

**SUPERINTENDENT: ODISHA STATE ARCHIVES, BHUBANESWAR.**

No. 1514 /OSA,

Date. 19.09.18.

**TENDER NOTICE**

**Tender Notice for award of contract for providing services of two Dusting Bearers, three Choukidars, two Sweepers & one Peon for a period of one year.**

Sealed tenders are invited from the reputed manpower agencies/service providers to provide the services of two Dusting Bearers, three Choukidars, two Sweepers & one Peon for a period of one year through a suitable service provider/ placement agency on outsourcing basis for day to day official work.

The detailed information for outsourcing the service of aforesaid posts has been given in the Tender Document which may be seen in the website <http://www.odishaarchives.nic.in> or <http://www.odishaculture.gov.in>, the tender documents may be obtain in person from the office of the Superintendent, Odisha State Archives, Sachibalaya Marga, Bhubaneswar – 751001 on payment of Rs. 500/- in cash on any working day between 11 A.M. to 4 P.M. from 20.09.2018 to 04.10.2018. The last date and time for submission of the tender document is 05.10.2018 by 3.00 P.M.

S. Mantry  
19.9.18  
Superintendent,

Odisha State Archives, Bhubaneswar.  
Phone No. 0674-2501636.

Memo No. 1515 /OSA, dt. 19.9.18

Copy along with Soft Copy forwarded to the Director, Information and Public Relation Department, Odisha with a request to take necessary steps for publication of this Tender Notice in widely circulated leading dailies at last one in English and two Odia news paper at the earliest.

S. Mantry  
19.9.18  
Superintendent,

Odisha State Archives, Bhubaneswar.

Memo No. /OSA, dt.

Copy along with the copy of detailed information (Softcopy-C.D) forwarded to Deputy Director, Odia language, Literature & Culture Department with a request to transmit the Notice to website Updating Branch, Odia Language, Literature & Culture Department.

Sd/-  
Superintendent,

Odisha State Archives, Bhubaneswar.

Memo No. /OSA, dt.

Copy to Directorate, Odia language, Literature & Culture/Superintendent, Odisha State Archaeology/Museum/Director, HKM State Library, Odisha, Bhubaneswar with a request to display the Notice in their Notice Board for wide publicity.

Sd/-  
Superintendent,

Odisha State Archives, Bhubaneswar.

Memo No. /OSA, dt.

Copy along with the copy of detailed information (Softcopy-C.D) forwarded to Sri P.K. Mohakud, Reprographer-in-Charge to take necessary steps to publish the tender notice in the website of Odisha State Archives, Bhubaneswar.

Sd/-  
Superintendent,

Odisha State Archives, Bhubaneswar.

Memo No. /OSA, dt.

Copy to Sri D. Patnaik, Sr. Clerk for information & necessary action & copy to Notice Board, Odisha State Archives, Bhubaneswar.

Sd/-  
Superintendent,

Odisha State Archives, Bhubaneswar.

**Tender Document**  
**for**  
**Providing of services of two Dusting Bearers, three**  
**Choukidars, two Sweepers & one Peon on outsourcing**  
**basis**  
**Through Service Provider**

Odisha State Archives, Bhubaneswar -751001.

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# Odisha State Archives, Bhubaneswar

## TENDER DOCUMENT

For providing Services of two Dusting Bearers, three Choukidars, two Sweepers & one Peon to the Office of the Superintendent, Odisha State Archives, Bhubaneswar by a Service providing agency/ Manpower Service Provider.

The details of Mail ID, Contact number and Postal address should be given by the tenderers/bidders to the office during the submission of the tender document for further contact/correspondence.

|     |   |  |
|-----|---|--|
| (a) | Period of issue of Tender Document  | 20.09.2018 to 04.10.2018   |
| (b) | Last Date and time for submission of Tender Document  | 05.10.2018 by 03.00 P.M.   |
| (c) | Date and time for opening of<br>(i) Technical Bids<br>(ii) Financial Bids of eligible Bidders | Date and time for opening of the tender will be intimated to the tenderers.  |
| (d) | Likely date for commencement of deployment of required manpower                               | After opening & finalization of the tender the date for commencement of deployment of required manpower will be intimated. |

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## SCOPE OF WORK AND GENERAL INSTRUCTIONS FOR BIDDERS

1. The office of the Superintendent, Odisha State Archives, Bhubaneswar - 751001 requires the services of reputed, well established and financially sound Manpower Service Providers to provide services of two Dusting Bearers, three Choukidars, two Sweepers & one Peon on outsourcing basis for day to day official work.
2. The contract for providing the aforesaid manpower is likely to commence will be intimated. The period of the contract may be further extended. Provided the requirement of the office for manpower persists at that time or may be curtailed/terminated before contract period owing to deficiency in service or substandard quality of manpower deployed by the selected Service Provider or because of change in the office's requirements. The Superintendent, Odisha State Archives however, reserves right to terminate this initial contract at any time after giving one week's notice to the selected Service Provider.
3. This office has tentative requirement two Dusting Bearers, three Choukidars, two Sweepers & one Peon total 08 (Eight) nos. (Group-D employees). The requirements may increase/decrease in the category.
4. The estimated cost of the contract is Rs.7,50,000/- per annum(approx).
5. The interested Manpower Service Providers may submit the tender document complete in all respects along with Earnest Money Deposit (EMD) of **Rs. 3,750/-** (to be enclose with the technical bid) and other requisite documents by 05.10.2018 up to 03.00 P.M. at Superintendent, Odisha State Archives, Bhubaneswar - 751001.
6. The various crucial, dates relating to "Tender for Providing Manpower Services to the Superintendent, Odisha State Archives, Bhubaneswar – 751001" are cited as under.
  - (a) Period of issue of Tender Document - 20.09.2018 to 04.10.2018.
  - (b) Last date and time for submission of Tender Document – dt. 05.10.2018 by 3.00 P.M.
  - (c) Date and time for opening of Technical Bids & Financial Bids of eligible Tenders will be intimated to the tenderers for the both.
  - (d) Likely date for commencement of deployment of required manpower - After opening & finalization of the tender the date for commencement of deployment of required manpower will be intimated to the selected tenderer.
7. The tender has been invited under two bid system i.e. Technical Bid and Financial Bid. The interested agencies are advised to submit two separate sealed envelopes super scribing "Technical Bid for Providing Manpower Services to Superintendent, Odisha State Archives, Bhubaneswar - 751001" and "Financial Bid for Providing Manpower Services to Superintendent, Odisha State Archives, Bhubaneswar - 751001". Both sealed envelopes should be kept in a third sealed envelope super scribing "Tender for Providing Manpower Services to Superintendent, Odisha State Archives, Bhubaneswar - 751001". The money receipt towards cost of tender document & EMD should be necessarily accompanied with the Technical Bid.
8. The **Earnest Money Deposit (EMD) of Rs. 3,750/- refundable (without interest)**, should be necessarily accompanied with the Technical Bid of the service provider in the form of Demand Draft/Pay Order drawn in favour of Superintendent, Odisha State Archives, Bhubaneswar failing which the tender shall be rejected summarily.

