

TENDER DOCUMENT FOR MANPOWER SERVICES
SCOPE OF WORK AND GENERAL INSTRUCTION FOR BIDDERS

1. ITT, Choudwar requires the services of reputed, well established and financially sound Manpower Service providers to provide manpower services on outsourcing basis for the day to day official work of the Institute.
2. The contract for providing the aforesaid manpower is for one year. The period of the contract may further be extended beyond one year subject to requirement of ITT, Choudwar & satisfactory performance of the agency. The contract may be curtailed/ terminated before end of contract period owing to deficiency in service or substandard quality of Manpower deployed by the selected Service provider because of change in ITT, Choudwar requirements. The ITT, Choudwar however, reserves the right to terminate this initial contract at any time after giving one month notice to the selected Service provider.
3. The ITT, Choudwar has requirement of 03 nos. of Data Entry Operators, 08 nos of sweeper/ lady sweeper, 13 nos. of attendants, 02 nos. of Gardeners, 1 no. Electrician, 1 no. of Lady Matron. The interested Manpower service providers may submit the tender document filled in all respect along with Earnest Money Deposit (EMD) of Rs. 25,000/- and other requisite documents on or before the below mentioned date and time to ***Institute of Textile Technology, Gandhi Chhak, Choudwar, Cuttack - 754025*** by Regd. post/Speed post only.

Sl. No.	Requirement of man power	Numbers Required
01	Data Entry Operator	03
02	Sweeper/ Lady Sweeper	08
03	Attendant	13
04	Gardener	02
05	Electrician	01
06	Lady Matron	01

The requirement of man power may be changed as per need in future.

4. The bidders should download the tender document from the official website of ITT, Choudwar (www.ittorissa.org) and enclose a demand draft of Rs. 500/= towards the cost of tender fee, which is non-refundable drawn in favour of PRINCIPAL, ITT, Choudwar, payable at Choudwar. The Tenderer claiming exemption/concession for EMD/ Tender document fees has to submit copy of relevant document for availing such benefit.

The various dates relating to the Tender process for providing Manpower Services to the ITT, Choudwar are cited as follows:

- (a) (i) Date for downloading of Tender documents: 10th March 2018 onwards.
- (b) Last Date & Time for receipt of Tender documents: **23rd March 2018 by 5 pm** (by Regd. Post/Speed post. only)
- (c) Date and time for opening of :
 - (i) Technical Bids : 24th March 2018 at 3 pm
 - (ii) Financial Bids of eligible Bidder : 24th March 2018 at 4 pm

5. The sealed envelope containing the Tender document should be super scribed as **“Tenderer Document for providing Manpower Service”**.
6. The Earnest Money Deposit (EMD) of Rs 25,000/- (refundable without interest) should be necessarily be accompanied with the Technical Bid of the service provider in the form of demand draft drawn in favour of Principal, ITT, Choudwar, failing which the tender shall be rejected.
7. The successful tenderer will have to deposit a performance security of Rs. 1,50,000/- in the form of Bank Guarantee from any nationalized bank in favour of the Principal, ITT, Choudwar covering the period of contract. In case the contract is further extended beyond the initial period, the bank guarantee will have to be accordingly renewed by the successful tenderer.
8. **Conditional bids shall not be considered and will be out rightly rejected.**
9. All entries in the tender form should be legible and filled clearly. If the space for information is insufficient, a separate sheet duly signed by the authorized signatory may be attached. No overwriting or cutting is permitted in the financial bid form. In such cases, the tender shall be summarily rejected. However, the cuttings, if any, in the technical bids must be initiated by the person authorized to sign the tender bids.
10. The Technical bids shall be opened on the scheduled date and time, in the office chamber of the Principal ITT, Choudwar in presence of the authorized representatives of the Manpower Service providers, if any, who wish to be present on the spot at that time.
11. ***The Principal, ITT, Choudwar, reserves the right to accept/ reject or cancel any or all bids without assigning any reason thereof.***

