |    |
|-----------|--------------------------------------------------------|---------------------------------------|----|----------------------------------------|----------------------|----|
|           |                                                        | Type of<br>manpower to<br>be provided | No |                                        | From                 | To |
|           |                                                        |                                       |    |                                        |                      |    |
|           |                                                        |                                       |    |                                        |                      |    |
|           |                                                        |                                       |    |                                        |                      |    |
|           |                                                        |                                       |    |                                        |                      |    |
|           |                                                        |                                       |    |                                        |                      |    |

8. Additional information, if any  
(Attach separate sheet, if required)

Signature of authorized person

Name :

Seal :

Date :

Place :

9. Declaration for No relation certificate.

10. Affidavit from a Notary regarding authority of all information provided in the bid.

SIGNATURE OF TENDERER

Sd/-  
I/C SUPERINTENDING ENGINEER [M]

## **APPLICATION – FINANCIAL BID**

### **(Not to be submitted in the Technical Bid)**

**For Providing Man power services to RWS&S Mechanical Division, Bhubaneswar**

**(R.W.S&S MECHANICAL SUB-DIVISION, Baripada)**

1. Name of Tendering Manpower service provider:
2. Rate per person per month (8 hours per day) inclusive of all statutory liabilities, taxes, levies, cess etc should be furnished as per the proforma cited below.

| Sl. No. | Manpower Type | Monthly Rate per person (26 days) |           |             |                             |                |               |      |                  |
|---------|---------------|-----------------------------------|-----------|-------------|-----------------------------|----------------|---------------|------|------------------|
|         |               | Home take remuneration            | EPF @ 13% | ESI @ 3.25% | Other statutory dues if any | Service charge | GST           | Cess | Total per person |
| 1       | H.V. Driver   | 16172                             | 2102.36   | 525.59      |                             |                | As applicable |      |                  |
| 2       | Asst. Driller | 14872                             | 1933.36   | 483.34      |                             |                | As applicable |      |                  |
| 3       | Boring mate   | 13572                             | 1764.36   | 441.09      |                             |                | As applicable |      |                  |
| 4       | Helper        | 13572                             | 1764.36   | 441.09      |                             |                | As applicable |      |                  |
| 5       | Khallasi      | 13572                             | 1764.36   | 441.09      |                             |                | As applicable |      |                  |

### **N.B**

**1:- Home take remunerations should not be less/more than the approved rate fixed by the Govt.**

**2:- The minimum home take remuneration per day (daily wages) for**

High Skilled = Rs. 622.00

Skilled = Rs. 572.00

Semi Skilled = Rs. 522.00

**3:- EMD = 2% of estimated cost.**

**4. The bidders are required to quote the Service Charges/ Administrative cost in Online mode only. The Financial quotation should not be submitted along with the technical bid. The bids shall be rejected, if any Financial Bid is submitted in the Technical Bid.**

Date:

Signature of Authorized Person

Place :

Name

Seal

SIGNATURE OF TENDERER

Sd/-  
I/C SUPERINTENDING ENGINEER [M]

### **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:

Signature of authorized person

Place:

Full Name:

Seal:

## **TERMS AND CONDITIONS OF THE CONTRACT/AGREEMENT**

- 1 The agreement shall commence from the date of award and shall continue for a period of 1 (One) year or till 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 lapse after completion of 1 (One) year, unless extended further by the mutual consent of the Manpower Service Provider and the authority if necessary.
- 3 The Agreement may be extended on the same terms and conditions or with some additions/ deletion/ modifications 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 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 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 it liable for legal action along with termination of the Agreement.
- 6 The take home remunerations should not be less/more than the approved rate fixed by the Govt. Statutory charges such as EPF, ESI and other taxes as applicable are to be charged extra on take home salary.
- 7 The PR & DW Department will release the remuneration of manpower deployed to the Agency as per GAD-SC-GCS-0225-2023-7982/GAD dated 07.03.2024 of General Administration & Public Grievance Department, Government of Odisha. The payment shall be made on monthly basis subject to submission of Absentee statement by the Agency on or before 28th of each month by way of e-transfer / RTGS / NEFT.
- 8 The Agency will be responsible for statutory and legal compliances like EPF, ESI, leave, court matters etc. during engagement of staff by them. The Agency shall be responsible for contributions towards EPF & ESI etc. wherever applicable and the same will be reimbursed to the agency as per the prevailing Government norms on submission of requisite documents.
- 9 All Statutory Dues payable on account of the Outsourced employee shall be deposited by the selected Agency, well within the legally prescribed time and documentary evidence of same shall be submitted along with the bills of subsequent month. If any Service Providing Agency fails to deposit the statutory dues, shall be liable for penal action as per law, in addition to including cancelation of their license by the Competent Authority, cancellation of contract and blacklisting following the principles of Natural Justice.
- 10 The authority reserves the right to terminate the Agreement during initial period also after giving one month notice to the Manpower Service Provider.
- 11 The persons deployed will be allowed to avail Sunday as a weekly holiday, three National Holidays i.e. Independence Day (15<sup>th</sup> August), Gandhi Jayanti (2<sup>nd</sup> October) & Republic Day (26<sup>th</sup> January). The man power service provider will provide suitable substitute during the above leave of respective employee.
- 12 The wages of outsourcing person will be revised and payment will be made as per the revised order of Labour Commissioner under Labour & ESI Department from time to time with approval of higher authority.
- 13 The contractors agreement will be cancelled for non-deposition of EPF and ESI share for consecutive 3 months.

