



ବ୍ୟାସନଗର ପୌରପାଳିକା, ବ୍ୟାସନଗର

OFFICE OF THE VYASANAGAR MUNICIPALITY

VYASANAGAR, JAJPUR

Email_Id:-vyasanagarmunicipality@gmail.com

Website:-www.vyasanagarmunicipality.in

Ph.No-06726-220207

No. 74 // Date 15.01.2025 //

QUOTATION CALL NOTICE

1. The Executive Officer, Vyasagar Municipality invites sealed quotations from registered reputed Service Providers / Manpower Outsourcing Agencies to provide the service different category of man powers to Vyasagar Municipality for a period of **One Year** on contract basis for day to day Official work.
2. Bid documents consisting of specification, scope of work and the set of Terms & Conditions of Contract and other necessary documents can be seen in the Office of the Undersign during Office Hour on all working days.
3. The Bid documents can be downloaded from District website i.e. www.jajpur.odisha.gov.in and this Office website www.vyasanagarmunicipality.in against a non refundable fee of Rs.5,000/- (Five Thousand) towards cost of Bid documents in shape of DD issued from any Nationalized/Scheduled Bank payable at Jajpur Road in favour of the Executive Officer, Vyasagar Municipality.
4. Bids must accompany with EMD of Rs.50,000/- (Fifty Thousand) in shape of DD from any Nationalized Bank/Scheduled Bank in favour of the Executive Officer, Vyasagar Municipality and also accompany with Bank Guarantee of Rs.7,00,000/- (Seven Lakh) in favour of Executive Officer, Vyasagar Municipality.
5. The shield quotations with required documents shall be reached before the undersigned on or before **dt.29.01.2025 at 5.30 P.M**
6. The Bids will be opened at **11.00 A.M on dt.30.01.2025** in presence of the Bidders who wish to attend.
7. The undersigned reserves the right to accept/reject any part thereof or all the Bids without assigning any reason thereof.
8. Supply order will be placed as per requirement of different categories of personnel.


Executive Officer
Vyasagar Municipality

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Memo No 75 /dated 15.01.2025
Copy to Office Notice Board for wide circulation.


Executive Officer
Vyasaganar Municipality.

Memo No 76 /dated 15.01.2025

Copy to the Collector & District Magistrate, Jajpur/ Superintendent of Police, Jajpur/ ADM, Kalinganagar, Jajpur Road/SDPO, Korei/ Sub-Collector, Jajpur/B.D.O, Korei, Jajpur,/J.E, PH, WATCO, Dala/Tahasildar, Vyasaganar/District Labour Officer, Jajpur, Jajpur Road/ BEO, Korei/ Ferrochrome, Jajpur Road/ Nesco, Dala, Jajpur Road/Forest Officer, Jajpur Road/IIC, Model Police Station , Jajpur Road for information with a request to display this notice in their Office Notice Board for wide circulation.


Executive Officer
Vyasaganar Municipality.

Memo No 77 /dated 15.01.2025

Copy forwarded to DeGM, Jajpur for information. He is requested to webcast the Quotation Call Notice in the District Website for wide publication.


Executive Officer
Vyasaganar Municipality.

Memo No 78 /dated 15.01.2025

Copy submitted to the Director, I & PR Deptt, Odisha, Bhubaneswar for kind information and requested to publish at least in 02 nos of daily Odia Newspaper with size (40 sq.cm) for one day.


Executive Officer
Vyasaganar Municipality.

DETAILED QUOTATION CALL NOTICE

Name of the work : Supply of different category of Manpower from
Intending firm for deployment in the Office of the
Vyasaganar Municipality for the **period of One Year.**

Last date of receipt of bid documents : Up to 5.30 P.M of dtd.29.01.2025.

