



**TRIBAL DEVELOPMENT CO-OPERATIVE
CORPORATION OF ORISSA LTD (TDCCOL)**

Tel. 0674-2542475 / 2542617. Fax-2544828

Email: admin@tdccorissa.org, website:

www.tdccorissa.org



Notice no. 1491 , dated 11.08.2021

Tender Call Notice for Hiring of Service Provider Agency for Engagement of Man power

Sealed tenders are invited under Two Bid system from the reputed experienced Manpower Agencies/service providers for outsourcing of different services of TDCCOL, Rupali square, Bhoi Nagar, Bhubaneswar w.e.f 12.08.2021. The detail information for outsourcing of man power has been given in the Tender document which can be downloaded from the official website – www.tdccodisha.org within the period from 13.08.2021 to 03.09.2021. The tender documents should be reach the office of Managing Director, TDCCOL, Rupali square, Bhoi Nagar, Bhubaneswar – 751022 by Regd. Post/Speed Post latest by 3 P.M on 03.09.2021. Tenders received other than through Regd. Post and Speed Post shall be summarily rejected. Any revision, clarification, addendum, corrigendum, time-extension etc. to the above mentioned tender notice will be hosted on the above mentioned website only. No separate notification shall be issued in the press for this purpose.

-Sd/-

Managing Director

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- 1 (a) Period of issue of Tender document: 13.08.2021 to 03.09.2021
- (b) Date and time of submission of Tender document: Last date 03.09.2021
Upto 3 P.M
- (c) Date and time for opening of
 - (i) Technical Bids: 04.09.2021 3.30 P.M
 - (ii) Financial Bids of eligible Bidders: To be intimated later.
- (d) Likely date for commencement of deployment of required manpower:
01.10.2021
- (e) Date of Pre Bid Meet: 21.08.2021 at 3 PM
Place: TDCCOL Office, Bhubaneswar

TDCCOL

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Notice no. 1491, dated 11.08.2021

**TENDER CALL NOTICE FOR HIRING OF SERVICE PROVIDER AGENCY FOR
ENGAGEMENT OF MAN POWER**

Introduction:

Tribal Development Co-operative Corporation of Odisha Limited (TDCCOL) is a State level Apex Cooperative operational under the administrative control of ST & SC Development Department, Govt. of Odisha since 1964. This Apex Cooperative was established with the following objectives:

- a) To procure Minor Forest Produces (MFPs) and Surplus Agricultural Produces (SAPs) collected by primary collectors at fair and remunerative price and arrange for their marketing.
- b) Strengthening the community level institutions for product aggregation, grading, sorting, value addition etc. through Institutional framework.
- c) Strengthening the Livelihood Clusters in Tribal Sub Plan areas in Odisha. Marketing of Handicraft and Handloom items manufactured by the tribal people through Tribal World Outlets and online marketing.
- d) Implementation of different Minimum Support Price schemes of Govt. in the State including Van Dhan Vikash Karyakram.
- e) Other commercial activities

Objective for engagement of Service Provider Agency:

To cater to the different activities of TDCCOL, energetic and self motivating professionals are required to be provided by reputed, well established and financially sound Manpower Service Providers.

Terms & Conditions:

1. The interested agencies/firms may submit the Tender document complete in all respects along with Earnest Money Deposit (EMD) of Rs.1, 50,000/- (Rupees One Lakh fifty thousand) only favouring Managing Director, TDCCOL and other requisite documents on or before **03.09.2021 up to 3.00 PM** at TDCCOL Office, Bhubaneswar. The EMD of the successful bidder will be converted to Security Money Deposit for which no interest will be claimed by the bidder.
2. The contract period will be for one year from the date of agreement and may be extended/renewed by one more year basing on the requirement and satisfactory performance of the party.
3. 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 Services to TDCCOL, Bhubaneswar”** and **Financial Bid for Providing Manpower Services to TDCCOL, Bhubaneswar**. Both sealed envelopes should be kept in a third sealed envelope super scribing **“Tender for Providing Manpower Services to TDCCOL, Bhubaneswar**.
4. The participating Manpower Service providers/agencies are required to enclose photocopies of the following documents (self-attested), along with the Technical Bid and Financial Bid, failing which their bids shall be out rightly rejected and will not be considered any further:
 - a. Registration certificate of the applicant's organization
 - b. PAN
 - c. IT return filed for the last three financial years;(2017-18, 2018-19 & 2019-20)
 - d. EPF and ESI registration certificates
 - e. GST registration certificate
 - f. Certified extracts of the Bank Account containing transactions during last one year.
 - g. Audited Financial Statements for last three years (2017-18 to 2019-20)
 - h. Copy of Labour license/registration under contract Labour (Regulation & Control) Act, 1970.
 - i. Proof of experience regarding supply of Man power to govt. department/agencies.
 - j. Self declaration regarding black listing or otherwise.
5. Tender document duly signed and sealed by the authorized person of the bidder in each page as a token of acceptance of all terms and conditions of the Bid.
6. **The conditional bids shall not be considered and will be out rightly rejected in very first instance.**

7. 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 form. In such cases, the tender shall be summarily rejected.**
8. The Manpower Service Provider will have to outsource manpower on the basis of terms & condition of MoU executed.
9. The Managing Director, TDCCOL, Bhubaneswar reserves the right to cancel all bids without assigning any reason.