TECHNICAL REQUIREMENTS FOR THE TENDERING MANPOWER SERVICE PROVIDER

1. The Tendering Manpower Service provider should fulfill the following technical requirements.
 - a) The registered office of the manpower service provider should be located within Odisha.
 - b) The service provider for manpower should have experience in providing manpower services to (Central/State) Government / PSU Departments. Proof of the successful execution of work from competent authority is to be enclosed.
 - c) The Manpower service provider should have own bank Account.
 - d) The Manpower service provider should be registered with Service tax departments and should have valid Service tax registration Number.
 - e) The Manpower service provider should be registered with appropriate authorities under Employees provident fund and employees state insurance acts.
 - f) The Manpower Service provider should be registered with labour department, i.e. license under Contract labour (regulations and abolition) act 1970.
 - g) The service provider should be a financially sound party and his annual turnover should not be less than **Rs 20,00,000 (Rupees Twenty Lakhs)**. Copy of audited financial statements for the financial year 2015-16 & 2016-2017 should be attached.

**CRITERIA OF ELIGIBILITY FOR MANPOWER TO BE DEPLOYED BY THE
SUCCESSFUL MANPOWER SERVICE PROVIDER IN ITT, CHOUDWAR ON
OUTSOURCING BASIS**

A. For Data Entry Operator

1. She/ he should be of above 18 years of age and not exceeding 40 years.
2. The Minimum Educational Qualification for Data Entry Operators will be graduation in any discipline. The Data Entry Operator should have a speed of 400 characters per minute in English and should be well conversant with computers and essentially well trained in Windows MS Office, tally, internet. Previous experience as data entry operator is essential.

B. For Sweeper/ Lady Sweeper

1. She/ he should be of above 18 years of age and not exceeding 50 years.
2. She/he should be physically fit to undertake the work. A fitness certificate from any Govt. doctor is required in this regard.

C. Gardener

1. He should be of above 18 years of age and not exceeding 50 years.
2. He should be physically fit to undertake the work. A fitness certificate from any Govt. doctor is required in this regard
3. He should have a fare knowledge and experience on gardening and maintenance of the garden.

D. Attendant

1. He should be of above 18 years of age and not exceeding 50 years.
2. He should be physically fit to undertake the work. A fitness certificate from any Govt. doctor is required in this regard

E. Electrician

1. She/ he should be of above 18 years of age and not exceeding 50 years.
2. The Minimum Educational Qualification for Electrician will be ITI with Electrician/ wireman trade.

E. Lady Matron

1. She should be of above 18 years of age and not exceeding 50 years.
2. She should be of good social background.

TECHNICAL BID

1. Name of Tendering Manpower Service Provider _____
2. (a) Details of Earnest Money Deposit:
DDNo. _____ Date _____ Rs. _____ drawn on
Bank. _____
(b) Details of cost of Tender paper D.D No _____ dt. _____ drawn on Bank
Amount. _____
3. Name of proprietor/partner/director _____
4. Address of Registered Office _____
E-Mail _____ Address _____ Telephone
No. _____
Fax No. _____ Mobile No _____
- (d) Full address of operating/ Branch Office: _____
E-Mail Address _____ Address _____
Telephone No. _____ Fax No. _____
6. Name & contact no. of Authorized officer/ person to liaison with filed
Office (s) _____
7. Banker of the Manpower Service Provider _____
8. Telephone Number of Banker: _____
9. PAN/GIR No.: _____
10. Service Tax Registration No.: _____
11. E.P.F Registration No.: _____
12. E.S.I, Registration No.: _____
13. GST Registration No: _____
14. IT return for the assessment year 2016-17 & 2017-18
15. Financial turnover of the tendering Service Provider

Financial year	Amounts (Rs. Lakh)	Remarks, if any
2015-2016		
2016- 2017		

(If the space provided is insufficient, a separate sheet may be attached)

16. Additional information , if any

17. Give details of the major similar contract handled by the tendering Manpower Service Provider during the last two years in the following format.

(If the space provided is insufficient a separate sheet may be attached)

Sl. No.	Name of client, Address, telephone No	Type of Manpower Provided	Nos.	Amount of contract Lakhs	Duration of contract	
					From	To

18. The annual return / e-return/challan filed in ESI & EPF for last year up to March-2017. (attach attested copies).

19. Additional information if any

(Attach separate sheet, if required) Date:

Place: -

Signature of authorized person.