- 14 The entire financial liability in respect of manpower services deployed in the office concerned shall be that of the Manpower Service provider and the officer concerned will in no way be liable. It will be the responsibility of the manpower service provider to pay to the person deployed a sum not less than the minimum rate quoted in the financial bid and adduce such evidence as may be required by the authority or office concerned.
- 15 For all intends and purposes, the Manpower Service Provider shall be the “employer” within the meaning of different rules and acts in respect of manpower so deployed. The persons deployed by the manpower service provider shall not have any claim whatsoever like employer and employee relationship against the office concerned.
- 16 The Manpower service provider shall be solely responsible for the redressal of grievances or resolution of disputes relating to persons deployed. The office shall ,in no way, be responsible for settlement of such issues whatsoever .In case the grievances of the deployed person are not attended to by the manpower service provider the deployed persons can place their grievance before a joint committee consisting or a representative of the office concerned and an Authorized representative of the manpower service provider.
- 17 The office shall not be responsible for any financial loss or any injury to any person deployed by the Manpower Service Provider in course of their performing the functions/duties, or for payment towards any compensation.
- 18 The persons deployed by the Manpower Service Provider shall not claim nor shall be entitled to pay perks and other facilities admissible to regular/confirmed employees during the currency or after expire of the Agreement.
- 19 In case of termination of this Agreement 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.
- 20 The person deployed shall not claim any benefit or compensation or absorption 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 the submitted by the Manpower Service Provider.
- 21 By way of illustration of various Acts as stated in the contract, the following Acts all any amendment thereof shall be complied with by the Service Provider. Employee Provident Fund Act 1952, Contract Labour Act (Regulation and abolition) Act ,1970, Minimum wages Act,1948, Payment of wages Act,1936, ESI Act,1948, All other statutory provisions related to contract labour.
- 22 The Manpower Service provider shall provide a substitute well in advance if there occurs any probability or 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, wherever applicable.
- 23 The person deployed by the Manpower Service Provider should have good police records and no criminal case should be pending against them. A certificate may be provided by the firm while emergency the personal to this office regarding police record.
- 24 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 office concerned. The Manpower Service Provider shall be responsible for any act of indiscipline on the part of the persons deployed.
- 25 The payment will be made monthly after receiving the bills by the firm & satisfactory performance certificate /change statement from the concerned Sub-divisional officer.

- 26 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 Manpower Service provider as well as the person deployed liable for penal action under the applicable laws besides, action for breach of contract.
- 27 The Manpower Service Provider shall be responsible for compliance of all statutory provisions relating to minimum wages payable to different types of worker in respect of the persons deployed by it in the office concerned .The office concerned shall have no liability in this regard.
- 28 The Manpower Service Provider shall also be liable for depositing all taxes, levies, cess etc .on account of service rendered by it to the office concerned 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 Authority or office concerned.
- 29 The bill of contractor shall be paid on production of E.P.F. and E.S.I. challans of previous month, while submitting the proof of documents in respect of deposit of EPF&ESI with the bill.
- 30 The list of employees showing both share of contribution equivalent to the amount in the deposit challan should be furnished for verification.
- 31 The service provider should ensure the issue of EPF account slip by the regional provident fund commissioner, Odisha office within 4 months after completion of the financial year.
- 32 The Service provider shall take steps for transfer of closing balance of EPF A/c of the employees if any to their new A/c.
- 33 The Service Provider shall provide ESI card to each employees within 4 months of entering into an agreement.
- 34 The Manpower Service Provider shall maintain all statutory registers under the law and shall produce the same, on demand ,to the authority of the office concerned or any other authority under law.
- 35 The Tax deduction at source (T.D.S.) shall be done as per the provisions of income Tax Act / GST Rules, as amended, from time to time and a certificate to this effect shall be provided by the office concerned (as applicable).
- 36 In case, the Manpower Service Provider fails to comply with any liability under appropriate law, and as a result thereof, the office concerned is put to any loss/ obligation, monetary or otherwise, the office concerned will be entitled 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.
- 37 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 office concerned will have no liability towards non-payment of remuneration to the persons employed by the Manpower Service Provider.

