

TENDER DOCUMENT FOR MANPOWER SERVICE PROVIDER

**OFFICE OF THE PRINCIPAL, GOVERNMENT INDUSTRIAL TRAINING INSTITUTE, KUTRA
AT- LITIBEDA ROAD, PO/PS- KUTRA, DIST- SUNDARGARH, PIN - 770018
Email: principalitikutra@gmail.com**

Date and Time for submission of tender Document : **On or before 24.06.2025 By 5.00 PM**
Date and time for opening of Tender : **25. 06.2025 At 11:00 A.M.**

Price: Rs.1000.00

(Those who download the tender document

From Website should enclose a DD for Rs.1000.00

In favour of Principal, Government ITI., Kutra.

towards cost of tender from any Nationalized Bank/ Scheduled Bank (non-refundable).

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BIDDER'S COVERING LETTER

To,
The Principal,
Government ITI., Kutra.

Ref: Tender no : _____

Dear Sir,

Having examined the conditions of contract and specifications, the receipt of which is hereby duly acknowledged, we the undersigned offer to execute the work shown in the scope of work and jurisdiction of contract as well as schedule of prices attached herewith and made part of this.

We undertake that, if our bid is accepted, we shall execute the work in accordance with specifications, time limits and terms & conditions stipulated in the tender documents. If our bid is accepted, we shall submit the performance security deposit as per the conditions mentioned in the contract.

We agree to abide by this bid for a period of 30 days from the date of bid opening and it shall remain binding upon us and may be accepted at any time before the expiry of that period.

Until a formal agreement is prepared and executed, this bid together with your written acceptance thereof in your notification of award shall constitute a binding contract between us.

Bid submitted by us is properly prepared and sealed so as to prevent any subsequent alteration or replacement.

Dated this Day of (The month and year)

Signature of Authorised Signatory

In capacity of

Duly authorized to sign the bid for and on behalf of.....

The cost of bid document: Rs.1000/- (NON-REFUNDABLE)

Crossed D.D. no dated

Drawn on bank:

LETTER OF AUTHORIZATION FOR ATTENDING BID OPENING

Tender No: _____

To,
The Principal,
Government ITI., Kutra.

Subject: Authorization for attending bid opening on (date) in the Tender for
Manpower Services for the Government ITI., Kutra (Tender no: _____).

Dear Sir,

Following persons are hereby authorized to attend the bid opening for the tender mentioned above on behalf of(Bidder) in order of preference given below.

Order of Preference Name Specimen

Signature

1.

2.

Or

Officer authorized to sign the bid
Documents on behalf of the bidder.

Note:

1. Only one representative shall be allowed.
2. Permission for entry to the hall where bids are opened, may be refused in case authorization as prescribed above is not produced.

GOVT. INDUSTRIAL TRAINING INSTITUTE, KUTRA

AT- LITIBEDA ROAD, PO/PS- KUTRA, DIST-SUNDARGARH, PIN - 770018

Tender Call Notice No. 381

Date: 05.06.2025

TENDER CALL NOTICE

Sealed tenders are invited from reputed and registered **Manpower Agencies/Service Providers** for providing the services of **Watchman & Sweepers** at **Govt. I.T.I., Kutra**, on a **contract basis for a period of one (1) year**, to support day-to-day official and academic activities.

Detailed terms and conditions are available in the **Tender Document**, which can be obtained through either of the following methods:

1. **Download** from the website www.itikuta.org.in from **05.06.2025 to 24.06.2025**
2. **Collect in person** from the office of the undersigned on any working day between **10:00 A.M. to 5:00 P.M., from 05.06.2025 to 24.06.2025 (up to 11:00 A.M.)**, by depositing a **non-refundable fee of Rs. 1000/- (Rupees One Thousand only)** in the form of a **Demand Draft** drawn in favour of **Principal, I.T.I., Kutra**, payable at Kutra.
3. An Affidavit for ensure that this firm has no police case or any black listed record.

Bidders who download the tender document must **attach a Demand Draft of Rs. 1000/-**, dated **between 05.06.2025 to 24.06.2025**, along with their submission. **Demand Drafts issued on any other dates will not be accepted.**

The **last date and time for submission of the tender document** is **24.06.2025 up to 5:00 P.M.**

The undersigned reserves the right to **accept or reject any or all bids** without assigning any reason thereof.

Principal
Industrial Training Institute
Kutra

GOVT. INDUSTRIAL TRAINING INSTITUTE, KUTRA
AT- LITIBEDA ROAD, PO/PS- KUTRA, DIST-SUNDARGARH, PIN - 770018

TENDER DOCUMENT

For providing Service of **Watchman and Sweepers** at GOVT. I.T.I., KUTRA by a Private Man Power Service Provider.