Full Name:

Seal

DECLARATION

I _____ son/Daughter/ Wife of
Shri _____ proprietor/Director/ authorized
signatory of the service provider, mentioned above, am competent to sign this declaration
and execute this tender document.

1. I have carefully read and understood all the terms and conditions of the tender and undertake to abide by them.
2. The information/documents furnished along with the above bid document are true and authentic to the best of my knowledge and belief. I/We, am/are well aware of the fact that furnishing any false information/ fabricated document would lead to rejection of my/ our tender at any stage besides liabilities towards prosecution under appropriate law.
3. I / we have not been black listed by any (Central/State) Government/PSU Departments.

Date:

Signature of authorized person.

Place:

Full Name:

Seal & Signature of Bidder.

FINANCIAL BID

For Providing Manpower to ITT, Choudwar

01. Name of tendering Manpower service provider:

02. The Bidder shall give the rate per person per month inclusive of all statutory liabilities, taxes, levies, cess, profit, etc.

Sl No	Monthly rate per person							
	Manpower type	Rate of Payment (Rs)	Employer EPF share As applicable	Employer ESI share As applicable	Other statutory dues if any (Rs)	Service Charges (Rs)	Service Tax (Rs)	Total Per Persons (Rs)
1	Data entry operator							
2	Sweeper/ Lady Sweeper							
3	Gardener							
4	Attendant							
5	Electrician							
6	Lady Matron							

Notes

- Minimum take home remuneration/wages per person should be as notified by the Govt. of Odisha for different categories of manpower.

- Date
- Place:

Signature of authorized person
Full name:

Seal & Signature of Bidder.

TERMS AND CONDITIONS

GENERAL

1. The contract shall likely to commence from the date of placing of order for a period of one year unless it is curtailed or terminated by the authority owing to deficiency of service, sub-standard quality of manpower deployed, breach of contract etc. or change in requirements.
2. The contract shall automatically expire on completion of one year unless or otherwise extended further on mutual consent of the service provider and ITT, Choudwar.
3. The contract 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 provider and the ITT, Choudwar.
4. The service provider shall not be allowed to transfer, assign, pledge or sub contract its rights and liabilities under this to any other agency or organization.
5. The ITT, Choudwar at present, has requirement of 03 nos. of Data Entry Operators, 08 nos of sweeper/Lady sweeper, 13 nos. of attendant, 02 nos of Gardeners, 1 no. of Electrician, 1 no. of Lady matron. The requirement of manpower may further increase or decrease, during the period of initial contract also and the tendered would have to provide additional manpower services, if required on the same terms and conditions.
6. The service provider will be bound by the details furnished by it to the ITT, Choudwar while submitting the tender or at any 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 contract making it liable for legal action besides termination of the contract.
7. The authority reserves the right to terminate the agreement during initial period also after giving one month notice to the service provider.
8. The DEOS deployed shall be required to report for work at 10.00 AM & shall work **under the officer as may have been kept in charge of the office. Gardeners and Sweepers shall be required to report for work as per the schedule allotted to them. In case the person deployed comes late/leaves early on three occasions, proportionate deduction from the remuneration for one day will be made.**
9. The service provider shall nominate a coordinator who shall be responsible for immediate interaction with the ITT, Choudwar, so that optimal services of the persons deployed could be availed without any disruption.
10. The entire financial liability in respect of manpower services deployed in ITT, Choudwar shall be that of the manpower provider and the ITT, Choudwar, will in

no way be liable. It will be the responsibility of the service provider to pay to the person deployed a sum not less than the minimum rate quoted in the financial bid and show such evidence as may be required by the ITT, Choudwar.

