

**TENDER DOCUMENT FOR PROVIDING
MANPOWER SERVICE & SECURITY GAURD**

***Tender No.520 dated: 22.04.2026
Govt. Polytechnic, Berhampur.***

**OFFICE OF THE PRINCIPAL,
GOVT.POLYTECHNIC, BERHAMPUR**
Tele: 0680-2291660,Website–,www.gpberhampur.org.in
E-mail: govtpolytechnicberhampur@gmail.com

Price: Rs.1000/-

An Account Payee DD/Banker's Cheque of Rs.1000/- in favour of "Principal Govt Polytechnic, Berhampur" towards cost of tender payable at Berhampur must be submitted along with tender paper.

BIDDER'S COVERING LETTER

To,

**The Principal,
GOVT.POLYTECHNIC, BERHAMPUR.**

Ref: Tender No: _____

Sir/Madam,

Having examined the conditions of contract and specifications, the receipt of which is hereby duly acknowledged, we the undersigned offer to execute the work shown in the scope of work and jurisdiction of contract as well as schedule of prices attached herewith and made part of this. We undertake that, if our bid is accepted, we shall execute the work in accordance with specifications, time limits and terms & conditions stipulated in the tender documents. If our bid is accepted, we shall submit the performance security deposit as per the conditions mentioned in the contract. We agree to abide by this bid for a period of 30 days from the date of bid opening and it shall remain binding upon us and may be accepted at any time before the expiry of that period. Until a formal agreement is prepared and executed, this bid together with your written acceptance thereof in your notification of award shall constitute a binding contract between us. Bid submitted by us is properly prepared and sealed so as to prevent any subsequent alteration or replacement.

Dated this.....Day of.....(the
Month and year) Signature of Authorized Signatory.

.....in capacity of
.....

Duly authorized to sign the bid for and on behalf
of.....

The cost of bid document: Rs.

Crossed DD No.....dated.....Drawn on
bank:

.....Payable at Berhampur

LETTER OF AUTHORIZATION FOR ATTENDING BID OPENING

Tender No:.....

To,

The Principal,

GOVT.POLYTECHNIC,BERHAMPUR

Dear Sir/Madam,

Subject: Authorization for attending bid opening on.....(Date) in the
Tender for Manpower Services for the Govt. Polytechnic, Berhampur, (Tender No:
.....)

Following person is hereby authorized to attend the bid opening for the tender mentioned
above on behalf of..... (Bidder)

In order of preference given below.

Name & Specimen Signature with Designation

Or

Officer authorized to sign the bid
Documents on behalf of the bidder.

Note:

- 1. Only one representative shall be allowed.**
- 2. Permission for entry to the hall where bids are opened, may be refused in case authorization as prescribed above is not produced.**

GOVT. POLYTECHNIC, BERHAMPUR-760010
Under the Administrative Control of Directorate of Technical Education & Training,
Odisha, Cuttack
&

Skill Development and Technical Education Department, Government of Odisha

TENDERDOCUMENT

For providing Services of **Front Desk Management, Librarian, Lady Matron, Peon (Male,), Sweeper/ Sweepress (Male/Female), Mali, Security Guard** to the **Govt. Polytechnic, Berhampur-760010** by registered private manpower agencies/service providers.

1	Period of availability of Tender Document from The Website of Govt. Polytechnic, Berhampur-760010	From 24-04-2026
2	Date and time for submission of Tender documents	On or before 22-05-2026(3PM)
3	Date and time Opening of Documents: 1) Technical Bid 2) Financial Bid	Date -25.05.2026-11.00 A.M Date -25.05.2026-03.00 P.M
4	Tentative date for commencement of Deployment of required manpower	JUNE 2026.

N.B: Tender Documents must be submitted by Registered Post/Speed Post only so as to reach the Office of the Principal, Govt. Polytechnic, Berhampur-760010 as per the above date and time. Tender Documents received after 3.00 PM of 22.05.2026 will not be entertained. The firm desires to submit tender by hand are allowed to drop the tender paper in tender box and no receipt will be provided against the submission of paper through tender box.

SCOPE OF WORK AND GENERAL INSTRUCTIONS FOR BIDDERS

1. The Govt. Polytechnic, Berhampur requires the services of reputed, well established and financially sound Manpower Service Provider to provide services of **Front Desk Management, Librarian, Lady Matron, Sweeper/Sweepress (Male/Female), Peon (Male), Mali (Male), Security Guard** for Govt. Polytechnic, Berhampur- 760010 on **need based** for a period of **one year** which is likely to be extended depending on the requirement, available of funds & satisfactory performance of persons.

