



ODISHA CONSTRUCTION CORPORATION LIMITED.

(A Government of Odisha Undertaking)

**OFFICE OF THE SENIOR MANAGER (CIVIL)
SUBARNAREKHA CANAL GROUP OF PROJECTS,
QR.NO.D-4/2, IRRIGATION COLONY, LAXMIPOSI
AT/PO: - LAXMIPOSI, BARIPADA,
DIST: MAYURBHANJ, ODISHA-757107.**

TENDER CALL NOTICE No. No-03 /OCC/SCP/MBJ/, Dt.11.09.2026

Outsourcing of different categories of manpower services for the Senior Manager (Civil), Subarnarekha Canal Group of Projects, OCCL, Qr. No. D-4/2, Irrigation Colony, Laxmiposi At/Po: - Laxmiposi, Baripada, Dist: Mayurbhanj, Odisha-757107.

Signature of "Service Provider"

Signature of "Engineer-in-charge"



ODISHA CONSTRUCTION CORPORATION LIMITED
(A Government of Odisha Undertaking)
OFFICE OF THE SENIOR MANAGER (CIVIL)
SUBARNAREKHA CANAL GROUP OF PROJECTS,
QR.NO.D-4/2, IRRIGATION COLONY, LAXMIPOSI
AT/PO: - LAXMIPOSI, BARIPADA,
DIST: MAYURBHANJ, ODISHA-757107.
Email id: occbaripada@gmail.com

TENDER CALL NOTICE

(No-03 /OCC/SCP/MBJ, Dt.11.09.2026)

On behalf of Odisha Construction Corporation Ltd. (OCCL), the Senior Manager (Civil), Subarnarekha Canal Group of Projects, OCCL, Qr. No. D-4/2, Irrigation Colony, Laxmiposi, At/Po: - Laxmiposi, Baripada, Dist: Mayurbhanj, Odisha-757107 invites sealed quotations from reputed and experienced manpower service providers enlisted with “OCCL” for Outsourcing of different categories of manpower services for Subarnarekha Canal Projects, Laxmiposi. The details of the bidding process are as follows:

No	Name of the work	Estimated cost (Approx)	EMD	Cost of quotation paper	Period of completion
1	Outsourcing of different categories of manpower services for Subarnarekha Canal Project, Laxmiposi.	Rs.3.43 Lakhs	Rs.3,500.00	Rs.2,000/- + OGST 9% + CGST 9% = Rs.2,360.00	3 Calendar month (i.e. from 01.10.2026 to 31.12.2026)

Sl. No	Bidding Schedule	Deadline
1	Date of Issue	11.09.2026
2	Bid Due Date and Time	28.09.2026 at 3.00P.M.
3	Opening of Bid Document	28.09.2026 to 3.30P.M.

The Quotation document may be purchased from the office of the Senior Manager (Civil), OCC Ltd., Subarnarekha Canal Group of Project, Laxmiposi during office hours from dt.11.09.2026 to dt.28.09.2026 up to 1.00 P.M. on payment of non-refundable cost of quotation document as indicated in the table above in shape of Cash/Demand Draft drawn from any nationalised/scheduled bank payable at Baripada only in favour of “M/s Odisha Construction Corporation Ltd.”

The bidder must be accompanied with EMD (Earnest Money Deposit) of the amount specified for the work in the table as above in shape of Cash/Demand Draft / TDR in favour of Odisha Construction Corporation Limited payable at Baripada and should be valid for 90 (Ninety) days from the date of opening of tender.

Signature of “Service Provider”

Signature of “Engineer-in-charge”

Agencies are required to submit the bid documents in the prescribed format. The bids should be in sealed cover super-scribed with "For Outsourcing of Different categories of manpower services for Subarnarekha Canal Group of Projects, Laxmiposi". The bid must be dropped in the Tender Box kept in office of the Senior Manager (Civil), Subarnarekha Canal Group of Projects, OCCL, Laxmiposi, Baripada on or before **3:00 PM** of dt. **28.09.2026**. Bid will be opened on Dt. **28.09.2026** at **3.30 PM** in the same venue in presence of the bidders or their authorized representatives, who may like to be present. If there will be a public holiday on the last date of receipt & opening of the tenders as specified above, the tender documents shall be received & opened on the next working day at the same time & venue

The authority reserves the right to reject any or all bids and terminate the quotation process without assigning any reason thereof

Complete address for submission of bid

Office of the Senior Manager (Civil),
Odisha Construction Corporation Ltd,
Subarnarekha Canal Group of Projects,
Qr. No. D-4/2, Irrigation Colony,
At/Po: - Laxmiposi, Baripada,
Dist: Mayurbhanj-757107

Sd/-
Senior Manager (Civil)

Memo No. **793**

Date. 11 / 09 / 2026

Copy submitted to the Managing Director, OCCL, Bhubaneswar / General Manager (Civil), OCC Ltd, SC Project, Laxmiposi for favour of kind information & necessary action.