- 38 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.
- 39 The successful bidder will enter into an agreement with this department for supply of skilled and qualified manpower as per requirement of this Department on the above terms and conditions.
- 40 The intending bidder must participate on bidding process for one or more than one work separately.

SIGNATURE OF TENDERER

Sd/-  
I/C SUPERINTENDING ENGINEER [M]

To

The Superintending Engineer  
R.W.S&S Mechanical Division  
Plot No-D-2/24, Mancheswar Industrial Estate,  
Bhubaneswar-751010.

Dear Sir,

We hereby declare that neither we nor any of our partners is indicated by any Court of Law. If contrary to it is proved, the EMD / Performance Security shall be forfeited.

Your sincerely,

Authorized Signature:

Name and Title of Signatory.

Name of Agency.

In the capacity of :

Address:

Contract Information (Phone & e-mail)

SIGNATURE OF TENDERER

To

The Superintending Engineer,  
R.W.S&S Mechanical Division,  
Plot No-D-2/24, Mancheswar Industrial Estate,  
Bhubaneswar-751010.

Dear Sir,

We hereby declare that neither we nor any of our partners is black listed by any Government or any other organization for the assignment entrusted. If contrary to it is proved, the EMD / Performance Security shall be forfeited.

Your sincerely,

Authorized Signature:

Name and Title of Signatory.

Name of Agency.

In the capacity of :

Address:

Contract Information (Phone & e-mail)

SIGNATURE OF TENDERER

### **DOCUMENTS TO BE PROVIDED WITH THE TECHNICAL BID**

1. Application – Technical Bid;
2. Attested copy of registration of agency;
3. Certified copy of the statement of bank account of agency for the last three years;
4. Attested copy of PAN/GIS Card;
5. Attested copy of the latest IT return filed by agency;
6. Attested copy of Service Tax registration certificate;
7. Attested copy of the P.F. registration letter/ certificate;
8. Attested copy of the E.S.I. registration letter/ certificate;
9. Certificate documents in support of the Financial turnover of the agency;
10. Attested copy of Labour license;
11. Copy of the terms and conditions at page no. 12 in Tender Document with each page duly signed and sealed by the authorized signatory of the agency in token of their acceptance.
12. No relation certificate.
13. Copy of previous work order.
14. The tenderer has to provide the declaration certificate regarding authenticity of documents including Bank guarantee from Notary.
15. Five years experience in providing man power to the Govt. Department/ Public sector.

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

1. List of Manpower short listed by agency for deployment in P.R. and D.W Department, containing full details i.e. date of birth, marital status, address, educational qualification etc.
2. Bio-data of all persons.
3. Any other document considered relevant.

## **AGREEMENT**

This Agreement is made on this \_\_\_\_\_ day of \_\_\_\_\_ between the Governor of Odisha represented by \_\_\_\_\_, here-in-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 \_\_\_\_\_, hereinafter 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.

Whereas, the "Authority" desires that the services of " \_\_\_\_\_ " are required in \_\_\_\_\_ Department / Office;

And whereas the "Manpower Service Provider" has offered its willingness to the same in conformity with the Provisions 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 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 (name of the Department /Office) in conformity with the provisions of the Terms and 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 and Conditions of the contract.
5. That this agreement is valid upto \_\_\_\_\_

**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 Authority  
An officer acting in the  
premises for and on  
behalf of the  
Governor of  
Odisha**

***In the presence of witness :-***

**Witness**

1. Name \_\_\_\_\_  
Address \_\_\_\_\_

2. Name \_\_\_\_\_  
Address \_\_\_\_\_

**Witness**

1. Name \_\_\_\_\_  
Address \_\_\_\_\_

2. Name \_\_\_\_\_  
Address \_\_\_\_\_