2. The contract for providing the aforesaid manpower is likely to commence from **June-2026** (Tentative) and would continue for a period of one year. The period of this contract may further be extended beyond one year provided the requirement of manpower persists at that time along with satisfactory performance of the personnels provided by Service Provider. **The services may be curtailed / terminated before one year owing to deficiency in service or substandard quality of manpower deployed by the selected Service Provider** or because of change in the requirements of **Govt. Polytechnic, Berhampur**. However, **Govt. Polytechnic, Berhampur** reserves the right to terminate this initial contract at any time after giving one month notice to the selected Service Provider.

3. The tentative requirement of manpower for the Govt. Polytechnic, Berhampur is as per the followings. The requirements may increase/decrease in any/all the categories.

Sl. No.	Nature of Manpower	Requirement	Remarks
1	Front Desk Management	02	Male/Female
2	Librarian	01	Male/Female
3	Matron	01	Female
4	Sweeper/Sweepress	02	Male/Female
5	Peon	01	Male
6	Mali	01	Male
7	Security Guards	06	Male

4. **The tentative estimated cost of the contract is about Rs. 25 Lakhs.** (Rupees Twenty Five Lakhs) only per annum excluding service charges. The interested Manpower Service Providers may submit the tender document complete in all respects along with **Earnest Money Deposit (EMD) of Rs.1.25 Lakhs (Rupees one lakh Twenty Five thousand) only** and other requisite documents by the last date up to 3.00 P.M at **Govt. Polytechnic, Berhampur by Registered Post / Speed Post /Hand**. The detailed information for outsourcing the service of aforesaid services is given in the Tender Document which may be downloaded from the website www.gpberhampur.org.in .Downloaded copy shall be attached along with a DD/ BC of **Rs.1000/- towards the cost of Tender paper**.

N.B:-For any addition/deletion/modification in the tender documents which may be done if necessary, interested bidders are advised to visit the Institution website.

5. The Important dates relating to "Tender for Providing Manpower Services to the Principal, Govt. Polytechnic, Berhampur" are cited as under.

1	Period of availability of Tender Document on Institution Website	From 24.04.2026 onwards
2	Date and time for submission of Tender documents	On or before 22.05.2026 by 3.00 P.M
3	Date and time Opening of documents Technical Bid Financial Bid	Date -25.05.2026 at 11.00 A.M Date- 25.05.2026 at 3.00 P.M
4	Tentative date for commencement of Deployment of required manpower	June- 2026

6. 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 Govt. Polytechnic, Berhampur-760010" and "**Financial Bid** for Providing Manpower Services to Govt. Polytechnic, Berhampur" Both sealed envelopes should be kept in a **third sealed envelope** superscribing "Tender for Providing Manpower Services to GOVT. POLYTECHNIC, Berhampur".

7. The **Earnest Money Deposit** of Rs.1.25 Lakh (**Rupees One lakh Twenty Five thousand**) **only** refundable (without interest), should necessarily be accompanied with the Technical Bid of the service provider in the form of Account payee Demand Draft / Banker's Cheque drawn in favour of the Principal Govt. Polytechnic, Berhampur payable at Berhampur along with **Rs.1, 000/- cost of Tender paper failing which the tender shall be rejected summarily.**

8. The successful bidder will have to deposit a **Performance Security Deposit** of Rs.2.50 Lakhs (**Rupees Two lakhs Fifty Thousand**) **only** in the form of Bank Guarantee from any Nationalized Bank in favour of the Principal, Govt. Polytechnic, and Berhampur covering the period of contract. In case the contract is further extended beyond the initial period the Bank Guarantee will have to be renewed accordingly.

9. The tendering Manpower Service providers are required to enclose **self-attested photocopies** (as applicable) of the following documents **along with the Technical Bid, failing which their bids shall be summarily / outrightly rejected** and will not be considered any further:

- a. Valid Registration certificate of the organization issued by a competent authority;
- b. Copy of PAN card;
- c. Copy of valid Home Department **Registration/License.**
- d. Original DD/BD of **Rs.1000/-**towards tender paper cost.

- e. Original DD/BD of **Rs.1.25Lakhs** towards EMD.
- f. Copy of the **GST** registration.
- g. Copy of valid **License** from Labour Department, Govt. of Odisha.
- h. Copy of the **IT** return filed for the last three financial years i.e. 2025-26, 2024-25 & 2023-24
- i. Copies of valid **EPF and ESI** Registration certificates.
- j. Certified extracts of the **Bank Account statement containing transactions** during last three years i.e. 2025-26, 2024-25 & 2023-24
- k. **Experience certificate** regarding successful execution of providing Manpower services on outsourcing basis to Government Educational Institutions of minimum 5 years duration.
- l. Experience in providing manpower with Govt.Polytechnics/Govt.Engg.Schools will be given more weightage.
- m. The firm should have **annual turnover** of more than **Rs.1.0 Crore (Rupees one crore) only** in respect of providing Man Power on outsourcing basis only during **2025-26**.The firm has to submit the audited statement for the financial year **2025-26** duly certified by Registered Chartered Accountant.
- n. Monthly **EPF Challan and ECR Confirmation Slip** of the Staff of at least 03 (THREE) numbers of Government Educational Institutions (Including Govt. Polytechnic).
E.S.I. latest Challan and latest return copy of at least 03(THREE) Government Educational Institutions (Including Govt. Polytechnic).