Sd/-
Senior Manager (Civil)
Date. 11 / 09 / 2026

Memo No. **794**

Copy along with soft copy submitted to the Senior Manager (Civil), System Business Division, OCCL, Bhubaneswar for information. He is requested to hoist the tender call notice in website of OCCL.

Sd/-
Senior Manager (Civil)
Date. 11 / 09 / 2026

Memo No. **795**

Copy to Notice Board of Senior Manager (Civil), OCCL, SC Projects, Baripada, Laxmiposi for wide circulation.

Sd/-
Senior Manager (Civil)

Signature of "Service Provider"

Signature of "Engineer-in-charge"



Email id: occbaripada@gmail.com
ODISHA CONSTRUCTION CORPORATION LIMITED
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OFFICE OF THE SENIOR MANAGER (CIVIL)
SUBARNAREKHA CANAL GROUP OF PROJECTS,
QR.NO.D-4/2, IRRIGATION COLONY, LAXMIPOSI
AT/PO: - LAXMIPOSI, BARIPADA,
DIST: MAYURBHANJ, ODISHA-757107.

ANNEXURE – A

TENDER PAPER COST AND DOCUMENT DEPOSIT
PARTICULARS

1. Cost of Tender Rs. **2360.00** /- (Rupees Two thousand three hundred sixty) only vide Demand Draft No. _____ in any nationalized bank / scheduled bank _____ Dated _____ issued by _____ Bank, _____ Branch _____
2. GST Registration Certificate
3. P.A.N. card
4. Names of relations in O.C.C. Ltd.
5. Any other documents.

Full signature of “Service Provider”
with date and seal.

Signature of “Service Provider”

Signature of “Engineer-in-charge”

ANNEXURE - B

DETAILS OF EARNEST MONEY DEPOSIT (EMD) AND DOCUMENTS SUBMITTED ALONG WITH TENDER

1. EMD amount ₹. _____ (Rupees _____)
only vide A/C Payee D.D. No. _____ Dated _____ issued by
_____ Bank, _____ Branch
_____.
2. GST Registration Certificate
3. P.A.N. card
4. Names of relations in O.C.C. Ltd.
5. Any other documents.

Full signature of "Service Provider"
with date and seal.

Company

Name.....

Signature of "Service Provider"

Signature of "Engineer-in-charge"

Undertaking of Quotationer

I/We Sri

(In case of the firm, the name of the proprietor/head of the firm along with the designation & name of firm should be mentioned)

S/o Sri _____ Permanent resident of

Village/Street _____ P.O. _____

Via. _____ Dist. _____

State _____ PIN _____

Declare that I/We have thoroughly gone through the quotation document and I/We agree to provide the service at rates quoted by me/us or at settled rates and abide by the terms and conditions of the quotation document.

Full signature of “Service Provider” with date and seal
Present address for correspondence:-

Signature of “Service Provider”

Signature of “Engineer-in-charge”

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Signature of “Service Provider”

Signature of “Engineer-in-charge”

SECTION-I

Instruction to Quotationers

General Information:

Senior Manager (Civil), Subarnarekha Canal Group of Projects, OCCL, Qr. No. D-4/2, Irrigation Colony, Laxmiposi At/Po: - Laxmiposi, Baripada, Dist: Mayurbhanj, Odisha-757107. requires the service of reputed, well established, financially sound and registered Service Providers to provide different categories of manpower by deploying adequately trained and disciplined manpower as per the requirement.

The period of contract for providing the aforesaid service will be ideally **3 months** from the date of effectiveness of the contract. The contract may be extended for a period, not exceeding the original duration of the contract on mutual consent depending upon the performance of the Service Provider and at the discretion of the authority. The authority reserves the right to terminate the contract at any time after giving 30 days' notice to the Service Provider.

