

DIRECTORATE OF STATE INSTITUTE OF HEALTH & FAMILY WELFARE, ODISHA



Nayapalli, Bhubaneswar - 751 012

☎: 2394336, 2396338, 2396072(Hostel) Fax: 2391954

E-mail - sihfwodisha@nic.in & sihfwodisha@gmail.com

Tender No// 1151 SIHFW-OE-OE-0007-2024 Bhubaneswar Dated: 09/03/26

TENDER NOTICE TOWARDS ENGAGEMENT OF MANPOWER SERVICE PROVIDER FOR THE DIRECTORATE OF S.I.H & F.W, ODISHA

Sealed tenders are invited from reputed manpower Service Provider agencies for providing the services of Senior Offset Machine Minder, Junior Offset Machine Minder, Machine Fly Boy, Junior Binder, Attendants, Sweepers, and Watchman to support the day-to-day operations of the Press and Training Wing of the State Institute of Health and Family Welfare (SIH&FW), Odisha. Interested agencies may download the detailed tender document from the official website <http://sihfwodisha.nic.in> or <https://www.odisha.gov.in/tender>. The last date for submission is 2nd April'2026 by 4:00 PM. Updates including clarifications, addendums, or changes in bid timeline etc. will be published exclusively on the aforementioned websites.

9-3-26
Director

State Institute of Health and Family Welfare, Odisha

Memo No 1152 //Bhubaneswar

Date 09/03/26

Copy along with soft copy of Tender Notice forwarded to the Joint Director Cum Deputy Secretary to Govt., Information & Public Relation Deptt., Govt of Odisha, Bhubaneswar// Sri Rabindra Kumar Biswal, ADPHCO, SIH&FW(O) for information & necessary action.

The above Tender Notice may please be published in two leading dailies (One English & One Odia news Paper) latest by 11th March'2026 for its widely publication.

9-3-26
Director

State Institute of Health & Family Welfare Odisha

Memo No 1153 //Bhubaneswar

Date 09/03/26

Copy along with soft copy of Tender Notice & Tender document forwarded to the Head of Portal Group, Science & Technology Deptt, Govt of Odisha, Bhubaneswar/ Technical Officer, Directorate of SIH&FW, Odisha for information & necessary action.

He/She is requested to upload the above Tender Notice & Tender document in this Official website for information of prospective bidders.

9-3-26
Director

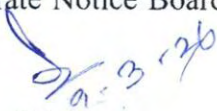
State Institute of Health & Family Welfare Odisha

Memo No 1154 //Bhubaneswar

Date 09/03/26

Copy forwarded to all Directors under Health and Family Welfare Deptt, Govt of Odisha for information & necessary action.

It is requested to put the Tender Notice in the Directorate Notice Board for information of all concerned.


Director

State Institute of Health & Family Welfare Odisha

Copy to Sri Rabindra Kumar Biswal, ADPHCO.



**DIRECTORATE OF STATE INSTITUTE OF HEALTH &
FAMILY WELFARE, ODISHA**

Nayapalli, Bhubaneswar - 751 012

(: 0674-2394336

E-mail – sihfwodisha@gmail.com

Tender No- 1151 / SIHFW-OE-OE-0007-2024 / Bhubaneswar

Dated: 09/03/26

**TENDER NOTICE TOWARDS ENGAGEMENT OF MANPOWER SERVICE PROVIDER
FOR THE DIRECTORATE OF S.I.H & F.W ,ODISHA**

A. TENDER DOCUMENT

1. Sealed tenders are invited from reputed manpower Service Provider agencies for Providing the services of Senior Offset Machine Minder, Junior Offset Machine Minder, Machine Fly Boy, Junior Binder, Attendants, Sweepers, and Watchman to support the day-to-day operations of the Press and Training Wing of the State Institute of Health and Family Welfare (SIH&FW), Odisha.

(a) Period of issue of Tender Document	From 11.03.2026 to 02.04.2026 (Downloadable from website: https://sihfwodisha.nic.in)
(b) Date and time for submission of Tender Document	Date: 02.04.2026, Time: 4.00 P.M Address: Director, State Institute of Health and Family Welfare, Odisha, Unit-VIII, Nayapalli, Bhubaneswar-12, Odisha-751012. NB : All proposals must be submitted exclusively via Speed Post. Any bid received through any other means will be summarily rejected without further consideration.
(c) Date and time for opening of Technical Bids Financial Bids of eligible Bidders	The date of opening of Technical proposal will be notified in official website (Bidders or their authorized representatives may remain present at the time of opening.) Financial Proposal The date and time for opening of Financial Proposals will be intimated separately on the official website of the Directorate. This notification will be issued only for those agencies/bidders whose Technical Proposals have been found responsive and successful during the evaluation process. (Bidders / authorized representative may remain present at the time of opening of proposal)
(d) Likely date for commencement of deployment of required manpower	01.05.2026

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2. Selection Process

The selection of the agency shall be undertaken by the Tender Committee of the Directorate of SIH&FW, Odisha (DSIH&FW(O)), based on the evaluation criteria and selection methodology specified in this Tender/BID document. By submitting a bid, bidders are deemed to have fully understood and accepted the terms and conditions of the selection process.