10. The conditional bids or bids incomplete in any respect shall not be considered and will be outrightly rejected in very first instance.

11. 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.

12. The Technical bids shall be opened on the **scheduled date and time**, in the office of the **Principal, Govt. Polytechnic, Berhampur** in the presence of bidders or authorized representatives of the Manpower Service Providers, if any, who wish to be present on the spot at that time.

13. **The Financial Bid of only those tenders will be opened whose Technical bids are found in order.** The Financial bids shall be opened at the **scheduled date and time** in the office of the Principal, Govt. Polytechnic, Berhampur in the presence of the bidders or authorized representatives of the Manpower Service Providers, if any, who wish to be present on the spot at that time.

14. The Authority of Govt. Polytechnic, Berhampur reserves the right to accept or reject all bids without assigning any reason thereof.

**TECHNICAL REQUIREMENTS
FOR THE MANPOWER SERVICE AND SECURITY GUARD**

The Manpower Service Provider should fulfill the following technical specifications:

1. The Manpower Service Provider's Head Office should be located within Odisha.
2. They should be registered with the appropriate registration authority.
3. They should have **at least Five years** continuous experience in providing manpower to Government Educational Institutions.
4. Supporting documents towards successful execution of work issued by competent authority must be attached.
5. However, experience in deployment of manpower on outsourcing basis In Govt. Polytechnics / Govt. Engg. Schools will be given more weightage.
6. They should have their own Bank Account.
7. They should be registered **with the competent authority for Income Tax and G.S.T.**
8. They should be registered with appropriate authorities under Employees Provident Fund and Employees state insurance.
9. They should have any other regulatory clearance (to be specified by the user Department) that may be required for providing manpower services.
10. **Annual Turnover** of the service provider should be **Rs.1.0 Crore (Rupees one Crore) only** or more in respect of providing manpower on outsourcing basis only. The documents must be certified by a Registered Chartered Accountant.
11. Execution of contracts of similar type during preceding 3 years of value not less than the estimated cost of the present contract.
12. They should have **registered with the Labour Department** i.e. License under control Labour (Regulations & Abolition) Act-1970.
13. They should provide latest successful execution of work in Government Educational Institutions issued by Competent Authority (at least 03 such Institutions). Experience in rendering service on outsourcing basis in Govt. Polytechnic/Govt. Engg. Schools issued by Competent Authority will be accorded more weight age.
14. Home Department license to provide Watchman/Security Guard.

**TECHNICAL REQUIREMENTS FORM AN POWER AND SECURITY GUARD TO BE DEPLOYED
BY THE SUCCESSFUL
MANPOWER SERVICE PROVIDER IN THE GOVT.POLYTECHNIC,BERHAMPUR**

The criteria forage, educational qualification and experience for different Man powers and Security Guard are mentioned in the table below:

Sl. No	Nature of Manpower	Minimum essential Qualification	Age	Remarks
1	Front Desk Management	Graduate with typing skill of 40 wpm, knowledge of MS office and skill of maneuvering MS office, knowledge of internet browsing and acquaintance with email , knowledge of English vocabulary.	21 years (not exceeding 45 years)	Preference will be given to candidates having previous experience in the relevant field.
2	Librarian	Graduation with Computer typing Knowledge	21 years (not exceeding 45 years)	Preference will be given to candidates having previous experience in the relevant field.
3	Lady Matron	HSC pass	30 Years and above	Preference will be given to the persons having experience in this area.
5	Peon(Male)	HSC pass	18 years And above	-do-
4	Sweeper/ Sweepress (Male/Female)	---	18 years and above	-do-
6	Mali	----	18 years (not exceeding 45 years)	-do-
7	Security Guard	HSC of BSE Odisha pass or its equivalent	18years (not exceeding 45 years)	Preference will be given to candidates having previous experience in the Relevant field

The above personnel should be sincere and responsible worker, capable of rendering proper services to **Govt. Polytechnic, Berhampur.**

TECHNICAL BID

**For Providing Manpower Service and Security Guard to Govt. Polytechnic,
Berhampur-760010**

1. Name of Tendering Manpower Service Provider:-
2. Details of cost for Tender document: DD No.....Date of
Rs..... drawn on Bank.....
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.:
Mobile No. :.....
Email ID.....
6. Full address of operating/ Branch
7. Telephone No.
E-mail address
Fax No.
8. Name and Telephone No. of authorized officer/person to liaise with Field Office(s)
9. Banker of the Manpower service provider
(Attach certificate copy of statement of A/C for the last three years)
10. PAN/GIR No.(Attach attested copy)-
11. Service tax Registration No.(Attach attested copy)
12. EPF Registration No. (Attach attested copy)