The interested quotationer may visit the location on any working day between the office hours to have a thorough knowledge of the work to be performed before preparation and submission of the quotation

Eligibility criteria:

Sl. No.	Eligibility Criteria	Supporting documents to be furnished along with the Technical Bid
1	The Bidder should be registered under appropriate authority, such as Proprietorship. Registered under the Companies Act 2013 Registered under the Indian Partnership Act 1932 Registered under the Indian Trusts Act 1882 Registered under the Societies Registration Act 1860 Registered under the Limited Liability Partnership Act 2008.	Certificate of Incorporation/ Registration
2	The Bidder must have at least three years in business (up to the last date of submission of bid) for providing similar type of services to Central/State Government/Autonomous bodies agencies / societies / corporate bodies.	Copies of the work order/ Agreement / Bills from the previous authorities

Signature of "Service Provider"

Signature of "Engineer-in-charge"

Sl. No.	Eligibility Criteria	Supporting documents to be furnished along with the Technical Bid
3	The Registered Office / Branch office of the Service Provider must be located within the jurisdictional area of Odisha.	Valid address proof of the office to be furnished. [Form – T1]
4	Must have its own bank account in any scheduled bank situated in Odisha.	Copies of the pass book and transaction statement for the last 6 month to be furnished.
5	The agency should not have been blacklisted by any Central / State government, or any other public sector undertaking or a corporation as on the date of this RFP.	An undertaking to this effect to be furnished by the bidder as per the prescribed format [Form-T2]
6	Must not have any pending judicial proceedings for any criminal offence against the proprietor/Director/Persons to be deployed by the Service Provider.	An undertaking to this effect to be furnished by the bidder as per the prescribed format [Form-T3]
7	Other Statutory Documents:	Copies of • PAN, • GSTIN, • Copies of EPF Registration Certificate • Copies of ESI Registration certificate

Signature of “Service Provider”

Signature of “Engineer-in-charge”

Submission of Bid :

The proposal complete in all respect as specified must be accompanied with a Non-refundable amount **Rs.2,360.00** towards Bid Processing Fee of the estimated cost of the Outsourcing of Different manpower services for office of the Senior Manager (Civil), Subarnarekha Canal Group Of Projects, OCCL, Qr.No.D-4/2, Irrigation Colony, Laxmiposi At/Po: - Laxmiposi, Baripada, Dist: Mayurbhanj, Odisha-757107 in form of Demand Draft in favour of “Odisha Construction Corporation Ltd.– Project Account”, drawn in any scheduled commercial bank and payable at Baripada failing which the bid will be out rightly rejected. The demand draft should be valid for 90 (ninety) days from the date of opening of quotations. The bid should be sent through Speed Post/Registered Post/ Courier or by hand submitted in office of the Senior Manager (Civil), Subarnarekha Canal Group of Projects, OCCL, Qr. No. D-4/2, Irrigation Colony, Laxmiposi At/Po: - Laxmiposi, Baripada, Dist: Mayurbhanj, Odisha-757107 so as to reach the authority by on or before **28.09.2026 up to 3.00 P.M.**

The authority will not be responsible for any postal delay. Bids without bid processing fee shall be rejected. Bids submitted after due date will be summarily rejected.

C. List of Documents for submission

Bidders are required to furnish the following documents along with the Technical Bid:

- a) Covering letter along with power of attorney on the bidder's letter head
- b) Money receipt / Demand Draft towards purchase of quotation document.
- c) Copy of Certificate of incorporation of the firm / agency.
- d) Copy of valid enlistment certificate as service provider issued by "OCCL"
- e) Copy of GSTIN
- f) Copy of PAN
- g) Copy of EPF Registration Number & ESI Registration number.
- h) Copy Bank Account details
- i) Copies of the work order/ Agreement / Bills from the previous organizations for providing services during last 3 years.
- j) Undertaking regarding non-blacklisting (On stamp paper)
- k) Undertaking regarding non-pending of any judicial proceedings (On bidder's letter head).

Any deviation from the prescribed procedures / required information / formats/ conditions shall result in out-right rejection of the bid. Any conditional bid shall be out-rightly rejected.

All entries along with the pages in the bid document should be legible, filled-in clearly and signed by the authorized representative. If the space for furnishing information is insufficient, a separate sheet duly signed by the authorized signatory should be attached.

The Bid documents will be opened on dt. **28.09.2026 at 3.30P.M** in presence of the authorised representatives of the bidders who wish to be present on the spot at that time.

Signature of “Service Provider”

Signature of “Engineer-in-charge”

The bid shall be valid for a period of **90 days** from the date of opening of the bids and no request for any variation in quoted rates and withdrawal of bids on any ground by the bidder shall be entertained. Validity of the bids can be extended on mutual consent.