Date of opening of bid documents : At 11.00 A.M of dtd.30.01.2025

Cost of bid document (Non –Refundable) : Rs.5,000/- (Five Thousand)

(To be paid in shape of DD in favour of
The Executive Officer,
Vyasaganar Municipality, Jajpur Road to
Be drawn at Jajpur Road)

EMD to be deposited : Rs.50,000/- (Fifty Thousand)

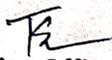
(To be paid in shape of DD
In favour of the Executive Officer,
Vyasaganar Municipality, Jajpur Road to be
Drawn at Jajpur Road)

Bank Guarantee in favour of the : Rs.7,00,000/- (Seven Lakh)

Executive Officer, Vyasaganar Municipality

Mode of Submission : Regd. Post / Speed Post / Courier Service

Signature of the bidder (With seal)


Executive Officer
Vyasaganar Municipality

DETAILS OF INFORMATION /DOCUMENTS TO BE SUBMITTED

1	Name of the Bidder	
2	Details of cost of bid documents (DD No/Pay order No/date/ amount / drawing Bank etc)	
3	Details of Earnest Money Deposit (DD No/Pay order No/ date/ amount/drawing Bank etc)	
4	Name of Proprietor/Partner/Director	
5	Full address of Registered Office	
	(i) Telephone No/Mobile No	
	(ii) FAX No	
	(iii) E-Mail Address	
6	Full address of Operating/Branch Office if any	
	(I) Telephone No/Mobile No	
	(II) FAX No	
	(III) E-Miail Address	
7	Name & telephone Number/Mobile No of Authorized Officer/person to liaise with	
8	Registration No of the agency with name of authority	
9	PAN No (Attach attested copy)	
10	GST No (Attach attested copy)	
11	Labour License & ESI, EPF (Attach attested copy)	

12	Give details of the Major similar contracts handled by the bidding Agency during the last three years in the following format (Attach attested copies work order/contract agreement etc)				
Sl No	Name of client address, telephone & Fax No etc	Details of the similar contracts	Amount of contract (Rs.Lakhs)	Duration of Contract	
				From	To
1					
2					
3					
4					
5					
6					
7					
13	Additional information if any (Attach separate sheet if space provided is insufficient)				

Signature of authorized person

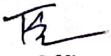
Name:

Seal :

Date:

Place :

Signature of the bidder (with seal)


Executive Officer
Vyasagar Municipality


DECLARATION

1. I, _____ Son/Daughter/spouse of Shri /Smt. _____ Proprietor/Director/authorized signatory of the Firm/ agency mentioned above, am competent to sign this declaration and execute this bidding document.
2. I/We have examined the work site and scope of work at of the Bidding Documents and do hereby confirm that all the terms and conditions contained in the Bidding Documents are acceptable to us.
3. I/We, have carefully read and understood all the terms and conditions of the EOI documents and undertake to abide by them.
4. I/We, am/are technically as well as financially sound enough to deliver the services to Vyasaganar Municipality within the prescribed period.
5. I/We, am/are well aware of the financial condition of Vyasaganar Municipality and will have no objection for delay in payment.
6. I/We understand that in case on incomplete services rendered by me/us, extraneous condition imposed by me/ us, non –submission of required documents with bid documents then my /our offer each liable for rejection.
7. In case of disobedience of instructions of the authorities, violation of any of the condition(s) stipulated in work order/Agreement, then my/our offer/agreement will be rejected/cancelled or rescinded and under such situation action as deemed fit will be taken against me/us with forfeiture of the E.M.D
8. I/We undertake that I/We shall not claim any escalation of cost on account of increase in cost of labour / taxes or on any account in connection with the supply till completion of the work.
9. I/We undertake that my/our bid shall be valid for a period of 60 days from the bid due date.
10. I/We undertake that if my/our bid is accepted, I/We, commit to extend my/our services in accordance with the Bidding documents.
11. I/We understand that the Vyasaganar Municipality is not bound to accept the lowest evaluated bid or any other bid that it may receive.
12. I/We will have no objection in case of curtailment/enhancement of any or most of the work mentioned in the schedule of works and I/We will not be entitled for any financial compensation for such curtailment. In case any other events not covered in the schedule which is/are found essential by the Municipal authorities or as the case may be, then I/We undertake to supply the same at mutually settled rates without any subsidiary claims.
13. The information /documents furnished along with the above application are true and authentic to the best of my knowledge and belief, I/ we, am/ are well aware of the fact that furnishing of any false information / fabricated document would lead to rejection of my offer at any stage besides liabilities towards prosecution under appropriate laws.

