

ZILLA PARISHAD; SUBARNAPUR

No. 5453 /Dt. 18-10-2025

**EXPRESSION OF INTEREST
FOR SELECTION OF REGISTERED FIRMS/ SERVICE
PROVIDER AGENCIES FOR PROVIDING MANPOWER FOR
DPMU & BPMU UNDER ZILLA PARISHAD, SUBARNAPUR**

Zilla Parishad, Subarnapur invites sealed tender from intending reputed and experienced Manpower Service Providing Agencies to provide services of different categories of manpower for DPMU & 06 BPMUs under Rural Housing Schemes for the period from 22.09.2025 to 21.09.2026. The details of the bidding process are as follows:

SL No	Bidding Schedule	Date and Time
1	Date of Issue	18.10.2025
2	Bid Due Date and Time	12.11.2025
3	Opening of Technical Bid	13.11.2025 (3.00 PM)
4	Opening of Financial Bid	13.11.2025 (5.00 PM)

Bidders are required to submit the technical and financial bids separately. The bids in sealed Cover-I containing "**Technical Bid**" and sealed Cover-II containing "**Financial Bid**" should be placed in third sealed cover super-scribed "**Bid for Outsourcing of Manpower services for DPMU & BPMUs under Zilla Parishad, Subarnapur**" must reach the undersigned on or before **12.11.2025 by 5.30 PM** through **Speed Post/ Regd. Post** only.

The bid documents containing eligibility criteria and detail terms and conditions of the tender can be downloaded from the website <https://subarnapur.nic.in>.

The sealed tender proposal shall be submitted along with non-refundable application fees of Rs.5,000/- (Rupees Five thousand) only in shape of Bank Draft drawn in favour of the CDO-cum-EO, Zilla Parishad, Subarnapur.

The last date and time for submission of tender document is **12.11.2025** by 5:30 PM. The Authority shall not be held responsible for postal delay, if any, in case of non-receipt of the same in time.

Complete address for submission of Bid:

The CDO-Cum-EO, Zilla Parishad, Subarnapur, Pin-767017

The Authority reserves every right to reject any or all the **Tender** without assigning any reason thereof.

mbab 18/10/25
Collector, Subarnapur

INSTRUCTION TO BIDDERS**A. GENERAL INFORMATION**

1. Zilla Parishad, Subarnapur requires services of reputed, well established and financially sound Human Resource Service Providers/ Agencies (HRSPA) to provide services of different categories of manpower for DPMU & BPMU under Rural Housing Schemes for carrying out day to day activities under jurisdiction of Zilla Parishad, Subarnapur. The categories are,

For DPMU: One District Project Coordinator (DPC)

One District Call Centre Executive (CCE)

For BPMUS: 6 nos Block Project Coordinators (BPC)

6 nos Block Project Assistants (BPA)

It may be indicated here that the aforesaid categories of manpower who are currently working in DPMU & 6 BPMUs under Zilla Parishad, Subarnapur through the Existing Outsourcing Agency in Rural Housing Projects will be given preference during selection as per the Govt. Letter No.16965/dt.01.10.2021.

2. The period of contract for providing the aforesaid manpower is likely to commence after the finalization of tender and will continue for one year. However, the authority reserves the right to terminate this initial contract at any time after giving **one month's** notice to the selected Service Provider Agency.

3. The agency shall be responsible for payment of fixed remuneration to the Human Resource every month in time as per Government policy and guidelines/ wage policy. The remuneration of different Human Resources is as follows:

PAY STRUCTURE FOR DPMU & BPMU STAFF(Rural Housing) (in Rs)

