

RfP for engagement of Service Provider
for providing manpower
to OUHM

Date: 29th August, 2018

Mission Director, OUHM
State Nodal Officer, PMAY
H & UD Department
Plot No. 371,
AWAAS Building, Vivekananda Marg,
Bhubaneswar, PIN: 751014
Contact No.: 0674-2430232 (Office)

Debraj

Odisha Urban Housing Mission (OUHM) – 751014

No. _____

Date: _____

Request for Proposal (RFP) for Engagement of Service Provider for Providing Manpower to OUHM

Proposals are invited from the eligible Bidders (Firms / Agencies) interested to provide services of supporting staff in the Head Office of Odisha Urban Housing Mission, Odisha on outsourcing basis vide a service contract with specific terms and conditions. The Request for Proposal document along with all information relating to the tender process such as cost of RFP document, EMD, Eligibility criteria, Terms and Conditions etc., are available on the web site: www.urbanodisha.gov.in which may be downloaded.

Important Dates:

Last Date of submission of Tender document – 10.09.2018 up to 5 PM.

Date & Time of opening of Technical Bid/ Financial Bid - 11.09.2018 at 04.00 P.M

Place of Opening of Bid - **Odisha Urban Housing Mission (OUHM).**
Plot No. 371, AWAAS Building,
Vivekananda Marg, Bhubaneswar-751014

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

Mission Director of Odisha Urban Housing Mission, Odisha

Plot No. 371, AWAAS Building, Vivekananda Marg, Bhubaneswar-751014



INDICATION PAGE SHOWING LIST OF DOCUMENTS SUBMITTED

Name of the Firm:

SL NO	LIST OF THE DOCUMENTS REQUIRED WITH TECHNICAL BID	PAGE NO
01	RFP Fee	
02	EMD Fee	
03	Self-Attested Copy of Registration Certificate of the applicant	
04	Self-Attested Copy of PAN Card	
05	Self-Attested Copy of the I.T. return filed for the last three financial years	
06	Self-Attested Copy of EPF Certificate	
07	Self-Attested Copy of ESI Certificate	
08	Self-Attested Copy of GST Registration Certificate	
09	Self-Attested Copy of Authorization Certificate if any, issued by the Manpower Service Provider for the Signatory signing to Documents submitted to MD, OUHM	
10	Self-Attested Copy of documentary evidence by the bidder on registered office or one of the branch offices of the manpower service provider should be located within the jurisdiction of Bhubaneswar.	
11	Self-Attested Copy of documentary evidence by the bidder on registered under Income Tax.	
12	Self-Attested Copy of Agreements / Work Orders along with proof of claim / completion / performance certificate from the employers having executed similar work(providing manpower) during last 3 years i.e. 2015-16, 2016-17 & 2017-18	
13	Self-Attested copy of Audited Profit & Loss Accounts and Balance Sheets are to be furnished.	
14	Self-Attested copy of information sheet on Technical Proposal (Annexure – I)	
15	Self-Attested Copy of information sheet on Details of Previous Works Undertaken (Annexure – II)	
16	Self-Attested Copy of Financial Proposal (Annexure – III)	
17	Self-Attested Copy of Undertaking for not Blacklisted. (In Affidavit Form)	
18	ANNEXURE-VIII: Check List.	



INTRODUCTION:

The Odisha Urban Housing Mission – AWAAS (OUHM) (“Authority”) with the support of the Housing & Urban Development Department (“HUD Department”), looks after the matters and schemes relating to urban housing. OUHM is responsible for monitoring the implementation of the housing schemes related to urban poor and slums under its jurisdiction. Presently, OUHM is State Level Nodal Agency (SLNA) for Housing for All (HFA) Mission (Urban) Pardhan Mantri Awas Yojana (PMAY), and implementation of the scheme will be done by The Municipal Corporations, Municipalities and Notified Area Councils. Hence OUHM intends to invite the Proposal for the “Engagement of Outsourcing Agency for providing Support Staff”.