9. The successful tender will have to deposit a Security Deposit of **Rs. 62,410/-** only (one month employee cost including statutory dues) in the form of Bank Guarantee from any Nationalized Bank drawn in favour of Superintendent, Odisha State Archives, Bhubaneswar covering the period of contract. In case, the contract is further extended beyond the initial period, the Bank Guarantee will have to be accordingly renewed by the successful tenderer.
10. The tendering Manpower Service Providers are required to enclose photocopies of the following documents (duly attested by Group "A" Gazetted Officers of the State Governments/Central Government), along with the Technical Bid, failing which their bids shall be summarily/out rightly rejected and will not be considered any further:
  - a) Registration certificate of the applicant organization;
  - b) Copy of Aadhar/PAN/GIR card;
  - c) Copy of the IT return filed for the last three financial years;
  - d) Copies of EPF and ESI certificates;
  - e) Copy of the GST registration number;
  - f) Certified extracts of the Bank Account containing transactions during last three years.
11. The conditional bids shall not be considered and will be out rightly rejected in very first instance.
12. All entries in the tender form should be legible and filled clearly. If the space for furnishing information is insufficient, a separate sheet duly signed by the authorized signatory may be attached. No overwriting or cutting is permitted in the Financial Bid Form. In such cases, the tender shall be summarily rejected. However, the cutting, if any, in the Technical Bid Application must be initialled by the person authorized to sign the tender bids.
13. The Technical bids shall be opened on the scheduled date and time (shall be intimated via e-mail & telephone) at in the office room of Superintendent, Odisha State Archives, Bhubaneswar or as desired by the committee, in the presence of the representatives of the Manpower Service providers, if any, who wish to be present on the spot at that time.
14. The Financial Bid of only those tenderers will be whose Technical bids are found in order. The Financial bids shall be opened (shall be intimated via e-mail & telephone) in the office room of Superintendent, Odisha State Archives, Bhubaneswar, in the presence of the representatives of the Manpower Service Providers, if any, who wish to be present on the spot at that time.
15. The Competent Authority i.e. the Superintendent, Odisha State Archives, Bhubaneswar reserves the right to cancel all bids without assigning any reason.
16. The payment shall be made on conclusion of the calendar month only on the basis of no. of working days for which duty has been performed by each manpower.

## **TECHNICAL REQUIREMENTS FOR THE TENDERING MANPOWER SERVICE PROVIDER**

1. The tendering manpower service provider should fulfil the following technical specifications:
  - (a) The registered office or one of the branch offices of the manpower service provider should be located within the jurisdiction of the user Office. Besides, if the Head of office are procuring 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 said Head Office(s).
  - (b) They should be registered with the appropriate registration authority;
  - (c) They should have at least **two/three years'** experience in providing manpower to Government Department, Public Sector Companies/Banks, etc;
  - (d) They should have their own Bank Account;
  - (e) They should be registered with Income Tax and Service Tax department;
  - (f) They should be registered with appropriate authorities under Employees Provident Fund and Employees State Insurance Acts.
  - (g) They should have any other regulatory clearance (to be specified by the user Department) that may be required for providing manpower services.
  - (h) Minimum turn-over requirement. (To be assessed by the Department/Office keeping in view the present contract)
  - (i) Execution of contracts of similar type (minimum value to be prescribed) during preceding 3years of value equal or more than 60% of the estimated cost of the present contract.
  - (j) They should have valid GST registration number.

## **TECHNICAL REQUIREMENTS FOR MANPOWER TO BE DEPLOYED**

**BY THE SUCCESSFUL MANPOWER SERVICE PROVIDER IN THE  
SUPERINTENDENT, ODISHA STATE ARCHIVES, BHUBANESWAR**

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1. She/He should be above 18 years of age.
2. Should have good police record.

# APPLICATION - TECHNICAL BID

## For Providing Manpower Services to the Superintendent, Odisha State Archives, Bhubaneswar

1. Name of Tendering Manpower Service Provider : \_\_\_\_\_
2. Cost of Tender : Money Receipt No \_\_\_\_\_ Date \_\_\_\_\_
3. Details of Earnest Money Deposit: DD No. \_\_\_\_\_ Date. \_\_\_\_\_  
Of Rs. \_\_\_\_\_ drawn on Bank  
\_\_\_\_\_
4. Name of Proprietor/ Partner/Director : \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
5. Full Address of Registered : \_\_\_\_\_  
\_\_\_\_\_  
Office : \_\_\_\_\_  
\_\_\_\_\_  
Telephone No : \_\_\_\_\_  
FAX No : \_\_\_\_\_  
E-Mail Address : \_\_\_\_\_
6. Full address of Operating/ Branch Office : \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
Telephone No : \_\_\_\_\_  
FAX No : \_\_\_\_\_  
E-Mail Address : \_\_\_\_\_
7. Name & Telephone No. of Authorized officer/ : \_\_\_\_\_  
Person to liaise with Field Office (s) \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
8. Banker of the Manpower Service Provider : \_\_\_\_\_  
\_\_\_\_\_  
(Attach certified copy of statement of A/c \_\_\_\_\_  
For the last Three years). \_\_\_\_\_  
\_\_\_\_\_  
Telephone No. of Banker : \_\_\_\_\_
9. Aadhar/PAN/GIR No. : \_\_\_\_\_  
(Attach attested copy) \_\_\_\_\_  
\_\_\_\_\_
10. GST Registration No. : \_\_\_\_\_  
(Attach attested copy) \_\_\_\_\_



11. E.P.F. Registration No. : \_\_\_\_\_  
 (Attach attested copy) \_\_\_\_\_
12. E.S.I Registration No. : \_\_\_\_\_  
 (Attach attested copy) \_\_\_\_\_
13. Income Tax assessment last 3 years (2015-16 to 2017-18) to be attached.
14. Financial turnover of the tendering Manpower Service Provider for the last 3 Financial Years.

| Financial year | Amount (Rs. In Lakhs) | Remarks, if any |
|----------------|-----------------------|-----------------|
| 2015-16        |                       |                 |
| 2016-17        |                       |                 |
| 2017-18        |                       |                 |

15. Additional information, if any : \_\_\_\_\_  
 (Attach separate sheet if space provided \_\_\_\_\_  
 is insufficient).

16. Give details of the major similar contracts handled by the tendering Manpower Service Provider during the last three years in the following format along with the Xerox copy of the certificate received from the employer to be attached.  
 (if the space provided is insufficient, a separate sheet may be attached) :

| Sl. No. | Name of client address, Telephone & Fax No. | Manpower services provided |     | Amount of Contract (Rs. in Lakhs) | Duration of Contract |    |
|---------|---|----------------------------|-----|-----------------------------------|----------------------|----|
|         |   | Type of manpower provided  | No. |                                   | From                 | To |
|         |   |                            |     |                                   |                      |    |
|         |   |                            |     |                                   |                      |    |
|         |   |                            |     |                                   |                      |    |
|         |   |                            |     |                                   |                      |    |
|         |   |                            |     |                                   |                      |    |

17. Additional information, if any : \_\_\_\_\_  
 (Attach separate sheet, if required) \_\_\_\_\_

Signature of authorized person  
 Name :  
 Seal :

Date :  
 Place :

# 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.

Signature of authorized  
person  
Name :  
Seal :

Date :  
Place :

# APPLICATION - FINANCIAL BID

## For providing Manpower Assistance to the Superintendent, Odisha State Archives, Bhubaneswar

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 :

| Sl. No. | Manpower Type                                     | Monthly Rate per person |     |     |                             |                |                 | Total per person |
|---------|---|-------------------------|-----|-----|-----------------------------|----------------|-----------------|------------------|
|         |   | *Take Home Remuneration | EPF | ESI | Other statutory dues if any | Service Charge | Service Tax/GST |                  |
| 1.      | Sweeper/<br>Dusting Bearer/<br>Choukidar/<br>Peon |                         |     |     |                             |                |                 |                  |

\* As the Sweeper, Dusting Bearer, Choukidar & Peon take home wages/remuneration are same, hence it is treated as same manpower. @ Rs. 224.30 per person per day as per Labour Commissioner, Odisha Notification Letter No. 4909/LC, dt. 30.04.2018.

