

Tender Document for selection of Manpower Service Providing Agency/HR service Provider as Outsourcing Agency Providing Technical Consultant (MGNREGS) to be posted at ITDA, Nabarangpur

Tender Call Notice No: 02/2020-21  
Date: 25.01.2021

**OFFICE OF THE PROJECT ADMINISTRATOR, ITDA, NABARANGPUR**

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

No: 238 ITDA/Nabarangpur

Dated : 25/01/2021


Sealed Tenders are hereby invited from Manpower Service Providing Agencies/HR Service Provider for selection of Outsourcing Agency to provide Technical Consultant (MGNREGS) to be posted at ITDA, Nabarangpur. The sealed tenders should be addressed to the "Project Administrator, Integrated Tribal Development Agency, Nabarangpur, Dist-Nabarangpur, Pin-764059" and reach the office of the undersigned by **11.02.2021 at 05.00 P.M.** through **Courier/Speed post/Registered post** only. The interested agencies should clearly mention on the top of envelope as "**Tender for Selection of Outsourcing Agency**". The sealed tenders will be opened on **12.02.2021 at 11.30 A.M** in the office chamber of PA, ITDA, Nabarangpur. The Agency(ies) who have applied is/are requested to present in the office chamber of the undersigned on the date of opening. The detailed Terms & Conditions and list of documents to be submitted is available in our website [www.nabarangpur.nic.in](http://www.nabarangpur.nic.in).

  
Project Administrator  
ITDA, Nabarangpur

Date: 25/01/2021

Memo No. 239 /2021

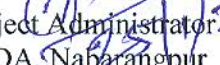
Copy to Notice Board of District Office, Nabarangpur/ DRDA, Nabarangpur/ITDA, Nabarangpur /Sub-Collector, Nabarangpur/ All BDOs of Nabarangpur district for wide publicity.

  
Project Administrator  
ITDA, Nabarangpur

Date: 25/01/2021

Memo No. 240 /2021


Copy to District Informatics Officer, NIC, Nabarangpur for web hosting.

  
Project Administrator  
ITDA, Nabarangpur

Date: 25/01/2021

Memo No. 241 /2021

Copy to D.I. & P.R.O., Nabarangpur with request to take necessary steps for wide publication.

  
Project Administrator  
ITDA, Nabarangpur

## **Section 1 – SCOPE OF WORK**

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

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

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

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

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

### **Other conditions:**

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

## **Section 2– ELIGIBILITY/ QUALIFYING CRITERIA FOR THE HR RECRUITMENT AGENCY**

Following are the essential qualifying criteria for the Manpower Providing Agency to



technically qualify for the assignment:

1. The bidder should be incorporated or registered as a HR Service provider Firms, Private Limited Company, Public Limited Company, or Society/ Trust since last 5 years. The Incorporation/Registration certificate should be furnished as documentary proof.
2. The bidder should have been a Manpower Service Providing Agency / HR Service Provider for at least 3 years. A list of clients being served or served in by the bidder must be provided with the Technical Bid in the prescribed format along with documentary proof.
3. The bidder should have valid registration under Service Tax Rules, Income Tax, EPFO, ESI Corporation and under Labour Act. The copies of Service Tax Registration Certificate, Permanent Account Number (PAN), Labour Registration Certificate, EPF Registration Certificate and ESI Registration Certificate should be furnished as documentary proof.
4. The average annual turnover of the bidder for the past 3 years should not be less than Rs. 5,00,000/-(Rupees :Five lakh) per annum. A copy of the Audited Balance Sheet must be submitted with the Technical Bid.
5. The HR Service Provider must have filed income tax returns for last three financial years. Copy of Income Tax Return should be furnished as documentary proof.
6. The bidder should have registered in India, with an office in Odisha.
7. The bidder should not have been black listed by any State Government or Central Government. A self declaration to this effect shall be submitted by the bidder in the prescribe format.

### Section 3: – GENERAL TERMS AND CONDITIONS

#### 3.1 Cost of Tender Document & Earnest Money Deposit

- a. **Tender Document Fee** - Tender document can be downloaded from the website ([www.nabarangpur.nic.in](http://www.nabarangpur.nic.in)). The bidders are required to submit the Non-Refundable Tender Document Fee of Rs.1,000/- in shape of an account payee Demand Draft from any of the nationalized bank in favour of **the Project Administrator, ITDA, Nabarangpur and payable at Nabarangpur** along with the Tender Paper. The Proposals received without or with inadequate fees shall be rejected.
- b. **Earnest Money Deposit** - Bidders shall submit, along with their Technical Bids, EMD of Rs. 20,000/- only, in the shape of an account payee Demand Draft issued by any nationalized bank in favour of **the Project Administrator, ITDA, Nabarangpur and payable at Nabarangpur** and shall be valid for 90 days from the due date of the tender/ tender paper.
  - i. EMD of all unsuccessful bidders would be refunded within 180 days of the bidder being notified as being unsuccessful. The EMD, for the amount mentioned above, of successful bidder would adjust as a part of the

Performance Guarantee during the period of the contract.