13.E.S.I. Registration No.(Attach attested copy)

14.G.S.T Registration No(Attach attested copy)

15. Home Department License No.(Attach attested copy)

16. Labour Department License No(Attach attested copy)

17. Financial turnover of the tendering man power Service Provider for the last three financial years duly certified by a Registered Chartered Accountant (Turnover in respect of providing Man power on outsourcing basis will only be considered).

Financial Year	Amount(Rs. Lakhs)	Remarks, If any
2025-26		
2024-25		
2023-24		

Additional information, if any:

(Attach separate sheet if space provided is insufficient)

18. Give details of the major similar contracts handled by the tendering Manpower service provider during the last **Five years** in the following format. (If the space provided is insufficient, a separate sheet may be attached). **Proof of engagement of Man power on out sourcing basis in different Govt. Educational Institutions and successful execution of contract must be furnished.**

Sl. No.	Name of Client, address, Telephone & Fax No.	Manpower Service Provided		Amount of contract (Rs. Lakhs)	Duration of Contract	
		Type of Manpower provided	No		From	To

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

Signature of authorized person

Date:

Name

Place:

Seal.

DECLARATION

1. I/We..... Son / Daughter/ Wife of
Shri/Smt.....
proprietor/Director/authorized signatory of the service provider, mentioned above, am
competent to sign this declaration and execute this tender documents.

2. I/We have carefully read and understood all the terms and conditions of the tender
and undertake to abide by them.

3. The information/documents furnished are true and authentic to the best of my/our
knowledge and belief. I am / We are well aware of the fact that furnishing false/
fabricated information would lead to rejection of my/our tender document at any
stage, besides liabilities towards prosecution under appropriate law.

Signature of authorized person

Date:

Name

Place:

Seal.

FINANCIAL BID

(For providing Manpower Service and Security Guard to Govt. Polytechnic, Berhampur)

1. Name of tendering Manpower service Provider

2. Rate per person per month:

Sl No	Monthly rate per person							
	Manpower Type	Rate of Payment to employee including EPF&ESI Share (Rs.)	Employers EPF share @13.00%in Rs.	Employers ESI share @3.25%in Rs.	Other statutory dues if any (Rs.)	Service Charges (Rs.)	GST @18 % (Rs)	Total per person (Rs.)
1	Front Desk Management (Male /Female)	13900	1807	451.75				
2	Librarian(Male/Female)	13900	1807	451.75				
3	Lady Matron	12600	1638	409.50				
4	Sweeper/Sweepress (Male/Female)	12600	1638	409.50				
5	Peon(Male)	12600	1638	409.50				
5	Mali(Male)	12600	1638	409.50				
6	Security Guard(Male)	12600	1638	409.50				

N.B:(1) Service Charge quoted in term of % will not be accepted.

(2) Fraction of Rupee quoted will rounded upto nearest Rupee.

(3) The consolidated monthly remunerations for Front Desk Management & other manpower services are in accordance with the rate approved by the Labour &ESI Dept, Govt of Odisha.

Signature of authorized person

Date:

Name

Place:

Seal.

TERMS & CONDITIONS OF MANPOWER OUTSOURCING

GENERAL

1. The agreement shall commence tentatively from **JUNE 2026** and shall continue for a period of one year, unless it is curtailed or terminated by the authority owing to deficiency of service, sub-standard quality of manpower deployed, break of contract etc. or change in requirements.
2. The agreement shall automatically expire at the end of one year period from the date of agreement, 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 sub contract 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 agreement at present has tentative requirement of Front Desk Management, Librarian, Lady Matron, Peon Sweeper/Sweepress, Mali & Security Guard/ Watchman. The requirement of manpower of the office may further increase or decrease marginally during the period of initial contract & also the Bidder may have to provide additional manpower services, if required, on the same terms and conditions. **The requirement of different man powers is completely need based. The monthly remuneration will be paid to different categories of manpower as approved by the DTE&T, Odisha, Cuttack and Govt. of Odisha.**
6. The manpower service provider will be bound by the details furnished by it to the Authority while submitting the tender or at any subsequent stage. In case, any of such documents furnished is found to be false at any stage, it would be deemed as breach of terms of agreement making it liable for legal action in addition to termination of the agreement.
7. The authority reserves the right to terminate the agreement during initial period also after giving one month notice to the manpower service provider.
8. The persons deployed shall be required to report for work at the scheduled time at Govt. Polytechnic, Berhampur and perform his/her duty for 08 hours daily excluding lunch break. In case of Administrative exigency, he/she may be required to work beyond the scheduled duration. 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 Manpower service provider shall nominate a coordinator/supervisor who shall be responsible for immediate interaction with the concerned Officers of Govt. Polytechnic, Berhampur 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 Govt. Polytechnic, Berhampur shall be that of the manpower service provider and the Principal, Govt. Polytechnic, Berhampur 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 monthly rate approved by the purchase committee. The evidence as may be required by the Office concerned. The manpower provider must produce the deposit of EPF & ESI slip regularly of their people working at this institute of each month before submission of bill for release of monthly payment.
11. For all intents and purpose , the manpower services provider shall be the “employer” within the meaning of different in respect of manpower to be deployed The persons deployed by