### **N.B.**

1. The minimum wages for Sweeper, Dusting Bearer, Choukidar & Peon should be Rs. 5607.50/- (25 working days in a month excluding holidays).
2. The Statutory dues like EPF, ESI, etc. are required to be paid by the service provider for which relevant records to be produced to verify by the Superintendent, Odisha State Archives, Bhubaneswar.
3. If a firm / tenderer quotes NIL or very low service charges can be treated as non- responsive bids, which are liable to be rejected.
4. The technically qualified tenderer offering the lowest total per person / grand total cost shall be considered for award the work.

FULL NAME AD ADDRESS OF  
THE TENDERER

SIGNATURE OF THE TENDERER  
WITH DATE & SEAL

# **TERMS & CONDITIONS**

## **GENERAL**

1. The Agreement shall commence from dt.\_\_\_\_\_ and shall continue till dt.\_\_\_\_\_ unless it is curtailed or terminated by the authority owing to deficiency of service, sub-standard quality of manpower deployed, breach of contract etc. or change in requirements.
2. The Agreement shall automatically expire on dt.\_\_\_\_\_ unless extended further by the mutual consent of the Manpower Service Provider and the Authority.
3. The Agreement may be extended, on the same terms and conditions or with some additions / deletions / modifications, for a further specific period mutually agreed upon by the Manpower Service Provider and the Authority.
4. The Manpower Service Provider shall not be allowed to transfer, assign, pledge or subcontract its rights and liabilities under this Agreement to any other agency or organization by whatever name be called without the prior written consent of the Authority.
5. The office, at present, has tentative requirement of two Disting Bearers, three Choukidars, two Sweepers & one Peon (Group-D employees) on urgent basis. The requirement of the office may further increase or decrease marginally, during the period of initial contract also and the tenderer would have to provide additional manpower services, if required, on the same terms and conditions.
6. 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.
7. The Authority reserves the right to terminate the Agreement during initial period also after giving 15 days notice to the Manpower Service Provider.
8. The persons deployed shall be required to report for work at 10.00 AM to the Superintendent, Odisha State Archives, Bhubaneswar or such other Officer as may have been kept in charge of the Office Establishment of the Office concerned and would leave at 5.00 P.M. and may also required to work beyond 5.00 PM for which he would not be paid any extra remuneration. In case, the person deployed remains absent on a particular day or comes late / leaves early on three occasions, proportionate deduction from the remuneration for one day will be made.
9. The person deployed may be called on holidays to attend the duty if required.
10. The Manpower Service Provider shall nominate a coordinator who shall be responsible for immediate interaction with the office so that optimal services of the persons deployed could be availed without any disruption.
11. The entire financial liability in respect of manpower services deployed in the Odisha State Archives, Bhubaneswar or Office concerned shall be that of the Manpower Service Provider and the Odisha State Archives, Bhubaneswar or Office 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 Superintendent, Odisha State Archives, Bhubaneswar or Office concerned.

12. For all intents and purposes, the Manpower Service Provider shall be the "Employer" within the meaning of different Rules & 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 Superintendent, Odisha State Archives, Bhubaneswar or Office concerned.
13. The Manpower Service Provider shall be solely responsible for the redressal of grievances or resolution of disputes relating to persons deployed. The Superintendent, Odisha State Archives, Bhubaneswar 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 Odisha State Archives, Bhubaneswar or office concerned and an Authorized representative of the Manpower Service Provider.
14. The office of the Superintendent, Odisha State Archives, Bhubaneswar 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.
15. 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 expiry of the Agreement.
16. 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.
17. 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.
18. 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 a copy of the registration 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.\*
19. The Manpower Service Provider shall provide a substitute well in advance if there occurs any probability of the person leaving the job due to his/her own personal reasons. The payment in respect of the overlapping period of the substitute shall be the responsibility of the Manpower Service Provider. The Manpower Service Provider shall be responsible for contributions towards Provident Fund and Employees State Insurance, wherever applicable.
20. The persons deployed by the Manpower Service Provider should have good police records and no criminal case should be pending against them.
21. 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 Superintendent, Odisha State Archives, Bhubaneswar or office concerned. The Manpower Service Provider shall be responsible for any act of indiscipline on the part of the persons deployed.

**[\*=Note:- Registration/License=under the Contract Labour (Regulation and Abolition) Act,1970 is applicable to Manpower Service Provider employing more than 20 workmen.]**

## LEGAL

22. 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.
23. 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 Odisha State Archives, Bhubaneswar or office concerned. Office of the Superintendent, Odisha State Archives, Bhubaneswar or office concerned shall have no liability in this regard.
24. The Manpower Service Provider shall also be liable for depositing all taxes, levies, Cess etc. on account of service rendered by it to the Superintendent, Odisha State Archives, Bhubaneswar or 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 Superintendent, Odisha State Archives, Bhubaneswar or office concerned.
25. The Manpower Service Provider shall maintain all statutory registers under the Law and shall produce the same, on demand, to the authority of the Superintendent, Odisha State Archives, Bhubaneswar or office concerned or any other authority under Law.
26. **The Tax deduction at Source (T.D.S.) shall be done as per the provisions of Income Tax Act/Rules, as amended, from time to time and a certificate to this effect shall be provided by the Superintendent, Odisha State Archives, Bhubaneswar or office concerned.**
27. In case, the Manpower Service Provider fails to comply with any liability under appropriate law, and as a result thereof, the Superintendent, Odisha State Archives, Bhubaneswar or office concerned is put to any loss/obligation, monetary or otherwise, the Superintendent, Odisha State Archives, Bhubaneswar 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 in monetary terms.
28. 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 Superintendent, Odisha State Archives, Bhubaneswar 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. If any loss or damage is caused to the Superintendent, Odisha State Archives, Bhubaneswar or office concerned by the persons deployed, the same shall be recovered from the unpaid bills or adjusted from the Performance Security Deposit.

## **FINANCIAL**

29. The Technical Bid should be accompanied with an Earnest Money Deposit (EMD), refundable without interest, of **Rs. 3,750/- (Rupees 0.5% of the contract value)** in the form of Demand Draft I Pay Order drawn in favour of Superintendent, Odisha State Archives, Bhubaneswar, failing which the tender shall be rejected out rightly.
30. The Earnest Money Deposit in respect of the agencies which do not qualify the Technical Bid (First Stage)/Financial Bid (Second competitive stage) shall be returned to them without any interest. **In case of successful tenderer if the agency fails to deploy the required manpower against the initial requirement within 10 days from date of placing the order the EMD shall stand forfeited without giving any further notice.**
31. The successful tenderer will have to deposit a security amount of **Rs. 62,410/-** for eight Group-D employees for one month cost including statutory dues) in the form of Fixed Deposit Receipt (FDR) made in the name of the agency but hypothecated to the Superintendent, Odisha State Archives, Bhubaneswar covering the period of contract. In case, the contract is further extended beyond the initial period, the FDR will have to be accordingly renewed by the successful tenderer.
32. The successful tenderer will have to deposit a Performance Security Deposit of **Rs. 62,410/-** only in the form of Bank Guarantee from any Nationalized Bank drawn in favour of the Authority covering the period of contract. In case, the contract is further extended beyond the initial period, the Bank guarantee will have to be accordingly renewed by the successful tenders. The amount of performance security deposit is to be determined by the Authority taking into account the contractual obligation of the manpower service provider.
33. In case of breach of any terms and conditions attached to this agreement, the Performance Security Deposit of the Manpower Service provider shall be liable to be forfeited besides annulment of the Agreement.
34. The Manpower Service Provider shall raise the bill, in triplicate, along with attendance sheet duly verified by the Superintendent, Odisha State Archives, Bhubaneswar 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. As far as possible the payment will be released by the second week of the succeeding month.
35. The claims in bills regarding Employees State Insurance, Provident Fund, and GST etc. should be necessarily accompanied with documentary proof pertaining to the concerned bill month. A requisite portion of the bill or whole of the bill amount shall be held up till such proof is furnished, at the discretion of the Superintendent, Odisha State Archives, Bhubaneswar or Office Concerned.
36. The amount of penalty calculated @ **Rs. 100/-** per day on account of delay, if any, in providing a suitable substitute for the period beyond three working days by the Manpower Service Provider shall be deducted from its monthly bills in the succeeding month.
37. The Authority reserves the right to withdraw or relax any of the terms and condition mentioned above so as to overcome the problem encountered at a later stage.