All responsive bids will be considered for further processing as per the steps given below:-

- i. First the prequalification proposal will be evaluated and only those bidders who qualify the requirements will be eligible for next set of evaluations. Technical proposal and Financial proposal (without opening) of bidders to do not meet the prequalification criteria will be returned.
- ii. The technical score of all the bidders would be calculated as per the criteria mentioned below. All the bidders who achieve atleast 70% in the technical evaluation would be eligible for Financial bid opening and comparison.
- iii. The selection of the successful bidder shall be on Quality Cost Based Selection process (QCBS). The total marks for the QCBS method will be 10 marks and out of which 7 marks will be from the Technical score obtained from Technical evaluation and 3 marks from the rate of service charge quoted in the financial bid.

The score calculation procedure:-

- a. The technical score for QCBS = (The total marks secured from technical evaluation /100)*7.

For example If a bidder secures 95 from 100 in the technical evaluation will secure $(95/100)*7=6.65$ marks for QCBS method.

- b. Financial score: In order to obtain the financial score first the percentage of total service charge quoted will be calculated against the total fixed monthly remuneration. Then the calculation of marks for financial score will be as follows considering the percentage of service charge as "A".

QCBS Financial Score= $3-(3*A)$

For example : If a bidder quotes 5% as service charge its QCBS financial score will be $3-(3*5\%)= 3-(0.15) = 3-0.15 = 2.85$

Total Score and selection: The total of the technical score and financial score will be added to find the total QCBS score. The bidders scoring the highest total QCBS score will be awarded with the contract,

- iv. Proposal of bidders will be evaluated as per Technical Evaluation Criteria and Financial Evaluation Criteria. Agency or firms should clearly indicate giving explicit supporting documentary evidence with respect to the above, in absence of which their proposals will be rejected summarily at the qualification stage itself.
- v. The submission of tender fees and EMD is mandatory for all interested bidders and is applicable for units covered under MSMEs.

Technical Evaluation

The proposal submitted by the prime bidder will be evaluated on three broad parameters as described in the table below. The bidder must get at least 70% of the maximum possible score i.e. out of total of 100 marks, in the technical section in order to qualify for opening of the commercial/financial evaluation.

Technical Bid Evaluation Sheet:

Sl No	Criteria	Sub-Criteria	Basis of Evaluation	Maximum Marks	Supporting document
1	Relevant experience in similar completed Projects	No. and size of completed project:- Experience in manpower outsourcing The work order should have been issued in last 3 years as on 31 st March 2021	1 Project worth Rs. 15 Lakh = 5 marks	40	Work order + Project completion certificate from the client
			1 project worth Rs. 16 Lakh to rs. 30 Lakh = 10 marks		
			1 project worth Rs. 31 Lakh to Rs. 45 Lakh = 15 marks		
			1 Project worth Rs. 45 lakh and above = 20 marks		
			Cap of max 40 marks Note – The marks to be multiplied with number of projects		
2	Relevant experience in similar on-going projects	Ongoing project :- Experience in handing similar types of projects in manpower outsourcing	1 Project worth Rs. 15 Lakh = 2.5 mark	10	Work order + Project completion certificate from the client
			1 Project worth Rs. 16 Lakh to Rs. 30 lakh = 5 marks		
			1 project worth Rs. 31 Lakh to Rs. 45 Lakhs = 7.5 marks		
			1 project worth Rs. 45 Lakh and above = 10 marks		
			Cap of Max 10 marks Note – The marks to be multiplied with number of projects		
3	Average Annual turnover of the bidding company	Average annual turnover of the last three assessment year i.e. AY 2018-19, 2019-20 & 2020-21 (Minimum of	More than equal to Rs. 1 crore – 5 marks	20	The bidder should submit the Chartered Accountant certificate
			More than equal to Rs. 2 crore – 10 marks		
			More than equal to Rs.		

		Rs. 1 crore as pre qualification criteria)	5 crore – 20 marks		specifically on the average annual turnover
			Cap of max 20 marks		
4	Proposed Methodology and Team Structure	<ol style="list-style-type: none"> 1. Approach and methodology for resource management 2. Feedback mechanism 3. Number of similar manpower available with the firm 	<p>Qualitative assessment based on</p> <ol style="list-style-type: none"> 1. Team Structure and availability of personnel and reporting mechanism- 10 marks 2. Risk mitigation (contingency plan) and exception handling, Transparency on deposit of EPF, ESI, GST – 10 marks 3. Bidders (if any) having experience in the same manpower project in last 2 years – 10 marks 	30	

TECHNICAL REQUIREMENTS FOR THE MANPOWER SERVICE PROVIDER

The participating manpower service provider should fulfill the following technical specification.