General Instructions:

1. Proposals are invited from the Bidders (Firms / Agencies) interested to provide Group-D employee to Mission Director of Odisha Urban Housing Mission, Odisha, Bhubaneswar – 751014 on outsourcing basis vide a service contract with specific terms and conditions.
2. The contract for providing the aforesaid manpower is likely to be for one year. The contract may be renewed subject to satisfactory performance of the Agency and with the mutual consent of both the parties provided the requirement of the Mission Director for manpower persists at that time. The contract period may be curtailed / terminated owing to deficiency in service or substandard quality of manpower deployed by the selected service provider or because of change in the Mission Director’s requirements. The Mission Directorate however, reserves the right to terminate this initial contract at any time after giving 30 days’ notice to the selected Service Provider.
3. The Mission Directorate has tentative requirement for One Personal Assistant, One Stenographer, One Accountant, one Diarist, one Data Entry Operator, one Sweeper & one Security Guard. The manpower will be posted at Mission Directorate, Bhubaneswar, Odisha. The requirement of the Mission Directorate, Odisha may be further increased or decreased marginally, during the period of initial contract also and the successful bidder would have to provide additional manpower service to the extent of 15% apparent to each category of service, if required, on the same terms and conditions.
4. The interested Bidders can download the request for proposal document containing detailed terms and conditions, scope and eligibility criteria from the Departmental web site: www.urbanodisha.gov.in.



5. The proposals complete in all respect along with the cost of the RFP document for Rs.2000/- (Rupees Two thousand) only (including GST + Cost of Tender Paper + Processing Fee) (non-refundable) and Earnest Money Deposit (EMD) of Rs.5000/- (Rupees Five thousand) only (Refundable without interest) shall be submitted along with proposal (Technical) in the form of Bank Draft / Pay Order in favour of Mission Director, OUHM payable at Bhubaneswar from any Nationalized / Scheduled Bankas well as other requisite documents (technical and financial) by eligible Bidders shall reach the office of the undersigned within due date and time(i.e. 10.09.2018 by 5 PM) in the prescribed format and manner. Proposals received after due date and time shall not be considered.
6. The Proposals shall be received through registered post / Speed Post / Courier Service / or by hand (Tender Box) on or before 10.09.2018 by 5 PM.
7. The proposals shall remain valid for a period not less than 120 days after the last date of submission of RFP.
8. The important dates related to "Tender for Providing Manpower services to the Office of Mission Director, Odisha, Bhubaneswar – 751014 are as under:

SI No	Particulars	Information
01	Last date and time for receipt of Tender document	10.09.2018 upto 5 P.M(registered post / Speed Post / Courier Service / or by hand)
02	Address for submission of tender document	Odisha Urban Housing Mission (OUHM). Plot No. 371, AWAAS Building, Vivekananda Marg, Bhubaneswar-751014
03	Date and time opening of Tender document ,Technical Proposal & Financial Proposal	11.09.2018(04:00 P.M)

9. The Technical Proposal shall be opened on the scheduled date and time in the Conference Hall of the Mission Director, Odisha, Bhubaneswar in presence of the representatives of the Bidders, who wish to be present on the spot at that time.
10. In case the last date for receipt of tender document happens to be a holiday for Mission Directorate of OUHM, Odisha for any reason, the activity will be held on the immediate next working day at the same time and place.

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11. The tender document is invited under the two bid system i.e. Technical Proposal and Financial Proposal. The interested agencies are advised to submit two separate sealed envelopes superscripting "Technical Proposal for Providing Manpower Services to Office of the Mission Director, Odisha, Bhubaneswar" and "Financial Proposal for Providing Manpower Services to Office of the Mission Director, Odisha, Bhubaneswar". Both the above envelopes shall be put inside another envelope and addressed to the Mission Director, OUHM, Odisha, Plot No. 371, AWAAS Building, Vivekananda Marg, Bhubaneswar-751014
12. The Financial Proposals of only those bidders will be opened who will qualify in the technical evaluation.
13. Mission Director, OUHM, Odisha, Bhubaneswar reserves the right to cancel any or all proposals without assigning any reason.

TECHNICAL REQUIREMENTS FOR THE BIDDERS

The Bidders are required to enclose the following documents failing which their proposals shall be summarily / out rightly rejected and will not be considered any further.

01. The Bidders must enclose self-attested photocopies of the following documents:

- a) Registration certificate of the applicant organization.
- b) Copy of PAN Card.
- c) Copy of the I.T. return filed for the last three financial years.
- d) Copies of E.P.F and E.S.I certificate.
- e) Copy of the GST Registration Certificate.
- f) Authorization certificate issued by the Manpower Service Provider for the Signatory signing the Documents submitted to Mission Director, OUHM, Odisha for this Tender.
- g) The list of documents must be page marked begging with the application and an index in the 1st page indicating the documents submitted and their respective page numbers should be submitted.
- h) All the documents must be included in a content page with appropriate page mark and flag mark. Otherwise the documents will not be taken into consideration.
- i) The checklist of the documents must be page marked and highlighted with respect to relevant part as per Annexure-III.



j) They should have their own bank account.