38. 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 be referred to the next higher authority or controlling officer for his decision and the same shall be binding on all parties.
39. 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.
40. The successful bidder will enter into an agreement with this Superintendent, Odisha State Archives, Bhubaneswar for supply of suitable and qualified manpower as per requirement of this office on the above terms and conditions.



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

1. Application - 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 Aadhar/PAN/GIR Card;
5. Attested copy of the latest IT return filed by agency;
6. Attested copy of GST registration number;
7. Attested copy of the P.F. registration letter I certificate;
8. Attested copy of the E.S.I registration letter I certificate;
9. Certified documents in support of the financial turnover of the agency;
10. Certified documents in support of entries in column 12 of Technical Bid application;
11. **Copy of the terms and conditions at pages \_\_\_\_\_ in Tender Document with each page duly signed and sealed by the authorized signatory of the agency in token of their acceptance.**
12. Authorization Certificate of Agency.

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

\*\*\*\*\*

1. List of Manpower short listed by agency for deployment in the Superintendent, Odisha State Archives, Bhubaneswar, containing full details i.e. date of birth, marital status, address, educational certificate etc.
2. Bio-data of all persons with Passport size Photograph.
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 \_\_\_\_\_ 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 services of " \_\_\_\_\_ " are required in \_\_\_\_\_ Superintendent, Odisha State Archives, Bhubaneswar;

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".



## **ANNEXURE**

### **TERMS & CONDITIONS OF THE AGREEMENT**

1. The Agreement shall commence from dt..... and shall continue till dt..... unless it is curtailed or terminated by the authority owing to deficiency of service, sub-standard quality of manpower deployed, breach of contract etc or change in requirements.
2. The Agreement shall automatically expire on dt..... unless extended further by the mutual consent of the Manpower Service Provider and the Authority.
3. The Agreement may be extended, on the same terms and conditions or with some additions / deletions / modifications, for a further specific period mutually agreed upon by the Manpower Service Provider and the Authority.
4. The Manpower Service Provider shall not be allowed to transfer, assign, pledge or subcontract its rights and liabilities under this Agreement to any other agency or organization by whatever name be called without the prior written consent of the Authority.
5. The Manpower Service Provider will be bound by the details furnished by it to the Authority while submitting the tender or at subsequent stage. In case, any of such documents furnished by it is found to be false at any stage, it would be deemed to be a breach of terms of Agreement making it liable for legal action besides termination of the Agreement.
6. The Authority reserves the right to terminate the Agreement during initial period also after giving 15 days notice to the Manpower Service Provider.
7. The persons deployed shall be required to report for work at 10.00 AM to the Superintendent, Odisha State Archives, Bhubaneswar or such other Officer as may have been kept in charge of the Office Establishment of the Office concerned and would leave at 5.00 P.M. and may also required to work beyond 5.00 PM for which he would not be paid any extra remuneration. In case, the person deployed remains absent on a particular day or comes late / leaves early on three occasions, proportionate deduction from the remuneration for one day will be made.
8. The person deployed may be called on holidays to attend the duty if required.
9. The Manpower Service Provider shall nominate a coordinator who shall be responsible for immediate interaction with the Department so that optimal services of the persons deployed could be availed without any disruption.
10. The entire financial liability in respect of manpower services deployed in the Superintendent, Odisha State Archives, Bhubaneswar or office concerned shall be that of the Manpower Service Provider and the Superintendent, Odisha State Archives, Bhubaneswar or Office 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 Superintendent, Odisha State Archives, Bhubaneswar or Office concerned.
11. For all intents and purposes, the Manpower Service Provider shall be the "Employer" within the meaning of different Rules & 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 Superintendent, Odisha State Archives, Bhubaneswar or Office concerned.

12. The Manpower Service Provider shall be solely responsible for the redressal of grievances or resolution of disputes relating to persons deployed. The Superintendent, Odisha State Archives, Bhubaneswar authority 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 Superintendent, Odisha State Archives, Bhubaneswar or office concerned and an Authorized representative of the Manpower Service Provider.
13. The Superintendent, Odisha State Archives, Bhubaneswar or office concerned 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.
14. 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 expiry of the Agreement.
15. 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.
16. 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.
17. 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 a copy of the registration 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, if required under the Act.
18. The Manpower Service Provider shall provide a substitute well in advance if there occurs any probability of the person leaving the job due to his/her own personal reasons. The payment in respect of the overlapping period of the substitute shall be the responsibility of the Manpower Service Provider. The Manpower Service Provider shall be responsible for contributions towards Provident Fund and Employees State Insurance, wherever applicable.
19. The persons deployed by the Manpower Service Provider should have good police records and no criminal case should be pending against them.
20. 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 Superintendent, Odisha State Archives, Bhubaneswar or office concerned. The Manpower Service Provider shall be responsible for any act of indiscipline on the part of the persons deployed.
21. The persons deployed shall, during the course of their work be privy to certain qualified documents and information which they are not supposed to divulge to third parties. In view of this, they shall be required to take oath of confidentiality and breach of this condition shall make the Manpower Service Provider as well as the person deployed liable for penal action under the applicable laws besides, action for breach of contract.

22. The Manpower Service Provider shall be responsible for compliance of all statutory provisions relating to minimum wages payable to different types of worker in respect of the persons deployed by it in the Department or office concerned. The Superintendent, Odisha State Archives, Bhubaneswar or office concerned shall have no liability in this regard.
23. The Manpower Service Provider shall also be liable for depositing all taxes, levies, Cess etc. on account of service rendered by it to the Superintendent, Odisha State Archives, Bhubaneswar or 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 Superintendent, Odisha State Archives, Bhubaneswar or office concerned.
24. The Manpower Service Provider shall maintain all statutory registers under the Law and shall produce the same, on demand, to the authority of the Superintendent, Odisha State Archives, Bhubaneswar or office concerned or any other authority under Law.
25. The Tax deduction at Source (T.D.S.) shall be done as per the provisions of Income Tax Act! Rules, as amended, from time to time and a certificate to this effect shall be provided by the Superintendent, Odisha State Archives, Bhubaneswar or office concerned.
26. In case, the Manpower Service Provider fails to comply with any liability under appropriate law, and as a result thereof, the Superintendent, Odisha State Archives, Bhubaneswar or office concerned is put to any loss / obligation, monetary or otherwise, the Superintendent, Odisha State Archives, Bhubaneswar 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 in monetary terms.
27. 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 Superintendent, Odisha State Archives, Bhubaneswar 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. If any loss or damage is caused to the Superintendent, Odisha State Archives, Bhubaneswar or office concerned by the persons deployed, the same shall be recovered from the unpaid bills or adjusted from the Performance Security Deposit.
28. In case of breach of any terms and conditions attached to this agreement, the Performance Security Deposit of the Manpower Service provider shall be liable to be forfeited besides annulment of the Agreement.
29. The Manpower Service Provider shall raise the bill, in triplicate, along with attendance sheet duly verified by the Superintendent, Odisha State Archives, Bhubaneswar 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. As far as possible the payment will be released by the second week of the succeeding month.
30. The claims in bills regarding Employees State Insurance, Provident Fund, and GST/Service Tax etc. should be necessarily accompanied with documentary proof pertaining to the concerned bill month. A requisite portion of the bill or whole of the bill amount shall be held up till such proof is furnished, at the discretion of the Superintendent, Odisha State Archives, Bhubaneswar or Office Concerned.