(a) (i) Period of down loading of Tender documents

from the Website www.itikutra.org.in : **05.06.2025 to 24.06.2025** (up to 11 AM)

(ii) Issue of tender paper form office of the

Principal, Govt. I.T.I., Kutra on working

Day & working hours 10 AM to 5.30 PM : **05.06.2025 to 24.06.2025** (up to 11 AM)

(b) Date & Time for submission of Tender Documents : 05.06.2025 to 24.06.2025 on working days during

Working Hours

(Tender Documents may be submitted by Registered Post / Speed Post / by hand so as to reach the office of the Principal, GOVT. I.T.I., KUTRA as per the above date & time. Tender Documents received after 24.06.2025 by 5:00 P.M. will not be considered)

(c) Date and Time for opening of

(i) Technical Bids : **25.06.2025 At 11:00 A.M.**

(ii) Financial Bids of eligible Bidders : **25.06.2025 At 4:00 P.M.**

(d) Likely date for commencement of

Deployment of required manpower : **01.07.2025**

OFFICE OF THE PRINCIPAL, GOVT. INDUSTRIAL TRAINING INSTITUTE, KUTRA
AT- LITIBEDA ROAD, PO/PS- KUTRA, DIST-SUNDARGARH, PIN - 770018

Tender Call Notice No.: 381 dated: 05.06.2025

TENDER CALL NOTICE

Sealed Tenders are invited from reputed registered Manpower Agencies / Service Provider to provide the services of Manpower on contract basis for day to day official/academic work of Govt. I.T.I., KUTRA .

Tender should be accompanied with refundable Earnest Money Deposit (EMD) of Rs. 6500/- (Rupees Six Thousand Five Hundred Only) in shape of Demand Draft in the favour of Principal, I.T.I., KUTRA, on any Nationalized Bank payable at KUTRA.

The detailed information for outsourcing the service of aforesaid services is given in the Tender Document which may either be downloaded from the website www.itikutra.org.in or obtained in person from the office of the undersigned on any working day between 10:00 A.M. to 5:30 PM from **05.06.2025 to 24.06.2025 (up to 11 AM)** by depositing **Rs.1000/- (One Thousand)** only in shape of **Demand Draft in favour of Principal, I.T.I., KUTRA payable at KUTRA** towards the cost of Tender paper. The bidder who has downloaded the Tender paper shall attach the Demand Draft (made between **05.06.2025 to 24.06.2025**) as mentioned above along with the tender documents. Demand Drafts of dates other than that mentioned above shall not be entertained. The last date and time for submission of Tender document is **24.06.2025** by 5.00 P.M.

The last date and time of submission of tender document is on **24.06.2025** by 5.00 P.M. at Govt. I.T.I., KUTRA, AT- LITIBEDA ROAD, PO/PS- KUTRA, DIST-SUNDARGARH, PIN – 770018.

The undersigned, reserves the right to reject all bids without assigning any reason.

Principal
Industrial Training Institute
Kutra

SCOPE OF WORK AND GENERAL INSTRUCTIONS FOR BIDDERS

1. Government Industrial Training Institute (Govt. I.T.I.), Kutra invites sealed tenders from reputed, registered, and financially sound Manpower Service Providers, duly registered with the Home Department, for providing manpower services on a contract basis. The required services include the deployment of **Watchman and Sweepers** for supporting the day-to-day official and academic operations of the institute.
2. The contract for providing the aforementioned manpower services is expected to commence from a suitable date and will initially be valid for a period of one (1) year. The contract period may be extended based on the continuing manpower requirements of Govt. I.T.I., Kutra, subject to satisfactory performance.

However, the contract may also be curtailed or terminated earlier under any of the following circumstances:

- Deficiency in services rendered,
- Deployment of substandard or unqualified personnel,
- Changes in the manpower requirements of the Institute, or
- Any changes in Government rules or policies.

The Principal, Govt. I.T.I., Kutra, reserves the right to terminate the contract at any time by providing 15 (fifteen) days' prior written notice to the selected Service Provider, without assigning any reason.

3. The Institution has a tentative requirement for the following categories of manpower. The actual number of personnel required may increase or decrease in any or all of the categories as per the evolving needs of the Institution.

| Sl. No | Nature of manpower | Tentative Requirement |
|--------|--------------------|-----------------------|
| 01 | Watchman | 03Nos. (ITI, KUTRA) |
| 02 | Sweeper | 01 Nos. (ITI, KUTRA) |

The approximate estimated cost with GST of the contract is **Rs. 8,57,110/-** (Rupees Eight Lakhs Fifty Seven Thousand and One Hundred Ten only) per annum.