To assist in the analysis, evaluation and computation of bids, the authority may ask the bidders individually for clarification of their bids. The request for clarification and the response shall be in writing but no change in the price or substance of the bid offered shall be permitted.

The bidder having the lowest evaluated financial bid (L-1) would be considered for award of the contract subject to fulfilment of the terms and conditions of the quotation documents. In case, the lowest bidder (L-1) is disqualified after selection for any reason, then negotiations will be made with the second lowest (L-2) bidder for award of contract at L-1 price. However, the decision of the authority shall be final during the overall selection process.

The quoted rates shall not be less than the minimum wages fixed/notified by the OCCL from time to time and shall include all statutory obligations.

The service provider shall be liable for all kinds of dues payable in respect of manpower deployed / provided under the contract and the authority shall not be liable for any dues for availing the services of the personnel.

The authority reserves the right to reject any or all bids and terminate the quotation process without assigning any reason thereof.

Signature of “Service Provider”

Signature of “Engineer-in-charge”

SECTION-II

SCOPE OF THE WORK

A. Technical Personnel: - (Degree & Diploma Engineer (Mech.))

1. Office of the Senior Manager (Civil), Subarnarekha Canal Group Of Projects, OCCL, Qr.No.D-4/2, Irrigation Colony, Laxmiposi At/Po: - Laxmiposi, Baripada, Dist: Mayurbhanj, Odisha-757107 invites sealed bids from the eligible bidders to provide the Diploma & Degree Engineers at office of the Senior Manager (Civil), Subarnarekha Canal Group Of Projects, OCCL, Qr.No.D-4/2, Irrigation Colony, Laxmiposi At/Po: - Laxmiposi, Baripada, Dist: Mayurbhanj, Odisha-757107.
2. The manpower service provider should be managed by trained support staff to execute and perform the job and work assignment of such nature efficiently. The manpower to be deployed for this purpose should be registered under the service provider and must have the required qualifications, experience & relevant knowledge to perform Engineering (Civil.) work at site as well as in office.
3. It shall be the responsibility of the Service Provider to verify the qualification of Diploma and Degree Engineers in Civil from recognised Institute. They should have at least 2 years of overall experience in handling any of the Civil site works such as Roads, Buildings, Dam, Spillway, Canal & Structures, Bridges, Dredging etc. & Maintenance work. Preference will be given to Candidates already worked as a Junior Engineer in Govt/PSU/Private sector. The authority reserves the rights to verify and check the credentials and qualification of the outsourced manpower. If during the course of engagement of any outsourced personnel it comes to notice of authority that he/she has misrepresented the fact about his/her qualification/experience, the Service Provider will have to terminate the service of such staff immediately.
4. 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 OCCL.
5. The manpower deployed for the purpose must have good moral character and cordial attitude and should not reveal the official information to outsiders and must maintain confidentiality.
6. The service provider shall nominate a co-ordinator who shall be responsible for periodic interaction with the Authority so that optimal services of the persons deployed could be availed without any disruption.
7. The attendance rolls for the personnel deployed by the Service Provider at the premises of Authority shall be provided by the Manpower Service Provider and it shall be monitored by the Service Provider on regular basis. These attendance rolls shall be signed by the authorized representative of Manpower Service Provider who shall get it verified from the designated officer.
8. The entire financial liability in respect of manpower services deployed in the Authority's location shall be that of the Manpower Service Provider and the Authority will in no way be liable for the same. It will be the responsibility of the manpower Service Provider to pay to the person deployed a sum not less than the proposed monthly remuneration as mentioned in the financial bid.
9. 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

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reasons. The payment in respect of the overlapping period of the substitute shall be the responsibility of the Manpower Service Provider.

10. 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.
11. The Manpower Service Provider shall be responsible for compliance of all statutory provisions relating to minimum wages payable to the persons deployed at the Authority's location. The service provider should ensure regular payment of monthly salary to the personnel engaged by the service provider by 10th of the succeeding month after deduction of applicable statutory dues. The service provider should credit the monthly salary of its employees in their respective Bank Account.
12. The engagement of outsourced person shall be purely on contract basis. The Service Provider shall at all times make it absolutely clear to the outsourced personnel hired through them. Any outsourced personnel deputed can be removed any time by giving notice to the Service Provider and the Service Provider will have to provide suitable replacement acceptable to Authority within 3 working days.