31. The amount of penalty calculated @ Rs. 100/- per day on account of delay, if any, in providing a suitable substitute for the period beyond three working days by the Manpower Service Provider shall be deducted from its monthly bills in the succeeding month.
32. The Authority reserves the right to withdraw or relax any of the terms and condition mentioned above so as to overcome the problem encountered at a later stage.
33. 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 be referred to the next higher authority or controlling officer for his decision and the same shall be binding on all parties.
34. 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.

**Tender Document**  
**for**  
**Providing of services of two Dusting Bearers, three**  
**Choukidars, two Sweepers & one Peon on outsourcing**  
**basis**  
**Through Service Provider**

Odisha State Archives, Bhubaneswar -751001.

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# Odisha State Archives, Bhubaneswar

## TENDER DOCUMENT

For providing Services of two Dusting Bearers, three Choukidars, two Sweepers & one Peon to the Office of the Superintendent, Odisha State Archives, Bhubaneswar by a Service providing agency/ Manpower Service Provider.

The details of Mail ID, Contact number and Postal address should be given by the tenderers/bidders to the office during the submission of the tender document for further contact/correspondence.

|     |   |  |
|-----|---|--|
| (a) | Period of issue of Tender Document  | 20.09.2018 to 04.10.2018   |
| (b) | Last Date and time for submission of Tender Document  | 05.10.2018 by 03.00 P.M.   |
| (c) | Date and time for opening of<br>(i) Technical Bids<br>(ii) Financial Bids of eligible Bidders | Date and time for opening of the tender will be intimated to the tenderers.  |
| (d) | Likely date for commencement of deployment of required manpower                               | After opening & finalization of the tender the date for commencement of deployment of required manpower will be intimated. |

# CONTENTS OF TENDER DOCUMENT

| <b>Sl. No.</b> | <b>Description of Contents</b>   | <b>Page Number</b> |
|----------------|--|--------------------|
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| 2.             | Technical Requirements for the service provider and the manpower to be deployed in the Odisha State Archives by the service provider | 3                  |
| 3.             | Tender Application - Technical Bid   | 4-6                |
| 4.             | Tender Application - Financial Bid   | 7                  |
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| 7.             | Form of Agreement with Terms and Conditions of Agreement   | 14-19              |

## SCOPE OF WORK AND GENERAL INSTRUCTIONS FOR BIDDERS

1. The office of the Superintendent, Odisha State Archives, Bhubaneswar - 751001 requires the services of reputed, well established and financially sound Manpower Service Providers to provide services of two Dusting Bearers, three Choukidars, two Sweepers & one Peon on outsourcing basis for day to day official work.
2. The contract for providing the aforesaid manpower is likely to commence will be intimated. The period of the contract may be further extended. Provided the requirement of the office for manpower persists at that time or may be curtailed/terminated before contract period owing to deficiency in service or substandard quality of manpower deployed by the selected Service Provider or because of change in the office's requirements. The Superintendent, Odisha State Archives however, reserves right to terminate this initial contract at any time after giving one week's notice to the selected Service Provider.
3. This office has tentative requirement two Dusting Bearers, three Choukidars, two Sweepers & one Peon total 08 (Eight) nos. (Group-D employees). The requirements may increase/decrease in the category.
4. The estimated cost of the contract is Rs.7,50,000/- per annum(approx).
5. The interested Manpower Service Providers may submit the tender document complete in all respects along with Earnest Money Deposit (EMD) of **Rs. 3,750/-** (to be enclose with the technical bid) and other requisite documents by 05.10.2018 up to 03.00 P.M. at Superintendent, Odisha State Archives, Bhubaneswar - 751001.
6. The various crucial, dates relating to "Tender for Providing Manpower Services to the Superintendent, Odisha State Archives, Bhubaneswar – 751001" are cited as under.
  - (a) Period of issue of Tender Document - 20.09.2018 to 04.10.2018.
  - (b) Last date and time for submission of Tender Document – dt. 05.10.2018 by 3.00 P.M.
  - (c) Date and time for opening of Technical Bids & Financial Bids of eligible Tenders will be intimated to the tenderers for the both.
  - (d) Likely date for commencement of deployment of required manpower - After opening & finalization of the tender the date for commencement of deployment of required manpower will be intimated to the selected tenderer.
7. The tender has been invited under two bid system i.e. Technical Bid and Financial Bid. The interested agencies are advised to submit two separate sealed envelopes super scribing "Technical Bid for Providing Manpower Services to Superintendent, Odisha State Archives, Bhubaneswar - 751001" and "Financial Bid for Providing Manpower Services to Superintendent, Odisha State Archives, Bhubaneswar - 751001". Both sealed envelopes should be kept in a third sealed envelope super scribing "Tender for Providing Manpower Services to Superintendent, Odisha State Archives, Bhubaneswar - 751001". The money receipt towards cost of tender document & EMD should be necessarily accompanied with the Technical Bid.
8. The **Earnest Money Deposit (EMD) of Rs. 3,750/- refundable (without interest)**, should be necessarily accompanied with the Technical Bid of the service provider in the form of Demand Draft/Pay Order drawn in favour of Superintendent, Odisha State Archives, Bhubaneswar failing which the tender shall be rejected summarily.

9. The successful tender will have to deposit a Security Deposit of **Rs. 62,410/-** only (one month employee cost including statutory dues) in the form of Bank Guarantee from any Nationalized Bank drawn in favour of Superintendent, Odisha State Archives, Bhubaneswar covering the period of contract. In case, the contract is further extended beyond the initial period, the Bank Guarantee will have to be accordingly renewed by the successful tenderer.
10. The tendering Manpower Service Providers are required to enclose photocopies of the following documents (duly attested by Group "A" Gazetted Officers of the State Governments/Central Government), along with the Technical Bid, failing which their bids shall be summarily/out rightly rejected and will not be considered any further:
  - a) Registration certificate of the applicant organization;
  - b) Copy of Aadhar/PAN/GIR card;
  - c) Copy of the IT return filed for the last three financial years;
  - d) Copies of EPF and ESI certificates;
  - e) Copy of the GST registration number;
  - f) Certified extracts of the Bank Account containing transactions during last three years.
11. The conditional bids shall not be considered and will be out rightly rejected in very first instance.
12. All entries in the tender form should be legible and filled clearly. If the space for furnishing information is insufficient, a separate sheet duly signed by the authorized signatory may be attached. No overwriting or cutting is permitted in the Financial Bid Form. In such cases, the tender shall be summarily rejected. However, the cutting, if any, in the Technical Bid Application must be initialled by the person authorized to sign the tender bids.
13. The Technical bids shall be opened on the scheduled date and time (shall be intimated via e-mail & telephone) at in the office room of Superintendent, Odisha State Archives, Bhubaneswar or as desired by the committee, in the presence of the representatives of the Manpower Service providers, if any, who wish to be present on the spot at that time.
14. The Financial Bid of only those tenderers will be whose Technical bids are found in order. The Financial bids shall be opened (shall be intimated via e-mail & telephone) in the office room of Superintendent, Odisha State Archives, Bhubaneswar, in the presence of the representatives of the Manpower Service Providers, if any, who wish to be present on the spot at that time.
15. The Competent Authority i.e. the Superintendent, Odisha State Archives, Bhubaneswar reserves the right to cancel all bids without assigning any reason.
16. The payment shall be made on conclusion of the calendar month only on the basis of no. of working days for which duty has been performed by each manpower.