Interested Manpower Service Providers are required to submit the duly filled-in tender document, along with the following:

- Earnest Money Deposit (EMD): Rs6500/- (Rupees Six Thousand Five Hundred only)
- All other requisite supporting documents

The complete tender documents must be submitted on or before **24.06.2025** by 5.00 P.M. at the following address: Principal, Govt. I.T.I., Kutra, AT- LITIBEDA ROAD, PO/PS- KUTRA, DIST-SUNDARGARH, PIN – 770018 by Registered post / Speed post / By hand. The tender documents are to be downloaded from the website www.itikutra.org.in

4. The various crucial dates relating to "Tender for Providing Manpower Services to the Govt. I.T.I.,

KUTRA are cited as under

- a) (i) Period of issue of Tender Document : **05.06.2025 to 24.06.2025 (up to 11 AM)**
from the Website www.itikutra.org.in
(ii) Issue of tender paper form office of the
Principal, Govt. I.T.I., Kutra on working
- b) Day & working hours 10 AM to 5.30 PM : **05.06.2025 to 24.06.2025 (up to 11 AM)**
- c) Date & Time for submission **05.06.2025 to 24.06.2025 (up to 05 PM)** on
of Tender Document working days during working Hours
*(Tender Documents may be submitted by Registered Post / Speed Post / by hand so as to reach the
office of the Principal, GOVT. I.T.I., KUTRA as per the above date & time. Tender Documents received
after **24.06.2025 (up to 05 PM)** will not be considered)*
- d) Date and time for opening of
- (i) Technical Bids : **25.06.2025 AT 11:00 A.M.**
- (ii) Financial Bids of eligible Bidders : **25.06.2025 AT 04:00 P.M.**
- e) Likely date for commencement of
deployment of required manpower : **01.07.2025**
5. The tender has been invited under two bid system i.e. Technical Bid and Financial Bid. The interested agencies are advised to submit tender paper in two separate sealed envelopes super scribing "Technical Bid for Providing Manpower Servicers to Govt. I.T.I., KUTRA" and "Financial Bid for Providing Manpower Servicers to Govt. I.T.I., KUTRA ". Both sealed envelopes should be kept in a third sealed envelope super scribing "Tender for providing Manpower Services to Govt. I.T.I., KUTRA". Tender Documents received after **24.06.2025** by 5.00 P.M. will not be considered.
6. An Earnest Money Deposit (EMD) of Rs. 6500/- (Rupees Six Thousand Five Hundred Only) — refundable and without interest — must necessarily accompany the tender submitted by the Service Provider. The EMD should be in the form of a Demand Draft issued by any Nationalized Bank, drawn in favour of "Principal, I.T.I., KUTRA" Payable at KUTRA. Tenders not accompanied by the required EMD will be rejected summarily and will not be considered for further evaluation.
7. The successful tenderer shall be required to deposit a Performance Security Deposit of Rs. 10,000/- (Rupees Ten Thousand only), which can be submitted in either of the following forms: A Fixed Deposit Receipt (FDR) made in the name of the agency and hypothecated to the *Principal, I.T.I., KUTRA* Or A Bank Guarantee from any Nationalized Bank in favour of the *Principal, I.T.I., KUTRA*, covering the entire period of the contract. In the event the contract is extended beyond the initial period, the Bank Guarantee / FDR must be renewed accordingly to cover the extended period.
8. The tendering Manpower Service Providers are required to enclose self-attested photocopies of the following documents, duly attested by a Group "A" Gazetted Officer of the State Government / Central Government, along with the Technical Bid. Failure to submit any of the following documents will result in summary or outright rejection of the bid. Incomplete bids will not be considered for further evaluation.

List of Mandatory Documents:

- a) Registration Certificate of the applicant organization
 - b) Copy of valid Trade License
 - c) Copy of Solvency Certificate for Rs. 10 Lakhs issued by a competent Revenue Officer
 - d) Copy of valid PSARA License
 - e) Copy of valid Labour License
 - f) Copy of valid GST Registration Certificate
 - g) Copy of PAN Card of the firm
 - h) Copies of Income Tax Returns filed for the last three financial years
 - i) Copies of valid EPF and ESI Registration Certificates
 - j) Copy of Experience Certificate, clearly mentioning a minimum of 3 years' relevant experience
 - k) Certified extract of the Bank Account, showing transactions for the last three years
9. Conditional bids shall not be considered under any circumstances and will be out rightly rejected at the very first instance without any further correspondence.
10. All entries in the tender form must be legible, clear, and properly filled in. If the space provided for furnishing information is insufficient, additional details may be provided on a separate sheet, which must be duly signed by the authorized signatory. No overwriting or cutting is permitted in the Financial Bid. Any such instance shall lead to summary rejection of the bid. Cuttings or corrections, if any, in the Technical Bid must be initialed by the person authorized to sign the tender documents.
11. The Technical Bids shall be opened on the scheduled date and time in the office of the Principal, Govt. I.T.I., KUTRA. The opening shall take place in the presence of representatives of the Manpower Service Providers, if any, who choose to be present at that time. No separate communication will be issued for the opening of Technical Bids.
12. The Financial Bid of only those tenderers whose Technical Bids are found to be in order shall be opened. The Financial Bids shall be opened on the scheduled date and time in the office of the Principal, Govt. I.T.I., KUTRA. The opening will be conducted in the presence of the representatives of the Manpower Service Providers, if any, who wish to be present at that time. Tenderers whose Technical Bids are rejected shall not be considered for Financial Bid opening and evaluation.
13. The Principal, Govt. I.T.I., KUTRA reserves the absolute right to accept or reject any or all bids, without assigning any reason thereof.

TECHNICAL REQUIREMENTS FOR THE TENDERING MANPOWER SERVICE PROVIDER

The tendering Manpower Service Provider must fulfil the following technical specifications to be eligible for consideration:

- a) The registered office or a branch office of the service provider should be located within Sundargarh District. If no such office exists in Sundargarh, the service provider must provide the name, designation, address, and contact number of the authorized liaison person for communication with this office.
- b) Must be registered with the appropriate registration authority.
- c) Should have at least **three years** of experience in providing manpower services to Government Departments, Public Sector Companies, Banks, or similar institutions.
- d) Must have a Bank Account in the name of the Company / Organization / Firm.
- e) Must be registered with the Income Tax and GST departments.
- f) Must be registered under the Employees' Provident Fund (EPF) and Employees' State Insurance (ESI) Acts.
- g) Must have obtained all necessary regulatory clearances required for operating manpower services.
- h) Must have an annual turnover of at least Rs. **10.00 Lakhs**.
- i) Should have executed similar type of contracts during the preceding 3 years, with a contract value of at least 60% of the estimated cost of the current contract.
- j) Must possess a valid Labour License.
- k) Must possess a valid GST Registration Certificate.
- l) Must possess a valid PSARA(Private Security Agencies Regulation Act) License.
- m) Must hold a valid Solvency Certificate of Rs. 10 Lakhs, issued by a competent Revenue Officer.
- n) Must possess valid EPF and ESI Registration Certificates.
- o) Must possess a valid Trade License.

**TECHNICAL REQUIREMENTS FOR MANPOWER TO BE DEPLOYED BY THE
SUCCESSFUL MANPOWER SERVICE PROVIDER IN
“Govt. I.T.I., KUTRA”**

1. He / She should be above 18 years of age and not exceeding 50 years.
2. The Minimum Educational Qualification for the different requirement is given below.

| Nature of manpower | Minimum essential qualification | Remarks |
|--------------------|---------------------------------|---------|
| <i>Watchman</i> | Class-VIII or above | |
| Sweeper | Literate | |

APPLICATION - TECHNICAL BID

(For Providing Manpower Service to Govt. I.T.I., KUTRA)

1. Name of Tendering Manpower Service Provider: _____
2. Details of Earnest Money Deposit: DD No. _____ date _____
Of Rs. _____ drawn on Bank _____
3. Name of Proprietor/Partner/Director: _____

4. Full Address of Registered Office: _____
E-mail _____ Telephone No.: _____
Address: _____
5. Full address of Operating/Branch Office: _____
Email Address: _____ Telephone No.: _____
6. Name, Designation, Address & Telephone no. of Authorized officer/ person to liaise with Office

7. Banker of the Manpower Service Provider : _____
(Attach Certified copy of statement of A/C for the last three years)
8. PAN / GIR No. (Attach attested copy): _____
9. Service Tax Registration No. : _____
(Attach attested copy)
10. E.P.F. Registration No. (Attach attested copy) : _____
11. E.S.I, Registration No. (Attach attested copy) : _____
12. GST Registration No. (Attach attested copy) : _____
13. Labour License No. (Attach attested copy) : _____
14. PSARA License No. (Attach attested copy) : _____
15. Trade License No-(Attach attested copy) : _____
16. Solvency certificate- -(Attach attested copy) : _____
17. Financial turnover of the tendering Manpower Service Provider for the last 3 financial years

| Financial Year | Turnover (in INR) | CA Certified (Yes/No) |
|----------------|-------------------|-----------------------|
| 2022-23 | | |
| 2023-24 | | |
| 2025-25 | | |