11. For all intents and purposes, the service provider shall be “Employer” within the meaning of different rules and acts in respect of manpower so deployed. The person deployed by the service provider shall not have any claim whatsoever like employer and employee relationship against the ITT, Choudwar. There shall not be employer-employee relationship between ITT, Choudwar and the persons deployed on outsourcing basis.
12. The manpower service provider shall be solely responsible for the redressed of grievances of resolution of disputes relating to persons deployed. The ITT, Choudwar, shall, in no way, be responsible for settlement of such issues whatsoever in case the grievances of the deployed persons are not attended to by the provider, the deployed persons can place their grievance before a joint committee consisting of a representative of the ITT, Choudwar and an authorized representative of the service provider.
13. The ITT, Choudwar, shall not be responsible for any financial loss or any injury/death of any person deployed by the service provider in the course of performing the functions/duties, or for payment towards any compensation.
14. The persons deployed by the service provider shall not claim nor shall be entitled to pay, perks and other facilities admissible to regular/confirmed employees during the contract or after expiry of the contract.
15. In case of termination of this agreement on its expiry or otherwise, the persons deployed by the service provider shall not be entitled to and shall have no claim for any absorption in regular or in other capacity.
16. The person deployed shall not claim any benefit or compensation or absorption or regularization or deployment with this office under the provision or rules and acts. Undertaking in the form of an affidavit, from the person deployed to this effect shall be required to be submitted by the service provider.
17. The service provider must be registered with the concerned Govt. Authorities, i.e. labor commissioner provident fund authorities’ employees State Insurance Corporation etc. and a copy of registration should be submitted. The service provider shall complete with all the legal requirements for obtaining license under contract labor (Regulations and Abolition) Act, 1970 if any, at his own part and cost.
18. The 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 reasons. The payment in respect of the overlapping period of the substitute shall be the responsibility of the service provider. The service provider shall be responsible for contribution towards provident fund and employees state insurance,

wherever applicable and the proof of such deposit shall be submitted along with the bill.

19. The persons deployed by the service provider should have good police records and no criminal case should be pending against them.
20. The persons deployed should be polite, cordial and efficient while handing the assigned work and their actions should promote good will and enhance the image of ITT, Choudwar. The service provider shall be responsible for any act of indiscipline by the persons deployed.
21. Persons having experience in gardening shall be deployed .

LEGAL

22. The persons deployed shall, during the course of their work be privy to certain qualified documents and information which they are not supposed to divulge to third parties. In view of this, they shall be required to take Oath of confidentiality and breach of this condition shall make the service provider as well as the person deployed liable for penal action under the applicable laws besides, action for breach of contract.
23. The Manpower Service provider shall be responsible for compliance of all statutory provisions relating to minimum wages as payable to different types of workers in respect of the persons deployed by it in ITT, Choudwar. The ITT, Choudwar shall have no liability in this regard.
24. The service provider shall also be liable for depositing all taxes, levies, cess etc. on account of service rendered by it to ITT, Choudwar to the concerned tax collection authorities, from time to time, as per the rules and regulations in the matter. Self-attested Xerox copies of such documents shall be furnished to the ITT, Choudwar, bi-monthly with the bill.
25. The service provider shall maintain all statutory registers under the law and shall produce the same, on demand, to the ITT, Choudwar, or any other authority under law.
26. The Tax Deduction (TDS) shall be done as per the provisions of Income Tax act/rules as amended from time to time and a certificate to this effect shall be submitted to ITT, Choudwar quarterly by the Service provider.
27. The service provider must have GST Registration No.
28. In case, the service provider fails to comply with any liability under appropriate law and as a result thereof, the ITT, Choudwar is put to any loss/obligation monetary or otherwise ITT, Choudwar, will be entitled to get itself reimbursed out of the outstanding bills or the performance security deposit the service provider, to the extent of the loss obligation in monetary terms.
29. The Agreement is liable to be terminated because of non-performance, deviation of terms and condition of contract, non-payment of remuneration to

employed persons and non-payment of statutory dues. The ITT, Choudwar will have no liability towards nonpayment of remuneration to the persons employed by the service provider and the outstanding statutory dues of the service provider to statutory authorities. If any loss is caused to the ITT, Choudwar, by the person deployed, the same shall be recovered from the unpaid bills or adjusted from the performance security Deposit.

FINANCIAL

30. The financial bid should be accompanied with an Earnest Money Deposit (EMD) of Rs. 25,000/- which is refundable without interest in the form of demand draft drawn in favor of "Principal, ITT, Choudwar" **failing which the tender shall be rejected out rightly**. The tenderer claiming exemption/ concession for EMD/ tender document fees has to submit copy of relevant document for availing such benefit.
31. The Earnest Money deposit in respect of the agencies which do not qualify the technical bid (first stage) financial bids (second competitive stage) shall be returned to them without any interest. **In case of successful tenderer if the agency fails to deploy the required manpower against the initial requirement within 07 days from date of placing the order, the EMD shall stand forfeited without giving any further notice.**
32. The successful tenderer will have to deposit a performance security deposit of **Rs. 1,50,000/-** in the form of Bank Guarantee from any nationalized bank in favour of the Principal, ITT, Choudwar covering the period of contract. In case the contract is further extended beyond the initial period, the bank Guarantee will have to be accordingly renewed by the bidder.
33. In case of breach of any terms and conditions attached to this agreement, the performance security deposit of the service provider shall be liable to be forfeited beside annulment of the Agreement.