Sl. No	Section	Manpower Type	Take home remuneration(Rs)	EPF		ESI		Other statutory dues if any	Service Charges	Amount for Each Manpower (Rs)	No. of Manpower	Per month calculation	Annual Requirement
				12% Employee share	13% Employer share	0.75% Employee Share	3.25% Employer share						
1	Rural Housing	District Project Coordinator	26,250.00	1,800.00	1,950.00	-	-			30,000.00	1	30,000.00	3,60,000.00
2		District Call Centre Executive	16,600.00	1,800.00	1,950.00	124.50	539.50			21,014.00	1	21,014.00	2,52,168.00
3		Block Project Coordinator	27,400.00	1,800.00	1,950.00	-	-			31,150.00	2	62,300.00	7,47,600.00
			26,400.00	1,800.00	1,950.00	-	-			30,150.00	4	1,20,600.00	14,47,200.00
4		Block Project Assistant	16,600.00	1,800.00	1,950.00	124.50	539.50			21,014.00	6	1,26,084.00	15,13,008.00
Total Amount			1,13,250.00	9,000.00	9,750.00	249.00	1,079.00	-	-	1,33,328.00	14	3,59,998.00	43,19,976.00

4. The agency will submit bill to Zilla Parishad, Subarnapur on 1st week of each month against the absentee statement communicated by Zilla Parishad, Subarnapur. The agency will pay the monthly remuneration to the deployed staff as specified and deposit the EPF and ESI of Human Resource in time and submit proof of the same along with payment of remuneration of HR to Zilla Parishad, Subarnapur by 10th of each month/within 3 days of funds released from Zilla Parishad, Subarnapur. In case of any delay, agency will submit reason for it to the satisfaction of Zilla Parishad, Subarnapur.

5. The requisition will be given to the agency by Zilla Parishad, Subarnapur as per need/ requirement from time to time during the contract period. Zilla Parishad will share the list of employees, who are working on outsourcing basis under the existing Agency to the selected Agency. Whenever any vacancy will arise due to resignation /termination/ death of Human Resources, upon receipt of requisition the agency will give a list of manpower at least 3 times of the requirement. The list should be accompanied with detailed information of manpower within stipulated period specified in the requisition. The suitable manpower will be engaged by Zilla Parishad, Subarnapur following due procedure.

6. In case of unsatisfactory performance of any Human Resource, Zilla Parishad, Subarnapur will inform the agency to withdraw the person/ persons and replace him/her with a suitable candidate immediately following due procedure mentioned above.

7. The interested bidders may visit Zilla Parishad, Subarnapur on any working day between 10:00 AM to 5:30 PM (Office Hours) to have thorough understanding of the work to be performed before preparation and submission of the bid.

8. Statutory Rules, Acts and Regulations

I) The HRSPA shall indemnify Zilla Parishad, Subarnapur against all claims which may be made under the Minimum Wages Act, Provident Fund Act, ESI Act, Payment of Bonus Act, Industrial Dispute Act., Payment of Wages Act or any statutory modifications or, any other Acts, Rules and Policies as applicable.

II) The HRSPA shall be responsible for any accidents caused to the workers and damage to the equipment during the period of contract. Zilla Parishad, Subarnapur shall no way be responsible for any of the accidents.

III.) For any failure of implementing the statutory rules and regulations by the HRSPA, Zilla Parishad, Subarnapur reserves the right to recover the same from the bills and security deposit of HRSPA.

IV) Any violation of HRSPA towards payment of Remuneration, EPF/ESI Contributions, as per Act and agreement if, brought to the notice of the authority of Zilla Parishad, Subarnapur, it would be referred to Labour Department for legal action against the concerned HRSPA and

without prejudice to the right of Zilla Parishad, Subarnapur to terminate the contract in such cases.

B. Submission of Bid

The proposal complete in all as specified must be accompanied with a Non- refundable Demand Draft Banker's Cheque amounting to Rs.7080/- (Rupees seven thousand eighty) only towards Bid Process Fee in favour of CDO-cum-EO, Zilla Parishad, Subarnapur drawn in any nationalised/ Scheduled, commercial bank and payable at Subarnapur failing which, the bid will be out rightly rejected. The bid should be sent through Speed Post/ Registered Post so as to reach the Authority on or before 12.11.2025 by 5.30 P.M.

The authority will not be responsible for any postal delay Bidders shall also submit a declaration stating that they shall submit to the Authority an EMD amount equivalent to 3% of the estimated amount if the Authority demands. Bids without bid processing fee and Bid Security Declaration shall be rejected Bids submitted after due date will be summarily rejected.