## **TECHNICAL REQUIREMENTS FOR THE TENDERING MANPOWER SERVICE PROVIDER**

1. The tendering manpower service provider should fulfil the following technical specifications:
  - (a) The registered office or one of the branch offices of the manpower service provider should be located within the jurisdiction of the user Office. Besides, if the Head of office are procuring 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 said Head Office(s).
  - (b) They should be registered with the appropriate registration authority;
  - (c) They should have at least **two/three years'** experience in providing manpower to Government Department, Public Sector Companies/Banks, etc;
  - (d) They should have their own Bank Account;
  - (e) They should be registered with Income Tax and Service Tax department;
  - (f) They should be registered with appropriate authorities under Employees Provident Fund and Employees State Insurance Acts.
  - (g) They should have any other regulatory clearance (to be specified by the user Department) that may be required for providing manpower services.
  - (h) Minimum turn-over requirement. (To be assessed by the Department/Office keeping in view the present contract)
  - (i) Execution of contracts of similar type (minimum value to be prescribed) during preceding 3years of value equal or more than 60% of the estimated cost of the present contract.
  - (j) They should have valid GST registration number.

## **TECHNICAL REQUIREMENTS FOR MANPOWER TO BE DEPLOYED**

**BY THE SUCCESSFUL MANPOWER SERVICE PROVIDER IN THE  
SUPERINTENDENT, ODISHA STATE ARCHIVES, BHUBANESWAR**

\*\*\*\*

1. She/He should be above 18 years of age.
2. Should have good police record.

# APPLICATION - TECHNICAL BID

## For Providing Manpower Services to the Superintendent, Odisha State Archives, Bhubaneswar

1. Name of Tendering Manpower Service Provider : \_\_\_\_\_
2. Cost of Tender : Money Receipt No \_\_\_\_\_ Date \_\_\_\_\_
3. Details of Earnest Money Deposit: DD No. \_\_\_\_\_ Date. \_\_\_\_\_  
Of Rs. \_\_\_\_\_ drawn on Bank  
\_\_\_\_\_
4. Name of Proprietor/ Partner/Director : \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
5. Full Address of Registered : \_\_\_\_\_  
\_\_\_\_\_  
Office : \_\_\_\_\_  
\_\_\_\_\_  
Telephone No : \_\_\_\_\_  
FAX No : \_\_\_\_\_  
E-Mail Address : \_\_\_\_\_
6. Full address of Operating/ Branch Office : \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
Telephone No : \_\_\_\_\_  
FAX No : \_\_\_\_\_  
E-Mail Address : \_\_\_\_\_
7. Name & Telephone No. of Authorized officer/ : \_\_\_\_\_  
Person to liaise with Field Office (s) \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
8. Banker of the Manpower Service Provider : \_\_\_\_\_  
\_\_\_\_\_  
(Attach certified copy of statement of A/c \_\_\_\_\_  
For the last Three years). \_\_\_\_\_  
\_\_\_\_\_  
Telephone No. of Banker : \_\_\_\_\_
9. Aadhar/PAN/GIR No. : \_\_\_\_\_  
(Attach attested copy) \_\_\_\_\_  
\_\_\_\_\_
10. GST Registration No. : \_\_\_\_\_  
(Attach attested copy) \_\_\_\_\_

11. E.P.F. Registration No. : \_\_\_\_\_  
 (Attach attested copy) \_\_\_\_\_
12. E.S.I Registration No. : \_\_\_\_\_  
 (Attach attested copy) \_\_\_\_\_
13. Income Tax assessment last 3 years (2015-16 to 2017-18) to be attached.
14. Financial turnover of the tendering Manpower Service Provider for the last 3 Financial Years.

| Financial year | Amount (Rs. In Lakhs) | Remarks, if any |
|----------------|-----------------------|-----------------|
| 2015-16        |                       |                 |
| 2016-17        |                       |                 |
| 2017-18        |                       |                 |

15. Additional information, if any : \_\_\_\_\_  
 (Attach separate sheet if space provided \_\_\_\_\_  
 is insufficient).

16. Give details of the major similar contracts handled by the tendering Manpower Service Provider during the last three years in the following format along with the Xerox copy of the certificate received from the employer to be attached.  
 (if the space provided is insufficient, a separate sheet may be attached) :

| Sl. No. | Name of client address, Telephone & Fax No. | Manpower services provided |     | Amount of Contract (Rs. in Lakhs) | Duration of Contract |    |
|---------|---|----------------------------|-----|-----------------------------------|----------------------|----|
|         |   | Type of manpower provided  | No. |                                   | From                 | To |
|         |   |                            |     |                                   |                      |    |
|         |   |                            |     |                                   |                      |    |
|         |   |                            |     |                                   |                      |    |
|         |   |                            |     |                                   |                      |    |
|         |   |                            |     |                                   |                      |    |

17. Additional information, if any : \_\_\_\_\_  
 (Attach separate sheet, if required) \_\_\_\_\_

Signature of authorized person  
 Name :  
 Seal :

Date :  
 Place :

# 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.

Signature of authorized  
person  
Name :  
Seal :

Date :  
Place :



# APPLICATION - FINANCIAL BID

## For providing Manpower Assistance to the Superintendent, Odisha State Archives, Bhubaneswar

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 :

| Sl. No. | Manpower Type                                     | Monthly Rate per person |     |     |                             |                |                 |                  |
|---------|---|-------------------------|-----|-----|-----------------------------|----------------|-----------------|------------------|
|         |   | *Take Home Remuneration | EPF | ESI | Other statutory dues if any | Service Charge | Service Tax/GST | Total per person |
| 1.      | Sweeper/<br>Dusting Bearer/<br>Choukidar/<br>Peon |                         |     |     |                             |                |                 |                  |

\* As the Sweeper, Dusting Bearer, Choukidar & Peon take home wages/remuneration are same, hence it is treated as same manpower. @ Rs. 224.30 per person per day as per Labour Commissioner, Odisha Notification Letter No. 4909/LC, dt. 30.04.2018.

### **N.B.**

1. The minimum wages for Sweeper, Dusting Bearer, Choukidar & Peon should be Rs. 5607.50/- (25 working days in a month excluding holidays).
2. The Statutory dues like EPF, ESI, etc. are required to be paid by the service provider for which relevant records to be produced to verify by the Superintendent, Odisha State Archives, Bhubaneswar.
3. If a firm / tenderer quotes NIL or very low service charges can be treated as non- responsive bids, which are liable to be rejected.
4. The technically qualified tenderer offering the lowest total per person / grand total cost shall be considered for award the work.