PAYMENT TERM

34. The service provider shall raise the bill, along with signature of all manpower and the certification by concerned officer as a proof that the payments to all have been made by Service Provider in the presence of concerned officer. On monthly basis, the Service Provider should submit the bill (in duplicate) along with photocopies of (wages and attendance) registers for that month as prescribed under minimum wages act, and authenticated proofs for payment of (EPF, ESI) with ECR & service tax dues in respect of all manpower's latest by 7th of the following month duly certified by the concerned officer, for payment as per terms & conditions. The Service Provider shall submit the bill by 10th of the subsequent month.
35. As far as possible the payment will be released by the 25th of the month.
36. The amount of penalty calculated @ 100 per day on account of delay, if any, in providing suitable substitute for the period beyond three working days by the service provider shall be deducted from its monthly bills in the succeeding month.

37. The authority reserves the right to withdraw or relax any of the terms and condition mention above so as to overcome the problem encountered at a later stage.
38. In the event of any dispute arising in respect of the agreement of 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.
39. All disputes shall be under the jurisdiction of Cuttack.
40. The successful bidder will enter in to an agreement with the ITT, Choudwar for supply of suitable and qualified manpower as per requirement of this office on the above terms and conditions.

MANDATORY DOCUMENTS TO BE PROVIDED

01. Technical Bid and Financial bids to be submitted separately.
02. Self attested copy of registration certificate of agency:
03. Self attested copy of PAN/GIR Card
04. Self attested copy IT return of 2017-2018 assessment year filed by agency:
05. Self attested copy of service Tax registration certificate:
06. Self attested copy of P.F. registration certificate with proof of payment up to 31.03.2017
07. Self attested copy of E.S.I. registration certificate with proof of payment up to 31.03.2017.
08. Self attested copy of the Labour License , registration certificate under contract labour(Regulations and Abolition) Act, 1970.
09. Self attested copy GST Registration Certificate.
10. Self attested copy of similar type of work Experience for providing DEO/Office Attendant.
11. Certified documents in support of financial turn over for the financial year 2015-16 & 2016-17.
12. Copy of the all pages in Tender document with each page duly signed and sealed by the authorized signatory of the agency in token of their acceptance.

Failures to submit any of the above documents will lead to rejection of the tender document.

DOCUMENTS TO BE SUBMITTED BY THE SUCCESSFUL AGENCY BEFORE DEPLOYMENT OF MANPOWER

1. List of Manpower to be provided by the agency for deployment in ITT, Choudwar containing full details i.e. date of birth, marital status, address, education qualification etc.
2. Bio-data of all persons indicating the permanent, temporary address, colour photograph and cell phone number.
3. Undertaking from the persons concerned
4. Any other relevant document.

Seal & Signature of Bidder

AGREEMENT

This Agreement is made on this day of _____

Between

The Principal ITT, Choudwar represented by

Sri _____ herein after referred to as the “Authority” which expression shall, where the context so requires or admits, also include its successors or assignees of the one part.

AND

M/s _____ represented by Sri _____ herein after called the “Manpower Service provider” which expression shall, where the context so requires or admits, also include its successor or assignees of the other part.

Whereas, the “Authority” desires that the services of “_____” are required in ITT, Choudwar, Office.

And whereas the “Manpower Service Provider” has offered its willingness to the same in conformity with provisions of the agreement.

And whereas “Authority” has finalized the rate as per the terms and conditions of the agreement to the “Manpower Service Provider”.

Now this agreement witness as below:-

01. That the annexure containing the Terms and conditions shall be deemed to form and to be read and construed as part of this agreement.