B. High Skilled / Skilled/D.E.O. for office work & Other support Services

1. Office of the Senior Manager (Civil), Subarnarekha Canal Group Of Projects, OCCL, Qr.No.D-4/2, Irrigation Colony, Laxmiposi At/Po: - Laxmiposi, Baripada, Dist: Mayurbhanj, Odisha-757107 invites sealed bids from the eligible bidders to provide the High Skilled / Skilled/D.E.O at office of the Senior Manager (Civil), Subarnarekha Canal Group Of Projects, OCCL, Qr.No.D-4/2, Irrigation Colony, Laxmiposi At/Po: - Laxmiposi, Baripada, Dist: Mayurbhanj, Odisha-757107.
2. The manpower service provider should be managed by trained support staff to execute and perform the job and work assignment of such nature efficiently. The manpower to be deployed for this purpose should be registered under the service provider and must have the required qualifications, experience & relevant knowledge to perform data entry and other support services.
3. It shall be the responsibility of the Service Provider to verify the qualification and experience of the outsourced manpower. Candidates will be liable for performing the defined responsibilities assigned by the authority from time to time. The authority reserves the rights to verify and check the credentials and qualification of the outsourced manpower. If during the course of engagement of any outsourced personnel, it comes to notice of authority that he/she has misrepresented the fact about his/her qualification/experience, the Service Provider will have to terminate the service of such staff immediately.
4. The manpower service provider should have an empanelled list of High Skilled / Skilled trained/experienced Data Entry Operators (DEOs) / Other Support Staff so that uninterrupted and continued services can be provided during the period of contract. The service provider should be able to provide additional man power support whenever required by the authority under the same terms and condition.
5. 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 OCCL.

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6. The manpower deployed by the service provider shall be required to report for work at 10.00 AM and leave office at 5.30 P.M. and may also be required to work beyond 5.30 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.
7. The manpower deployed for the purpose must have good moral character and cordial attitude and should not reveal the official information to outsiders and must maintain confidentiality.
8. The service provider shall also provide other support staff such as mate, office boy, night watch-man etc to carryout various site & office works of the project.
9. The attendance rolls for the personnel deployed by the Service Provider at the premises of Authority shall be provided by the Manpower Service Provider and it shall be monitored by the Service Provider on regular basis. These attendance rolls shall be signed by the authorized representative of Manpower Service Provider who shall get it verified from the designated officer.
10. The entire financial liability in respect of manpower services deployed in the Authority's location shall be that of the Manpower Service Provider and the Authority will in no way be liable for the same. It will be the responsibility of the manpower Service Provider to pay to the person deployed a sum not less than the proposed monthly remuneration as mentioned in the financial bid.
11. 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.
12. 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.
13. The Manpower Service Provider shall be responsible for compliance of all statutory provisions relating to minimum wages payable to the persons deployed at the Authority's location. The service provider should ensure regular payment of monthly salary to the personnel engaged by the service provider by 10th of the succeeding month after deduction of applicable statutory dues. The service provider should credit the monthly salary of its employees in their respective Bank Account.
14. The engagement of outsourced person shall be purely on contract basis. The Service Provider shall at all times make it absolutely clear to the outsourced personnel hired through them. Any outsourced personnel deputed can be removed any time by giving notice to the Service Provider and the Service Provider will have to provide suitable replacement acceptable to Authority within 3 working days.

Signature of "Service Provider"

Signature of "Engineer-in-charge"

(Prescribed Qualification & Experience of the Manpower)

Sl. No.	Manpower	Age Limit	Qualification	Work Experience	Remuneration (Minimum Take Home Remuneration)	Job Description
1	Degree Engineer (Civil)	21 to 60 years	B. tech in Civil Engineering from any Recognised University/ Institution.	Minimum 2 years of post qualification experience.	As per the notification of OCCL from time to time.	1. Supervision of site work and related paper work with monitoring daily progress. 2. Liaison with department and working agency.
2	Diploma Engineer (Civil)	21 to 60 years	Diploma in Civil Engineering from any Recognised University/ Institution.	Minimum 2 years of post qualification experience.	As per the notification of OCCL from time to time	3. Assist in office work as and when required. 4. Any other reasonable work assigned by the authority.
	Data Entry Operator	21 to 60 years	1) Bachelor's degree in any discipline from any Recognised University/ Institution. 2) Post Graduate Diploma in Computer Application. 3) Good proficiency in MS Office Tools, Internet applications with efficient typing & data entry skill. 4) Sound knowledge to handle minimum hardware/ software trouble shooting.	S/he should have 1-3 years post qualification working experience in MIS / Administration Management under any reputed Central / State / PSUs / reputed corporate organisation.	As per the notification of OCCL from time to time.	1) Responsible for carry out all administrative requirements of the Authority like day-today official work. 2) Management of day today office work including travel and logistics of officials. 3) Responsible for Maintenance of office records with respect to general management and correspondence.
3	High Skilled	21 to 60 years	Bachelor's degree in any discipline from any Recognised University/ Institution.	Minimum 2 years of post qualification experience	As per the notification of OCCL from time to time	Will work as support staff in office / site works.
4	Skilled	21 to 60 years	12th pass and above in any discipline from any. Recognised School/ University.	Minimum 2 years of post qualification experience	As per the notification of OCCL from time to time.	Will work as support staff in office /site works. management and correspondence.