The manpower service provider shall not have any claim whatsoever like employer and employee relationship with Govt. Polytechnic, Berhampur.

12. The manpower Service provider shall be solely responsible for the redressal of grievances or resolution of disputes relating to persons deployed. The Principal, Govt. Polytechnic, Berhampur shall, in no way, be responsible for settlement of such issues whatsoever. In case of grievances, the deployed person can place their grievance before a joint committee consisting of a representative of Govt. Polytechnic, Berhampur and an Authorized representative of the manpower service Provider.
13. The Govt. Polytechnic, Berhampur 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 after expiry of the agreement.
14. The person 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 current 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 In other capacity.
16. The person deployed shall not claim any benefit or compensation or absorption or regularization of deployment at Govt. Polytechnic, Berhampur 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 registration to those effect should be submitted. The Manpower service provider shall complete with all the legal requirements for obtaining License under Contract Labours and Abolition) Act, 1970 if any, at his own part and cost.
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 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 contribution towards Provident Fund and Employees State Insurance, wherever applicable.
19. The persons deployed by the Manpower Service Provider should have clean track 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 change the image of the Department or office concerned. **The Manpower Service Provider shall be responsible for any act of indiscipline, misbehavior, misconduct by the persons deployed.**
21. **Firms who have previously defaulted in execution of outsourcing contract on deployment of manpower with G.P. Berhampur will not be considered under any circumstances.**

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 as payable to different types of workers in respect of

the persons deployed in the office concerned. The 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 Govt. Polytechnic, Berhampur 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 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 Govt. Polytechnic, Berhampur or any other authority under law.
26. Any other instruction towards deduction from income received by Govt. from time to time will be strictly followed.
27. In case, the Manpower Service Provider fails to comply with any liability under appropriate law, and as a result thereof, the Department or the office concerned is put to any loss/obligation, monetary or otherwise, the Govt. Polytechnic, Berhampur will be entitled to get itself reimbursed out of the outstanding bills or performance security Deposit of the Manpower Service Provider, to the content of the Joss.
28. **The Agreement is liable to be terminated because of non-performance, deviation of terms and conditions of contract, non-payment of remuneration to employed persons and non-deposit of statutory dues with the concerned agencies like E.P.F., E.S.I., and Service Tax etc.** The Govt. Polytechnic, Berhampur will have no liability towards non-payment of remuneration to the persons employed by the Manpower Service Provider and the outstanding stations dues of the service provider to statutory authorities.
29. **In case of theft/damage of Govt. property during the period of duty of any person provided by the manpower service provider, the same should be reported to the Police through the head of office at the earliest.** However, the loss arising out of theft/damage of Govt. property shall be borne by the manpower service provider (by way of adjustment from the Performance Security Deposit/unpaid bills). Excess amount after adjustment if any will also be borne by the manpower service provider.

FINANCIAL

30. The Financial bid should be accompanied with an Earnest Money Deposit (EMD), refundable without interest of Rs 1.25 laks (Rupees One lakhs Twenty five thousand) only in the form of Demand Draft/Bankers Cheque drawn in favour of the Principal, Govt. Polytechnic, Berhampur payable at **Berhampur** failing which the tender shall be rejected out rightly.
31. **The Earnest Money Deposit in respect of the agencies which do not qualify the Technical Bid (First stage)/Financial Bid (Second competition stage) shall be returned to them without any interest within 30 days.**
32. In case of successful bidder, if the agency fails to deploy the required manpower against the initial requirement as informed, the EMD shall stand forfeited without assigning any reason thereof.

33. Method for Evaluation of Financial BID:-

As the take home remuneration per month EPF & ESI are fixed as per the State Govt./Govt. of India Instructions from time to time, no comparison will be made with respect to the amount quoted by the bidders for these. As the Govt. Polytechnic, Berhampur is under the administrative control of the DTE&T, Odisha , Cuttack & SD&TE, Department Govt. of Odisha and the requirement for all the manpower is **need based** ,the monthly remuneration will be paid as per approval of the DTE&T, Odisha, Cuttack and Govt. of Odisha. **The comparison will be made only in respect of rate quoted against service charge.**

The financial bids of service providers whose technical bids are found to be in order and accepted will be evaluated only in respect of service charge. The lowest rate quoted in respect of service charges will be awarded with the contract. If the minimum rate quoted for service charge by different bidder will be same the following method will be adopted for evaluation.

