

# **TENDER DOCUMENTS**

**Supply of Human Resources for engagement**  
**Of Programme Assistants & PEON in Social Security Section**  
**Of Puri District.**

## **CONTENT OF TENDER DOCUMENTS**

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# **DISTRICT SOCIAL SECURITY & EMPOWERMENT OF PERSON WITH DISABILITY**

## **SECTION, PURI**

### **SECTION-I**

## **BIDDOCUMENT**

1. The District Social Security Officer, Puri invites Bids from intending Registered Manpower Service Providers for providing manpower services on a contractual basis for providing **17 Nos. of Program Assistant (PA)& 1 no of Peon.**
2. The Tender should be addressed to O/o the District Social Security Officer, Puri (***At-District Social Security Officer, Puri, Collectorate Building, Puri, Po/Dist.-Puri, Pin-752001***).
3. The Bid Document shall be available in website <https://Puri.odisha.gov.in> and the cost of the tender paper is to be enclosed amounting to **Rs.1,000/- (Rupees One Thousand Only) to be deposited in Cash** in O/o the District Social Security Officer, Puri, prior to submission of Bid.
4. The tender has been invited under two bid system i.e. Technical Bid and Financial Bid. The interested agencies are advised to submit two separate sealed envelopes super scribing "**Technical Bid for Providing Manpower Service to DSSO, Puri**" and "**Financial Bid for Providing Manpower Services to DSSO, Puri**". Both sealed envelopes should be kept in a third sealed envelope super scribing "**Tender for Providing Manpower Services to DSSO, Puri**".
5. The interested Bidders are to enclose self-attested photocopies of the following valid documents/ papers **in the Technical Bid Envelope**. The proposal submitted without the following documents/ papers shall not be considered.
  - a. Registration Certificate of the applicant's organization
  - b. Copy of Valid PAN
  - c. Valid GST Registration Certificate (under Odisha GST (OGST)Act)
  - d. IT returns of last 03 Financial Years 2022-23,2023-24 & 2024-25.
  - e. GST Return Filing (GSTR-3B) copy of last 03 Months (Decemer-25, January-26 & March-26) or of last Quarter (If Filing quarterly)
  - f. Audited Financial Statement of last 03Financial years.
  - g. Work Order copy of previous Govt. Sectors.
  - h. EPF Registration & Copy of deposit of up to date EPF Challan (Attach Self Attested Copy)

- i. ESI Registration & Copy of deposit of up to date EPF Challan (Attach Self Attested Copy)
  - j. Valid Labour License Certificate (must be Self Attested)
  - k. Undertaking in Non-Judicial Stamp Paper (Not less than Rs.20/-) for not have been Blacklisted by Central/ State Govt./Autonomous Body (In the enclosed Prescribed Format at Form-05.
  - l. Cash deposit of amounting to **Rs.1000/-** as Bid Processing Fee in the O/o DSSO, Puri before submission of BID (Non-refundable).
  - m. DD/Bankers Cheque amounting to **Rs.2,00,000/-** as EMD (Refundable after completion of bidding process) (Or can submit proof of MSME registration)
  - n. Authorization Letter from the Bidder to attend the Tender Bid Opening, if other than the Proprietor of the Firm.
  - o. Duly filled in Bid Documents and other Documents required as per relevant clauses.
6. The Bidder who meets the requirements specified in the Technical Bid will only be considered for participating in the Financial Bid. Financial Bid of the technically disqualified bidders will not be considered & opened.