- ii. The EMD amount is interest free and will be refundable to the unsuccessful bidders without any accrued interest on it.
- iii. The tender paper submitted without EMD, mentioned above, will be summarily rejected.
- iv. The EMD may be forfeited:-
  - a. If a bidder withdraws its bid during the period of bid validity.
  - b. In case of a successful bidder, if the bidder fails to sign the contract in accordance with this tender paper.
  - c. If found to have a record of poor performance such as having abandoned work, having been black-listed, having inordinately delayed completion and having faced Commercial failures etc.

### **3.2 Submission of Bids**

Sealed cover containing the Bid/ Proposal with caption "*Selection of Manpower Service Providing Agency for providing Technical Consultant (MGNREGS) to be posted at ITDA, Nabarangpur*".

### **3.3 Completeness of the Bid**

- a) Submission of the proposals/bid shall be deemed to have been done after careful study and examination of the tender paper document with full understanding of its implications.

### **3.4 Late Bid**

- a. Bids received after the due date and the specified time (including the extended period if any) for any reason whatsoever, shall be rejected.
- b. The Office of the ITDA shall not be responsible for any postal delay or non-receipt/ non-delivery of the documents. No further correspondence on the subject will be entertained.
- c. The Office of the ITDA reserves the right to modify and amend any of the stipulated condition/criterion.

### **3.5 Language of the Bid**

The Proposal should be filled by the Bidder in English language only.

### **3.6 Currency of the Proposal/ Bid Document**

The currency (ies) of the Proposal offer and the transaction details provided in the Proposal/ Bid Document should be in Indian Rupees (INR).

### **3.7 RIGHT TO TERMINATE THE PROCESS**

- a. The Office of the PA, ITDA, Nabarangpur may terminate the Tender process at any time and without assigning any reason thereof. The Office of the ITDA makes no commitments, express or implied, that this process will result in a business transaction with anyone.
- b. The submission of tender paper does not constitute an offer by the Office of the ITDA.



The bidder's participation in this process may result in selecting the bidder to engage towards execution of the contract.

## **Section 4 – GUIDELINES FOR SUBMISSION OF PROPOSAL**

### **4.1 TECHNICAL PROPOSAL**

Bidders are required to submit the Technical Proposal in the prescribed format only. The technical proposal should accordingly include the following:

1. Bid Cover Letter – Technical Bid [Form-1]
2. Bidders profile [Form-2]
3. Document Checklist [Form-3]
4. Self-declaration of not being ineligible/ blacklisted [Form 4]
5. All Documentary Evidences as required in the tender document (please refer Document Checklist [Form-3])

## **Section 5 – EVALUATION PROCESS**

- I. In the first stage, the technical proposals will be scrutinized as per the Eligibility criteria and completeness of the documents as prescribed in the tender document.
- II. The bids qualifying the Eligibility criteria and complete in respect to the availability of the documents will be considered for Final Evaluation.
- III. Tender Committee: all nominated officers of ITDA, Nabarangpur will constitute the tender committee to finalize the tender paper.

## **Section 6 –AWARD OF CONTRACT**

The Office of the PA, ITDA, Nabarangpur will award the Contract to the successful bidder qualifying in the Technical Bid.

### **6.1 NOTIFICATION OF AWARD**

The Office of the PA, ITDA, Nabarangpur will notify the successful bidder in writing or by fax or email, that its proposal has been accepted.

### **6.2 SIGNING OF THE CONTRACT**

After notification award by the Office of the PA, ITDA, Nabarangpur notifies the successful bidder that its proposal has been accepted, the concerned and individual Office of the PA, ITDA shall enter into a separate contract/Agreement with the selected Outsourcing Agency incorporating all clauses.

### **6.3 FAILURE TO AGREE WITH TERMS AND CONDITIONS OF THE TENDER PAPER**

Failure of the successful bidder to agree with the Legal Agreement and Terms & Conditions of the tender paper shall constitute sufficient grounds for the annulment of the award, in which event the Office of the PA,ITDA, Nabarangpur may award the contract to

the next best value bidder or call for new proposals from the interested bidders.