- a. The registered office of the manpower service providers should be located within the jurisdiction of Odisha.
- b. The bidder must be an entity incorporated under the Companies Act or a LLP firm registered under Limited Liability Partnership Act/ Partnership firm/Proprietorship firm registered under relevant law. (Document required – certificate incorporation/partnership deed/firm registration certificate along with PAN, GST registration certificate).
- c. It is necessary for ascertaining the business strength of the prospective bidder - The bidder should have an average annual turnover of Rs. 1 crore from the business during the last 3 financial years (2018-19, 2019-20 & 2020-21). (Documents required - Copies of audited balance sheet for the last three financial years and CA certificate certifying that the bidder have an average annual turnover more than Rs. 1 crore during the last three financial years.(Audited financial statements verified by Chartered Accountant indicating UDIN number and seal).
- d. They should have at least five years' experience in providing manpower to Government Departments / Public Sector Companies / Banks, etc.
- e. The bidder must have successfully supplied minimum 50 staffs for Government Departments / Public Sector Companies / Banks, etc. during the last three financial years. (FY 2018-19, 2019-20, 2020-21) (Documents required for verification – work order/ MoU)
- f. The Agency must have executed contracts of similar type during preceding 3 years.The Bidder should have experience of successful completion of at least three (3) similar assignment for supply of Human Resource /Man Power or staff recruitment project in last five or three financial years having contract value not less than Rs. 50 lakhs. (Documents required for verification – work order/completion certificate/ MoU)
- g. The Agency must be executing contracts of similar type currently. The Bidder should have similar assignment for supply of Human Resource /Man Power or staff recruitment project in the current financial year having contract value not less than Rs. 50 lakhs. (Documents required for verification – work order/ MoU)
- h. The bidder should not have been blacklisted by Central / State Govt. Institutions for any means of non-obligation.(Documents required for verification – Self declaration from the bidder as per the format enclosed at Annexure – A format mentioned in the last page of the document)

**TECHNICAL REQUIREMENTS FOR MANPOWER TO BE DEPLOYED BY THE SUCCESSFUL
MANPOWER SERVICE PROVIDER IN HEAD OFFICE & BRANCH OFFICES OF TRIBAL
DEVELOPMENT COOPERATIVE CORPORATION OF ODISHA LTD.**

Sl	Name of the post	Qualification & Experiences	Work Assignment	Age as on 31.07.2021
1	Consultant - Institutional building and Capacity building (State Level)	<p>a) Should be preferably MBA /PGDBM/ Post Graduate degree or diploma (equivalent) preferably in Rural Development/Rural Management/Master in Social work/Agri-Business Management from recognized University /Institute of repute.</p> <p>b) Should have minimum of 15 years of relevant experience in the field of institution building & capacity building of collectives such as Producer Groups/Producer Companies of NTFP/Surplus Agriculture Produce/Handloom/Handicrafts/ Tribal Products in Govt./PSU Corporation/private sector of repute</p>	<p>i) Supervision of all the activities related to institutional & capacity building of all VDVKs in the State.</p> <p>ii) Monitoring and Supervision of the entire team of the State.</p> <p>iii) Facilitate District Implementation Unit/Mentoring Organisation/Community in preparation of training need assessment, capacity building plan, training methodology etc.</p> <p>iv) Guide district teams in Preparation and submission of the Capacity Building plan of VDVK to concern line department for necessary approval and leverage of fund from concerned line dept./District Administration.</p> <p>v) Timely release of fund to VDVKs for capacity building activities.</p> <p>vi) Timely execution of capacity building & empowerment activities approved in AWPB</p> <p>vii) Discharge the duty of Nodal Officer of the State for institution building and capacity building and validate the report/ returns submitted by the Mentoring Organisations and from the District Implementing Unit.</p> <p>viii) Keep upto date database on thematic area i.e. institution building and capacity building of VDVK and upload in TRIFED website.</p> <p>ix) Identifying the institutional obstacles, social processes, vulnerabilities and risks impeding to the producers, forest dependent poor and tribal from benefiting adequately from the IGAs selected.</p>	Below 45

Sl	Name of the post	Qualification & Experiences	Work Assignment	Age as on 31.07.2021
			<ul style="list-style-type: none"> x) Identifying the infrastructure availability, institutional arrangements, feasibility and viability of the business and also a brief SWOT analysis. xi) Ensure timely execution of activities by Expert of Mentoring Organisation. xii) Disposal of file in stipulated days. xiii) Apprise MD, TDCCOL & other officials at state on matter related to institution building and capacity building measures. xiv) Collection & compilation of Annual Progress report/ Success Story /Case Studies/Learning / New Innovations/ Best Practices/ New Technology etc. xv) Coordinate in organizing training/workshop/exposure visit of the ITDA/Mentoring Organisation staffs. xvi) Any other work as assigned by MD, TDCCOL/ PMU/ Govt. 	
2	Consultant –Value addition and technical Expert (State Level)	<p>Should be preferably Master in Food Technology/Agriculture Technology/Any allied subject Technology related to MFP from recognized University /Institute of repute.</p> <p>b) Should have minimum of 15 years of relevant experience in the field of Value addition of NTFP/Surplus Agriculture Produce/Retail/Handl</p>	<ul style="list-style-type: none"> i) Supervision of all the activities related to capacity building of all VDVKS on value addition technology. ii) Monitoring and Supervision of the entire team of the State. iii) To look after the entire operation and implementation of VDVK in the State. iv) Provide guidance to the district team for preparation of business development plans and convergence with line departments. Finalization of the business development plan and district plans for VDVKS. v) Implementation and setting up of TRIFOOD and other projects in the District. 	Below 45