(Note: No explanation or justification shall be provided regarding any aspect of the selection procedure. The decision of the Directorate of SIH&FW, Odisha shall be final and binding, with no provision for appeal or reconsideration.)

B. SCOPE OF WORK AND GENERAL INSTRUCTIONS FOR BIDDERS

1. The Directorate of State Institute of Health and Family Welfare, Odisha (DSIH&FW(O)), located at Unit-VIII, Nayapalli, Bhubaneswar-12, invites proposals from reputed, well-established, and financially sound Manpower Service Providers. The objective is to deploy various categories of manpower—highly skilled, skilled, semi-skilled, and unskilled—on a contract basis for its Press and Training Wing.
2. The contract is likely to be commenced from 01.05.2026 and will remain valid until 30.04.2027, or one year w.e.f the date of signing of contract. The contract may be extended beyond this period based on operational requirements or may be curtailed/terminated with one month's notice due to service deficiencies, substandard manpower, or changes in institutional needs. DSIH&FW(O) reserves the right to terminate the contract at any time with one month's prior notice.
3. **Tentative Manpower Requirement:** The tentative requirement includes:
 - 02 Highly Skilled Workers (Senior Offset Machine Minder)
 - 02 Skilled Workers (Junior Offset Machine Minder)
 - 01 Semi-Skilled Worker (Machine Fly Boy)
 - 01 Semi-Skilled Worker (Junior Binder)
 - 02 Unskilled Workers (Attendants)
 - 02 Unskilled Workers (Sweepers)
 - 03 Unskilled Workers (Watchmen)

These numbers are subject to change based on the actual needs of the DSIH&FW(O).

4. The estimated value of the contract is approximately ₹42, 00,000/- (Rupees Forty-Two Lakhs only).
5. The tender has been invited under two bid system i.e. Technical Bid and Financial Bid. The interested agencies are advised to submit sealed envelope superscribing
 - Envelope 1: Technical Bid labeled "Technical Bid for providing Manpower Services to DSIH&FW(O)"
 - Envelope 2: Financial Bid labeled "Financial Bid for providing Manpower Services to DSIH&FW(O)"
 - Envelope 3: Contains both envelopes, labeled "BID for providing manpower service to DSIH&FW(O)"
6. **Bid Document Cost:** The bidder shall furnish a non-refundable Bid Document Cost of ₹1,500/- (Rupees One Thousand Five Hundred only) in the form of a Demand Draft issued by any Nationalized or Scheduled Bank payable at Bhubaneswar and drawn in favor of Director, SIH&FW, Odisha. Failure to submit the Bid Document Cost as prescribed shall



result in outright rejection of the Technical Proposal. The Bid Document Cost must be enclosed within the Technical Proposal (Cover -1) envelope.

7. **EMD:** The Earnest Money Deposit (EMD) of Rs.2,10,000/- (Rupees Two Lakh Ten Thousand only) refundable (without interest), should be necessarily accompanied with the Technical Bid of the service provider except Micro and Small Enterprises (MSEs) and start-ups in the form of Demand Draft drawn in favour of the Director, S.I.H & F.W, Odisha, payable at Bhubaneswar, failing which the tender shall be rejected summarily. Organizations classified as OSMEs (Other Small and Medium Enterprises) participating in the tender process shall be exempted from depositing EMD.
8. Bid securities of unsuccessful bidders will be refunded no later than 30 days after the award of the contract. The successful bidder's EMD will be refunded upon receipt of the Performance Security.
9. Performance Security:
 1. To ensure due performance of the contract, the successful bidder shall furnish a Performance Security of ₹2,10,000/- (Rupees Two Lakhs Ten Thousand only).
 2. This security must be submitted as a Bank Guarantee (B.G) from any scheduled commercial bank, made in favor of the Director, State Institute of Health and Family Welfare, Odisha, Bhubaneswar.
 3. Micro and Small Enterprises (MSEs) and recognized start-ups shall be eligible for concessional payment of Performance Security at the rate of 25% of the amount prescribed for other bidders. Accordingly, the concessional Performance Security amount shall be ₹52,500/- (Rupees Fifty Two Thousand Five Hundred only).
10. The Performance Security shall remain valid for a period of sixty (60) days beyond the date of completion of all contractual obligations by the Agency/Vendor.
11. If the contract is extended, the successful bidder must renew the Bank Guarantee (B.G) to cover the extended period.
12. The tendering Manpower Service providers are required to enclose self-certified photocopies of the following documents along with the Technical Bid, failing which their bid shall be summarily/ out rightly rejected and will not be considered any further:
 - a. Copy registration certificate of the applicant organization;
 - b. Copy of PAN card/GIR Card
 - c. Copies of EPF and ESI Registration certificates;
 - d. Copy of the Service Tax registration certificate/GST certificate;
 - e. Certified extracts of the Bank Account containing transactions during last three F.Ys(2022-23,2023-24 & 2024-25)
 - f. Photocopy of the Labour Registration Certificate
 - g. Photocopy of ISO 9001: 2015 & ISO 45001: 2018 certifications
 - h. Photocopies of the audited account of each year highlighting the turnover for the FY2022-23 , 2023-24 & 2024-25.
 - i. Copies of Work Order/Contract certificates from the clients in support of required manpower provided/deployed.
13. All entries in the tender form should be legible and filled clearly. If the space for furnishing information is insufficient, a separate sheet duly signed by the authorized signatory may be attached. No overwriting or cutting is permitted in the Technical Bid form & Financial Bid form. In such cases the tender shall be summarily rejected.