6.4 TERM OF THE AWARD

The period of contract shall be for a period of 1 (one) year from the date of execution of agreement. The period may be extended for further periods on mutual agreement by both the parties on similar terms and conditions.

Section 7 – PAYMENT TERMS & CONDITION

The payment to the selected Agency will be made as per the following terms:

- The Service Provider will claim as Service Charge on negotiable basis (having lowest bidder of service charge is being considered) after signing the separate agreement with the ITDA, Nabarangpur from due engagement of Technical Consultant (MGNREGS) at the respective level.

ANNEXURE A

DETAILS OF HR POSITIONS, JOB-DESCRIPTION AND REMUNERATION  
MINIMUM QUALIFICATIONS & EXPERIENCE AND REMUNERATION

Position for Technical Consultant (MGNREGS) at District level	No. of posts	Minimum Qualification	Minimum Experience	Age	Rate of monthly Remuneration (Rs.)
<b>District Level</b>					
Technical Consultant (MGNREGS)	1	Diploma/Degree Engineer (Civil) with PGDCA. Preference will be given to the candidates having computer course in "O" level.	3 yrs	18-40 yrs	Rs.16,880/-

**JOB-DESCRIPTION OF Technical Consultant (MGNREGS)**

**Name of the Position** : Technical Consultant (MGNREGS)

**Place of posting** : ITDA, Nabarangpur

- To provide necessary Technical and Management support to MGNREGS cell of ITDA, Nabarangpur.
- She/He will assist / render all assistance to Programme Officer to discharge their duties as per the section 15 of MGNREGA Act, 2005.
- She/He will function under the direction, control and supervision of the Programme Officer.

- She/He will assist the Programme Officer in preparation & consolidation of labour budget and shelf of projects.
- She/He will ensure that job cards are issued to the registered households by the Gram Panchayats & works are allotted to the job seekers within 15 days from date of application for work.
- She/he will supervise and monitor the projects taken under MGNREGS within the Programme area.
- She/he will check the case records, cash book, pass book, voucher etc. and submit report to the Programme Officer.
- She/he will verify muster roll entry, job card entry and bank/post office pass book.
- She/he should make themselves fully conversant with the MGNREGS MIS and visit the website on regular basis for monitoring of online entry etc.
- She/he should frequently interact with PRI members for successful implementation of the scheme.
- She/he will check the records/ registers as prescribed under MGNREGS at the programme level & ensure maintenance of those records /registers.
- She/he will promptly appraise the Programme Officer about all complaints/grievances that may arise under the scheme within the programme area.
- She/he will ensure preparation of social audit calendar, conduct of social audit, up-loading of calendar of social audit in the website.
- She/he will comply any information sought under RTI Act, 2005.
- She/he will ensure online entry of all data relating to the scheme and particularly technical sanctions, financial sanction of line departments and their data entry.
- She/he will deal all the files except accounts under MGNREGS and endorse to the Programme Officer.
- She/he will maintain guard file of MGNREGS.
- She/he will discharge any other works allotted by the Programme Officer from time to time.





## FORMATS FOR SUBMISSION OF FINANCIAL PROPOSAL

For Providing Manpower Assistance to PA, ITDA, Nabarangpur

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 Remuneration per person						
		Take home remuneration	EPF	ESI	Other statutory dues if any	Service charge	Service Tax	Total per person
1	Technical Consultant							

\*The maximum monthly consolidated remuneration should not exceed Rs. 16880/- per one Technical Consultant.

Date:

Signature of authorized person

Place:

Name:

Seal:

### Notes:

1. The total rates quoted by the tendering agency should be inclusive of all statutory / taxation liabilities in force at the time of entering into the contract.

The payment shall be made on conclusion of the calendar month only on the basis of no. of working days for which duly has been performed by each manpower.

**FORMATS FOR SUBMISSION OF TECHNICAL PROPOSAL**

**FORMATS FOR TECHNICAL PROPOSAL**

**Form 1: Cover Letter (Technical Bid)**

Tender Call Notice No: \_\_\_\_\_, Date: \_\_\_\_\_

<Location, Date>

To

The PA, ITDA, Nabarangpur

**Subject:** Submission of the Technical Bid/Proposal for selection of HR Service Provider for providing manpower at ITDA, Nabarangpur

Dear Sir/Madam,

We, the undersigned, offer to provide our services to the Office of the ITDA, Nabarangpur on your Tender Call Notice vide no < > dated < >. We are hereby submitting our Proposal, which includes this Technical Bid sealed in envelope.