The bid has been invited under two bid systems i e. Technical Bid and Financial Bid. The bidders are advised to submit two separate envelopes super scribing

"Technical Bid (SELECTION OF REGISTERED FIRMS/SERVICE AGENCIES FOR PROVIDING MANPOWER FOR DPMU & BPMUS UNDER ZILLA PARISHAD, SUBARNAPUR)

and

PROVIDER Financial Bid (SELECTION OF REGISTERED FIRMS/ SERVICE PROVIDER AGENCIES FOR PROVIDING MANPOWER FOR DPMU & 06 BPMUS UNDER ZILLA PARISHAD, SUBARNAPUR)

Both sealed envelopes must be kept in a third sealed envelope super-scribing

"Bid Document- (SELECTION OF REGISTERED FIRMS/ SERVICE PROVIDER AGENCIES FOR PROVIDING MANPOWER FOR DPMU & BPMUS UNDER ZILLA PARISHAD, SUBARNAPUR)

Selected bidder will have to deposit a Performance Security (3% of the annual contract value) in the form of Bank Guarantee from any scheduled Bank situated within the Odisha in favour of CDO-cum-EO, ZP, Subarnapur for a period of three months beyond the contract period (i.e Performance Bank Guarantee must be valid from the date of effectiveness of the contract to a period of three months beyond the contract period) as its commitment to perform services under the contract. Failure to comply with the requirements shall constitute sufficient grounds for forfeiture of the Performance Bank Guarantee. The Performance Bank Guarantee deposit shall be released immediately after three months of expiry of the contract provided that there is no breach of contract on the part of the qualified bidder. No interest shall be paid on the Performance Bank Guarantee. In case, the contract is further extended beyond the initial contract period, the Bank Guarantee will have to be accordingly renewed by the deployed service provider as per the existing terms and conditions of the tender.

C. List of Documents for submission

Bidders are required to furnish the following documents along with the Technical Bid duly signed & seal:

- a) Covering letter along with power of attorney on the bidder's letter head.
- b) Demand Draft in support of Bid Process fee as applicable.
- c) Bid Security Declaration in support of EMD as applicable.
- d) Copy of Certificate of Incorporation of the firm agency.
- e) Copy of GSTIN (Latest GST return i.e June 2025).
- f) Copy of GST Registration.
- g) Copy of PAN Registration.
- h) Copies of IT Returns for the last 3 financial years 2021-22, 2022-23 & 2023-24.
- i) Turn Over Certificate for Rs.1.00 Crores issued by a CA firm for last 3 years.
- j) Copies of EPF & ESI Registration Number.
- k) Copies of work orders from the previous organisations for providing services last Five years.
- l) Undertaking regarding non-blacklisting (On stamp paper).
- m) Undertaking regarding non-pending of any judicial proceedings (On bidder's letter head).
- n) Labour Registration Certificate.
- o) Proof of Office/Branch Office at Sonapur Municipality Area.

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, filed-in clearly and seal signed by the signatory in each page. If the space for furnishing information is insufficient, a separate sheet duly signed by the signatory should be attached.

The Technical Bid will be opened first on **13.11.2025 at 3.00PM** in presence of the bidders/ authorised representatives of the bidder who wish to be present on the spot at that time.

The eligible bidders who have qualified in the Technical Bid are eligible for Financial Bid and their Financial Bids will be opened.

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.

However, the decision of the authority shall be final & binding upon the bidder during the overall selection process. The quoted rates shall be as per the prescribed remuneration 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.

9. Interested Manpower Service Providers may submit tender document complete in all respects along with other requisite documents by 12.11.2025 at 5.30 P.M to CDO-Cum-EO, Zilla Parishad, District- Subarnapur, Pin- 767017 through Regd. Post/speed post only. The Authority shall not be held responsible for any postal delay.

10. The Authority reserves the right to reject any or all the tenders/ Bids and approve/ accept any tender/ Bid without assigning any reason thereof.