Date:

Place :

Signature of authorized person

Full Name :

Seal :

Signature of the bidder (with seal)


Executive Officer
Vyasaganar Municipality

INSTRUCTIONS TO BIDDERS

1. The shield quotations with required documents shall be reached before the undersigned on or before **29.01.2025 at 5.30 P.M**
2. Bids shall be opened at **11.00 A.M** on dated **30.01.2025** in the Office of the Executive Officer, Vyasaganar Municipality, Jajpur Road in presence of the bidders who wish to attend. If the Office happens to be closed on the date of opening of bids as specified, the bids will be opened on the next working day at the same time and venue or further notification.
3. The Bid documents can be downloaded from district website i.e www.jajpur.odisha.gov.in and this office website www.vyasanagarmunicipality.in against a non-refundable fee of **Rs.5,000/-** (Five Thousand) towards cost of Bid documents in shape of DD issued from any Nationalized/scheduled Bank payable at Jajpur Road in favour of the Executive Officer, Vyasaganar Municipality.
4. Bids must accompany with EMD of **Rs.50,000/-** (Fifty Thousand) only in shape of demand draft from any nationalized bank duly pledged in favor of “ **The Executive Officer, Vyasaganar Municipality**” Such EMD shall not carry any interest. Any bid not accompanied by requisite EMD shall be deemed to be invalid and will be summarily rejected by the Authority and also accompany with Bank Guarantee of **Rs.7,00,000/-** (Seven Lakh) only in favour of Executive Officer, Vyasaganar Municipality.
5. The EMD shall be forfeited if the bidder withdraws his bid during the period of bid validity or is unable to discharge any of his duties assigned for successful completion of the work.
6. The EMD & Security of successful bidder shall be retained the performance of the contract and shall only be discharged after successful completion of work. The EMD of unsuccessful bidders will be returned after completion of bidding process on application.
7. The Bidder should inspect thoroughly the bid document before submitting the tender to get fully acquainted with the scope of work as no claim whatsoever will be entertained for any alleged ignorance thereof.
8. The bidder has to furnish attested true copy of the following documents along with the quotation failing which the quotation will be treated as non responsive and liable for rejection. The original certificate are to be produced before opening of the quotation before the **Executive Officer, Vyasaganar Municipality, Vyasaganar** for verification otherwise his/her bid shall be declared as non-responsive and thus liable for rejection.
 - **Registration certificate of the Firm from the appropriate authority, if any;**
 - **Labour License, ESI & EPF**
 - **Valid GST Registration Certificate**
 - **Copy of PAN Card**
 - **Certified documents in support of details of the major similar contracts handled by the intending bidder during the last three years.**
 - **Clearance certificate from any other relevant regulatory body.**
 - **Any other documents considered relevant.**
 - **Covering letter along with power of attorney on the bidder's letter head.**
 - **Demand draft in support of Bid processing fee as applicable.**

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- Demand draft in support of EMD as applicable.
- Copy of certificate of incorporation of the firm / agency.
- Copy of IT return for the last three assessment years.
- Copy of valid license under PSARA Act 2005 for security service.
- Copy of Bank Account details.
- Copy of the Income / Expenditure statements along with balance sheet for the last 3 years.
- Copy of the work orders from the previous organizations for providing services during last 3 years.
- Undertaking regarding non-black listing (on stamp paper).
- Undertaking regarding non-pending of any judicial proceedings (on bidders letter head).