14. The Technical Bids shall be opened on the schedule date and time to be notified in the official website of SIH & FW (O) in the presence of the representatives of the Manpower Service Providers, if any, who wish to be present on the spot at that time.
15. The competent Authority of DSIH&FW(O) reserves its right to cancel / reject the tender papers of any service providers those who have worked under the DSIH&FW(O), Bhubaneswar previously and found defaulter in compliance of the bid condition/Govt. Statutory provisions like, EPF, E.S.I, Tax/ GST etc by violating the official orders/instruction communicated earlier.
16. The DSIH&FW (O) Authority reserve the right to accept or reject any proposal at any time without any liability or any obligation for such rejection or annulment and without assigning any reason.
17. The tendering manpower service provider should fulfil the following technical specifications for which the bidder is required to enclose the supportive documents in Technical Bid.
 1. Partnership Act 1932 / Limited Liability Partnership Act 2008), Society (Societies Registration Act 1860) or a Trust (Indian Trust Act 1882) and its amendment thereof.
 2. Consortium is not allowed
 3. Must have an average Annual Turnover of Rs. 72.00 lakhs or more during the last three financial years (2022-23,2023-24 & 2024-25). Annual turnover criteria shall be relaxed in favour of OSMEs by 90%.
 4. Must have minimum 3 years of working experience in the field of services in Public sector [State Govt. / Govt. of India Institution / Govt. undertaking / Corporation / Banks] on the stipulated date of bid submission. Details of the projects executed must be submitted along with the BID. Organizations classified as OSMEs (Other Small and Medium Enterprises) shall be fully exempted from any past work experience criteria, wherever applicable.
 5. Must have provided at least 100 personnel as on date of bid submission. Work Order / Contract copies in support of such enrolment must be submitted
 6. Must have deposited EPF & ESI against all staffs under its payroll regularly on monthly basis. The documents pertaining to ECR of EPF and Challans of ESI for the last 3 months prior to month of publication of tender must be furnished in the technical bid.
 7. The Bidder must not have been blacklisted either by the tender inviting authority or by any State Govt. or Govt. of India organization. The agency shall submit declaration in the prescribed format in BID
 8. Must have labor registration certificate
 9. Must have valid ISO 9001 : 2015 / ISO 45001:2018 certification
 10. Must be registered under EPF
 11. Must be registered under ESI
 12. Must have a PAN
 13. Must have GST registration number
 14. Self-declaration that the agency is having no criminal antecedent/ no previous unsatisfactory service report/ previously not black listed by any organization in **Annexure-B.**

18. The minimum qualification and experience:

Sl.No	Manpower	Age	Qualification and experience
1	Senior Offset Machine Minder	Should be more than 18 years of age and less than 55 years of age as on the date of tender call notice.	The candidate should have Diploma in printing Technology with 3 years of experience or National Trade certificate from School of Printing & Allied Press of Odisha Govt. Press having 05 yrs. of experience in Offset printing machine.
2	Junior Offset Machine Minder	Should be more than 18 years of age and less than 55 years of age as on the date of tender call notice.	National Trade certificate from School of Printing & Allied Press of Odisha Govt. Press having 02 yrs. of experience in Offset printing machine.
3	Machine Fly boy	Should be more than 18 years of age and less than 55 years of age as on the date of tender call notice.	National Trade certificate from School of Printing & Allied Press of Odisha Govt. Press having 01 yrs. of experience in Offset printing machine.
4	Junior binder	Should be more than 18 years of age and less than 55 years of age as on the date of tender call notice.	National Trade certificate from School of Printing & Allied Press of Odisha Govt. Press having 01 yrs. of experience in Offset printing machine.
5	Attendant	Should be more than 18 years of age and less than 55 years of age as on the date of tender call notice.	Must have passed 10 th from BSE, Odisha or equivalent Must be physically fit to carry out official work and well behaved. Must have 2 years experience in relevant filed in Govt /PSU sector.
6	Sweeper	Should be more than 18 years of age and less than 55 years of age as on the date of tender call notice.	Literate Must be physically fit to work in office (Training wing) Well behaved & gentle
7	Security /Night Watchman	Should be more than 18 years of age and less than 55 years of age as on the date of tender call notice.	Must have passed 10 th from BSE, Odisha or equivalent Must be physically fit to carry out Security work and well behaved Must have 2 years of experience in relevant filed in Govt /PSU sector