**7. Submission & Opening of Tender:**

- a. The interested Bidders may submit the tender document complete in all respects along with EMD, bid processing fee and other requisite documents **on or before 20.05.2026 upto 05.30PM (in all working days)** addressed to the District Social Security Officer, Puri, Collectorate Building, Puri PO/Dist.-Puri, Pin-752001 only by **Speed Post/ Registered Post/Manually deposit** No other mode of submission of bid shall be entertained. **The Authority is not responsible for any postal delay.**

***In case of last date of receipt of Tender documents will fall on Holiday or closed due to any reason than it will be allowed to receive the tender documents on the next working day with in same timing.***

- b. **Late Bidders:** Any bid received by the authority after the prescribed time and dateline for submission of bids, will not be considered and opened. Thus, the same is deemed to be rejected.
- c. The Technical bids & Financial Bids shall be **opened on 21.05.2026 at 11.30 AM at the Office of the Additional District magistrate (Protocol), Puri** in the presence of the representatives of the Bidders, if any, who wish to be present on the spot at that time.

- d. **The Financial Bid** of only those bidders will be opened whose Technical Bid are found in order. The opening of Financial Bid will be declared on the date of opening of the technical bid after assessing nos. of participating bidders. *(If the Office Happens to be Closed on the Day of Opening of the Bids as specified, the Bids will be opened in the next working day at the same time and venue).*
8. 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 Financial Bid. If such cases found, the tender shall be summarily rejected. But in case of those Bids, signature of an authorized person in the technical Bid application must be taken into consideration.
9. The defaulter and blacklisted contractors are debarred from the participation in this tender process. Accordingly, if any Firm / Agency have been black listed earlier and participated in this tender process, the tender of such firm(s) will not be considered by the tender committee.
10. Undersigned reserves the right to reject any or all the bidding documents without assigning any reason thereof.

**District Social Security Officer,  
Puri**

SECTION-II

**GENERAL INSTRUCTION FOR BIDDER**

**Notice Inviting Bids from the Registered Manpower Service Providers for providing 17 Nos. of Program Assistant (PA) & 1 no of Peon: -**

The District Social Security Officer, Puri, invites Bids from reputed, well-established, financially sound, and duly registered Manpower Service Providers for providing a total of **17 Nos. of Programme Assistants (PA)** to be engaged in 11 Nos. of Block Development Office, 3 Nos of ULB Offices, 1No of Municipal Corporation, 1 No of Sub-Collector Offices & 01 no at District Head-Quarter of DSSO, Puri District **& 1 no of Peon** at District Head-Quarter of DSSO, Puri.

Interested and eligible Agencies are requested to submit their Bids through the Speed Post/ Registered Post/ Manually deposit, as per the Terms and Conditions are as follows.

**1. Duration and Termination of Contract**

The contract for providing the aforementioned manpower services shall be valid for a period of **one (1) year** from the date of commencement of the Contract.

The contract may be terminated earlier under the following circumstances:

- In the event of deficiency in service or non-compliance with the Terms and Conditions by the Service Provider.
- Due to a change in departmental requirements or administrative reasons.

Furthermore, the **District Social Security Officer, Puri**, reserves the right to terminate the contract **at any time**, by serving **fifteen (15) days' prior written notice** to the selected Service Provider, without assigning any reason.

**2. Tentative Requirement of Manpower**

This Office has a tentative requirement **17 Nos. of Programme Assistants (PA)** to be engaged in 11 Nos. of Block Development Office, 3 Nos of ULB Offices, 1No. of Municipal Corporation, 1 No of Sub-Collector Offices & 01 no at District Head-Quarter of DSSO, Puri District

**& 1 no of Peon** at District Head-Quarter of DSSO, Puri.

***(Note: The above manpower requirement is tentative and may increase or decrease during the contract period at the decision of the Authority, without assigning any reason.)***

Only those eligible bidders who have the capability to provide this category of the required manpower, as per the prescribed technical parameters in the tender document, shall be considered.