9. All bid documents in sealed cover super scribed with “**Supply of Different Category of Manpower**” from out sourcing agency for deployment in the Office of Vyasagar Municipality shall be reach before the undersigned on or before **dt.29.01.2025 at 5.30 PM** and the tender received after due date shall be rejected.
10. No bidder will be permitted to furnish the quotation in their own manuscript papers. No letter should accompany the quotation.
11. All corrections made by the bidder including overwriting, additions, alterations, erasures, obliteration and other discrepancies should be properly attested by the authorized signatory.
12. 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 and / withdrawal of bids on any ground by the bidder shall be entertained. Validity of the bids can be extended on mutual consent.
13. Every page of the Detailed quotation Call Notice with required attachments should be signed by the bidder failing which the quotation will be rejected.
14. The quotation containing extraneous conditions not covered by the quotation call notice are liable for rejection.
15. Letters found in the tender box raising or lowering the rates or dealing with any point in connection with the quotation will not be considered.
16. The Authority reserves the right to annul the bidding process at any time prior to award of contract including rejection of any or all bids after the same have been received by the Authority, without thereby incurring any liability to the affected bidder or any obligation to inform the affected bidders on the ground of the Authority's action.
17. The Authority reserves the right to accept /reject any bid and to cancel the bidding process at any time and Reject all bids at any time prior to placement of order without thereby incurring any liability.
18. The Municipality also reserves the right to choose the offer of any specific firm even if its rates are higher than the corresponding rates of any other firms.
19. No part of the contract shall be subject without written permission of the Executive Officer or transfer is made by power of attorney authorizing others to receive payment on the bidders behalf.
20. The requirement of items shown in the schedule of works are just tentative which may increase or decrease depending on actual requirement. Payment shall be made only on the actual work done by the Agency.



21. The bidder should quote the rates both in figures and in words in the appropriate columns for the work items in the schedule of work appended to this notice. If there is a difference between the rate quoted in figures and in words the rate quoted in words shall be taken as correct.
22. No additional freight or any other charges etc would be payable by the Municipality. The package cost shall also include the salvage value if any No further claim in this regard will be acceptable to Vyasaganar Municipality. Deduction of taxes during payment will be made as per rules.
23. The bidder should not quote the rates of manpower less than the minimum wages as prescribed by the Govt for each category of Manpower.
24. The bidder required to quote the basic minimum wage per day of each category of Manpower in column-4 which includes basis minimum wage + P.F+ESI and rate of service charges in column-5 of price Bid. The evaluation of the bid shall be done only as per the above rates quoted by the bidder, EPF,ESI and all other mandatory taxes is fixed by the Govt paid extra by the Municipality on production of documents proof by the bidder.
25. All documents furnished by the bidders are subject to verification from the issuing authority. In case any manipulation is found during the process or in a later stage, the EMD & Security shall be forfeited besides blacklisting the bidder.
26. This detailed quotation call notice along with the clauses, terms & conditions etc mentioned herein shall form a part of the contract and agreement.
27. The successful bidder is required to execute an Agreement on a non judicial stamp paper worth Rs.100.00 to be supplied by him, with the Municipality within 7 days from the date of receipt of the letter of acceptance.
28. The bidder agency shall not be allowed to transfer, assign, pledge or subcontract its rights and liabilities under this Agreement to any other agency or organization by whatever name be called without the prior written consent of the Vyasaganar Municipality (VNM)
29. The bidder will be bound by the details furnished by it to the VNM while submitting the bid or at subsequent stage in case any of such documents furnished by it is found to be false at any stage it would be deemed to be a breach of terms of Agreement making it liable for legal action besides termination of the Agreement.
30. The bidder having the lowest evaluated financial bid (L-1) would be considered for award contract subject to fulfillment of the term & conditions of the bid documents. In case the lowest bidder is disqualified after selection will be for any reason, then negotiation will be made with the second lowest (L-2) bidder award of contract at L-1 price. However the decision of the authority shall be final during the overall selection process.
31. The quoted rates shall not be less than the minimum wages fixed / notified by the Govt. of Odisha from time to time as shall include all statutory obligations.