19. CV of each manpower shortlisted by the Manpower Service provider for deployment in DSIH&FW(O) containing full details along with the following documents are to be submitted by the Agencies at the time of deployment:

- Educational Certificates
- Professional Training Certificate, if any

- iii. Previous work experience in relevant filed
- iv. Police Verification Certificate
- v. Photograph

20. Stages of Evaluation

1. Initial screening based on bidder's fulfilment of eligibility criteria. Only responsive bidders proceed to detailed technical evaluation.

(The bidders must furnish the necessary documents to establish their eligibility, for each of the items given in the Eligibility Criteria. Relevant portions in the documents should be highlighted. The proposals fulfilling the eligibility criteria mentioned in the BID document will only qualify the Technical Evaluation.)

2. In the first stage, the Technical Proposal will be evaluated on the basis of Bidder's experience in executing similar contracts, its understanding of TOR, and the experience of providing similar manpower.
3. Only those bidders whose Technical Proposals get a score of 70 (seventy) marks or more out of 100 (one hundred) shall qualify for further consideration and shall be ranked from highest to the lowest on the basis of their technical score (Tn).

4. Normalisation of Technical Score of bidders:

The Bidder with highest qualifying Technical bid (H1) will be awarded 100% score. Technical Score will be normalised for other than H1 Bidder using the following formula:

Normalised Technical Score of a Bidder (Tn) = {(Technical Score of that bidder/Technical score of the H1 Bidder) X 100} (adjusted to 2 decimal points)

Sl.No	Parameter	Supporting Document	Maximum Marks	Marking Criteria
1	Business Turnover: The Bidder should have had a minimum average annual turnover of Rs. 72.00 lakhs during each of the last three years (2022-23 , 2023-24 & 2024-25) from exclusive activity of Manpower Providing Services.	Copy of the Turnover Certificate of the Chartered Accountant for preceding three years.	30 Marks	Average of Annual turnover for prescribed 3 years will be taken into account and marks will be given as follows: • 72.00 lakhs – 3 crores: 10 Marks; • >3 crores and upto 5 crores: 20 Marks; • >5 crores: 30 Marks

2	Business Operation: The Bidder must have a minimum of three years' experience in supplying contractual outsourced manpower to reputed Central/ State Govt. Departments/ Public Sector Companies/ Banks.	Details of Contracts relating to supplying of manpower to reputed Central/ State Govt. Departments/ Public Sector Companies/ undertakings in the last three years along with attested copies of the work orders.	10 Marks	• >3 years to 5 years: 5 Marks; • >5 years and upto 7 years: 7 Marks; • >7 years: 10 Marks
3	Major similar works: The bidder must have at least one years' experience in supplying contractual outsourced manpower to the Offset Printing Press managed by Central/ State Govt. Departments/ Public Sector Companies/ Banks. The Bidder should provide client references and contact details (email/ landline/ mobile) of 3 customers for whom similar projects were executed (Start and End Date of the Project to be mentioned)	Client References	30 Marks	• Similar works (>1 to 2 years): 10 Marks; • Similar works (> 2 up to 5 years): 20 Marks; • Similar works (>5 years or more): 30 Marks;
4	Presence: The bidder should have presence (at least one office) in the jurisdiction of the zone for which they are bidding.	List of Offices, Contact Person & contact details	15 Marks	• One office: 5 Marks; • 2 to 5 offices: 10 Marks; • >5 offices: 15 Marks
5	Total no. of Manpower: The Agency should have proven track record of providing average 200 contractual outsourced manpower per month in minimum of three (3) projects of Central/ State Govt. Departments/ Public Sector Companies/ Banks/ Public Sector company	Satisfactory documentary proof to be attached	15 Marks	• Average manpower 100 to -200 outsourced manpower per month : 5 marks • >200 upto 500 average outsourced manpower per month : 10 Marks; • More than 500 outsourced manpower average per month: 15 Marks

5. Commercial Bid Evaluation

- I. The Financial Bids of technically qualified Bidders will be opened on the prescribed date in the presence of Bidder representatives.
- II. If a firm quotes NIL charges / consideration, the bid shall be treated as unresponsive and will not be considered.