### **3. Scope of Work of the Outsourcing Agency**

The selected Human Resource Service Provider Agency will be responsible for the following key functions:

#### **Payroll and Statutory Compliance**

1. **Payroll Management:** Timely disbursement of monthly remuneration to all deployed personnel through NEFT/Bank Transfer as per the agreed wage structure.
2. **Statutory Compliance:** Ensure compliance with all statutory obligations including but not limited to:
  - a. EPF (Employees' Provident Fund)
  - b. ESI (Employees' State Insurance)
  - c. TDS (Tax Deducted at Source)
  - d. GST/Service Tax, as applicable
  - e. Any other applicable labor law/ statutory obligations

### **4. Terms of Reference**

The Terms of Reference for the Human Resource Outsourcing Agency shall broadly cover the following areas:

#### **Human Resource Management**

- Ensure regular and timely payment of wages to the deployed manpower as per the approved rates.
- Ensure full statutory compliance with prevailing labor laws and government norms.
- Provide timely replacement of personnel in case of absenteeism, resignation, removal or any vacancy that arises as required by authority.

### **5. Other Conditions**

- The day-to-day duties and work assignments of the deployed personnel shall be issued by the designated officer of the respective office. All monitoring, control, and supervision shall rest with the designated officer.
- The District Social Security Officer, Puri reserves the right to verify the actual payment made to the deployed personnel. The agency must submit proof of payment (e.g., bank statements or payment excerpts) upon request. Failure to provide satisfactory proof may lead to withholding of payment and/or legal action against the agency.
- If the performance or conduct of any deployed personnel is found to be unsatisfactory or undisciplined, based on complaints or observation, the District Social Security Officer, Puri may request the agency in writing to withdraw the concerned personnel and provide a suitable replacement within a reasonable time.

**District Social Security Officer,  
Puri**

## SECTION- III

### **ELIGIBILITY CRITERIA FOR THE MANPOWER SERVICE PROVIDER AGENCY:**

All prospective Bidders must meet the following minimum eligibility conditions to be considered for technical evaluation. Non-compliance with any of the criteria shall result in outright rejection of the bid.

#### **1. Legal Entity & Office Location:**

- The bidder must be a **registered entity** such as a Human Resource Service Provider Firm, CFMS, Private Limited Company, Public Limited Company, Society or Trust, registered for a **more than five (5) years** prior to the last date of submission of the tender.
- Valid **Certificate of Incorporation/ Registration** must be enclosed as documentary proof.
- The bidder must have a **registered office located in Odisha.**
- Documentary evidence such as **Electricity Bill/Telephone Bill** in the name of the bidder must be submitted to verify office location.

#### **2. Experience:**

- The bidder must have **atleast five (5) years of proven experience** in providing manpower services to **Central / State Government Departments.**
- Relevant **Work Orders/ Agreements** from the concerned Government Departments must be enclosed.

#### **3. Statutory Registrations and Compliance:**

The bidder must possess the following valid registrations and provide **self-attested photocopies** duly sealed along with the **Technical Bid**. Failure to furnish these documents will result in disqualification:

- **GST Registration Certificate** along with GST Return for the last **03months** or of last Quarter (If Filing quarterly).
- Copy of PAN Card
- **EPF Registration Certificate along with:**
  - **Bank Account extracts** reflecting transactions for the last 3 financial Years.
  - Copies of **ECR/Challan** for EPF contributions upto 11.02.2026.
- **ESIC Registration Certificate**

- **Registration under Labour Act**
- **Audited Financial Statements** for the last three financial years.
- **Income Tax Returns** for the last three financial years
- Copies of **Work Orders** for similar manpower services rendered to Government Department during the last five financial years.

**(N.B.-Bidders participating in the tender must be Registered under Odisha GST(OGST-Act.)**

#### **4. Financial Turnover**

- The bidder must have an **average annual turnover of atleast Rs.2.00 Crore (Rupees Two Crore & Above)** during the last three financial years.
- Copies of the Audited Financial Statements for the above period must be closed.