Sl	Name of the post	Qualification & Experiences	Work Assignment	Age as on 31.07.2021
		oom/Handicrafts/Exports/ Tendering process/ Tribal Products in Govt./PSU Corporation/private sector of repute	<ul style="list-style-type: none"> vi) End to end implementation of the MFP & SAP from procurement, value addition, packing, storing to marketing. vii) To asses and analyse the macro level market environment i.e. dist. and higher level market scenario with respect to forest/tribal/rural/SHG products and develop the products accordingly. viii) Develop cluster level mapping for bulk production, value addition & to suggest area & cluster based options for income generating activities for forest dependent and other poor communities in the area. ix) To asses and analyse the field situations with respect to resources i.e. natural, human, social, physical, and financial capital along with current and potential market demand in the context of existing and potential forest/tribal/rural/SHG /NTFP/SAP products x) To explore possibilities in value addition & product development in liaisoning with local & outside institutions/traders and also keep liaisoning with other Govt. programme/agencies like OLM, OUAT, IITs, NITs and any other Research Institutes, etc. xi) To promote brand value of tribal products, ensure participation in various exhibitions, melas etc. xii) To asses and analyse the quality of the MFP, SAP and processed items procured from the SHGs / VDVVKs. xiii) Responsible for all kind of necessary certifications required as per Govt. norms for selling of products by VDVVKs. xiv) Discharge the duty of Nodal 	

Sl	Name of the post	Qualification & Experiences	Work Assignment	Age as on 31.07.2021
			<p>Officer of the State on value addition in the programme areas and validate the report/ returns submitted by the Mentoring Organisation/District Implementing Units.</p> <p>xv) Closely monitor the implementation of livelihood activities to timely identify any problems that may affect the achievement of intended outputs and results.</p> <p>xvi) Keep upto date database on thematic area i.e. value addition and development of VDVK products and upload in TRIFED website.</p> <p>xvii) Apprise MD, TDCCOL and other officials at State level on matters related to VDVKC operations, product development, and quality checking of products.</p> <p>xviii) Any other work as assigned by MD, TDCCOL/ PMU/ Govt.</p>	
3	Team Leader (District Level)	<p>a) Should be preferably MBA /PGDBM/ Post Graduate degree or diploma (equivalent) preferably in Rural Development/Rural Management/Master in Social work/Agri-Business Management from recognized University /Institute of repute.</p> <p>b) Should have minimum of 10 years of relevant experience in the field of institution building & capacity building of collectives such as Producer</p>	<p>i) Supervision coordination and monitoring of all the activities related to Business Proposal/DPR, Market linkage, Institutional building and Capacity building & Value addition of all VDVKS under the assigned districts.</p> <p>ii) Monitoring and Supervision of the entire team of the District.</p> <p>iii) Facilitate Mentoring Organisation/ Community in preparation of training need assessment, capacity building plan, training methodology etc.</p> <p>iv) Preparation and submission of the Capacity Building plan of VDVK to concern line department for necessary approval and leverage of fund from concerned line dept/District Administration.</p>	Below 40

Sl	Name of the post	Qualification & Experiences	Work Assignment	Age as on 31.07.2021
		Groups/Producer Companies of NTFP/Surplus Agriculture Produce/Handloom/Handicrafts/ Tribal Products in Govt./PSU Corporation/private sector of repute	<ul style="list-style-type: none"> v) Timely release of fund to VDVKs for capacity building activities. vi) Timely execution of capacity building & empowerment activities approved in AWPB vii) Discharge the duty of Nodal Officer of the assigned block in the programme areas and validate the report/ returns submitted by the Mentoring Organisation. viii) Keep upto date database on thematic areas of VDVK and upload in TRIFED website. ix) Assessing and analyzing field level situations with respect to livelihoods improvement x) Identifying the institutional obstacles, social processes, vulnerabilities and risks impeding to the producers, forest dependent poor and tribal from benefiting adequately from the IGAs selected. xi) Identifying the infrastructure availability, institutional arrangements, feasibility and viability of the business and also a brief SWOT analysis. xii) Ensure timely execution of activities by Expert of Mentoring Organisation. xiii) Disposal of file in stipulated days. xiv) Apprise PA, ITDA, district level officials especially Collector on matter related to VDVK. xv) Collection & compilation of Annual Progress report/ Success Story /Case Studies/Learning / New Innovations/ Best Practices/ New Technology etc. xvi) Coordinate in organizing training/workshop/exposure visit of the ITDA/Mentoring Organisation staffs. xvii) Coordinate & manage the district 	