FULL NAME AD ADDRESS OF  
THE TENDERER

SIGNATURE OF THE TENDERER  
WITH DATE & SEAL

# **TERMS & CONDITIONS**

## **GENERAL**

1. The Agreement shall commence from dt.\_\_\_\_\_ and shall continue till dt.\_\_\_\_\_ unless it is curtailed or terminated by the authority owing to deficiency of service, sub-standard quality of manpower deployed, breach of contract etc. or change in requirements.
2. The Agreement shall automatically expire on dt.\_\_\_\_\_ unless extended further by the mutual consent of the Manpower Service Provider and the Authority.
3. The Agreement may be extended, on the same terms and conditions or with some additions / deletions / modifications, for a further specific period mutually agreed upon by the Manpower Service Provider and the Authority.
4. The Manpower Service Provider shall not be allowed to transfer, assign, pledge or subcontract its rights and liabilities under this Agreement to any other agency or organization by whatever name be called without the prior written consent of the Authority.
5. The office, at present, has tentative requirement of two Disting Bearers, three Choukidars, two Sweepers & one Peon (Group-D employees) on urgent basis. The requirement of the office may further increase or decrease marginally, during the period of initial contract also and the tenderer would have to provide additional manpower services, if required, on the same terms and conditions.
6. 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.
7. The Authority reserves the right to terminate the Agreement during initial period also after giving 15 days notice to the Manpower Service Provider.
8. The persons deployed shall be required to report for work at 10.00 AM to the Superintendent, Odisha State Archives, Bhubaneswar or such other Officer as may have been kept in charge of the Office Establishment of the Office concerned and would leave at 5.00 P.M. and may also required to work beyond 5.00 PM for which he would not be paid any extra remuneration. In case, the person deployed remains absent on a particular day or comes late / leaves early on three occasions, proportionate deduction from the remuneration for one day will be made.
9. The person deployed may be called on holidays to attend the duty if required.
10. The Manpower Service Provider shall nominate a coordinator who shall be responsible for immediate interaction with the office so that optimal services of the persons deployed could be availed without any disruption.
11. The entire financial liability in respect of manpower services deployed in the Odisha State Archives, Bhubaneswar or Office concerned shall be that of the Manpower Service Provider and the Odisha State Archives, Bhubaneswar or Office 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 Superintendent, Odisha State Archives, Bhubaneswar or Office concerned.

12. For all intents and purposes, the Manpower Service Provider shall be the "Employer" within the meaning of different Rules & 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 Superintendent, Odisha State Archives, Bhubaneswar or Office concerned.
13. The Manpower Service Provider shall be solely responsible for the redressal of grievances or resolution of disputes relating to persons deployed. The Superintendent, Odisha State Archives, Bhubaneswar 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 Odisha State Archives, Bhubaneswar or office concerned and an Authorized representative of the Manpower Service Provider.
14. The office of the Superintendent, Odisha State Archives, Bhubaneswar 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.
15. 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 expiry of the Agreement.
16. 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.
17. 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.
18. 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 a copy of the registration 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.\*
19. The Manpower Service Provider shall provide a substitute well in advance if there occurs any probability of the person leaving the job due to his/her own personal reasons. The payment in respect of the overlapping period of the substitute shall be the responsibility of the Manpower Service Provider. The Manpower Service Provider shall be responsible for contributions towards Provident Fund and Employees State Insurance, wherever applicable.
20. The persons deployed by the Manpower Service Provider should have good police records and no criminal case should be pending against them.
21. 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 Superintendent, Odisha State Archives, Bhubaneswar or office concerned. The Manpower Service Provider shall be responsible for any act of indiscipline on the part of the persons deployed.

**[\*=Note:- Registration/License=under the Contract Labour (Regulation and Abolition) Act,1970 is applicable to Manpower Service Provider employing more than 20 workmen.]**

## LEGAL

22. 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.
23. 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 Odisha State Archives, Bhubaneswar or office concerned. Office of the Superintendent, Odisha State Archives, Bhubaneswar or office concerned shall have no liability in this regard.
24. The Manpower Service Provider shall also be liable for depositing all taxes, levies, Cess etc. on account of service rendered by it to the Superintendent, Odisha State Archives, Bhubaneswar or 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 Superintendent, Odisha State Archives, Bhubaneswar or office concerned.
25. The Manpower Service Provider shall maintain all statutory registers under the Law and shall produce the same, on demand, to the authority of the Superintendent, Odisha State Archives, Bhubaneswar or office concerned or any other authority under Law.
26. **The Tax deduction at Source (T.D.S.) shall be done as per the provisions of Income Tax Act/Rules, as amended, from time to time and a certificate to this effect shall be provided by the Superintendent, Odisha State Archives, Bhubaneswar or office concerned.**
27. In case, the Manpower Service Provider fails to comply with any liability under appropriate law, and as a result thereof, the Superintendent, Odisha State Archives, Bhubaneswar or office concerned is put to any loss/obligation, monetary or otherwise, the Superintendent, Odisha State Archives, Bhubaneswar 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 in monetary terms.
28. 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 Superintendent, Odisha State Archives, Bhubaneswar 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. If any loss or damage is caused to the Superintendent, Odisha State Archives, Bhubaneswar or office concerned by the persons deployed, the same shall be recovered from the unpaid bills or adjusted from the Performance Security Deposit.

## **FINANCIAL**

29. The Technical Bid should be accompanied with an Earnest Money Deposit (EMD), refundable without interest, of **Rs. 3,750/- (Rupees 0.5% of the contract value)** in the form of Demand Draft I Pay Order drawn in favour of Superintendent, Odisha State Archives, Bhubaneswar, failing which the tender shall be rejected out rightly.
30. The Earnest Money Deposit in respect of the agencies which do not qualify the Technical Bid (First Stage)/Financial Bid (Second competitive stage) shall be returned to them without any interest. **In case of successful tenderer if the agency fails to deploy the required manpower against the initial requirement within 10 days from date of placing the order the EMD shall stand forfeited without giving any further notice.**
31. The successful tenderer will have to deposit a security amount of **Rs. 62,410/-** for eight Group-D employees for one month cost including statutory dues) in the form of Fixed Deposit Receipt (FDR) made in the name of the agency but hypothecated to the Superintendent, Odisha State Archives, Bhubaneswar covering the period of contract. In case, the contract is further extended beyond the initial period, the FDR will have to be accordingly renewed by the successful tenderer.
32. The successful tenderer will have to deposit a Performance Security Deposit of **Rs. 62,410/-** only in the form of Bank Guarantee from any Nationalized Bank drawn in favour of the Authority covering the period of contract. In case, the contract is further extended beyond the initial period, the Bank guarantee will have to be accordingly renewed by the successful tenders. The amount of performance security deposit is to be determined by the Authority taking into account the contractual obligation of the manpower service provider.
33. In case of breach of any terms and conditions attached to this agreement, the Performance Security Deposit of the Manpower Service provider shall be liable to be forfeited besides annulment of the Agreement.
34. The Manpower Service Provider shall raise the bill, in triplicate, along with attendance sheet duly verified by the Superintendent, Odisha State Archives, Bhubaneswar 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. As far as possible the payment will be released by the second week of the succeeding month.
35. The claims in bills regarding Employees State Insurance, Provident Fund, and GST etc. should be necessarily accompanied with documentary proof pertaining to the concerned bill month. A requisite portion of the bill or whole of the bill amount shall be held up till such proof is furnished, at the discretion of the Superintendent, Odisha State Archives, Bhubaneswar or Office Concerned.
36. The amount of penalty calculated @ **Rs. 100/-** per day on account of delay, if any, in providing a suitable substitute for the period beyond three working days by the Manpower Service Provider shall be deducted from its monthly bills in the succeeding month.
37. The Authority reserves the right to withdraw or relax any of the terms and condition mentioned above so as to overcome the problem encountered at a later stage.

38. 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 be referred to the next higher authority or controlling officer for his decision and the same shall be binding on all parties.
39. 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.
40. The successful bidder will enter into an agreement with this Superintendent, Odisha State Archives, Bhubaneswar for supply of suitable and qualified manpower as per requirement of this office on the above terms and conditions.