#### **5. Declaration of non-blacklisting**

- The bidder must not have been **blacklisted or debarred** by any Central or State Government Department/Agency.
  - A **self-declaration** in the prescribed format must be submitted to this effect.
  - Undertaking in Non-Judicial Stamp Paper (Not less than Rs.20/-) for not have been Blacklisted by Central / State Govt./Autonomous Body (In the enclosed Prescribed Format at Form-05)
- 6.** The Bidders/ HRSPA should have their own Bank Account.
- 7.** The Bidders/ HRSPA must have executed contracts of same/similar type during preceding 3 financial years.

**District Social Security Officer,  
Puri**

## SECTION-IV

### **GENERAL TERMS AND CONDITIONS:**

#### **I. Earnest Money Deposit(EMD)**

##### **i. EMD Amount and Submission:**

All bidders must submit an Earnest Money Deposit (EMD) of **Rs. 2,00,000/- (Rupees Two Lakh only)** along with the **Technical Bid**. The EMD must be submitted in the form of a **Demand Draft** drawn in favor of the **District Social Security Officer, Puri, payable at Puri**. Bids not accompanied by the requisite EMD shall be summarily rejected. **(Or can submit proof of MSME registration)**

##### **ii. Refund of EMD:**

- The EMD is interest-free and refundable.
- For unsuccessful bidders, the EMD will be refunded within 60 days of intimation of their bid status.
- For the successful bidder, the EMD will be adjusted towards the Performance Security Deposit.

#### **II. Performance Security Deposit**

The successful bidder shall furnish a Performance Security Deposit equivalent to 5% of the in the form of BG/TDR from any Nationalized Bank duly pledged in favour of "the District Social Security Officer, Puri, payable at Puri" before execution of MoU. The performance security will be released to the bidder after completion of assignment or contract basing on the request letter of the bidder subjected that there should not be any liability for settlement.

#### **III. Submission of Bids**

This tender will follow the Two-Bid System:

##### **i. Technical Bid:**

Shall be opened as per the time and schedule notified in the Notice.

##### **ii. Financial Bid:**

Shall be opened after opening of the Technical Bid.

#### **IV. Completeness of the Bid**

- a. Submission of the bid will be construed as having been made after **careful study and full understanding** of the tender Terms and Conditions.
- b. **Conditional Bids** shall be rejected outright.

**V. Amendment of Tender Conditions**

The District Social Security Officer, Puri, reserves the right to modify, amend, or delete any condition, clause or criterion stipulated in the tender at any stage without assigning any reason.

**VI. Right to Terminate the Process**

- a. The **District Social Security Officer, Puri**, reserves the right to terminate the tender process at any stage without assigning any reason thereof.
- b. Submission of the tender shall **not be construed as an offer or contract**. Participation in this process does **not guarantee any commitment** from the District Social Security Officer, Puri, towards awarding a contract.

**District Social Security Officer,  
Puri**

## SECTION-V

### **Guidelines for Submission of Proposal**

#### **Technical Proposal:**

Bidders must submit their Technical Proposal strictly in the prescribed format as outlined in this tender document. The Technical Proposal shall include the following key components:

#### **1. Bid Cover Letter-Technical Bid**

A formal letter from the bidder, signed by the authorized signatory, indicating the submission of the Technical Bid and acceptance of all Terms and Conditions of the tender.

#### **2. Bidder's Profile**

Detailed organizational profile including:

- Name of the organization
- Nature and legal status of the organization (Proprietorship/ Partnership / Company/ Trust/Society)
- Year of Establishment of the Firm/Agency
- Address and contact details of the Registered Office
- Contact person details
- Organizational structure, staffing pattern and key management personnel

#### **3. Document Checklist -**

A checklist of all supporting documents submitted, clearly indicating:

- Name of the document
- Corresponding page number in the hardcopy
- Whether submitted(Yes/No)

Each item on the checklist must be cross-referenced with relevant enclosures and page numbers.

#### **4. Self-Declaration of Not Being Ineligible/ Blacklisted**

A self-declaration affidavit on the Rs.20 Stamp paper, duly signed and sealed, certifying that the agency is not:

- Blacklisted or debarred by any Central/ State Government Department or Agency
- Involved in any fraudulent activities or criminal proceedings.