TECHNICAL REQUIRMENTS FOR THE TENDERING MANPOWER SERVICE PROVIDER/AGENCY

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

- a) Application Technical-Bid.
- b) The registered office or one of the branch offices of the manpower service provider should be located within the jurisdiction of the **Subarnapur District**.
- c) Covering Letter along with power of attorney on the bidder's letter head
- d) Demand Draft in support of Bid processing fee as applicable
- e) Bid security declaration in Company letter head in support of EMD as applicable
- f) Copy of Certificate of Incorporation/Registration of the firm/ agency and also office Address should be registered under Shop & Commercial Establishment Act
- g) Copy of GSTIN Registration Certificate.
- h) Copy of PAN Registration Certificate.
- i) Copies of IT Returns (for last 3 three financial years)
- j) Turnover of Rs.1.00 Crores lakh of last 3 (three) years (Duly certified by CA).
- k) Copy of EPF Certificate and last deposit challan
- l) Copy of ESI Registration Certificate
- m) Undertaking regarding non-blacklisting (On stamp paper)
- n) Undertaking regarding non-pending of any judicial proceedings (On bidder's letter head)

TECHNICAL BID
COVERING LETTER
(BIDDER LETTER head)

To

The CDO-cum-EO,
Zilla Parishad, Subarnapur,
Subarnapur-767017

Sub:- Tender for Outsourcing of Manpower for DPMU & BPMUS under Zilla Parishad,
Subarnapur under Rural Housing Scheme.

Dear Sir,

I the undersigned, offer to participate in the tender process to provide services for required manpower in accordance with your tender Notice No. _____ Dated _____ We are hereby submitting our proposal, which includes Technical Proposal and Financial Proposal sealed in separate envelopes.

I, hereby declare that all the information and statements provided in the technical proposal are true and correct and I accept that any misinterpretation contained in it may lead to disqualification of our proposal. Our proposal will be valid for acceptance up to 90days and confirm that this proposal will remain binding upon us and may be accepted by you at any time before the validity of the bid.

I, hereby unconditionally undertake to accept all the terms and conditions as stipulated in the RFP document in case any provision of this tender are found violated, then your office shall have the rights to reject our proposal including forfeiture of the earnest money deposit absolutely

Yours faithfully

Authorised Signatory

With date and Seal

Name and Designation_____

Address of the Bidder_____

(FORM-T1)

1	Name of the Bidder	
2	Details of Bid Processing Fee. (Demand Draft Details)	DD No..... Date....., Amount(Rs.).....Drawn on Bank
3	Detaild of EMD	
4	Name of The Director	
5	Full Address of Registered Office	
6	Name and Telephone number of the authorised person signing the bid	
7	Bank Name	
8	PAN No. (Attached self-attested copy)	
9	GSTIN (Attached self-attested copy)	
10	GSTIN Return (Attached self-attested copy)	
11	EPF Registration No. (Attached self-attested copy)	
12	ESI Registration No. (Attached self-attested copy)	
13	IT Return (last 3 Financial years) (Attached self-attested copy)	
14	Acceptance to all the terms and conditions of the tender Power of (Yes/No)	
15	Power Attorney/ authorisation letter for signing the of the bid documents	
16	Undertaking regarding nocriminal case is pending with the police at the time of submission of bid	
17	Total number of pages in the tender document.	

18. Financial Turnover of the bidder for the last 3 financial years. (Duly certified by CA)

Financial Year	Turn Over (in INR)	Average Turnover (in INR)
FY 2022-23		
FY 2023-24		
FY 2024-25		

19. Declaration

I, Shri _____ Son/ Daughter/Wife
of Shri_ _____ Director/ Authorised signatory
of _____ Service Provider), competent to sign this
declaration and execute this tender.

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

The information and documents furnished along with the tender 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
tender at any stage besides liabilities towards prosecution under appropriate law.

(Signature of Authorised Representative with seal)

Place:
Date

Enclosures:

1. Bid Processing Fee in the form of Demand Draft in original
2. Bid security declaration
- 3 Copy of tender document (each page must be signed and sealed)
- 4 Dully filled Technical Bid and Financial Bid
- 5 List of Documents as applicable.