02. Conditional bids shall not be considered and will be rejected outright.

03. All entries in the tender form should be computer-typed and signed in each page. No handwritten forms will be accepted.

04. The registered office or one of the branch offices of the manpower service provider should be located within the jurisdiction of Bhubaneswar. Self-Attested copies of documentary evidence in this respect to be furnished.

05. They should have executed similar work (providing manpower) during the last 3 years i.e. 2015-16, 2016-17 and 2017-18. Self-Attested copies of Agreement / Work Orders along with proof of Claim / Completion / Performance Certificate from the Employers shall have to be furnished and a consolidated statement (Annexure-II) to be specified along with the technical proposal. Failure to submit details of Work Orders / Agreements shall not be counted towards experiences. If there is any contradiction between statement and agreement, then the authority will not take such work claims into consideration.

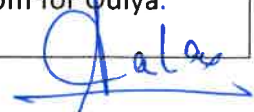
06. Self-Attested copies of the Audited Profit & Loss Accounts and Balance Sheets showing turnover are to be furnished.

SCOPE OF WORK AND TECHNICAL REQUIRMENTS

Scope of Work:

The Manpower Service Provider shall be responsible for the following works, the The following personnel shall be provided by the Manpower Service Provider –

Sl No	Category	Nos.	Qualification, Experience& Responsible
01	Personal Assistant	01	Educational Qualification: Graduate in any stream with DCA/PGDCA Work Experience: Minimum 10 years post qualification experience. Govt. / PSU sector experience is desirable. Age limit: She/he should be above 21 years of age and not exceeding 45 years as on 01.01.2018. Responsible for following tasks:
02	Stenographer	01	Educational Qualification: Graduate in any stream with DCA/PGDCA and typing speed should be 25wpm for English and 19 wpm for Odiya.



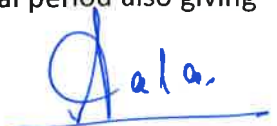
			<p>Work Experience: Minimum 1 years post qualification experience.</p> <p>Age limit:She/he should be above 18 years of age and not exceeding 40 years as on 01.01.2018.</p> <p>Responsible for following tasks:</p>
03	Accountant	01	<p>Educational Qualification: B. Com with DCA</p> <p>Work Experience:Minimum 2 years post qualification experience.</p> <p>Age limit:She/he should be above 18 years of age and not exceeding 40 years as on 01.01.2018.</p> <p>Responsible for following tasks: To deal accounts matter</p>
04	Data Entry Operator	01	<p>Educational Qualification:</p> <ul style="list-style-type: none"> • S/he should be Intermediate from Govt. recognized Institution; • S/he should have completed min Diploma in Computer Science; • Type speed should be 25 wpm for English and 19 wpm for Odiya. <p>Work Experience:</p> <ul style="list-style-type: none"> • S/he should have min. 2 years of relevant experience; <p>Age limit: She/he should be above 18 years of age and not exceeding 40 years as on 01.01.2018.</p> <p>Responsible for following tasks:</p> <ul style="list-style-type: none"> • Compiling, verifying accuracy and sorting information to prepare source data for computer entry; • Entry the required information in computer system periodically and submit the information the authority; • Any other work assigned by the officer concerned.
05	Sweeper	01	<p>Educational Qualification:7th Class</p> <p>Age limit:She/he should be above 18 years of age and not exceeding 40 years as on 01.01.2018.</p> <p>Responsible for following tasks:</p>

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06	Security Guard	01	<p>Educational Qualification: 7th Pass</p> <p>Work Experience :one year post qualification experience.</p> <p>Age limit :She/he should be above 18 years of age and not exceeding 40 years as on 01.01.2018.</p> <p>Responsible for following tasks: Watch & ward duty.</p>
07	Peon	03	<p>Educational Qualification:Must have read up-to 7th class and able to read and write Odiya preferably having basic knowledge in Computer.</p> <p>Work Experience:Work experience in any office or organization for two years is desirable.</p> <p>Age limit:She/he should be above 18 years of age and not exceeding 40 years as on 01.01.2018.</p> <p>Responsible for following tasks:</p> <ul style="list-style-type: none"> • Opening and closing of Office room' • Arranging refreshment / water etc. • Delivery of local letters as and when required. • Distribution of official dak and files among the officers. • Shifting of office equipment as and when required. • Performing other work as and when assigned. • Obtaining computerized printouts, Xerox, scan (if any).