Signature of "Service Provider"

Signature of "Engineer-in-charge"

5	Mate (Semiskilled)	18 to 60 years	Matriculation and above in any discipline from any. Recognised School/ University.	Minimum 2 years of post qualification experience	As per the notification of OCCL from time to time	Will work as support staff in office/ site works.
6	Security Guard / Watchman (Semiskilled)	18 to 60 years	Matriculation and above in any discipline from any. Recognised School/ University.	Minimum 2 years of post qualification experience	As per the notification of OCCL from time to time	Will work as support staff in office/ site works.
7	Mate Unskilled	18 to 60 years	7 th pass and above from any Recognised School.	Minimum 2 years of post qualification experience	As per the notification of OCCL from time to time	Will work as support staff in office / site works.

Signature of “Service Provider”

Signature of “Engineer-in-charge”

SECTION -III

Schedule of Requirement:

Tentative requirement of Manpower to work in different Projects / Section under the Office of the Senior Manager (Civil), Subarnarekha Canal Group of Projects, OCCL, Qr. No. D-4/2, Irrigation Colony, Laxmiposi At/Po: - Laxmiposi, Baripada, Dist: Mayurbhanj, Odisha-757107 given here as under: -

Sl. No.	Description	Requirement (in nos)
Manpower		
1	Degree Engineer (Civil)	0
2	Diploma Engineer (Civil)	0
3	High skilled	2
4	Skilled	0
5	Semi-skilled	4
	Unskilled	0
	Total =	6

Signature of “Service Provider”

Signature of “Engineer-in-charge”

SECTION – IV

GENERAL TERMS AND CONDITIONS

1. For all intents and purposes, the Service Provider shall be the “Employer” within the meaning of different Rules & Acts in respect of persons deployed. The persons deployed by the service provider shall not have any claim whatsoever like employer and employee relationship against the Authority under this agreement. The Service Provider shall make them known about their position in writing before deployment under the required service.
2. The Service Provider must employ adult labour only. Employment of child labour will lead to the termination of the contract. Persons to be deployed by the Service Provider age should be above 18 years of age and not exceeding 60 years and physically sound to perform the duties.
3. The Service Provider will be overall responsible for the manpower deployed for performing the service. The Authority shall not be responsible for any financial loss or any injury to any person deployed by the Service Provider in the course of their performing the functions/ duties, or for payment towards any compensation.
4. The Service Provider shall exercise adequate supervision to ensure performance of manpower deployed to provide the services in accordance with the requirements. The Service Provider shall depute one full time supervisor in concerned office of the authority, for overall management of the services to be rendered at the site.
5. The Service provider shall be solely responsible for compliance to the provisions of various Labour and industrial laws, such as, wages, allowances, compensation, EPF & ESI, Bonus and Gratuity etc. relating to manpower to be deployed by it at the Authority’s location.
6. Service Provider shall maintain complete official records of disbursement of wages/ salary showing details of all supporting documents such as ESI, EPF etc. in respect of manpower deployed for the purpose.
7. The Service Provider shall maintain personal file in respect of all the staff who are deployed in office of the authority. The personal file shall invariably consist of personal details such as name, address, date of birth, sex, residential address (temporary/permanent), Bank Account, EPF details ESI etc.
8. The manpower to be deployed by the Service Provider should not have any adverse Police records/criminal cases against them. The agency should make adequate enquiries about the character and antecedents of the persons whom they are recommending. An undertaking to this respect must be provided by the manpower service provider prior to signing of the agreement.
9. The Service Provider will also ensure that the manpower deployed are medically fit and will keep in record a certificate of their medical fitness. The Service Provider shall withdraw such manpower who are not found suitable by this office for any reasons immediately on receipt of such a request.