**District Social Security Officer,  
Puri**

## SECTION-VI

### **Evaluation Process**

The evaluation of bids will be carried out in a systematic and transparent manner, as detailed below:

#### **I. Tender Committee:**

A **Tender Committee**, duly constituted under chairmanship of **ADM (P), Puri**, will be responsible for:

- Evaluation and scrutiny of technical bids
- Validation of supporting documents
- Recommending eligible bidders for financial evaluation
- Final decision-making in line with tender terms and applicable rules

The Committee's decision in evaluation matters will be final and binding on all bidders.

#### **II. Initial Bid Scrutiny:**

The initial scrutiny of bids will be carried out to determine whether the submitted tenders are complete and responsive. Bids will be rejected as non-responsive if any of the following conditions are found:

- The tender is **not submitted** as per the prescribed format and guidelines in the tender document.
- The bid contains **suppressed facts or misrepresentation** of information.
- The tender is **incomplete, conditional, subjective or partially filled**.
- The bid is **not accompanied by the requisite documents** as listed in the checklist.
- There is **non-compliance** with any of the stipulated clauses of the tender.
- The bid validity period is **less than specified**.
- The tender is **not accompanied by the EMD/MSME Registration**.

All responsive bids that pass the initial scrutiny will be taken forward for detailed evaluation by the Tender Evaluation Committee.

#### **III Preliminary Evaluation-Technical Proposal:**

In the first stage, the **Technical Proposals** will be scrutinized to ensure:

- Fulfillment of **Eligibility Criteria** as out lined in Section-II of this tender document.
- **Completeness and correctness** of all documents submitted as part of the Technical Bid.

- Proper submission of **documentary evidence** and certifications required in support of each eligibility criterion.

Incomplete proposals or those not meeting the eligibility requirements/correctness will be **rejected outright** and will not proceed to the next stage.

#### **IV Criteria for Evaluation:**

The evaluation will follow the Least Cost Based Selection (LCBS) methodology. The process involves two stages (Technical Evaluation & Financial Evaluation):

##### *Technical Evaluation:*

- Only those bids meeting the **minimum eligibility** criteria will be evaluated technically.
- The evaluation will consider the following aspects:
  - Over all completeness and compliance with the tender requirements.
  - The proposed work plan and approach to meeting performance standards within the prescribed time frame.

#### **V Final Evaluation:**

Only the bids **qualifying in the technical evaluation** stage will be considered for **Final Evaluation**. The final evaluation will be conducted based on:

##### *Financial Evaluation:*

- **Financial Bid** submitted by the Bidder.
- Financial bids of only those bidders who qualify in the technical evaluation will be opened on the notified date, in the presence of authorized representatives of the bidders.
- Any bid quoting NIL charges/consideration shall be treated as unresponsive and shall not be considered.
- Bidders must quote prices inclusive of all applicable taxes and duties.
- Bidders are required to quote service charge at minimum rate not less than 3.85% i.e. (Basic Wages). The entity may also fix the service charges above 3.85% with proper justification, wherever required, however the service charges shall not exceed 7% in any case.
- In case of multiple bidder quoting the lowest service charges, L1 shall be selected through a transparent system of lottery.

**District Social Security Officer,  
Puri**

## SECTION-VII

### **Award of Contract**

The District Social Security Officer, Puri will award the contract to the successful bidder who qualifies in the Technical& Financial Bid and meets all terms and conditions as per the tender evaluation.

#### **1. Notification of Award**

Upon finalization, the District Social Security Officer, Puri shall notify the successful bidder that his/ her proposal has been accepted.

#### **2. Contract Finalization and Signing**

Following the Notification of Award, the District Social Security Officer, Puri shall prepare, finalize, and execute the contract agreement with the successful bidder whose proposal is determined to be the Best Value Bid (based on technical and financial evaluation). A formal contract/agreement shall be signed between the District Social Security Officer, Puri (or Authorized Officer) and the selected Outsourcing Agency, incorporating all applicable terms, condition and clauses of the tender document.