GENERAL TERMS & CONDITIONS

1. The Manpower Service provider shall not be allowed to transfer, assign, pledge or subcontract the rights and liabilities under this Agreement to any other Manpower Service Provider or organization by whatever name be called without the prior written consent of the Authority.
2. 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 besides termination of the Agreement.
3. The Authority reserves the right to terminate the Agreement during initial period also giving 30 days' notice to the Manpower Service Provider.



4. The Bidder has to furnish as undertaking that his / her agency has not been blacklisted by any Govt. / Semi-Govt. / Public Sector Undertaking Organization.
5. The persons deployed may be called on holidays and may have to stay beyond office hours to attend duty.
6. The Manpower Service Provider shall nominate a Coordinator who shall be responsible for immediate interaction with the Mission Directorate, Odisha so that optimal services of the persons deployed could be availed without any disruption.
7. The entire financial liability in respect of manpower services deployed in the Mission Director, OUHM, Odisha or office concerned shall be that of the Manpower Service Provider and the Mission Director, OUHM, Odisha or office concerned will in no way be liable. It will be the responsibility of the Manpower Service Provider to pay the person deployed a sum not less than the minimum rate quoted in the financial proposal and adduce related documentary records as may be required by the Mission Director, OUHM, Odisha or office concerned.
8. For all intents 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 Mission Directorate, OUHM, Odisha or office concerned.
9. The Manpower Service Provider shall be solely responsible for the redressal of grievances or resolution of disputes relating to persons deployed. The Mission Director, OUHM, Odisha 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 person can place their grievance before a joint Committee consisting of a representative of the Mission Director, OUHM, Odisha or office concerned and an Authorized representative of the Manpower Service Provider.
10. The Mission Director, OUHM, Odisha shall not be responsible for any financial loss or any injury to any person deployed by the Manpower Service Provider in the course of their performing the functions / duties, or for payment towards any compensation.
11. The persons deployed by the Manpower Service Provider shall neither claim nor shall be entitled to pay, perks and other facilities admissible to regular / confirmed employees during the currency of after expiry of the Agreement.
12. In case of termination of this Agreement on its expiry of otherwise, the persons deployed by the Manpower Service Provider shall not be entitled to and shall have no claim for any absorption in regular of other capacity.



13. 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 be submitted by the Manpower Service Provider.
14. The Manpower Service Provider must be registered with the concerned Govt. Authorities i.e. Labour Commissioner, Provident Fund Authorities, Employees State Insurance Corporation etc., and copies of such registration certificate should be submitted. The Manpower Service Provider shall comply with all the legal requirements for obtaining license under Contract labour (Regulations and Abolition) Act, 1970 if any, at his own part and cost. The Manpower Service Provider shall provide identity card of ESI Corporation (Pahchan Card) to the person deployed within sixty days of their employment.
15. The Manpower Service Provider shall provide a substitute well in advance if there occurs any probability of the persons leaving the job due to his / her own personal reasons. The payment in respect of the overlapping period of the substitute shall be responsibility of the Manpower Service Provider. Manpower Service Provider shall be responsible for contributions towards the Provident Fund and Employees State Insurance, wherever applicable.
16. The persons deployed by the Manpower Service Provider should have good police records and no criminal case should be pending against them.
17. The persons deployed should be polite, cordial and efficient while handling the assigned work and their actions should promote goodwill and enhance the image of the Mission Directorate, Odisha or office concerned. The Manpower Service Provider shall be responsible for any act of indiscipline on the part of the persons deployed.
18. 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.
19. The successful bidder will enter into an agreement with this Mission Director, OUHM, Odisha for supply of suitable qualified manpower as per requirement of this Mission Directorate, OUHM, Odisha on the terms and conditions.

EMD & PERFORMANCE SECURITY

- (a). The EMD of the unsuccessful bidders shall be returned once the successful bidder deposits the Performance Security and signs the contract. In case the successful bidder, the EMD shall



be adjusted towards Performance Security and the Performance Security shall be returned within 60 days of Successful completion of the contract period.