Sl	Name of the post	Qualification & Experiences	Work Assignment	Age as on 31.07.2021
			team and also coordinate with State team for VDVK xviii) Any other work as assigned by ITDA/ PMU/ Govt.	
4	Subject Matter Specialist (Marketing)	<p>The Subject Matter Specialist (Marketing)</p> <p>a) Should be preferably MBA /PGDBM/Agri-Business Management with specialization in Marketing from recognized University /Institute of repute.</p> <p>b) Should have minimum of 3 years of relevant experience in the field of Marketing of NTFP/Surplus Agriculture Produce/Retail/Handloom/Handicrafts/Exports/ Tendering process/ Tribal Products in Govt./PSU Corporation/private sector of repute</p>	<p>i) To look after the entire operation and implementation of VDVK in the District.</p> <p>ii) Provide guidance to field staff for preparation of business development plans and convergence with line departments. Finalization of the business plan and district plans for VDVKs.</p> <p>iii) Implementation and setting up of TRIFOOD and other projects in the District.</p> <p>iv) End to end implementation of the MFP & SAP from procurement, value addition, packing, storing to marketing.</p> <p>v) To asses and analyse the macro level market environment i.e. dist. and higher level market scenario with respect to forest/tribal/rural/SHG products.</p> <p>vi) Develop cluster level mapping for bulk production, marketing of bi products & value addition & to suggest area & cluster based options for income generating activities for forest dependent and other poor communities in the area.</p> <p>vii) To asses and analyse the field situations with respect to resources i.e. natural, human, social, physical, and financial capital along with current and potential market demand in the context of existing and potential forest/tribal/rural/SHG /NTFP/SAP products</p>	Below 40

Sl	Name of the post	Qualification & Experiences	Work Assignment	Age as on 31.07.2021
			<p>viii) To explore possibilities in market linkage in liasioning with local & outside market/traders and also keep liasioning with other Govt. programme/agencies like OLM, NAFED, MARKFED, Export Promoting Agencies.</p> <p>ix) To promote brand value of tribal products, ensure participation in various exhibitions, melas etc.</p> <p>x) To asses and analyse the quality of the MFP, SAP and processed items procured from the SHGs / VDVKS.</p> <p>xi) Responsible for all kind of necessary certifications required as per Govt. norms for selling of products by VDVKS.</p> <p>xii) Discharge the duty of Nodal Officer of the assigned block in the programme areas and validate the report/ returns submitted by the Mentoring Organisation.</p> <p>xiii) Closely monitor the implementation of livelihood activities to timely identify any problems that may affect the achievement of intended outputs and results.</p> <p>xiv) Keep upto date database on thematic area i.e. marketing of VDVK products and upload in TRIFED website.</p> <p>xv) Apprise PA, ITDA, district level officials especially Collector on matter related to VDVKC operations & marketing of products.</p> <p>xvi) Any other work as assigned by ITDA/ PMU/ Govt.</p>	

Sl	Name of the post	Qualification & Experiences	Work Assignment	Age as on 31.07.2021
5	Subject Matter Specialist (Capacity & Institution Building)	<p>The Subject Matter Specialist (Capacity & Institution Building)</p> <p>a) Should be preferably MBA /PGDBM/ Post Graduate degree or diploma (equivalent) preferably in Rural Development/Rural Management/Master in Social work/Agri-Business Management from recognized University /Institute of repute.</p> <p>b) Should have minimum of 2-3 years of relevant experience in the field of institution building & capacity building of collectives such as Producer Groups/Producer Companies of NTFP/Surplus Agriculture Produce/Handloom/Handicrafts/ Tribal Products in Govt./PSU Corporation/private sector of repute</p>	<p>i) Facilitate Mentoring Organisation/ Community in preparation of training need assessment, capacity building plan, training methodology etc.</p> <p>ii) Preparation and submission of the Capacity Building plan of VDVK to concern line department for necessary approval and leverage of fund from concerned line dept/District Administration.</p> <p>iii) Timely release of fund to VDVKs for capacity building activities.</p> <p>iv) Timely execution of capacity building & empowerment activities approved in AWPB</p> <p>v) Discharge the duty of Nodal Officer of the assigned block in the programme areas and validate the report/ returns submitted by the Mentoring Organisation.</p> <p>vi) Keep upto date database on thematic area i.e. capacity building of VDVK and upload in TRIFED website.</p> <p>vii) Assessing and analyzing field level situations with respect to livelihoods improvement</p> <p>viii) Identifying the institutional obstacles, social processes, vulnerabilities and risks impeding to the producers, forest dependent poor and tribal from benefiting adequately from the IGAs selected.</p> <p>ix) Identifying the infrastructure availability, institutional arrangements, feasibility and viability of the business and also a brief SWOT analysis.</p> <p>x) Ensure timely execution of activities by Expert of Mentoring Organisation.</p> <p>xi) Disposal of file in stipulated days.</p>	Below 40