(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

Authorised Signatory
(In full and initials)

Name and Designation of the Signatory:

Name of the Bidder and Address:

(FORM-T3)**UNDERTAKING**

(On the Bidder's Letter Head regarding not have any pending judicial proceeding 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 or 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

Authorised Signatory
(In full and initials)

Name and Designation of the Signatory:

Name of the Bidder and Address:

FINANCIAL BID
COVERING LETTER
(BIDDER LETTER HEAD)

To

The CDO-Cum-EO,
Zilla Parishad, Subarnapur-767017

Sub: Expression of Interest for selection of Registered Firms/ Service Provider Agencies for providing manpower for DPMU & BPMUS under Zilla Parishad, Subarnapur on outsourcing basis (Financial proposal).

Sir,

I, the undersigned, offer to provide the services for manpower for DPMU & BPMUS under Zilla Parishad, Subarnapur on outsourcing basis in accordance with your Tender No..... Dated..... Our attached financial price is (insert amount(s) in words and figures) for the proposed service as enclosed in Form- F1. This amount is inclusive of all taxes applicable except GST Act. I do hereby undertake that, in the event acceptance of our bid, the services shall be provided in respect to the terms and conditions as stipulated in the tender document.

Our financial proposal shall be binding upon us subject to the modifications resulting from contract negotiations, up to expiration of the validity period of the proposal of 90 days. I have carefully read and understood the terms and conditions of the tender to provide the services accordingly.

I understand that you are not bound to accept any proposal you receive.

Yours faithfully,

Authorised Signatory
(In full and initials)

Name and Designation of Signatory with Date and Seal:
Address of the Bidder

(FORM-F1)**APPLICATION-FINANCIAL BID**

**For providing Manpower Assistance for DPMU & BPMUS under ZILLA PARISHAD
SUBARNAPUR**

1-Name of tendering Manpower Service Provider-

2-Rate per person per month inclusive of all statutory liabilities, taxes, levies, cess etc
except GST-

3-Service charges –

4-Other Statutory dues-

Signature of authorized person
Name
Seal

Date:
Place

NB:

The total quoted by the tendering agency should be inclusive of all statutory/ taxation liabilities in force at the time of entering into the contract and exclusive of GST. GST as applicable at the time of submission of bill shall be charges by the HRSPA over &above the total amount required for service of manpower. The payment shall be made at end of the each calendar month only on the basis of absentee statement for each manpower.

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 of Rs.61890/-		
4	Copy of Incorporation/ Registration Certificate of the Bidder		
5	Copy of PAN		
6	Copy of GSTIN		
7	Copies of Income Tax Return for the last 3 (three) Financial years (2022-23, 2023-24 & 2024-25) certified by CA.		
8	Copy of Valid EPF & ESI Certificate		
9	Technical Bid duly filled in (Covering Letter, FORM- T1, T2 and T3)		
10	Financial details of the bidder along with all the supportive documents of Annual Turn Over for the last 3 years certified by CA		
11	Power of Attorney in favour of the person signing the bid on behalf of the bidder		
12	Undertaking for not have been black-listed by any Central/ State Govt./ any Autonomous bodies during the recent past (From T2)		
13	Undertaking for not having any police case pending against the bidder (Form-T3)		
FINANCIAL BID (ORIGINAL)			
1	Covering letter in Bidders Letter Head		
2	Duly filled in Financial Bid (Form F1)		

It is to be ensured that:

- All information has been submitted as per the prescribed format only.
- Each part has been separately bound with no loose sheets and each page of three parts are page numbered along with Index Page.
- All pages of the proposal needs to be sealed and signed by the authorized representative.

Authorized Signatory (In full and initials) _____

Name and Designations with Date and Seal _____

Memo No. 5454

Dt: 18-10-2025

Copy forwarded to Dy. Collector, Nizarat, Collectorate, Subarnapur/ all BDOs, CDPOs & Tahasildars to affix the tender call notice in their Notice Board.

Copy to DIO, NIC, Subarnapur for information with a request to web hoist the tender call notice in the District Website.


Collector, Subarnapur