[QCBS evaluation]

The Bidder with lowest qualifying financial bid (L1) will be awarded 100% score (amongst the Bidders which did not get disqualified on the basis of point (ii) above). Financial Scores for other than L1 Bidders will be evaluated using the following formula:

Financial Score of a Bidder (Fn) = $\{(\text{Commercial Bid of L1} / \text{Commercial Bid of the Bidder}) \times 100\}$
% (adjusted to 2 decimal points)

Where,

Fn = Normalized financial score of the Bidder Combined and Final evaluation is relevant for QCBS bids only.

L1 = Lowest qualifying financial bid

6. Combined and Final Evaluation

- a. The technical and financial scores secured by each Bidder will be added using weightage of and respectively to compute a Composite Bid Score.
 - b. The Bidder securing the highest Composite Bid Score will be adjudicated as the most responsive Bidder for award of the Project.
 - c. In the event the bid composite bid scores are 'tied', the Bidder securing the highest technical score will be adjudicated as the Best Value Bidder for award of the Project.
21. The conditional bids shall not be considered and will be out rightly rejected in very first instance

C. GENERAL TERMS & CONDITIONS

GENERAL

1. The selected agency shall be required to execute a formal agreement with the Directorate of State Institute of Health & Family Welfare (SIH&FW), Odisha, in accordance with the terms and conditions stipulated in the Bid Document, as detailed in Annexure-D. The agreement shall become effective from 01.05.2026 or w.e.f the signing of the contract, and shall remain valid and enforceable until terminated or curtailed by the Directorate. Termination may occur due to, but not limited to, the following reasons: deficiency in service delivery, deployment of manpower of sub-standard quality, breach of any contractual obligations, or any modification in operational requirements as deemed necessary by the Directorate.
2. The Agreement shall automatically expire on 30.04.2027 or after completion of one year from the date of signing of contract unless extended further by the mutual consent of the Manpower Service Provider and the Authority.
3. The Agreement may be extended, on the same terms and conditions or with some additions/deletions /modifications, for a further specific period mutually agreed upon by the Manpower Service Provider and the Authority.
4. The Manpower Service Provider shall not be allowed to transfer, assign pledge or 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.

5. The Directorate of SIH&FW(O), at present has tentative requirement 02(Two) nos Senior Offset machine Minder, 02(Two) nos. Junior Offset machine Minder, 01 (One) no. Machine Fly boy, 01(One) no. Junior Binder, 02 (Two) nos Attendants, 02(Two) nos. Sweepers & 03(Three) nos Watchman. The requirement of the Directorate may further increase or decrease marginally, during the period of initial contract also and he tenderer would have to provide additional manpower services, if required on the same terms and conditions.
6. The Manpower Service Provider will be bound by the details furnished by it to the Authority while submitting the tender or at subsequent stage. In case, any of such documents furnished 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.
7. The Authority reserves the right to terminate the Agreement during initial period also after giving 15 day's notice to the Manpower Service Provider.
8. The persons deployed shall be required to report for work as per work assignment by the Directorate, SIH&FW, Odisha or such other Officer as may have been kept in charge of the concerned branch/section/wing office concerned and may also require to work beyond working hour for which he/she would not be paid any extra remuneration. In case, the person deployed remains absent on a particular day or comes late/ leaves early on three occasions, proportionate deduction from the remuneration for one day will be made.
9. The person deployed may be called on holidays to attend duty and shall be paid extra remuneration as per rates approved by this office on attending such duty.
10. The Manpower Service Provider shall nominate a coordinator who shall be responsible for immediate interaction with the Directorate of SIH&FW, Odisha so that optimal services of the persons deployed could be availed without any disruption.
11. The entire financial liability in respect of manpower services deployed in the Directorate or Office concerned shall be that of the Manpower Service Provider and he Directorate or Office concerned will in no way be liable. It will be the responsibility of the Manpower Service Provider to pay to the person deployed a sum not less than the minimum rate quoted in the financial bid to pay to the person deployed a sum not less than the minimum rate quoted in the financial bid and adduce such evidence as may be required by the Directorate or Office concerned.
12. For all intents and purposes, the Manpower Service Provider shall be the "Employer" within the meaning of different Rules & Acts in respect of manpower so deployed. The persons deployed by the Manpower Service Provider shall not have any claim whatsoever like employer and employee relationship against the Directorate of SIH&FW(O)/Govt of Odisha or Office concerned.
13. The Manpower Service Provider shall be solely responsible for the redressal of grievances or resolution of disputes relating to persons deployed. The Directorate of SIH&FW(O) shall, in no way, be responsible for settlement of such issues whatsoever. In case the grievances of the deployed person are not attended to by the Manpower Service Provider the deployed person can place their grievance before a Joint Committee consisting of a representative of the Directorate of SIH&FW(O) of Office concerned and an Authorised representative of the Manpower Service provider.
14. The Directorate of SIH&FW(O) shall not be responsible for any financial loss or any injury to any person deployed by the Manpower Service Provider in the course of their performing the functions/duties or for payment towards any compensation.