We hereby declare that all the information and statements made in this Technical bid are true and accept that any misinterpretation contained in it may lead to our disqualification.

We agree to abide by all the terms and conditions of the tender document.

We understand you are not bound to accept any tender you receive.

Yours sincerely,

Authorized Signature [*In full and initials*]:  
Name and Designation of Signatory:  
Name of Firm:  
Address:

Location:

Date:

**Form 2: Particulars of the Bidder**

Tender Call Notice No: \_\_\_\_\_, Date: \_\_\_\_\_

1. Name of the Organization:		
2. Legal Status of Organization		
3. Address of Corporate/ National Office		
4. Address of Office in Odisha		
5. Telephone No.      Fax No.		
6. Email Address		
7. Website		
8. Registration No. of Certificate of Incorporation & Date		
9. No. of years organization has been in existence (as on 1 <sup>st</sup> April 2020)		
10. Service Tax Registration No. & Date of Registration		
11. Permanent Account Number of Income Tax & Date of Regn.		
12. Registration No. of Labour Regn. Certificate & Date of Regn.		
13. Registration No. of EPF Regn. Certificate & Date of Regn.		
14. Registration No. of ESI Regn. Certificate & Date of Regn.		
15. No. of years of experience as HR service provider (as on 1 <sup>st</sup> April 2018)		
16. Date of first assignment as HR service provider (dd/mm/yyyy)		
17. Date of first assignment as HR service provider for Govt. Dept. (dd/mm/yyyy)		

18. Annual Turnover (Rs.) for 3 years as below:

Year	Total Turnover
2017-18	
2018-19	
2019-20	
Average Annual Turnover	

19. Details of experience of carrying out assignments as HR service provider in Govt. Sector/  
Public Sector Undertaking/ Autonomous Bodies in chronological order since inception.

Sl.	Financial Year	Description of Assignment as per Work Order	Name of Issuing Authority	Duration of Assignment			Value of Assignment (Rs.)	Work Order attached (Page no.)
				Start Date	End Date	Total Duration of Assignment in Months		

Note: The information provided in the above table must be supported by relevant work order copy.

Signature of the Tenderer

Date:

Place:

Company Seal

**Form 3: Document Checklist for Technical Bid**

Sl.	Eligibility Compliance Document	Provided (Yes/ No)	Page No in the Technical Bid
1	Copy of Certificate of Incorporation / Registration/ Partnership Deed, MoA/ Bye-laws, etc.		
2	Copy of Service Tax Registration Certificate		
3	Copy of Income Tax PAN		
4	Copy of Labour Registration Certificate		
5	Copy of EPF Registration Certificate		
6	Copy of ESI Registration Certificate		
7	Copy of Audited Balance sheet and Profit & Loss Account as proof of Annual Turnover for the financial years 2017-18 and 2018-19 & 2019-20		
8	Copy of Income Tax Return for the financial years 2017-18 and 2018-19 & 2019-20		
9	Copy of Service Tax Return for the financial years 2017-18 and 2018-19 & 2019-20		
10	Copy of work orders from the client		
11	Tender Paper Cost (DD No.: ....., Amount: ....., Bank: ....., Date: .....) )		
12	Earnest Money (DD No.: ....., Amount: ....., Bank.: ....., Date: .....) )		

Signature of witness

Date:

Place:

Signature of the Tenderer

Date:

Place:

Company Seal

**Form 4: Self-declaration of not being ineligible**

On the Letter Head \_\_\_\_\_

I, Sri/Smt. \_\_\_\_\_ aged about \_\_\_\_\_ years  
S/o/D/o/W/o \_\_\_\_\_ Proprietor/Partner/ Director of  
M/s \_\_\_\_\_ At- \_\_\_\_\_ Po- \_\_\_\_\_,  
PS \_\_\_\_\_, and District \_\_\_\_\_ do hereby solemnly declare as  
follows:

- 1) That pursuant to the tender call notice dt. \_\_\_\_\_ of the Office of the PA, ITDA, Nabarangpur at the District level, I/my firm/company am/is an intended bidder to participate in the said tender process.
- 2) That as per terms & conditions of the tender documents, I am to declare that, I/my firm/company have not been blacklisted by any Central/State Govt. Organisation or by any Public Sector undertakings of the State/Central Govt.
- 3) That neither any criminal case nor any vigilance case is pending against me/my firm/company before any forum.
- 4) That the facts stated above are true to the best of my knowledge and belief.

Signature of the Tenderer

Date:

Place:

Company Seal