#### **3. Failure to Agree with Terms and Conditions**

In the event that the selected bidder fails to:

- Accept the terms and conditions of the tender, or
- Enter into the contract agreement within the stipulated time, the **award may be annulled** by the District Social Security Officer, Puri.

In such cases the authority may choose to:

- Award the contract to the **next best value bidder** or
- **Re-invite proposals** from eligible bidders.

#### **4. Term of the Contract**

The contract shall remain valid for a period of one (1)year from the date of execution of the agreement, unless extended or terminated earlier in accordance with the terms and conditions of the agreement. Based on satisfactory performance of the bidder, the contract may be extended for a further period of one(1) year.

**District Social Security Officer,  
Puri**

## SECTION – VIII

### **TECHNICAL REQUIREMENTS FOR MANPOWER TO BE DEPLOYED**

The Service Provider shall claim the Service Charges as per the rate finalized during the bidding process. The selected Bidder/Human Resource Service Provider Agency shall be considered for award of the contract. Payments shall be made only after the signing of a separate agreement with the District Social Security Officer, Puri or with his authorized person and upon successful deployment of manpower at the designated locations.

#### **A. Qualification and Experience of Personnel**

<b>Post</b>	<b>Minimum Educational Qualification</b>	<b>Nos. of Personnel Required</b>
Program Assistant	B.A. /B.SC./ B.COM. with DCA or higher Computer Qualification	17
Peon	Matric	01

#### **B. Age Limit:**

The candidate should be above 18years of age and not exceeding 50years. Age relaxation shall be considered for that eligible person(s) having experience of more than 05 years in the relevant fields.

#### **C. Language and Communication:**

Must be fluent in oral and written communication in Odia.

#### **D. Experience:**

The candidates should have the experience of 2years on same/Similar nature of work under NSAP & other Social Security schemes. However, during sponsoring of candidates, preference may be given to the candidates basing on their satisfactory performance during their engagement period.

#### **E. Computer Skills:**

The candidate shall be well conversant in computers and essentially well trained in MS Office, MS Excel and Internet. He / She should also be proficient in other standard packages & applications.

#### **F. Remuneration:**

- Personnel will be paid consolidated remuneration as per the latest SSEPD Department Notification no. **6355/SSEPD dated 11.06.2025 & 2514/SSEPD/dt.27.02.2026**, Govt. of Odisha.
- Payment is subject to submission of signed absentee statement and performance report by the concerned officer in each succeeding month.

**District Social Security Officer,  
Puri**

## SECTION - IX

### **Nature of Engagement, Selection Procedure, Tender Validity and Tender Evaluation:**

#### **A. Nature of Engagement:**

- The mode of engagement shall be purely contractual and temporary.
- The **initial agreement will be for a period of one year**, subject to satisfactory performance.
- The **contract may be terminated by either party with one month's prior notice or remuneration in lieu thereof.**

#### **B. Selection Procedure:**

1. The **Tender Evaluation Committee**, constituted for the purpose shall evaluate the bids received.
2. The Committee shall scrutinize the **tender papers and all supporting documents** submitted by the bidders. Failure to submit the required supporting documents or documentary evidence **may lead to disqualification.**
3. The decision of the Committee regarding the evaluation of tenders shall be final and binding. **No correspondence** shall be entertained outside the formal discussion/clarification process.
4. The Committee may invite bidders for **clarification meetings**, if required.
5. The Committee reserves the **right to reject any or all proposals** in case of **any deviation or non-compliance.**
6. Each tender shall be evaluated strictly in accordance with the **criteria and requirements specified** in this tender document.

#### **C. Tender Validity:**

- The bids submitted by the bidders shall remain **valid for a minimum period of 180 days** from the **last date of submission** of the tender document.