Sl	Name of the post	Qualification & Experiences	Work Assignment	Age as on 31.07.2021
			<p>xii) Apprise PA, ITDA, district level officials especially Collector on matter related to capacity building measures.</p> <p>xiii) Collection & compilation of Annual Progress report/ Success Story /Case Studies/Learning / New Innovations/ Best Practices/ New Technology etc.</p> <p>xiv) Coordinate in organizing training/workshop/exposure visit of the ITDA/Mentoring Organisation staffs.</p> <p>xv) Any other work as assigned by ITDA/ PMU/ Govt.</p>	
6	Expert in MIS	<p>The Expert in MIS</p> <p>a) Should be preferably B.E/B. Tech. in Computer Science /MCA</p> <p>b) Should have minimum of 3 years of relevant experience in the field of MIS of projects on NTFP/Surplus Agriculture Produce/Handloom/Handicrafts/ Tribal Products in Govt./PSU/Private sector of repute</p>	<p>i) Maintaining records of all kinds related to the program</p> <p>ii) Ensure digitization of VDVKC information as per the requirement</p> <p>iii) Updating the dash board of TRIFED at district level</p> <p>iv) Provide the information and reports on VDVK to the PMU/Govt. in time</p> <p>v) Validation of information entered in the dashboard</p> <p>vi) Dissemination of information from TRIFED, PMU and District Implementation Unit to VDVK</p>	Below 30

APPLICATION- TECHNICAL BID
For Providing Manpower Services to TDCCOL, Bhubaneswar.

1. Name of Participating Agency:

2. Details of Earnest Money Deposit: DD No. _____ date _____ of _____ drawn on Bank _____.

3. Name of Proprietor/ Partner / Director:

4. Full Address of Registered Office:

Telephone no :

Fax No.:

E-Mail Address :

Full Address of Operating Office:

Telephone no :

Fax No.:

E-Mail Address :

Name & Telephone No. of Authorized Officer / Person to liaise with Field Office (s):

-
5. Bank details of Manpower Service Provider (Attach certified copy of statement of A/c for the last Three years):
-

-
6. PAN No. (Attach attested copy):
 7. GST registration number and Professional Tax registration:
 8. E.P.F. Registration No. (Attach attested copy):
 9. E.S.I. Registration No. (Attach attested copy):
 10. Copy of Labour license (Attach attested copy):
-

11. Financial Turnover of the participating Agency for the last three Financial Years:

Financial Year	Amount (in lakhs)	Remarks, if any
2018-19		
2019-20		
2020-21		
Average annual turnover for the above three years		

Filled in information in the above format must have to be jointly certified and sealed by the CA and the authorized representative of the bidder and to be furnished in original along with the tender failing which the Bid will be out rightly rejected. No scanned copy will be entertained.

12. Additional information, if any (Attach Separate Sheet if space provided is insufficient):**13. Give details of the major similar contracts handled by the participating Agency 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 Provided		Amount of contract (Rs. In lakhs)	Duration of Contract	
		Type of manpower provided	No.		From	To

14. Additional information, if any (Attach Separate Sheet, if required):**Date:****Signature of Authorized Person****Place:****Name:****Seal:**

TABLE FORMAT FOR SUPPORTING DOCUMENTS

Particulars	Attached(Y/N)	Page No.
Registration Certificate No./ Date of Registration		
Details of Earnest Money Deposit:		
Name of Proprietor /Partner/ Director		
Full Address of Registered Office (with Pin Code, Telephone No, Mobile No, E-Mail Address)		
Full address of Operating Branch Office (with Pin Code, Telephone No, Mobile No, E-Mail Address)		
Name, telephone no. / mobile No / email address of authorized officer /Contact person to coordinate with the office of Managing Director, TDCCOL.		
Banker of the Agency (Attach certified copy of statement of A/c for the last One year) Address & Telephone Number of Banker :		
Attested copy of PAN Card		
Statutory Registration No. (under License & Contract Labour Act 1970 obtained from Labour Department, Government of The Odisha		
Attested copy of GST registration certificate;		
Attested copy of the E. P.F. registration letter		
Attested copy of the E.S.I. registration letter		
Average Annual Turnover of the agency (Chartered Accountant Certificate Copy)		
Attested copies of the IT return filed by agency for last three financial years (2017-18, 2018-19 & 2019-20)		
Affidavit from Notary Public declaring firm is not blacklisted.		
Experience certificate if any.		
Copy of power-of-attorney in the name of the signatory of the Proposal to be submitted		
Give details of the similar contracts handled by the participating Manpower Service Provider during the last three financial year 2018-19, 2019-20& 2020-21		
Give details of the similar ongoing contracts handled by the participating Manpower Service Provider		
EPF, ESI, GST and Professional Tax deposit challan for the month of July 2021		

Declaration

1. I, _____ Son/ Daughter/ Wife of Shri _____
Proprietor / Director/ Authorized Signatory of the Service Provider, mentioned above, am competent to sign this declaration and execute this Tender document;
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 of any false information / fabricated document would lead to rejection of my Tender at any stage besides liabilities towards prosecution under appropriate law.