- i) If the rate quoted by the bidder In respect of the service charges will be same, the firm with **highest years of experience in providing manpower on outsourcing basis to Govt. Educational Institutions (including Govt. Polytechnics/Govt. ITIs)** will be awarded the contract.
- ii) If the years of experience become same, then the firm which has deployed the **highest number of Manpower in Govt. Educational Institutions (including Govt. Polytechnics/Govt. ITIs) last year i. e, during 2025-26** will be awarded the contract.
- iii) If the number of Manpower deployed during the year 2025-26 becomes same, then the bidder **having highest turnover during 2025-26** will be awarded the contract.
- iv) If the turnover during 2025-26 become same, then the firm with **highest years of experience in providing manpower on outsourcing basis to Govt. Polytechnics/Govt. Engg. Schools during 2025-26** will be awarded the contract.
- v) If the experience in providing manpower to Govt. Polytechnics/ Govt. Engg. Schools during 2025-26 become same, then the contract will be awarded **through lottery**.

34. The successful bidder will have to deposit a Performance Security Deposit of Rs.2.50 Lakh (Rupees Two Lakhs Fifty Thousand) only in the form of **Fixed Deposit Receipts (FDR)** made in the name of the agency, but hypothecated to the Principal, Govt. Polytechnic, Berhampur or in the form of Bank Guarantee from any Nationalized Bank in favour of the Principal, Govt. Polytechnic, Berhampur covering the period of the contract. In case the contract is further extended beyond the initial period, the FDR/ Bank Guarantee will have to be renewed accordingly.

35. 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.

36. The Manpower service Provider shall furnish the bill, in triplicate, along with attendance sheet duly verified by the authorized officer of Govt. Polytechnic, Berhampur 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 within the second week of the succeeding month.

37. The claims in bills regarding Employees State Insurance, Provident Fund, and 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 Govt. Polytechnic, Berhampur.

38. The amount of penalty calculated@ **100/- per day per person** 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.

39. 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 of for his decision and the same shall be binding on all parties.

40. 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 i.e. Berhampur.

41. The successful bidder will enter in to an agreement with Govt. Polytechnic, Berhampur for supply of suitable and qualified manpower as per requirement of this Institute on the above terms and conditions.

42. The Employer's share of contribution towards E.P.F. and E.S.I., G.S.T. (if applicable), and Service charge of the manpower service provider shall not be deducted from the take home remuneration of the employee. The man power service provider shall deposit all statutory dues with the concerned authority and claim the same from the concerned Govt. department /office along with its service charge by producing documentary proof of payment.

43. The Employee's share of contribution towards E.P.F. and E.S.I. shall be deducted by the man power service provider from the minimum take home remuneration of the employee for deposit of the same with the concerned authorities.

44. The Authority reserves the right to withdraw or relax any of the terms and conditions mentioned above so as to overcome problems if any encountered at a later stage.

MANDATORY DOCUMENTS TO BE SUBMITTED WITH THE TECHNICAL BID.

- 1. Application-Technical Bid duly filled in. & Signed**
- 2. DD/BC of Rs.1000/- towards cost of Tender document even download from web**
- 3. DD/BC of Rs.1.25Lakh/- towards Earnest Money Deposit.**
- 4. Attested copy of registration of agency with appropriate authority.**
- 5. Certified copy of the statement of Bank Account statements last three financial years i.e. 2025-26, 2024-25 & 2023-24.**
- 6. Attested copy of PAN/GIS Card.**
- 7. Attested copy of the latest IT returns filed by agency for the last three financial years i.e, 2025-26, 2024-25 & 2023-24.**
- 8. Attested copy of valid License issued by Labour Department, Govt. of Odisha.**
- 9. Attested copy of the valid License of Home Department, Govt. Of Odisha.**
- 10. Attested copy of valid G.S.T. Registration certificate.**
- 11. Attested copy of the valid E.P.F. Registration letter/certificate.**
- 12. Attested copy of the valid E.S.I. Registration letter/certificate.**
- 13. Certified documents in support of the financial turnover of the agency.**
- 14. Attested copy of documents issued by appropriate authorities regarding supply of manpower on outsourcing basis to Govt. Educational Institutions (including Govt. ITIs) & successful execution of contract.**
- 15. Copy of the terms and conditions of Manpower Outsourcing of Tender document with each page along with the Annexure duly signed and sealed by the authorized signatory of the agency In token of their acceptance.**
- 16. Up to date EPF & ESI Challan and E.C.R. confirmation slip latest copy showing more than 100 persons of five Govt. Educational Institutions (including Govt. ITIs).**
- 17. Proof regarding Annual turnover of the manpower service provider in respect of supplying manpower service only amounting to Rs.1.0 Crore(Rupees One Crore) only certified by duly registered Chartered Accountant.**
- 18. All pages of the tender documents submitted must be self-attested by Authorized Signatory.**

N.B:-Failure to submit any of the above documents will lead to rejection of tender document.