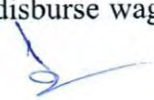
15. The persons deployed by the Manpower Service Provider shall not claim nor shall be entitled to pay, perks and other facilities admissible to regular/confirmed employees during the currency or after expiry of the Agreement.
16. In case of termination of this Agreement on its expiry or otherwise, the persons deployed by the Manpower Service Provider shall not be entitled to and shall have no claim for any absorption in regular or other capacity.
17. The person deployed shall not claim any benefit or compensation or absorption or regularization of deployment with office/Govt under the provision of rules and Acts. Undertaking from the person deployed to this effect shall be required to be submitted by the Manpower Service Provider.
18. The Manpower Service Provider must be registered with the concerned Government Authorities, i.e. Labour Commissioner, Provident Fund Authorities, Employees State Insurance Corporation etc. and a copy of the registration should be submitted. The Manpower Service Provider shall comply with all the legal requirements for obtaining License under Contract Labour (Regulations and Abolition) Act, 1970 is any, at his own part and cost.
19. The Manpower Service Provider shall provide a substitute well in advance if there occurs any probability of the person leaving the job due to his/her own personal reasons. The payment in respect of the overlapping period of the substitute shall be the responsibility of the Manpower Service Provider. The Manpower Service Provider shall be responsible for contributions towards Provident Fund and Employees State Insurance, wherever applicable.
20. The persons deployed by the Manpower Service Provider should have good police records and no criminal case should be pending against them.
21. The persons deployed should be polite, cordial and efficient while handling the assigned work and their actions should promote good will and enhance the image of the Directorate of SIH&FW(O) or office concerned. The Manpower Service provider shall be responsible for any act of indiscipline on the part of the persons 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 Manpower Service Provider as well as the person deployed liable for penal action under the applicable laws besides, action for breach of contract.
 23. The Manpower Service Provider shall be responsible for compliance of all statutory provisions relating to minimum wages payable to different types of worker in respect of the persons deployed by it in the Directorate of SIH&FW(O) or office concerned. The state Govt/ Directorate of State Institute of Health and Family Welfare, Odisha or office concerned shall have no liability in this regard.
 24. The Manpower Service Provider shall also be liable for depositing all taxes, levies, Cess etc. on account of service rendered by it to the Directorate of SIH&FW(O) or office concerned to the concerned tax collection authorities, from time to time, as per the rules and regulations in the matter. Attested Xerox copies of such documents shall be furnished to the DSIH&FW, Odisha or office concerned.
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25. The Manpower Service Provider shall maintain all statutory registers under the Law and shall produce the same, on demand, to the authority of the Directorate of SIH&FW(O) or office concerned or any other authority under Law.
26. The Tax deduction at Source (T.D.S.) 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 provided by the Directorate of SIH&FW(O) or office concerned.
27. In case, the Manpower Service Provider fails to comply with any liability under appropriate law, and as a result thereof, the Directorate of SIH&FW(O) or the office concerned is put to any loss/ obligation, monetary or otherwise, the Directorate of SIH&FW(O) or the office concerned will be entitled to get itself reimbursed out of the outstanding bills or the Performance Security Deposit of the Manpower Service Provider, to the extent of the loss or obligation in monetary terms.
28. The Agreement is liable to be terminated because of non- performance, deviation of terms and conditions of contract, non- payment of remuneration of employed persons and non-payment of statutory dues. The Directorate of SIH&FW(O) or Office concerned will have no liability towards non-payment of remuneration to the persons employed by the Manpower Service Provider and the outstanding statutory dues of the service provider to statutory authorities. If any loss or damage is caused to the Directorate of SIH&FW(O) or Office concerned by the persons deployed, the same shall be recovered from the unpaid bills or adjusted from the Performance Security Deposit.