Signature of “Service Provider”

Signature of “Engineer-in-charge”

10. The Service provider shall ensure that the manpower deployed by it are disciplined and do not participate in any activity detrimental to the interest of the Authority.
11. The Service Provider shall may provide uniform along with Photo ID Card to its personnel deployed at site at its own cost.
12. The Authority shall not be liable for any compensation in case of any fatal injury/death caused to any man power while performing/discharging their duties/ for inspection or otherwise.
13. In case of any theft or pilferages, loss or other offences, the service provider will investigate and submit the report to the Authority and maintain liaison with the police. FIR will be lodged by the Authority, wherever necessary. If need be, joint enquiry comprising of both the parties shall be conducted and responsibility will be fixed.
14. In case of any loss caused to the Authority due to lapse on the part of the personnel discharging duties, the same shall be borne by the Service Provider. Authority shall have the right to deduct appropriate amount from the bill of service provider. In case of frequent lapses on the part of the personnel deployed by the service provider, Authority shall be within its right to terminate the contract or take any other action without assigning any reason whatsoever.
15. In the event of any personnel being on leave/absent, the service provider shall ensure suitable alternative arrangements to make up for such absence. If a person leaves the job for any reason, the Service provider is liable to provide the suitable replacement within 3 working days.
16. In case of delay in providing required replacement, the amount of penalty calculated **at the rate of 1%** of the contract value per week on account of delay, shall be deducted from the monthly bills in the succeeding month.
17. There would be no increase in rates payable to the Service Provider during the Contract period unless any revision of rates are approved by OCCL. The service provider will be responsible for deposit of EPF, GST, ESI and other statutory dues as applicable from time to time and submit the proof of deposit to authority for records.
18. The Service Provider shall not be allowed to transfer, assign, pledge or subcontract its rights and liabilities under this Agreement to any other agency or organisation. Sub-contracting is not allowed under this agreement.
19. The Services Provider shall raise the bill, in triplicate, along with attendance sheet duly verified by the officer concerned in respect of the persons deployed and submit the same to the prescribed authority in the first week of the succeeding month. Accordingly, the payment will be released. All payments will be made on reimbursement basis and no advance shall be paid to the agency.
20. The Service Provider will have to deposit the remuneration of the deployed manpower for the concerned billing period in their respective bank accounts and submit the details to the authority for necessary records.
21. In case of dispute resolution relating to rights/liabilities arising out of the agreement, the same shall be disposed off at the level of Administrative Departments.

Signature of "Service Provider"

Signature of "Engineer-in-charge"

22. In the event of failure of Service Provider to provide Services as per the terms and conditions of the agreement, the Performance Security shall be forfeited. Any violation of instructions/agreement or suppression of facts will attract termination of contract with 1month prior notice to the Service Provider.
23. The Service provider should ensure that persons to be deployed are not alcoholic, drug addict and not indulge in any activity prejudicial to the interest of the Authority.
24. 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.
25. 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.
26. All disputes shall be under the jurisdiction of the court at jurisdiction of Hon'ble High Court of Odisha at Cuttack and their sub-ordinates courts at Bhubaneswar only.
27. The agreement can be terminated by either party by giving one month's notice in advance. If the agency fails to give one month's notice in writing for termination of the agreement then one month's wages, etc. and any amount due to the service provider will be recovered by forfeiture of performance security.
28. The contract is liable to be terminated because of non-performance, deviation of any terms and conditions of agreement, non-payment of remuneration of manpower deployed and non-payment of statutory dues. The Authority will have no liability towards non-payment of remuneration to the persons deployed by the Service Provider and the outstanding statutory dues of the service provider to concerned authorities.
29. The Manpower Service Provider will be bound by the details furnished to the authority while submitting the quotation or at any subsequent stage. Mis-representation of documents/ information, leads to termination of agreement.