**DOCUMENTS TO BE SUBMITTED BY THE SUCCESSFUL BIDDER AFTER
DEPLOYMENT OF MANPOWER (ALONG WITH AGREEMENT)**

1. List of Manpower shortlisted by agency for deployment in Govt. Polytechnic, Berhampur containing full details i.e. date of birth, marital status, address, educational qualification etc.
2. Bio-data of all persons.
3. Police verification report to the effect that the person concern eddoes not have any criminal case pending against him.
4. Any other document considered relevant.
5. Undertaking from deployed persons to perform assign duty satisfactorily.

**AGREEMENT FOR DEPLOYMENT OF MANPOWER AND SECURITY
GUARD
ON OUTSOURCING BASIS**

This Agreement is made on this.....day ofBetween the Principal, Govt. Polytechnic, Berhampur here in after refer red to as the first party (Authority).

AND

M/S.....repre-
nted by Sri herein after
called the second party(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 Govt.
Polytechnic, Berhampur;

And whereas the "Manpower Service Provider" has offer edits willingness to the same in
conformity with provisions of the agreement;

And whereas the "authority" has finalized the rate as per the terms and conditions of the
agreement to the "Manpower Service Provider"

Now this agreement witnesses as below:-

1. That the Annexure containing the Terms and conditions shall be deemed to form and to be read and construed as part of this agreement.
2. That in consideration of the payment to be made by the 'Authority to the Manpower Service Provider' the "Manpower Service Provider" hereby agrees with the 'Authority' to provide personnel to be engaged as per requisition of Govt. Polytechnic, Berhampur in conformity with provisions of the Terms and conditions, in tender document.
3. That the 'Authority' hereby further agrees to pay the "Manpower Service provider" as per the contract price at the time and in the manner prescribed in the said Terms and conditions.
4. That in the event of any dispute that may arise it shall be settled as per the Terms and conditions of the tender.
5. That this agreement is valid up to one year from the date of executing order by the Service Provider.
6. That the termination of this contract shall be effected due to any reason as per terms & condition of tender by either party with a prior notice of one month.

IN WITNESS WHERE Of the parties have caused their respective common seals to be here into set their respective hands and seals on the day and year first written above..

Signature of the Officer Authorized to sign on behalf of premises
Manpower Service Provider Authority.

In the presence of witness:-

Witness:

Witness:

1. Name

1. Name

Address

Address

2. Name

2.Name

Address

Address

TERMS & CONDITIONS OF MANPOWER OUTSOURCING AGREEMENT

1. The agreement may be commenced from **June 2026** and may continue for a period of one year 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 in 12 months from the date of execution of contract 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 sub contract 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 institute has tentative requirement of different man powers and the requirement of manpower may further increase or decrease marginally, during the period of initial contract & also the bidder should 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 is found to be false at any stage, It would be deemed as breach of terms of agreement making it liable for legal action In addition to termination of the Agreement.
7. The authority reserves the right to terminate the agreement during Initial period also alter giving one month notice to the manpower service provider.
8. The persons deployed shall be required to report for work at the scheduled time at **Govt. Polytechnic, Berhampur** and **perform his/her duty for 08 hours daily**. In case of administrative exigency, he/she maybe required to work beyond the scheduled duration.
9. The Manpower service provider shall nominate a coordinator who shall be responsible for immediate interaction with the concerned Officers of **Govt. Polytechnic, Berhampur** 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 **Govt. Polytechnic, Berhampur** shall be that of the manpower service provider and the Principal, Govt. Polytechnic, Berhampur 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 prescribed by government from time to time duly released from this office and produce such evidence on regular basis to our office for official record purpose.