Signature of the bidder (With seal)


Executive Officer
Vyasaganar Municipality

SCOPE OF WORK AND SELECTION CRITERIA

The Vyasaganar Municipality is going to hire different category of Manpower from reputed outsourcing agency for deployment in this Office of Vyasaganar Municipality for a period of One Year. For selection of such agency the Executive Officer, Vyasaganar Municipality invites "Sealed Bids" from reputed registered agencies having experience expertise and financial standing in similar nature of the works. The bidders are required to submit their proposal as per the items spelt out in details in the price bid in Annexure-1. Price bids are to be submitted in the format given at Annexure-1.

1. The sealed bid in Main Envelope superscribed as "BID for supply of different category of Manpower from outsourcing agencies for deployment in this Office of Vyasaganar Municipality" shall contain TWO sealed envelopes – one super scribed as "Technical Bid" containing (i) the Bid document duly signed by the authorized representative on each page with seal. (ii) brief details of the firm with attested copies of various certificates per SI No. 8 of Instruction to bidders. (iii) the EMD Bank guarantee and second envelope super scribed as " FINANCIAL BID" containing price bid and placed in a third sealed cover superscribed "BID for supply of different category of Manpower from Outsourcing Agencies" and shall be sent to :- Executive Officer Vyasaganar Municipality Jajpur Road, Dist- Jajpur, Odisha on or before dt. **29.01.2025 by 5.30 PM** by Speed Post / Registred post / Courier only.
2. The Agreement may be extended on the same terms and conditions or with some additions / deletions / modification, for a further specific period mutually agreed upon by the Manpower Services Provider and the Executive Officer Vyasaganar Municipality.
3. The Manpower deployed by the Service Provider shall be required to report for the work at 10.00 AM and the leave office at 05.30 PM and may also be required to work beyond 05.30 PM as and when required for which he / she would not be paid any extra remuneration. In case the service needs to be executed on shift basic, the timing will be decided by the authority, which shall be as per rules.
4. If there occurs any probability of the person leaving the job due to his / her own personnel reasons, The Manpower Service Provider shall be provided a substitute, well in advance. The payment in respect of the overlapping period of the substitute shall be the responsibility of the manpower service provider.
5. The manpower service provider shall be responsible for compliance of all statutory provisions relating to minimum wages payable to the persons deployed. The service provider should ensure regular payment of the monthly salary to the personnel engaged by him within 10th of the succeeding month after deduction of applicable statutory dues. The salary should be credited their remuneration in their bank account.
6. The engagement of the outsourced person shall be purely on contract basic. 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 three working days.
7. The Service Provider shall provide photo ID card to its personnel deployed at site at its own cost.

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QUALIFICATION CRITERIA

1. A Bidder can be an individual entrepreneur/company/partnership firm / other legal entity incorporated/established as per the applicable laws in India.
2. The Bidders who's Bids are adjudged responsive in accordance with requirements of this Quotation shall only be considered for bid evaluation.
3. The bidder must enclose copies of concerned work order and copies of successful completion certificates of similar services rendered by it.

Signature of the bidder (with Seal)


Executive Officer
Vyasanagar Municipality

PRICE BID (FINANCIAL BID)

Annexure-1

SCHEDULED OF WORK

NAME OF THE WORK : "Supply of different category of Manpower" from outsourcing agency for deployment in the Office of Vyasaganar Municipality for one year.