Additional information, If any; (Attach separate sheet if space provided is insufficient)

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

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

| Sl. No. | Name of client, address, telephone & fax no. | Manpower Service Provider | | Amount of contract (Rs. Lakhs) | Duration of Contract | |
|---------|--|----------------------------|-----|--------------------------------|----------------------|----|
| | | Type of Man Power Provided | No. | | From | To |
| 01 | | | | | | |
| 02 | | | | | | |
| 03 | | | | | | |

19. Experience certificates to be attached separately (Attach separate sheet, if required)

20. Additional information, if any (Attach separate sheet, if required)

Date:
Place:

Signature of authorized person
Full Name:
Seal:

DECLARATION

1. I, _____, 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.
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 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 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 with Seal

Full Name: _____

APPLICATION – FINANCIAL BID

(For Providing Manpower Assistance to Govt. I.T.I., KUTRA)

1. Name of tendering Manpower Service Provider: _____
2. Rate per person per day (8 hours per day) – *Inclusive of all statutory liabilities, taxes, levies, cess, etc., if any*

| Sl. No. | Manpower type | Monthly Rate per person | | | | | |
|---------|--------------------|---|------|------|----------------------|---------------------------|------------------|
| | | *Take Home Remuneration per month (Rs.) | EPF@ | ESI@ | Service Charges in % | Service Tax (CGST & SGST) | Total per person |
| 01 | Security Personnel | 12,600 | | | | | |
| 02 | Sweeper | 12,600 | | | | | |

Note-

1. Minimum *Take Home Remuneration* may be revised as per General Administration and Public Grievance Department **Order No. 7982/GAD dated 07.03.2024**.
2. The remuneration will be fixed at the nearest higher slab (*the principles of remuneration commensurate to the experience of the manpower provided*) as per the order General Administration and Public Grievance Department **Order No. 7982/GAD dated 07.03.2024 Clause No. – 7, Table No- 2**.
3. Service Provider Agency should submit proof of experience of the engaged person to make application for admissibility of higher rate of remuneration based on experience. Claims for enhanced remuneration **without supporting documentation** will not be considered.

Date :

Place :

Signature of authorized person

Full Name:

Seal

Notes:

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.

TERMS & CONDITIONS

GENERAL

1. The Agreement is likely to commence from 01.07.2025 or later and shall continue for one year, unless curtailed or terminated by the Principal, Govt. I.T.I., KUTRA due to deficiency of service, sub-standard quality of manpower deployed, breach of contract, change in requirements, or applicable government rules.
2. The Agreement shall automatically expire on 30.06.2026, unless extended further by mutual consent of the Manpower Service Provider and the Principal, Govt. I.T.I., KUTRA.
3. The Agreement may be extended on the same terms and conditions or with mutually agreed modifications for a further specific period.
4. The Manpower Service Provider shall not transfer, assign, pledge, or subcontract its rights and liabilities under this Agreement to any other agency without prior written consent of the Principal, Govt. I.T.I., KUTRA.
5. The current tentative manpower requirement is mentioned in the scope section (Page 3). The number may increase or decrease during the contract period, and the Manpower Service Provider shall provide additional manpower services as needed, on the same terms and conditions.
6. The Manpower Service Provider will be held responsible for the accuracy of information and documents submitted at any stage. If any document is found to be false, it will be considered a breach of contract and may result in legal action or termination.
7. The Principal, Govt. I.T.I., KUTRA reserves the right to terminate the agreement at any point, even during the initial period, by giving 15 days' notice.
8. Persons deployed must report to duty on time and perform their duties for the scheduled hours. Habitual late arrival or early departure on three occasions will result in deduction of one day's remuneration.
9. Deployed personnel may be called on holidays for urgent or exigent work. No extra remuneration will be paid for such work.
10. The Manpower Service Provider shall appoint a coordinator to ensure timely communication with the designated official at the Govt. I.T.I., KUTRA, enabling uninterrupted service.
11. All financial liabilities related to the personnel deployed shall lie solely with the Manpower Service Provider. It shall ensure payment of at least the minimum rate quoted in the financial bid and provide proof of the same when required.
12. For all legal purposes, the Manpower Service Provider shall be considered the "Employer" of the deployed personnel. The deployed personnel shall not claim any employment relationship with the Govt. I.T.I., KUTRA.
13. The Manpower Service Provider is solely responsible for handling any grievances or disputes of its deployed personnel. If unresolved, the matter may be referred to a Joint Committee comprising representatives from both the Service Provider and the Principal.
14. The Govt. I.T.I., KUTRA shall not be liable for any financial loss or injury to any deployed person during duty or for any compensation claims.
15. The deployed persons shall not be entitled to any benefits, perks, or facilities applicable to regular employees.
16. Upon expiry or termination of the Agreement, the deployed personnel shall have no claim for absorption in any form.