Date:

Signature of Authorized Person

Place:

Name:

Seal :

APPLICATION – FINANCIAL BID

For Providing Manpower Services to TDCCOL.

Sl.No	Designation	Nos. of person required	Minimum monthly remuneration in Rs. in lakhs including employees EPF & ESI share	Employer's share		Service Charges of agency	GST	Total per person/per month/ 8 hours (Col.4+5+6+7+8)	Total price quoted by the bidder (Col. 3X9)
				EPF	ESI				
1	2	3	4	5	6	7	8	9	10
1	Consultant Institutional building and Capacity building (State Level)	1	1.00						
2	Consultant Value addition and technical expert (State Level)	1	1.00						
3	Team Leader (District Level)	7	0.45						
4	MIS Manager (District Level)	6	0.30						
5	Subject Matter Specialist (Marketing)	15	0.30						
6	Subject Matter Specialist (Capacity & Institution Building)	15	0.30						
7	**Daily wage labourers (skilled, semi-skilled & Unskilled) as per need basis								

*The Service Provider will give service charge as a percentage or fixed amount, if there are new positions required in future, the same can be used to provide additional manpower which are not listed above.

** Wage rate is as per the labour department order of Govt. and no EPF & ESI is applicable

Date:

Signature of Authorized Person

Place:

Name:

Seal:

DETAILED TERMS & CONDITIONS

1. The total rates quoted by the participating agency should be inclusive of all statutory / taxation liabilities in force at the time of entering into the contract.
2. The Agreement may be extended, on the same terms and condition or with some additions/deletions/modification, for a further specific period mutually agreed upon by the manpower service provider and the authority.
3. 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.
4. TDCCOL, at present has tentative requirement of manpower cited above on urgent basis. The requirement for the above posts may further increase or decrease marginally, during the period of initial contract also and the agency would have to provide additional manpower service, if required on the same terms and condition.
5. The authority reserves the right to terminate the agreement any time after giving 30 days notice to the manpower service provider.
6. The person deployed shall be required to report for work on the agreed date.
7. The manpower service provider shall nominate a coordinator who shall be responsible for immediate interaction with **TDCCOL**, Bhubaneswar, so that optimal services of the persons deployed could be availed without any disruption.
8. The entire financial liability in respect of manpower service deploy in TDCCOL, Odisha, Bhubaneswar or office concerned shall be that of the manpower service provider and TDCCOL, Bhubaneswar or office concerned will in no way be liable. It will be the responsibility of the agency to pay to the person deployed a sum not less than the minimum rate quoted in the financial bid and adduce such evidences as may be required by TDCCOL, Bhubaneswar. If at any point of time it is found that the agency is paying less remuneration to the candidate, the agreement shall be terminated immediately and the security deposits shall be forfeited.
9. The payment of remuneration to the manpower has to be through bank account only. No cash payment can be made to them.
10. For all intents and purposes, the manpower service provider shall be “employer” within the meaning of different rules and acts in respects of manpower so deployed. The person deployed by the manpower service shall not have any claim whatsoever like employer and employee relationship against TDCCOL, Bhubaneswar or office concerned.
11. The manpower service provider shall be solely responsible for the redressal of grievances or resolution of disputes relating to person deployed. TDCCOL, Bhubaneswar shall, in no way be responsible for settlement of such issues whatsoever. In case the Grievance 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 TDCCOL, Odisha, Bhubaneswar and authorize representative of the manpower service provider.
12. TDCCOL, Odisha, Bhubaneswar shall be 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.
13. 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.
14. In case of termination of this agreement in 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.

15. The person deployed shall not claim any benefit or compensation or regularization of deployment with office 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.
16. The manpower service provider must be registered with the concerned Govt. Authorities i.e. Labour commissioner, Provident fund authorities, Employees state insurance corporation etc. and a copy of the registered 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 if any at his own part of cost.
17. The manpower service provider shall maintain a list of substitute(s) 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, whatever applicable.
18. The person deployed should be polite, cordial and efficient while handling the assigned work and their actions should promote good will and enhance the image of TDCCOL, Odisha, Bhubaneswar and office concerned. The manpower service provider shall be responsible for any act of indiscipline on the part of the person deployed.
19. In case of resignation or any other reason of leaving / non-discharging duty efficiently by the deployed manpower, the service provider must provide a substitute within 7 days of such kind of situation.
20. The staff to be engaged by the Agency shall be allowed to avail the casual leave for a maximum period of 15 days in a year. (Subject to exigencies of public Service). The 15 days leave will be in a calendar year and not to be carried over to the next year. In case of any ambiguity, TDCCOL Casual Leave rule only be applicable. (point added)
21. Replacement of the staff:- It has been agreed by TDCCOL and Service Provider that deployed person will be allowed to be replaced by the Service Provider with prior consent of TDCCOL and a penalty @ 10% of the remuneration cost (entitled by the particular deployed person) shall be deducted by TDCCOL from the payments of Agency. It has also been agreed by the Agency that all precautions will be observed by the Agency to deploy the person as per requirement at any stage. It has been agreed by Agency that the Agency shall deploy 100 % persons as per the requirement within 30 days from the date of execution of this agreement.