**District Social Security Officer,  
Puri**

**Form1: TECHNICAL BID**

FOR PROVIDING MANPOWER TO THE DISTRICT SOCIAL SECURITY OFFICE, PURI

01	Name of the Organization	
02	Legal Status	
03	Name of the Manpower Service Provider	
04	Name of the Proprietor/Director	
05	Full Address of Registered Office with Telephone Number, FAX No & Email Address /Website	
06	Name &Telephone No of the Authorized Person to liaise with authority	
07	Registration No. of Certificate of Incorporation& Date	
08	Bank Details of the Manpower Service Provider	Account No: Bank & Branch Name: IFS Code:
09	PAN (Attach self-attested Copy)	
10	GST Registration No (Attach self-attested copy)	
11	EPF Registration No (Attach self-attested copy)	
12	ESI Registration No (Attach self-attested copy)	
13	No. of years of experience as HR service provider (as on 1st April 2026)	
14	Date of first assignment as HR Service Provider	

15	Date of first assignment as HR Service Provider for Govt. Deptt.	
16	Annual Turn Over of last 03 Financial year	
17	Details Cost of Tender Paper	Rs.1,000/- deposited in the O/o-DSSO, Puri in shape cash bearing receipt no._____/Dt._____ of DSSO, Puri.
18	Details of EMD	Demand Draft No & Date  Amount
19	Additional information, if any	(Attach Separate Sheet, if required):

Please give details of the major similar contracts handled by the Manpower Service Provider during the last three financial years in the following format:

(Please attach separate sheet, if required)

Sl. No.	Name, Address & Telephone Number of the Client	Details of Manpower Service Provided		Amount of Contract (Amount in Lakh)	Duration of Contract	
		Type of Manpower Provided	Number		From	To

Place:

Signature of Authorized Signatory with Seal

Date:

Full Name:

Designation:

Address:

Phone No (O):

Phone No(M):

## Form2 : Document Checklist for Technical Bid

SI.	Eligibility Compliance Document	Provided (Yes/No)	Page No in the Technical Bid
1	Copy of Certificate of Incorporation/ Registration/ Partnership Deed, MoA / Bye-laws, etc.		
2	Copy of GST Registration Certificate		
3	Copy of Income Tax PAN		
4	Copy of Labour Registration Certificate		
5	Copy of EPF Registration Certificate		
6	Copy of ESI Registration Certificate		
7	Copy of Audited Balance sheet and Profit & Loss Account as proof of Annual Turnover for the last 03 Financial Years		
8	Copy of Income Tax Return for the last 03 financial years		
9	Copy of GST Return Filling(GSTR-3B) for the last 03 Months or of last Quarter (If Filing quarterly)		
10	Copy of Work Orders as Manpower Service Provider from any Govt. Sector		
11	Authorization Letter from the Bidder to attend the Tender Bid Opening, if other than the Proprietor of the Firm		
12	Copy of Declaration in the prescribed format enclosed at Form-04		
13	Undertaking in Non-Judicial Stamp Paper (not less than Rs.20/-) for not have been Blacklisted by Central/State Govt./Autonomous Body (In the enclosed Prescribed Format at Form-05)		
14	Any Other Documents relevant to Criteria of Bid Documents ( _____ )		

Signature of the witness

Date:

Place:

Signature of Authorized Signatory with Seal

Date:

Place:

### Form 3: FINANCIAL BID

FOR PROVIDING MANPOWER SERVICES TO THE OFFICE OF THE DISTRICT SOCIAL SECURITY OFFICER, PURI

Name of the Manpower Service Provider: \_\_\_\_\_

1. Rate of remuneration of Programme Assistant per month inclusive of all Statutory Liabilities & Taxes as per Resolution No. 7982 dtd. 07.03.2024 of GA&PG Department & No.6355/SSEPD/ dt.11.06.2025 & 2514/SSEPD/Dt.27.02.2026 of SSEPD Department:

To be Filled by the bidder:

Sl No.	Manpower Type	Basic wages	EPF	ESI	Service fee /charges** (minimum 3.85% on Basic Wages)	Total (Gross+ Service Fee/ charges)	GST (18%)	Total amount to be billed against PA
1	2	3	4			5	6	7
01	Programme Assistant	15600						

2. Rate of remuneration for 1 no Peon per month inclusive of all Statutory Liabilities & Taxes as per 5225/SSEPD/ dt.14.05.2025

To be Filled by the bidder:

Sl No.	Manpower Type	Basic wages	EPF	ESI	Service fee /charges** (minimum 3.85% on Basic Wages)	Total (Gross+ Service Fee/ charges)	GST (18%)	Total amount to be billed against Peon
1					2	3	4	5
01	Peon	12600						

Notes:

01. The minimum rate of to be considered not less than 3.85% i.e. (Basic Wages). The entity may also fix the service charges above 3.85% with proper justification, wherever required, however the service charges shall not exceed 7% in any case.
02. The total rates quoted by the Agency should be inclusive of all Statutory Liabilities & Taxes in force at the time of submitting the tender& fixed for the period of contract. No alteration shall be allowed under any circumstances unless and until Government notifies the same.

03. 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 manpower as per the actual.
04. The employee's share of contribution towards EPF & ESI shall be deducted by the service provider from the minimum take home remuneration of the person engaged (subject to the willingness of the employee) and deposit the same with appropriate authority. Proof of deposit of the same with the concerned authority must be furnished.
05. The basic wages to be decided by Authority based on experience.
06. In case of any legal dispute, the matter will be resolved within the jurisdiction of Puri district only.
07. Criteria of evaluation of will be LCBS.
08. In case of multiple bidder quoting the lowest service charges, L1 shall be selected through a transparent system of lottery.
09. In case of noncompliance of any of the above conditions, the Bid will be summarily rejected.

Signature of Authorized Signatory with Seal

Place:

Full Name:

Date:

Designation:

Address:

Phone/ Mobile No.

**DECLARATION**

1. I, Shri / Kumari / Smt ..... , Son  
I Daughter /Wife of Shri.....,  
Proprietor / Director competent to sign this declaration and execute this tender Document.
2. I have carefully read and understood all the terms and conditions of the tender and undertake to abide by them.
3. The information /documents furnished along with the tender 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/ our tender at any stage besides liabilities towards prosecution under appropriate law.
4. I am to certify that, our Agency/ Firm has no conflict of interest with any member of the Tender Committee or their immediate family members.

Signature of Authorized Signatory with Seal

Full Name:

Place:

Designation:

Date:

Address:

Phone No (0):

Phone No(M):

**Self-declaration of not being Ineligible/Blacklisted**

(Undertaking in Non-Judicial Stamp Paper (Not less than Rs.20/-)

I, Sri / Smt. \_\_\_\_\_ aged about \_\_\_\_\_ years, S/o/D/o/M/o \_\_\_\_\_ Proprietor/Partner/I Director of M/s \_\_\_\_\_ At- \_\_\_\_\_ Po \_\_\_\_\_, PS \_\_\_\_\_, and District. \_\_\_\_\_ do hereby solemnly declare as follows:

1. That pursuant to the Tender Call Notice No. \_\_\_/dt. \_\_\_\_\_ of the District Social Security Office, Puri at the District level, I /my Firm / Company am/ is an intended bidder to participate in the said tender process.
2. That as per terms & conditions of the tender documents, I am to declare that, I / my Firm /Company have not been blacklisted by any Central /State Govt. Organization or by any Public Sector Undertakings of the State/ Central Govt.
3. That neither any criminal case nor any vigilance case is pending against me/ my Firm/ Company before any forum.
4. That the facts stated above are true to the best of my knowledge and belief.

Signature of Authorized Signatory with Seal

Full Name:

Place:

Designation:

Date:

Address:

Phone No (0):

Phone No(M):