SI No	Particulars	Unit	Rate quoted per day		Remarks (Col-3 X Col-4 + Col-5) The rate should be quoted excluding GST
1	2	3	4	5	6
			Minimum Wage + EPF + ESI) as per latest Govt Notification.	Service Charge In figures & in words (in Rs) (The minimum service charge shall be 3.85 % (3% profit plus transaction charge).	
1	Unskilled	1			
2	Semi Skilled	1			
3	Skilled	1			
4	High Skilled	1			

N.B: The P.F & ESI is applicable as per Govt. Rule

Signature _____

Name _____

Designation _____

Date _____

Signature of the bidder (With Seal)


Executive Officer
Vyasaganar Municipality

GENERAL TERMS & CONDITIONS & DOCUMENTS TO BE SUBMITTED

1. Photo copy of up to date labour contract license and registration certificate of firm.
2. Photocopy of PAN/GST/ITCC.
3. EPF/ESI Certificate.
4. Rate of each personnel should be quoted per day (Minimum wages not less than the minimum wages of the Government) + service charges (to be mentioned separately)
5. EPF, ESI & other taxes as applicable as per Govt. rule will be paid extra on production of documentary proof of deposit of the same by the firm against the personnel supplied.
6. EMD deposits of **Rs.50,000/-** (Fifty Thousand) only in shape of Demand Draft in favour of the Executive Officer, Vyasagar Municipality, Jajpur Road.
7. Quotation without required documents will be rejected.
8. Only sealed quotations will be received on scheduled date and time through Regd. Post / Speed Post / Courier service.
9. Rule, Regulation and Act of labour Department, Govt. of Odisha will be binding on the Agency.
10. Supply order will be placed as per requirement of different categories of personnel.
11. The undersigned reserved the right to accept any or reject any or all the quotations without assigning any result thereof.
12. The selected agency shall has to pay monthly wages of the outsourced employees on regular basis including EPF & ESI in case of any delay on production of bill by the agency or delay payment by Municipality.
13. **The EPF / ESI defaulters Agency, those are Supplied Manpower to this Office earlier they are not eligible to participate in the tender.**
14. The agency shall be responsible for all injuries and accidents persons employed by him.
15. The Agency shall not employ any Person who is found unsuitable for the reasons of lack of professional knowledge, Slackness in duty, guilty of and of indiscipline.
16. The agency shall provide alternative personnel in case of absence / long leave of any personnel supplied by the agency.
17. The agency should submit the experience certificate, (such as timely payment of salary, EPF, ESI to the staff) from any ULB of his last 3 years of service which is issued by the compliant authority.
18. The manpower service provider shall be responsible in compliance of all statutory provisions relating to minimum wages payable to the person deployed at the authority's location. The service provider should ensure regular payment of monthly/ wages to the personnel engage 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.

19. It shall be the responsibility of the service provider to verify the qualification & experience of the outsourced manpower. The person engaged will be liable for performing the defined responsibilities assigned by the authority from time to time. The authority reserves the right to check & verify the credentials and qualification of the outsourced manpower. If during the course of engagement of any outsourced personnel, it comes to the notice of authority that he/she has Mis-represented the fact about his/her qualification/experience the service provider will have to terminate the service of such staff immediately.
20. A senior level representative of the service provider shall visit the Office premises at least once a week & review the service performance of its personnel. During the weekly visit service providers representative will also meet the authority dealing with service under contract for mutual feedback regarding work performance & removal of deficiencies if any, observed in their working.
21. 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 given notice to the service provider and the service provider will have to provide suitable replacement acceptable to authority within 03 working days.
22. The man power service providers should be managed by trained support staffs 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 valid driving license, experience and relevant knowledge to maintain log book and relevant documents in case of the drivers.
23. The service provider must employ personnel as per the criteria given in the tender schedule, Employment of child labour will lead to the termination of the contract. The personnel to be employed should be physically sound to perform the duties.
24. The service provider shall 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 payment towards any compensation.
25. The service provider shall be solely responsible for compliance to the provisions of various labor & 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.
26. 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.
27. The service provider shall maintain personnel file in respect of all the staff who are deployed in the office of the authority. The personnel file should contain the data like Name, Address, date of birth, sex, residential address (temporary/permanent) Bank Account, EPF/ESI etc.