FINANCIAL

29. The Technical Bid should be accompanied with an Earnest Money Deposit (EMD), refundable without interest in the form of Demand Draft/ pay Order drawn in favour of Director, State Institute of Health and Family Welfare, Odisha, Bhubaneswar failing which the tender shall be rejected out rightly.
 30. The Earnest Money Deposit in respect of the agencies which do not qualify the Technical Bid (First Stage)/ Financial Bid (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 30 days from data of placing the order the EMD shall stand forfeited without giving any further notice.
 32. The successful tender will have to deposit a Performance Security Deposit of Rs.2,10,000.00 (Rupees Two Lakhs Ten Thousand Only) in the form of Bank Guarantee from only Nationalized Bank drawn in favour of the Authority 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 tenders. Micro and Small Enterprises (MSEs) and recognized start-ups shall be eligible for concessional payment of Performance Security at the rate of 25% of the amount prescribed for other bidders. Accordingly, the concessional Performance Security amount shall be ₹52,500/- (Rupees Fifty Two Thousand five Hundred only).
 33. In case of breach of any terms and conditions attached to this agreement, the Performance Security Deposit of the Manpower Service Provider shall be liable to be forfeited besides annulment of the Agreement.
 34. The Director SIH&FW, Odisha will issue monthly bills to the manpower service provider during the first week of each month. Upon receiving the certificate from the Directorate, the service provider is required to promptly disburse wages to all deployed workers. Following
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this, the service provider must submit the bill in triplicate along with all necessary supporting documents. These documents will be verified by the Directorate to facilitate the sanction and release of payment to the service provider.

35. The claims in bills regarding Employees State Insurance, Provident Fund and Service Tax etc. should be necessarily accompanied with documentary proof pertaining to the concerned bill month. A requisite portion of the bill or whole of the bill amount shall be held up till such proof is furnished, at the discretion of the DSIH&FW(O) or Office concerned.
36. The amount of penalty calculated @ Rs.400 per day on account of delay, if any, in providing a suitable substitute for the period beyond three working days by the Manpower Service Provider shall be deducted from its monthly bill in the succeeding month.
37. The Authority reserves the right to withdrawn o relax any of the terms and condition mentioned above so as to overcome the problem encountered at a later stage.
38. In the event of any dispute arising in respect of the clauses of the agreement the same shall be resolved through negotiation. Alternatively the dispute shall be referred to the next higher authority or controlling officer for his decision and the same shall be binding on all parties.
39. All disputes shall be under the jurisdiction of the court at the place where the headquarters of the authority, who has executed the agreement, is located.
40. The successful bidder will enter into an agreement with this Directorate for supply of suitable and qualified manpower as per requirement of this Directorate on the above terms and conditions.

ANNEXURE-A

APPLICATION – TECHNICAL BID

(To be submitted on the letterhead of the Bidder along with all supportive documents)

1. Name of Tendering Manpower Service Provider: _____
2. Bid Document Cost of Rs.1,500/-; D.D. No. _____ Date; _____
3. Details of Earnest Money Deposit : D.D. No. _____ Date; _____
of Rs.2,10,000/- drawn on Bank _____
4. Name of the Proprietor/Partner/Director: _____
5. Full Address of Registered Office: _____

6. Telephone/Mobile No. _____
7. Email Address: _____
8. Full address of Operating/Branch Office: - _____

9. Telephone/Mobile No. _____
10. E-Mail Address _____
11. Name & telephone no. of Authorised: _____
Officer/person to liaise with Field Office(s)
12. Banker of the Manpower Service Provider _____
(Attach certified copy of statement of A/c for the last three F.Ys)
13. PAN/GIR No _____
(Attach attested copy)
14. Service Tax/GST Registration No.: _____



(Attach attested copy)

15. E.P.F. Registration No. _____

(Attach attested copy)

16. E.S.I. Registration No. _____

(Attach attested copy)

17. Financial turnover of the tendering Manpower Service Provider for the last 3 Financial Years.

Financial Year	Amount (Rs. In lacs)
2022-23	
2023-24	
2024-25	

18. Additional information if any:

(Attach separate sheet if space provided is insufficient)

19. Give details of the major similar contracts handled by the tendering Manpower Service Provider during the last three years in the following format

Sl.No	Name & Address of the client, mobile number & e.mail	Type of Manpower provided	Number of manpower	Duration From _____ to _____	Remarks

(Attach separate sheet if space provided is insufficient)

Date:

Place:

Seal

Signature of authorized person

Full Name:

ANNEXURE-B

DECLARATION

(To be submitted on the letterhead of the Bidder)

I Sri _____ Son/ Daughter/ Wife of Sri
_____ Proprietor/ Director/ authorized signatory of the
Service Provider, mentioned above, am competent to sign this declaration and execute this tender
document.

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

I do hereby declare that, our agency have no criminal antecedent, unsatisfactory service report
from any organisation and have not been black listed by any organization.

This 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 tender at any stage besides liabilities towards
prosecution under appropriate law.