LEGAL

22. The person deployed shall during the course of their work may be exposed to certain confidential 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 application 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 workers in respect of the persons deployed by it in TDCCOL, Bhubaneswar or office concerned shall have no liabilities 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 TDCCOL, Bhubaneswar or office concerned to the concerned tax collection authorities by the due date prescribed, as per the rules and regulations in the matter. Attested Xerox copy of such documents shall be furnished to TDCCOL, Odisha, Bhubaneswar or office concerned.

25. The manpower service provider shall maintain all statutory registers under the law and shall produce the same on demand, to the authority of TDCCOL Bhubaneswar office concerned or any other authority under law.
26. The tax deduction at source(T.D.S) shall be made one of the provision as per the income tax act/rule, as amended from the time to time and certificate to this effect shall be provided by TDCCOL, Bhubaneswar or office concerned.
27. In case the manpower service provider fails to comply with any liability under appropriate law and as result thereof, TDCCOL Bhubaneswar to the office concerned is put to any loss/obligation, monetary or otherwise, TDCCOL Bhubaneswar to the office concerned will be entailed to get itself reimbursed out of the outstanding bills or the performance security deposit of the manpower service provider to the extent to the loss or obligation in monetary terms.
28. Agreement is liable to be terminated because of non-performance, deviation of terms and condition of contract, non-payment of remuneration of employed person and non-payment of statutory dues in time. TDCCOL, Bhubaneswar will have no liability towards non-payment of remuneration to the person employed by the manpower service provider and the outstanding statutory dues of the service provider. If any loss or damage is caused to TDCCOL Bhubaneswar or office concerned by the person deployed, the same shall be recovered from the unpaid bills or adjusted from the security deposit.

FINANCIAL

29. The technical bid should be accompanied with an earnest money deposit (EMD), refundable without interest, of Rs. 1,50,000/- (Rupees One Lakh fifty thousand) only in the form of demand draft drawn in favour of the Managing Director, TDCCOL 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 selection if the agency fails to deploy the required manpower against the initial requirement within 30days from date of place in the order, the EMD shall stand forfeited without giving any further notice.
31. The EMD of the successful bidder will be converted into the security deposit which will be returned at the end of the contract.
32. In case of breach of any terms and conditions attached to the agreement, the performance security deposit of the manpower service provider shall be liable to be forfeited besides annulment of the agreement.
33. The claim in bills regarding employees state insurance, provident fund, GST, etc. should 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 TDCCOL, Odisha, Bhubaneswar or office concerned.
34. The amount of penalty calculated @Rs.300 per day on account of delay, if any in providing a suitable substitute for the period beyond three working days by manpower service provider shall be deducted from its monthly bills in the succeeding month.
35. In the event of any dispute arising in respect of the clauses of the agreement the decision of the Managing Director shall be final and binding on all parties.
36. All disputes shall be under the jurisdiction of the court at Bhubaneswar.
37. The successful bidder will enter into an agreement with TDCCOL, Bhubaneswar for supply of suitable and qualified manpower as per requirement of TDCCOL Bhubaneswar on the above terms and conditions.
38. Details of Highest qualified Staff Outsourced with remuneration.

39. Initial Scrutiny of the bid shall be done and the proposal shall be treated as non-responsive if found incongruous in terms of :-

- i) Having been not submitted in the format as specified in the tender document.
- ii) Received without the Letter of Authorization (Power of Attorney).
- iii) Found with suppression of details.
- iv) Submitted without the documents requested in the checklist.
- v) Having non-compliance of any of the clauses stipulated in the tender document.

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

- 1. List of Manpower shortlisted by agency for deployment in **TDCCOL**, who have to present in duty hours at TDCCOL / District offices containing full details i.e. date of birth, marital status, address, educational qualifications etc.
- 2. Bio-data and other credentials of all persons.
- 3. Character Certificate of the candidate.
- 4. Any other document considered relevant.

ANNEXURE- A
FORMAT FOR AFFIDAVIT CERTIFYING THAT BIDDER IS NOT BLACKLISTED
Affidavit

I M/s. , (the name of the Bidder and addresses of the registered office) hereby certify and confirm that we or any of our Promoter(s)/Chief executive officer/ Directors/Manager are not barred or blacklisted by any government or government instrumentality or public sector in India or in any other jurisdiction to which we or our Affiliates belong or in which we or our Affiliates conduct business from participating in any project or being awarded any contract, either individually or as a member of a consortium and no such bar or blacklisting subsists as on the Proposal Due Date.

We further confirm that we are aware that our bid for the work of TDCCOL would be liable for rejection in case any material misrepresentation is made or discovered with regard to the requirements of this tender at any stage of selection and/or thereafter during the term of the Contract.

Dated this Day of , 2021

Authorized Signatory [In full and initials]: _____

Name and Designation with Date and Seal: _____

Signature : _____

{day/month/year}

Name of authorized
Date

Signature

Representative of the Agency
(The same who signs the Proposal)