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

1. Application - 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 Aadhar/PAN/GIR Card;
5. Attested copy of the latest IT return filed by agency;
6. Attested copy of GST registration number;
7. Attested copy of the P.F. registration letter I certificate;
8. Attested copy of the E.S.I registration letter I certificate;
9. Certified documents in support of the financial turnover of the agency;
10. Certified documents in support of entries in column 12 of Technical Bid application;
11. **Copy of the terms and conditions at pages \_\_\_\_\_ in Tender Document with each page duly signed and sealed by the authorized signatory of the agency in token of their acceptance.**
12. Authorization Certificate of Agency.

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

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1. List of Manpower short listed by agency for deployment in the Superintendent, Odisha State Archives, Bhubaneswar, containing full details i.e. date of birth, marital status, address, educational certificate etc.
2. Bio-data of all persons with Passport size Photograph.
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 \_\_\_\_\_ 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 services of " \_\_\_\_\_ " are required in \_\_\_\_\_ Superintendent, Odisha State Archives, Bhubaneswar;

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".





## **ANNEXURE**

### **TERMS & CONDITIONS OF THE AGREEMENT**

1. The Agreement shall commence from dt..... and shall continue till dt..... unless it is curtailed or terminated by the authority owing to deficiency of service, sub-standard quality of manpower deployed, breach of contract etc or change in requirements.
2. The Agreement shall automatically expire on dt..... unless extended further by the mutual consent of the Manpower Service Provider and the Authority.
3. The Agreement may be extended, on the same terms and conditions or with some additions / deletions / modifications, for a further specific period mutually agreed upon by the Manpower Service Provider and the Authority.
4. The Manpower Service Provider shall not be allowed to transfer, assign, pledge or subcontract its rights and liabilities under this Agreement to any other agency or organization by whatever name be called without the prior written consent of the Authority.
5. The Manpower Service Provider will be bound by the details furnished by it to the Authority while submitting the tender or at subsequent stage. In case, any of such documents furnished by it is found to be false at any stage, it would be deemed to be a breach of terms of Agreement making it liable for legal action besides termination of the Agreement.
6. The Authority reserves the right to terminate the Agreement during initial period also after giving 15 days notice to the Manpower Service Provider.
7. The persons deployed shall be required to report for work at 10.00 AM to the Superintendent, Odisha State Archives, Bhubaneswar or such other Officer as may have been kept in charge of the Office Establishment of the Office concerned and would leave at 5.00 P.M. and may also required to work beyond 5.00 PM for which he would not be paid any extra remuneration. In case, the person deployed remains absent on a particular day or comes late / leaves early on three occasions, proportionate deduction from the remuneration for one day will be made.
8. The person deployed may be called on holidays to attend the duty if required.
9. The Manpower Service Provider shall nominate a coordinator who shall be responsible for immediate interaction with the Department so that optimal services of the persons deployed could be availed without any disruption.
10. The entire financial liability in respect of manpower services deployed in the Superintendent, Odisha State Archives, Bhubaneswar or office concerned shall be that of the Manpower Service Provider and the Superintendent, Odisha State Archives, Bhubaneswar or Office 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 Superintendent, Odisha State Archives, Bhubaneswar or Office concerned.
11. For all intents and purposes, the Manpower Service Provider shall be the "Employer" within the meaning of different Rules & 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 Superintendent, Odisha State Archives, Bhubaneswar or Office concerned.

12. The Manpower Service Provider shall be solely responsible for the redressal of grievances or resolution of disputes relating to persons deployed. The Superintendent, Odisha State Archives, Bhubaneswar authority 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 Superintendent, Odisha State Archives, Bhubaneswar or office concerned and an Authorized representative of the Manpower Service Provider.
13. The Superintendent, Odisha State Archives, Bhubaneswar or office concerned 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.
14. 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 expiry of the Agreement.
15. 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.
16. 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.
17. 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 a copy of the registration 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, if required under the Act.
18. The Manpower Service Provider shall provide a substitute well in advance if there occurs any probability of the person leaving the job due to his/her own personal reasons. The payment in respect of the overlapping period of the substitute shall be the responsibility of the Manpower Service Provider. The Manpower Service Provider shall be responsible for contributions towards Provident Fund and Employees State Insurance, wherever applicable.
19. The persons deployed by the Manpower Service Provider should have good police records and no criminal case should be pending against them.
20. 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 Superintendent, Odisha State Archives, Bhubaneswar or office concerned. The Manpower Service Provider shall be responsible for any act of indiscipline on the part of the persons deployed.
21. The persons deployed shall, during the course of their work be privy to certain qualified documents and information which they are not supposed to divulge to third parties. In view of this, they shall be required to take oath of confidentiality and breach of this condition shall make the Manpower Service Provider as well as the person deployed liable for penal action under the applicable laws besides, action for breach of contract.

22. The Manpower Service Provider shall be responsible for compliance of all statutory provisions relating to minimum wages payable to different types of worker in respect of the persons deployed by it in the Department or office concerned. The Superintendent, Odisha State Archives, Bhubaneswar or office concerned shall have no liability in this regard.
23. The Manpower Service Provider shall also be liable for depositing all taxes, levies, Cess etc. on account of service rendered by it to the Superintendent, Odisha State Archives, Bhubaneswar or 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 Superintendent, Odisha State Archives, Bhubaneswar or office concerned.
24. The Manpower Service Provider shall maintain all statutory registers under the Law and shall produce the same, on demand, to the authority of the Superintendent, Odisha State Archives, Bhubaneswar or office concerned or any other authority under Law.
25. The Tax deduction at Source (T.D.S.) shall be done as per the provisions of Income Tax Act! Rules, as amended, from time to time and a certificate to this effect shall be provided by the Superintendent, Odisha State Archives, Bhubaneswar or office concerned.
26. In case, the Manpower Service Provider fails to comply with any liability under appropriate law, and as a result thereof, the Superintendent, Odisha State Archives, Bhubaneswar or office concerned is put to any loss / obligation, monetary or otherwise, the Superintendent, Odisha State Archives, Bhubaneswar 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 in monetary terms.
27. 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 Superintendent, Odisha State Archives, Bhubaneswar 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. If any loss or damage is caused to the Superintendent, Odisha State Archives, Bhubaneswar or office concerned by the persons deployed, the same shall be recovered from the unpaid bills or adjusted from the Performance Security Deposit.
28. In case of breach of any terms and conditions attached to this agreement, the Performance Security Deposit of the Manpower Service provider shall be liable to be forfeited besides annulment of the Agreement.
29. The Manpower Service Provider shall raise the bill, in triplicate, along with attendance sheet duly verified by the Superintendent, Odisha State Archives, Bhubaneswar 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. As far as possible the payment will be released by the second week of the succeeding month.
30. The claims in bills regarding Employees State Insurance, Provident Fund, and GST/Service Tax etc. should be necessarily accompanied with documentary proof pertaining to the concerned bill month. A requisite portion of the bill or whole of the bill amount shall be held up till such proof is furnished, at the discretion of the Superintendent, Odisha State Archives, Bhubaneswar or Office Concerned.

31. The amount of penalty calculated @ Rs. 100/- per day on account of delay, if any, in providing a suitable substitute for the period beyond three working days by the Manpower Service Provider shall be deducted from its monthly bills in the succeeding month.
32. The Authority reserves the right to withdraw or relax any of the terms and condition mentioned above so as to overcome the problem encountered at a later stage.
33. 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 be referred to the next higher authority or controlling officer for his decision and the same shall be binding on all parties.
34. 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.