- (b). Performance Security shall be 10% of the annual contract value. The successful bidder shall deposit the balance amount (after adjustment of EMD) towards performance Security in the form of Demand Draft (DD) / Pay Order (PO) in favour of the Mission Director, OUHM, Odisha payable at Bhubaneswar within 10 days of notification of award.

EVALUATION AND SELECTION

- a) The proposals shall be evaluated in two stages i.e. technical evaluation and financial evaluation.
- b) The financial proposals shall be opened of those bidders who will qualify in the technical evaluation.
- c) Financial proposals shall be opened in the presence of the technical qualified bidders' representatives, who choose to attend in person at the address given below –

O/o: The Mission Director, OUHM,

Plot No. 371, AWAAS Building,

Vivekananda Marg, Bhubaneswar-751014

- d) For financial evaluation, service charge (Col.7 of Financial Proposal) shall be compared.
- e) The technical requirements are already given in RFP document. In addition to these requirements the minimum qualifying for technical evaluation is given Annexure-IV. Those bidders who qualify minimum requirement will be eligible for participation in financial bid. In case there is a tie in the financial bid, the committee may consider years of experience. No. of employees in similar nature engaged in similar organization and Annual Turnover etc. to finalize the Bid.

AWARD OF CONTRACT

- a) Contract shall be awarded to the bidder whose proposal has been determined to be substantially responsive and who has offered the lowest evaluated bid price.
- b) Any effort by a bidder to influence Mission Directorate, OUHM, Odisha in its decision on bid evaluation or placement of Work Order may result in rejection of the bidder's offer.
- c) Any legal dispute arising out of this is subject to Bhubaneswar jurisdiction only.
- d) The Mission Directorate, OUHM Odisha may advice the Manpower Service Provider to disengage any of its persons from service immediately in case the authority of Mission Directorate, OUHM Odisha found any negligence on the part of that particular person. The Mission Directorate, OUHM Odisha will have no employee-employer relationship with the personnel engaged by the selected bidder. If the person deployed brings any



- legal issue to the notice of Mission Director, OUHM, Odisha on account of retrenchment, the service provider shall be responsible to dispose the same at his level.
- e) In case of any damage / pilferage caused to the property of Mission Director, OUHM, Odisha due to mishandling, carelessness of the personnel Manpower Service Provider, then the same shall be recovered from the Manpower Service Provider adjusting the amount against their monthly bill.
 - f) All the personal engaged for the service shall be covered under insurance against any personal accident by the Manpower Service Provider and the Mission Director, OUHM, Odisha shall not be liable for any payment on account of compensation.
 - g) The Manpower Service Provider shall maintain all statutory registers under the law and shall produce the same, on demand to Mission Directorate, OUHM, Odisha or any other statutory authority.
 - h) The Manpower Service Provider shall also be liable for depositing all taxes, levies, cess etc., on account of service rendered to Mission Director, OUHM, Odisha with the concerned tax collection authorities, from time to time as per the applicable rules and regulations. The Manpower Service Provider shall have the responsibility to furnish documentary evidence in support of the statutory compliance to Mission Director, OUHM, Odisha as and when sought for.
 - i) The Tax Deducted at Source (TDS) shall be done as per the provisions under Income Tax Act and Mission Directorate, OUHM, Odisha shall provide TDS certificate to the Manpower Service Provider.
 - j) The Manpower Service Provider shall be solely responsible for compliance of all statutory provisions like payment of minimum wages to the personnel deployed, ESI, Insurance, EPF etc. The Mission Director, OUHM, Odisha shall have no liability in this regard.
 - k) The Mission Director, OUHM, Odisha shall not be held responsible for any statutory non-compliance on the part of the Manpower Service Provider with respect to the Labour Laws including EPF, ESI, Workmen Compensation, Insurance, Minimum Wages Act. Labour Safety etc. or otherwise and in no circumstances, the Mission Director, OUHM, Odisha shall be made a party to it in case of any dispute arising out of such non-compliance.
 - l) In case of non-performance, part performance or non-adherence of to the statutory obligations due to negligence on part of the Manpower Service Provider, penalty would be imposed by the Mission Director, OUHM, Odisha proportionate to the extent of default / non-compliance.
 - m) In case the Manpower Service Provider fails to comply with any liability under appropriate law and as a result thereof. The Mission Director, OUHM Odisha or office concerned is put to any loss / obligation monetary or otherwise the Mission Director, OUM, Odisha or 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 on monetary terms.
 - n) The Agreement is liable to be terminated because of non-performance, deviation of terms and conditions of the contract non-payment of remuneration of employed persons and non-payment of statutory dues. The Mission Director, OUHM, Odisha or office concerned will have no liability towards non-payment of remuneration to the