17. The deployed persons must submit an undertaking in affidavit form that they are aware they have no right to claim absorption or regularization under any legal provision.
18. The Manpower Service Provider must be registered with relevant authorities such as the Labour Commissioner, EPF, and ESIC, and submit proof thereof. The Service Provider shall also comply with licensing requirements under the Contract Labour (Regulation and Abolition) Act, 1970, if applicable.
19. In case any deployed person intends to leave, the Service Provider shall provide a substitute well in advance. Overlap payment during handover shall be borne by the Service Provider. It must also ensure timely contributions to EPF and ESI where applicable.
20. The deployed persons must have clean police records, with no pending criminal cases.
21. Deployed personnel must behave in a polite, cordial, and efficient manner, and their conduct must uphold the image of the Govt. I.T.I., KUTRA. Any indiscipline will be the responsibility of the Manpower Service Provider.
22. Every page of the tender document must be signed and sealed by the Manpower Service Provider.

LEGAL

23. The persons deployed shall, during the course of their work, have access to certain confidential documents and information which they are not authorized to divulge to any third party. Therefore, they shall be required to take an Oath of Confidentiality. Breach of this condition shall render both the Manpower Service Provider and the concerned individual liable for legal and penal action, including action for breach of contract, under applicable laws.
24. The Manpower Service Provider shall be responsible for ensuring compliance with all statutory provisions relating to the minimum wages payable to various categories of workers for the personnel deployed at Govt. I.T.I., KUTRA. The office shall not be held liable in this regard.
25. The Manpower Service Provider shall be responsible for depositing all applicable taxes, levies, cess, etc. arising from services rendered to the Govt. I.T.I., KUTRA with the appropriate tax authorities, as per prevailing rules and regulations. Attested photocopies of deposit receipts and related documents must be furnished to the institution as evidence of compliance.
26. The Manpower Service Provider shall maintain all statutory registers and records as required under the relevant laws, and shall produce them for inspection upon demand by the Govt. I.T.I., KUTRA or any competent authority.
27. Tax Deducted at Source (T.D.S.) shall be applicable as per the provisions of the Income Tax Act/Rules, as amended from time to time. A certificate of such deduction shall be issued by the Govt. I.T.I., KUTRA or the concerned office.
28. In case the Manpower Service Provider fails to fulfill any statutory obligations under applicable laws and this results in any financial or legal liability on the part of the Principal, Govt. I.T.I., KUTRA, such liability shall be recoverable from the outstanding bills or the Performance Security Deposit of the Manpower Service Provider, to the extent of the loss incurred.

29. The Agreement is liable to be terminated for reasons including but not limited to: non-performance, deviation from contract terms, non-payment of wages to deployed personnel, or non-payment of statutory dues. The Govt. I.T.I., KUTRA or the concerned office shall not be liable for such failures. In the event of loss or damage caused by any deployed personnel, recovery shall be made from the pending payments or adjusted against the Performance Security Deposit of the Service Provider.

FINANCIAL

30. The Bid must be accompanied by an Earnest Money Deposit (EMD) of Rs. 6,500/- (Rupees Six Thousand Five Hundred only), refundable without interest. The EMD, along with the cost of the Tender Document (receipt or Demand Draft), must be submitted in the form of a Demand Draft drawn in favour of *Principal, I.T.I., KUTRA*, payable at KUTRA. Failure to submit the EMD will result in outright rejection of the tender.
31. The EMD of bidders not qualifying in the Technical Bid (First stage) or Financial Bid (Second stage) shall be returned without interest. In the case of the successful tenderer, failure to deploy the required manpower within 30 days from the date of order will result in forfeiture of the EMD, without any further notice.
32. The successful bidder must deposit a Performance Security Deposit of Rs. 10,000/- (Rupees Ten Thousand only) either in the form of a Fixed Deposit Receipt (FDR) in the name of the agency and hypothecated to the Principal, I.T.I., KUTRA, or as a Bank Guarantee from any nationalized bank, valid for the entire contract period. If the contract is extended, the FDR/Bank Guarantee must be renewed accordingly.
33. In the event of any breach of contract terms and conditions, the Performance Security Deposit shall be forfeited, and the agreement may be annulled.
34. The Manpower Service Provider shall submit monthly bills (in triplicate) along with the attendance sheets, duly verified by the concerned authority, to the Principal, Govt. I.T.I., KUTRA, in the first week of the succeeding month.
35. Claims in the bills pertaining to Employees State Insurance (ESI), Provident Fund (PF), and Service Tax, etc., must be supported with documentary proof for the billing month. A portion or the entire bill amount may be withheld until satisfactory proof is provided, at the discretion of the Principal, Govt. I.T.I., KUTRA.
36. A penalty of Rs. 100/- per day will be deducted from the monthly bill for any delay beyond three working days in providing a suitable substitute for absent personnel.
37. The authority reserves the right to withdraw or relax any of the aforementioned terms and conditions, as necessary, to overcome unforeseen issues.
38. Any disputes arising out of this agreement shall be resolved through mutual negotiation. If unresolved, the dispute may be escalated to the next higher authority or controlling officer, whose decision shall be binding on all parties.
39. All legal disputes shall fall under the jurisdiction of courts in KUTRA.
40. The successful bidder shall be required to enter into an Agreement with the Govt. I.T.I., KUTRA for the supply of qualified and suitable manpower as per the terms and conditions stated herein.