Signature of "Service Provider"

Signature of "Engineer-in-charge"

SECTION – V

(FORM – T1)

1.	Name of the Bidder	
2.	Details of Bid Processing Fee and Earnest Money Deposit: (Demand Draft Details)	DD No.: Date: Amount (Rs.) Drawn on Bank:
3.	Name of the Director /	
4.	Full Address of Registered Office	Postal Address: Telephone No.: FAX No.: E-Mail Address:
5.	Name & telephone number of the authorized person signing the bid	Name and Designation: Mobile Number:
6.	Bank Name	Account Number: Bank and Branch Name: IFSC Code
7.	PAN No. (Attach self attested copy)	
8.	GSTIN (Attach self attested copy.)	
9.	E.P.F. Registration No. (Attach self attested copy.)	
10.	E.S.I. Registration No. (Attach self attested copy.) Attach attested copy)	

Signature of “Service Provider”

Signature of “Engineer-in-charge”

11	Acceptance to all the terms & conditions of the quotation (Yes/No)	
12	Power of Attorney / authorization letter for signing the of the bid documents	
13	Please submit an undertaking that no criminal case is pending with the police at the time of submission of bid.	
14	Kindly mention the total number of pages in the quotation document.	

15. Details of the similar type service provided by the bidder in last 3 years:

Sl. No.	Period	Name of Authority with Complete Address & Fax no	Type of services provided with details of manpower deployed	Contract Amount (in INR)	Duration	
					From	To

Signature of “Service Provider”

Signature of “Engineer-in-charge”

16. Declaration

I, Shri Son/Daughter/Wife of Shri /Smt. _____
Proprietor/ Director/ Authorized signatory of _____
(Name of the Service Provider), competent to sign this declaration and execute this quotation;

I have carefully read and understood all the terms and conditions of the quotation and undertake to abide by them;

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

(Signature of Authorised Representative with seal)

Place:

Date:

Enclosures:

Bid Processing Fee in the form of Cash (Money Receipt) / Demand Draft in original
Copy of quotation document (each page must be signed and sealed)
List of Documents as applicable

Signature of "Service Provider"

Signature of "Engineer-in-charge"

FORM-T2

UNDERTAKING

[On the Stamp Paper of appropriate value in shape of affidavit from the Notary regarding non-blacklisting]

I, hereby undertake that, our organisation has not been blacklisted / debarred by any of the Central / State Government Department/ Office or by any Public Sector Undertaking (PSUs) and not blacklisted by any authority during the recent past.

Yours sincerely,

Authorized Signature
[In full and initials]

Name and Designation of the Signatory:

Name of the Bidder and Address:

Signature of "Service Provider"

Signature of "Engineer-in-charge"

FORM-T3

UNDERTAKING

[On the Bidder's Letter Head regarding not have any pending judicial proceedings for any criminal offences]

I, hereby undertake that there is no criminal case pending in any Court of Law against our company or against the Proprietor/Director/Persons to be deployed by our company.

I/we further certify that Proprietor/Director/Persons to be deployed by our company of my company have not been convicted of any offence in any Court in India during the recent past. I understand that I am fully responsible for the contents of this undertaking and its truthfulness.

Yours sincerely,

Authorized Signature
[In full and initials]

Name and Designation of the Signatory:

Name of the Bidder and Address:

Signature of "Service Provider"

Signature of "Engineer-in-charge"

SECTION – VI
(FORM-F1)
(Administrative Charge)

Manpower details:-												
Sl. No.	Categories of Manpower	Requirement (in nos.)	No of days worked	Rate per days	Basic wages	ESI @ 3.25%	Bonus @ 8.33%	EPF @ 13%	Allowance	Total Gross for one No. (Or Say)	Total Basic for No. Of Requirement	Total Gross for No. Of requirement
1	High skilled	2	26	622.00	16172.00	526.00	1347.00	2102.00	1300.00	21447.00	32344.00	42894.00
2	Semiskilled	4	26	522.00	13572.00	441.00	1131.00	1764.00	1000.00	17908.00	54288.00	71632.00
	Total = (For 1Month)	6									86632.00	114526.00
	(For 03Months)=										259896.00	343578.00
A	Total (Manpower Cost in Rs.)							Rs. 343578.00				
B.	Service Charges @ (%) (indicate in words & figures) of basic bill value Rs. 259896.00											
C	Grand Total (A+B)											

N.B:-

- *If any changes in above rate for different categories of workmen by OCCL Head Office the same will be effective from time to time.*
- *The no. of workmen to be engaged may vary at the time of agreement as per approval of Head Office, OCCL.*
- *Bidder with lowest evaluated competitive administrative charges for the required service will be awarded with contract.*
- *The bids with “Nil” or very abnormally low quoted service charges will be treated as “non-responsive” and will be rejected during the financial evaluation stage.*
- *Maximum service charges permitted by OCCL @ 4%.*
- *GST as applicable shall be paid extra on gross total amount.*

Place: _____

Date: _____

(Signature of Authorized Representative with seal)

Signature of “Service Provider”

Signature of “Engineer-in-charge”