- persons employed by the Manpower Service Provider and the outstanding statutory dues of the service provider to statutory authorities.
- o) In case of breach of any terms and conditions attached to the agreement, the performance security deposited of the Manpower Service Provider shall be liable to be forfeited besides annulment of the Agreement.
 - p) In case of termination of this contract on its expiry or otherwise, the persons deployed by the Manpower Service Provider shall not be entitled to and will have no claim for any absorption in the regular / otherwise capacity in Mission Directorate, OUHM, Odisha.\
 - q) The persons deployed by the Manpower Service Provider shall not claim any benefit / compensation / absorption / regularization of services with office under the provision of Industrial Disputes Act, 1947 or Contract Labour (Regulation & Abolition) Act, 1970 or any other Acts / Rules.
 - r) The Authority reserve the right to withdraw or relax any of the terms and conditions mentioned above so as to overcome the problem encountered at a later stage.
 - s) In the event of any dispute arising in respect of the clauses of the agreement the same shall be resolved through negotiation. Alternatively, the dispute shall referred to the next higher authority or controlling officer for his decision and the same shall be binding on all parties.
 - t) 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.

PENALTY CLAUSES

1. In case the Manpower Service Provider fails to commence / execute the work as stipulated in the agreement or there is a breach of any terms and conditions of the contract, the employer reserves the right to impose the penalty as details below:
 - a. 2% of the costs of order / agreement per week, up to 2 weeks delay of commencement execution of the contract.
 - b. After 2 weeks delay, the Employer reserves the right to cancel the contract and withhold the agreement and get this job be carried out from other Manpower Service Provider from open market at the competitive rated. The defaulting Manpower Service Provider will be blacklisted for a period 2 years and difference amount, if any, will be recovered from the Manpower Service Provider by forfeiting the Performance security deposited by the Manpower Service Provider.
2. For any breach of contract, Mission Director, OUHM, Odisha shall impose a penalty to the extent of Rs.10,000/- only on the first occasion upon the Manpower Service Provider in the event of breach. Violation or contravention of any of the terms and conditions contained herein brought to the notice of Mission Director, OUHM, Odisha.
3. If the lapse is repeated, the extent of penalty will be doubled on each such occasion. Some of the instances in which penalty would be imposed are enumerated below, but these are not exhaustive and penalty may be imposed on any violation / breach or contravention of any of the terms and conditions as well as assigned duties and responsibilities –
 - a) If the personnel working are found not carrying their photo identity cars.
 - b) If the personnel working are found indulging in smoking / drinking / sleeping during duty hours.



- c) If the behaviour of the deployed personnel (s) are found to be discourteous to any official of Mission Directorate, OUHM, Odisha.
 - d) If any person is found performing duty by submitting a fake name and address.
 - e) If any person is found on duty other than that mentioned in the approved list provided by the Manpower Service Provider to Mission Director, OUHM, Odisha.
4. In case of any loss / theft of Mission Directorate, OUHM Odisha property, the authority will consider the circumstances and if the responsibility is fixed on the Manpower Service Provider, Mission Director, OUHM Odisha will make good the losses by deducting the cost of loss from the performance security deposit of the Manpower Service Provider or next month's bill of the Manpower Service Provider in one or more instalments.
1. If required number of manpower is not deployed by the Manpower Service Provider, then proportioned amount will be deducted during payment.

PAYMENT

- (a). The agency shall submit the wage bill every month after making payment to the personnel as per the contracted rate and the same will be reimbursed by Mission Director, OUHM, Odisha.
- (b). The Manpower Service Provider shall raise the bill in triplicate along with attendance sheet duly verified by the Mission Directorate, OUHM Odisha or office concerned in respect of the persons deployed and submit the same to the prescribed authority in the first week of the succeeding month. The period of the bill should be from 26th of a month to 25th of the next month.
- (c). While the bill for 1st month shall be reimbursed after submission of the bill for the month, payment from the 2nd month onwards shall be made subject to production of documentary evidence (Deposit Challans) of having made the wage and all statutory payments such as EPF, ESI etc., for the previous month.
- (d). GST, if any, shall be reimbursed at the applicable rate.