Date:

Place:

Signature of authorized person

Full Name:



ANNEXURE-C

APPLICATION-FINANCIAL BID
FOR PROVIDING MANPOWER SERVICES TO DSIH&FW(O)

1. Name of tendering Manpower Service Provider:
2. The rate quoted shall be on a per person per month basis and shall be inclusive of all statutory liabilities, taxes, levies, cess, etc., as applicable. The rates shall conform to the minimum wages prescribed for Unskilled, Semi-skilled, Skilled, and Highly Skilled categories of employees under the 91 scheduled employments, as fixed or revised by the Government of Odisha vide Notification No. 5308-LESI-LL1-III-0081-2017/LESI dated 18.07.2024, issued by the Labour & ESI Department and published in the Extraordinary Issue No. 1367 of the Odisha Gazette dated 18.07.2024. The quoted rate shall also include the Variable Dearness Allowance (VDA), as revised from time to time.

Sl.No	Manpower type	Monthly rate per person						
		Take home remuneration	EPF	ESI	Other statutory dues if any	Service charge	Service Tax (GST)	Total per Person.
01	Senior Offset Machine Minder							
02	Junior Offset							

	Machine Minder							
03	Machine Fly boy							
04	Junior binder							
05	Attendant							
06	Sweeper							
07	Security /Night Watchman							

Date:

Signature of authorized person

Place:

Full Name:

Seal:

3. The total rates quoted by the tendering agency should be inclusive of all statutory/taxation liabilities in force at the time of entering into the contract as per provision.
4. The payment shall be made on conclusion of the calendar month only on the basis of no. of working days for which duty has been performed by each man power duly certified by the competent authority and extra manpower shall be provided for each weekly day of rest.
5. The minimum rate of service charge shall be 3.85% (3% profit plus transaction charge) and should not exceed 7% in any case.

Note: While calculating the service charge, statutory dues including (but not limited to) EPF, ESI, GST, etc. shall not be included in the price.

DOCUMENTS TO BE PROVIDED WITH THE TECHNICAL BID
TECHNICAL PROPOSAL CHECKLIST

Instructions: Please arrange the documents in the order listed below, number all pages of the bid document, and indicate the page number for each item.

Sl. No.	Particulars	Whether Submitted (Yes/No)	Page No.
1	Application – Technical Bid as in Annexure-A		
2	Bid Document Cost (DD of Rs. 1,500/- in original)		
3	EMD (DD of Rs. 2,10,000/- in original).In case claiming exemption ,supportive documents need to be attached		
4	Self-Attested photo copy of Company/Agency Registration Certificate		
5	Self-Attested photo copy of GST Registration Certificate		
6	Self-Attested Photo copy of EPF Registration Certificate		
7	Self-Attested Photo copy of ESI Registration Certificate (Photocopy)		
8	Self-Attested copy ECR & Challans of EPF , ESI for last 3 months prior to tender publication		
9	Self-Attested Photocopy Labour Registration Certificate		

10	Self-Attested photo copy PAN		
11	Self-Attested photocopy of ISO 9001:2015 & ISO 45001:2018 Certifications		
12	Self-Attested photocopy of audited account of each year highlighting the turnover for the 2022-23,2023-24 & 2024-25		
13	Copies of work order/ contract from the client in support of required manpower provided.		
14	Copy of the terms and conditions in Tender Document with each page duly signed and sealed by the authorized signatory of the Manpower Service Provider in token of their acceptance		
15	Declaration as in Annexure-B		
16	Any other relevant documents		

ANNEXURE-D **AGREEMENT**

This Agreement is made on this _____ day of _____ between the Governor of Odisha represented by _____, here-in-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 _____, hereinafter called the “Manpower Service Provider” which expression shall, where the context so requires or admits, also include its successors or assignees of the other part. Whereas, the “Authority” desires that the services of “_____” are required in the Directorate of State Institute of Health and Family Welfare, Odisha / Office;

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

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

Now this agreement witnesses as below:-

1. That the Annexure containing the Terms and Conditions as stipulated in Tender No _____ dated _____ shall be deemed to form and to be read and construed as part of this agreement.
2. That in consideration of the payment to be made by the “Authority” to the “Manpower Service Provider”, the “Manpower Service Provider” hereby agrees with the “Authority” to



provide personnel to be engaged as “ ” in the Directorate of State Institute of Health and Family Welfare, Odisha in conformity with the provisions of the Terms and Conditions .

3. 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 said Terms and Conditions.
4. That in the event of any dispute that may arise it shall be settled as per the Terms and Conditions in the Tender No _____ dated _____ and of the contract.
5. That this agreement is valid up to _____

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

**Signature of the Officer
authorised to sign On behalf of
Manpower Service Provider
Governor of Orissa**

In the presence of witness:-

**Signature of the Authority
An officer acting in the premises
for and on behalf of the**



A handwritten signature in blue ink, located at the bottom center of the page.