11. **For all intents and purposes, the Manpower Service Provider shall be the "Employer"** within the meaning of different rules in respect of manpower to be deployed. The persons deployed by the manpower service Provider shall not have any claim whatsoever like employer and employee relationship with Govt. Polytechnic, Berhampur.
12. **The Manpower Service Provider shall be solely responsible for the redressal of grievances or resolution of disputes relating to persons deployed.** The Principal, Government Polytechnic, Berhampur shall, in no way, be responsible for settlement of such issues whatsoever. In case of grievances, the deployed person can place their grievance before a joint committee consisting of a representative of Govt. Polytechnic, Berhampur and an Authorized representative of the manpower service Provider.
13. **The Govt. Polytechnic, Berhampur shall not be responsible for any financial loss or any inquiry to any person deployed by the Manpower Service Provider** in the course of their performing the functions/duties, or after expiry of the agreement.
14. The person 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 current 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 on regular basis or in other capacity.
16. **The person deployed shall not claim any benefit or compensation or absorption or regularization of deployment at Govt. Polytechnic, Berhampur** 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 registration to those effect should be submitted. The Manpower service provider shall complete with all the legal requirements for obtaining. License under Contract Labour (Regulations and if any, at his own part and cost).
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 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 contribution towards provident Fund and Employees State Insurance, wherever applicable.
19. The persons deployed by the Manpower Service Provider should have clean track 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 change the image of the Department or office concerned. **The Manpower Service Provider shall be responsible for any act of indiscipline, misbehavior, misconduct by the persons deployed.**

LEGAL

- 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 remuneration as payable to different types of workers in respect of the persons deployed in the office concerned. The 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 Govt. Polytechnic, Berhampur 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 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 Govt. Polytechnic, Berhampur or any other authority under law.
- 25.** Other Rules /Registration/Instructions of the Government regarding manpower engagement on outsourcing basis shall be strictly adhered to by the manpower supplying firm/Agency. (As per Govt. instructions, 2% of tax will be deducted if the income exceeds Rs.2.5 Lakhs).
- 26.** In case, the Manpower Service Provider fails to comply with any liability under appropriate law, and as a result thereof, the Department or the office concerned is put to any loss/obligation, monetary or otherwise, the Govt. Polytechnic, Berhampur will be entitled to get itself reimbursed out of the outstanding bills or the performance security Deposit of the Manpower Service Provider, to the content of the loss or Delegation 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 to employed persons and non-deposit of statutory dues with the concerned agencies like E.P.F., E.S.I., and G.S.T. etc. The Govt. Polytechnic, Berhampur will have no Liability towards non-payment of remuneration to the persons deployed by the Manpower Service Provider and the outstanding dues of the service provider to statutory authorities.

- 28.** In case of theft/damage of Govt. property during the period of duty of any person provided by the manpower service provider, the same should be reported to the Police through the head of office at the earliest. However, the loss arising out of theft/damage of Govt. property shall be borne by the manpower service provider (by way of adjustment from the Performance Security Deposit/unpaid bills). Excess amount after adjustment if any will also be borne by the manpower service provider.

FINANCIAL

29. If the agency fails to deploy the required manpower against the initial requirement as per order this office, the EMD shall stand forfeited without assigning any reason.
30. The Agency will have to deposit a Performance Security Deposit Rs.2.5 Lakhs (Rupees Two Lakhs Fifty Thousand) only in the form of Fixed Deposit Receipts (FDR) made in the name of the agency but hypothecated to the Principal, Govt. Polytechnic, Berhampur or in the form of Bank Guarantee from any Nationalized Bank in favour of the Principal, Govt. Polytechnic, Berhampur covering the period of contract. In case the contract is further extended beyond the Initial period the FDR/ Bank Guarantee will have to be accordingly renewed.
31. 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.
32. The Manpower service Provider shall furnish the bill in triplicate, along with attendance sheet duly verified by the authorized officer of Govt. Polytechnic, Berhampur 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 within the second week of the succeeding month.
33. The claims in bills regarding Employees State Insurance, Provident Fund, and 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 Govt. Polytechnic, Berhampur.
34. The amount of penalty calculated @ 100 per day per person 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.
35. The Authority reserves the right to withdraw or relax any of the terms and condition mentioned above so as to overcome the provision encountered at a later stage.
36. In the event of any dispute arising in respect of the clauses of the agreement of the same shall be resolved through negotiation. Alternatively the 28 dispute shall be the next higher authority of controlling officer for his decision and the same shall be binding on all parties.
37. 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.

- 38.** The successful bidder will enter in to an agreement with Govt. Polytechnic, Berhampur for supply of suitable and qualified manpower as per requirement of this Institute on the above terms and conditions.
- 39.** The employer's share of contribution towards E.P.F. and E.S.I., G.S.T., other statutory dues and Service charge of the manpower service provider shall not be deducted from the take home remuneration of the employee. The man power service provider shall deposit all statutory dues with the concerned authority and claim the same from the concern Govt. department/office along with its service charge by producing documentary proof of payment.
- 40.** The Employee's share of contribution towards E.P.F. and E.S.I. shall be deducted by the man power service provider from the minimum take home remuneration of the employee for deposit of the same with the concerned authorities.
- 41.** The Authority reserves the right to withdraw or relax any of the terms and condition mentioned above so as to overcome problems, if any, encountered at a later stage.