02. That in consideration of the payment to be made by the “Authority” to the “Manpower Service Provider” the “Manpower Service Provider” hereby agrees with the “Authority” to provide personnel to be engaged as “_____” in the ITT, Choudwar in conformity with the provisions of the Terms and Conditions.

03. That the ‘Authority’ hereby further agrees to pay the ‘Manpower Service Provider’ the contract price at the time and in the manner prescribed in the terms and conditions.

Seal & Signature of Bidder

04. That in the event of any dispute that may arise it shall be settled as per the Terms and condition of the contract.

That this agreement is valid up to _____

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

Signature of the Service Provider

Signed and delivered

Name/Address of the Service Provider

for and on behalf of ITT, Choudwar.

In the presence of witness:-

01. Signature:

01. Signature

Name:

Name:

Designation:

Designation:

Address:

Address:

Seal & Signature of Bidder

ANNEXURE TERMS AND CONDITIONS OF THE AGREEMENT

01. The agreement shall commence from _____ (date) and shall continue till date unless it is curtailed or terminated by the authority owing to deficiency of service, sub standard quality of manpower deployed, breach of contract etc. or change in requirement.
02. The Agreement shall automatically expire on (date) unless extended further by the mutual consent of the Manpower Service Provider and the Authority.
03. The Agreement may be extended, on the same terms and conditions or with some additions/deletions/ modification, for an further specific period mutually agreed upon by the Manpower Service provider and Authority.
04. Manpower Service Provider shall not be allowed to transfer, assign, pledge of 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 Authority.
05. The Manpower Service Provider will be bound by the details furnished by it to the Authority while submitting the tender or at subsequent stage. In case, any of such documents furnished by it is found to be false at any stage, it would be de deemed to be a breach of terms of agreement making of liable for legal action besides termination of the Agreement.
06. The Authority reserves the right to terminate the agreement during initial period also after giving 30 days' notice to the Manpower Service Provider.
07. The DEOs deployed shall be required to report for work at 10.00 AM & shall work under the Officer as may have been kept in charge of the Office. 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.
08. The Service Provider shall nominate a coordinator who shall be responsible for immediate interaction with the ITT, Choudwar, so that optimal services of the persons deployed could be availed without any disruption.
 - (a) The profile of DEOs & Electrician to be deployed shall be submitted to ITT, Choudwar.
 - (b) The DEOs & Electrician deployed are entitled to avail one day weekly off.
 - (c) The DEOs deployed may be called upon on Sunday to attend duty for which they may avail any subsequent weekly day as weekly day of rest with due permission of concerned officer.
 - (d) The Electrician may be called upon on emergency as and when required.
09. The sweeper/ Lady sweeper and gardener will report as per their duty allotment time and min 8hours.
10. The entire financial liability in respect of service deployed in the ITT, Choudwar shall be that of the Service Provider and the ITT, Choudwar will in no way be liable. It will be the responsibility of the Service Provider to pay to the person deployed a sum not less than the minimum rate quoted in the financial bid and produce such evidence as may be required by the ITT, Choudwar..
11. For all intents and purposes, the Manpower's Service Provider shall be "Employer" within the meaning of different rules and acts in respect of manpower so deployed. The

person deployed by the service provider shall not have any claim whatsoever like employer and employee relationship against the ITT, Choudwar. There shall not be employer-employee relationship between ITT, Choudwar and the persons deployed on outsourcing basis.