28. 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 & antecedents of the persons whom they are recommending. An undertaking to this effect must be provided by the manpower service provider prior to signing of the agreement.
29. 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.
30. The service provider shall provide photo ID card to its personnel deployed at site at its own cost.
31. The authority shall not be liable for any compensation in case of any fatal injury/ death caused to any manpower while performing/ discharging their duties/ for inspection or otherwise.
32. In case of any theft or pilferages, loss or other offense, 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 inquiry comprising of both parties shall be conducted and as per repast responsibility will be fixed.
33. 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 the 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
34. 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.
35. The service provider shall not be allowed to transfer, assign, pledge or subcontract its rights & liabilities under this Agreement to any other agency or organization. Sub-contracting is not allowed under this agreement.
36. The reserve provider shall produce the bill in respect of the person's deployed authority and the payment will be released by the first week of the succeeding month.
37. The service provider will have to deposit the remuneration of the deployed manpower for the concerned billing period in their respective bank account through online transfer and submit the details to the authority for necessary records.
38. The contract is liable to be terminated because of non-performance, deviation of any terms and conditions of agreement, non-payment of wages of manpower deployed and non-payment of statutory dues. The Authority will have no liability towards non payment of wages to the person's deployed by the service provider and the outstanding statutory dues of the service provider to concerned authorities.

39. The manpower service provider will have to submit the performance, bank guarantee of any scheduled bank up to a total of Rs.7,00,000/- (Seven Lakhs) during submission of bid documents .
40. The service provider must submit undertaking for all the manpower provided by it stating that they shall not claim regularization in service as they are purely outsourced staff.
41. The bidder shall be solely responsible for payment of wages/salaries and allowances to his personnel that might become applicable under the prevailing acts or order of Government.
42. In case of any dispute, the decision of the Municipality is final and binding on the firm.
43. All disputes shall be under the jurisdiction of the Court at Vyasaganar, Jajpur Road.
44. The selected agency has to pay the monthly wages of the employees recruited by him in regular basis from his fund.
45. The Authority reserves the right to terminate the Agreement at any time without assigning any reason after giving seven days notice to the firm.
46. The VNM shall have the right to add / modify/delete/any condition to/from the agreement as and when necessary for smooth management of the work.
47. 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.
48. 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 service of the personnel.
49. The Personal engaged by the Service Provider should be minimum 21 years of age or not exceeding 60 years of age.


Executive Officer
Vyasaganar Municipality

BID SUBMISSION CHECK LIST

Sl.No.	Description	Submitted (Yes/No)	Page No.
Technical bid (Original)			
1	Covering Letter in Bidders Letter Head		
2	Bid Processing Fee		
3	EMD		
4	Copy of Incorporation / Registration Certificate of Bidder		
5	Copy of PAN		
6	Copy of GSTIN		
7	Copies of Income tax clearance certificate for the last three assessment years.		
8	Copy of valid EPF & ESI certificate		
9	Financial details of the Bidder along with all supportive documents such as copy of income / expenditure statement and balance sheet for the last 5 years.		
10	Power of Attorney in favour of the person signing the bid behalf of the bidder.		
11	List of completed / on-going assignment of similar nature (past experience details) along with the copies of the work order for the respective assignments from the authorities.		
12	Undertaking for not have been black-listed by any Central / State Govt. / any Autonomous bodies during the recent past.		
13	Undertaking for not having any police case pending against the bidder		
14	Valid copy of Labour license		
Financial bid (Original)			
1	Covering Letter in Bidders Letter head		
2	Duly Filled in Financial Bid		

It is to be ensuring that:

Authorized Signatory [In full initials]: _____

Name and Designation with date and Seal: _____

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