DOCUMENTS TO BE PROVIDED WITH THE TECHNICAL BID

The following documents must be submitted along with the Technical Bid for consideration. Failure to submit any of the required documents may result in rejection of the bid:

- 1. Application – Technical Bid, along with:**
 - Money Receipt / Demand Draft of Rs. 1000/- towards cost of Tender Paper.
 - Demand Draft of Rs. 6,500/- towards Earnest Money Deposit (EMD).
- 2. Attested copy of the Registration Certificate of the Agency.**
- 3. Certified copies of the Bank Account Statements of the Agency for the last three financial years.**
- 4. Attested copy of the PAN Card of the Agency/Firm.**
- 5. Attested copy of the latest Income Tax Return (ITR) filed by the Agency.**
- 6. Attested copy of the Service Tax Registration Certificate.**
- 7. Attested copy of the EPF Registration Certificate / Letter.**
- 8. Attested copy of the ESI Registration Certificate / Letter.**
- 9. Attested copy of the Labour Licence under the Contract Labour (Regulation & Abolition) Act, if applicable.**
- 10. Attested copy of the GST Registration Certificate.**
- 11. Attested copy of the PSARA Licence (Private Security Agencies Regulation Act), if applying for security personnel deployment.**
- 12. Attested copy of the Trade Licence.**
- 13. Attested copies of Experience Certificates, supporting past performance.**
- 14. Certified documents supporting the Financial Turnover of the Agency.**
- 15. Certified documents supporting entries made in Column 13 of the Technical Bid Application.**
- 16. Copy of the Terms and Conditions (pages 11 to 14 of the Tender Document), with each page duly signed and sealed by the authorized signatory of the Agency as a token of acceptance.**
- 17. An Affidavit for ensure that this firm has no police case or any black listed record.**

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

1. List of Manpower short-listed by agency for deployment in Govt. I.T.I., KUTRA containing full details i.e. date of birth, marital status, address, educational qualification etc.
2. Bio-data of all persons.
3. Service Provider Agency should submit proof of experience of the engaged person to make application for admissibility of higher rate of remuneration based on experience. Claims for enhanced remuneration without supporting documentation will not be considered.
4. Any other document considered relevant.

AGREEMENT

This Agreement is made on this _____ day of _____, 2025 between:

The Principal, Govt. Industrial Training Institute, KUTRA,

(hereinafter 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 referred to as 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:

1. The "**Authority**" desires to avail manpower services for the purpose of deploying various categories of personnel in **Govt. I.T.I., KUTRA**.
 2. The "**Manpower Service Provider**" has offered its willingness and capability to provide such services in accordance with the terms and conditions of this agreement.
 3. The "**Authority**" has accepted the offer and finalized the rate and terms accordingly.
-

NOW THIS AGREEMENT WITNESSES AS FOLLOWS:

1. That the annexed **Terms and Conditions**, forming part of the Tender Document, shall be deemed to form, read, and construed as an integral part of this Agreement.
 2. That in consideration of the payments to be made by the "**Authority**", the "**Manpower Service Provider**" hereby agrees to provide required categories of personnel to **Govt. I.T.I., KUTRA**, in accordance with the requisition and the agreed terms.
 3. That the "**Authority**" agrees to pay the "**Manpower Service Provider**" the contract price as finalized, at the time and in the manner prescribed under the said Terms and Conditions.
 4. That any dispute arising out of or in relation to this Agreement shall be settled as per the provisions laid out in the Terms and Conditions.
 5. That this Agreement shall remain valid for **one year** from the date of issue of the Work Order by the Authority, unless terminated earlier in accordance with the provisions of the agreement.
-

IN WITNESS WHEREOF, the parties hereto have set their respective hands and seals on the day, month, and year first written above.