12. The Service Provider shall be solely responsible for the redresses of grievance or resolution of disputes relating to persons deployed. The ITT, Choudwar shall, in no way, be responsible for settlement of such issues whatsoever. In case of grievances, the deployed person can place their grievance before a joint committee consisting of a representative of ITT, Choudwar and an authorized representative of the Service Provider.
13. The ITT, Choudwar shall not be responsible for any financial loss or any injury/death of any person deployed by the Service Provider in course of their performing the function/duties, or for payment towards any compensation.
14. The persons deployed by the Service Provider shall not claim nor shall be entitled to pay, perks and other facilities admissible to regular/confirmed employees during the period of contract after expiry of the contract.
15. In case of termination of this contract on its expiry or otherwise, the persons deployed by service provider shall not be entitled to and shall have claim for any absorption in regular or in other capacity.
16. The persons deployed shall not claim any benefit or compensation or absorption or regularization of deployment with office under the provision rules and Acts. ***Undertaking in the form of affidavit, from the person deployed to this effect shall be required to be submitted by the Service Provider.***
17. The Service provider must be registered with the concerned Govt. Authorities, i.e. labour commissioner; provident fund Authority Employees State Insurance Corporation etc. and a copy of registration should be submitted. The Service Provider shall complete with all the entire legal requirement for obtaining License under Contract Labour (Regulations and Abolition) Act, 1970 if any, at his own part and cost, if required under the Act.
18. The 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 thee overlapping period of the substitute shall be the responsibility of the Service Provider. The Service Provider shall be responsible for contribution towards provident fund and Employees State Insurance, wherever applicable.
19. The persons deployed by the service provider should have good police records and no criminal case should be pending against them.
20. The person deployed should be polite, cordial and efficient while handing the assigned work and their actions should promote good will and enhance the image of the ITT, Choudwar. The service provider shall be responsible for any act of indiscipline on the part of the persons deployed.

21. The persons deployed shall during the course of their work to 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 service provider as well as the person deployed liable for penal action under the applicable laws besides, action for breach of contract.
22. The service provider shall be responsible for compliance of all statutory provisions relating to minimum wages as payable to different types of workers in respect of the persons deployed by it in the ITT, Choudwar. The ITT, Choudwar, shall have no liability in this regard.
23. The service provider shall also be liable for depositing as taxes, levies, cess etc. on account of service rendered by it to the ITT, Choudwar to the concerned tax collection authorities, from time to time, as per the rules and regulations in the matter. Self attested Xerox copies of such documents shall be furnished to the ITT, Choudwar.
24. The service provider shall maintain all statutory register under the law and shall produce the same, on demand, to the authority of ITT, Choudwar or any other authority under law.
25. The tax deduction at source (TDS) shall be done as per the provisions of income tax act/Rules as amended, from time to time and a certificate to this effect shall be submitted to ITT, Choudwar quarterly by Service Provider
26. In case, the Service Provider fails to comply with any liability under appropriate law and as a result thereof, the ITT, Choudwar, is put ,to any loss/obligation monetary or otherwise, the ITT, Choudwar will be entitled to get itself reimbursed out out of the outstanding bills or the performance security Deposit of the Service Provider, to the extent of the loss or Delegation in monetary terms
27. The agreement is liable to be terminated because of non-performance, deviation of terms and condition of contract, non-payment of remuneration of employed persons and nonpayment of statutory dues. The ITT, Choudwar will have no liability towards nonpayment of remuneration to the persons employed by the Service Provider and the outstanding statutory dues of the service provider to statutory authorities. If any loss or damage is caused to the ITT, Choudwar by the person deployed, the same shall be recovered from the unpaid bills or adjusted from the performance security Deposit.
28. In case of breach of any terms and conditions attached to this agreement, the performance security deposit of the Service Provider shall be liable to be forfeited beside annulment of the Agreement.
29. The Manpower Service Provider shall raise the bill, along with signature of all Manpower and certificate by concerned officer as a poof that payments to all have been made by contractor in the presence of concerned Officer. On monthly basis, the contractor should submit the GST bill (in triplicate) along with photocopies of (Wages and attendance) register for that month as prescribed under minimum wages Act, and authenticated proofs for payment of (EPF,ESI) with ECR & Service Tax in respect to all Manpower's latest by 7th of the following month duly certified by the concerned

officer, for payment as per different tender's terms-conditions. The contractor shall submit the bill by **10th** of the month.

30. As far as possible the payment will be released by the **25th** of the Succeeding month.
31. The amount of penalty calculated **@ 100** per day on account of delay, in providing a suitable substitute for the period beyond three working days by the Manpower Service Provider shall be deducted from its monthly bills in the succeeding month.
32. The Authority reserves the right to withdraw or relax any of the terms and condition mention above so as to overcome the provision encountered at a later stage.
33. In the event of any dispute arising in respect of the agreement of the same shall be resolved through negotiation. Alternatively the dispute shall be referred to the next higher authority or controlling office for his decision and the same shall be binding on all parties.
34. Performance security amount will be returned after successful completion of the assignment (Contract Period).
35. All disputes shall be under the jurisdiction of Cuttack only.