TECHNICAL PROPOSAL

SI No	Particulars	Details
01	Name and address of the Bidder	
02	Constitution and date of Incorporation / Registration (Incorporation / Registration to be enclosed)	(NGO/ Partnership Firm /Company / Others) Date:
03	Name, Designation, Contact No. & Address of the Contact Person / Local Representative	
04	Financial Position and operational results for last three financial years (2015-16, 2016-17 & 2017-18)	Self-attested copies of Audited Profit & Loss accounts and Balance Sheets are to be attached. Provisional profit and loss accounts and balance sheets shall not be considered.
05	Number of staff engaged at the Client Location in Odisha to render similar services.	Service & Support Staff. To be supported by the latest EPF / ESI / TDS return filed with the respective Authorities.
06	Years of experience in similar line of activity along with the list of clients to whom similar service has been provided in last three years.	<ol style="list-style-type: none"> 1. Name of the Client. 2. Date of Contract. 3. Duration of Engagement. 4. Contract Value. 5. Contract Status (Completed/ongoing)
07	Registration / Empanelment details with different authorities.	<ol style="list-style-type: none"> I. Authority (s) II. Date of Registration.
08	Details of cost of RFP documents / Tender documents	Demand Draft / Pay Order No., Date, Name of Issuing Bank & Branch and Amount.
09	Details of EMD	Demand Draft / Pay Order No., Date, Name of Issuing Bank & Branch and Amount.
10	Any other details the application would like to furnish (Example: Awards / Accreditations)	

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DETAILS OF PREVIOUS WORKS UNDERTAKEN**(To be furnished in Cover "A" – Technical Proposal)**

SI No	Name & Address of the Clint along with E-mail & Contact No.	Work Order No. with Date	Total No of Manpower	Value of Contract	Type & No. of Manpower provided	Periods / Duration of contract
01						
02						
03						

Date:**Place:****Authorized Signatory****(Signature and Seal of the Authorized Signatory)**

FINANCIAL PROPOSAL

1. Name of Bidder:

2. Rate per person per month inclusive of all statutory, liabilities, taxes, levies cess etc.

SI No	Manpower Type	Minimum Take-Home Remuneration	EPF @ 13.15%	ESI@ 4.75%	Other Statutory dues, if any (Like GST etc.	Service Charges	Total
1	2	3	4	5	6	7	8
01	Personal Assistant	16880					
02	Stenographer	10000					
03	Accountant	10000					
05	Data Entry Operator	8880					
06	Group D / Peon	8070					
07	Security Guard	8070					
08	Sweeper	8070					

- Minimum take home remuneration for person should be as per Labour Law.
- No bifurcation of take home remuneration is allowed.

Signature of authorized person

Full Name

Seal:

Date:

Place



AGREEMENT FORMAT

This agreement is made on this _____ day of _____ Between Mission Director, OUHM, Odisha represented by _____, hereinafter 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 Shri _____ here-in-after called the "Manpower Service Provider" which expression shall, where the context so requires or admits, also include its successors or assignees of the other part.

Whereas, the "Authority" desires that the service of One Personal Assistant, One Stenographer, One Accountant, one Diarist, one Data Entry Operator, one Sweeper & one Security Guard to work in the Odisha Urban Housing Mission (OUHM), Plot No. 371, AWAAS Building, Vivekananda Marg, Bhubaneswar-751014

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 Condition shall be deemed to form and to be read and construed as this agreement.
2. That in consideration of the payment to be made by the "Authority" to the "Manpower Service Provider" hereby agrees with the "Authority" to provide personnel to be engaged as One Personal Assistant, One Stenographer, One Accountant, one Diarist, one Data Entry Operator, one Sweeper & one Security Guard in the office of Mission Director, OUHM, Odisha in conformity with the provisions of the Terms and Condition.
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 Condition.
4. That in the event of any dispute that may arise it shall be settled as per the Terms and Conditions of the contract.
5. That this agreement is valid up to _____ .



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

Seal Signature of the
Officer Authorized to sign on
behave of **Manpower Service
Provider**

Seal Signature of the Officer
Authorized to sign on behave of the
Mission Director, OUHM, Odisha

In the presence of witness

Witness

Witness

1. Name

Name

.....

Address

Address

2. Name

Name

.....

Address

Address

Gala