For and on behalf of Manpower Service Provider

(Signature with Seal)

Name:

Designation:

For and on behalf of Govt. I.T.I., KUTRA

(Signature with Seal)

Principal, Govt. I.T.I., KUTRA

In the Presence of Witnesses:

1. Witness

Name :

Address :

Signature :

2. Witness

Name :

Address :

Signature :

ANNEXURE

TERMS & CONDITIONS OF THE AGREEMENT

1. The Agreement shall commence from a specified date and shall continue for a period of one year unless curtailed or terminated by the Authority due to deficiencies in service, sub-standard quality of manpower, breach of contract, or change in requirements.
2. The Agreement shall automatically expire upon completion of the contract period unless extended by mutual consent.
3. The Agreement may be extended on the same or modified terms, for a further period, upon mutual agreement.
4. The Manpower Service Provider shall not transfer, assign, pledge, or subcontract its rights and obligations without prior written consent of the Authority.
5. If any document provided by the Service Provider is found to be false or misleading, it shall constitute a breach of agreement, liable to legal action and termination.
6. The Authority reserves the right to terminate the Agreement during the initial period with 15 days' notice.

- 7.** Deployed personnel shall report at the assigned location on time and leave at the scheduled time. Absence or habitual tardiness (three occasions) will result in proportionate deduction of one day's wage.
- 8.** The Manpower Service Provider shall appoint a coordinator for direct liaison with the Authority to ensure uninterrupted services.
- 9.** Financial liability for the deployed manpower lies solely with the Manpower Service Provider. It must pay at least the minimum wage as quoted and produce supporting documentation.
- 10.** The Manpower Service Provider shall be deemed the "Employer" for all legal purposes. The deployed personnel shall have no employment claim on the Authority.
- 11.** Grievances or disputes among deployed personnel are to be resolved by the Service Provider. A Joint Committee may handle escalations.
- 12.** The Authority shall not be responsible for any injury or financial loss to the personnel during service.
- 13.** Deployed personnel shall not claim regular employment benefits during or after the contract.
- 14.** Upon termination or expiry of the agreement, the deployed personnel shall not be entitled to regular employment.
- 15.** An affidavit undertaking shall be obtained from each deployed person affirming they will not seek regularization or employment benefits from the Authority.
- 16.** The Manpower Service Provider must be duly registered with Labour, EPF, ESI, and other applicable authorities, and must comply with the Contract Labour (Regulation and Abolition) Act, 1970.
- 17.** Suitable substitutes shall be provided in advance if an employee is likely to leave. The overlap period cost shall be borne by the Service Provider.
- 18.** All deployed personnel must have a clean police record and no pending criminal cases.
- 19.** Personnel must be courteous and professional. The Service Provider is accountable for any misconduct.
- 20.** Deployed personnel must maintain confidentiality. Any breach will lead to legal action against both the individual and the Service Provider.
- 21.** The Service Provider must comply with statutory wage and benefit obligations. The Authority holds no liability in this regard.
- 22.** The Service Provider shall pay all applicable taxes and provide supporting documents as proof.
- 23.** Statutory registers must be maintained and made available for inspection.
- 24.** TDS will be deducted as per applicable tax laws, and certificates will be issued accordingly.
- 25.** If the Service Provider fails to meet any legal obligation, resulting in loss or liability to the Authority, the same shall be recovered from unpaid bills or the Performance Security Deposit.

- 26.** The Agreement is liable for termination in case of non-performance, contract violations, delayed payments, or statutory non-compliance. Losses or damages caused by deployed personnel will be recovered from the Service Provider.
- 27.** Breach of contract will result in forfeiture of the Performance Security Deposit and annulment of the Agreement.
- 28.** Absentee details will be sent by the 5th of the succeeding month. Bills must include attendance sheets, wage registers, and proof of statutory payments (EPF, ESI, GST) and be submitted by the 10th of the following month.
- 29.** Payment will be made by the 25th of the succeeding month, subject to proper documentation.
- 30.** A penalty of @100 per day shall be imposed for delays exceeding three days in providing a suitable substitute.
- 31.** The Authority reserves the right to revise or relax any condition to address operational challenges.
- 32.** Disputes shall first be resolved through negotiation. Failing which, the matter will be referred to the next higher authority whose decision shall be final.
- 33.** All disputes shall fall under the jurisdiction of courts located in Kutra.