

**EKLAVYA MODEL RESIDENTIAL SCHOOL, KUCHINDA ,
DIST.-SAMBALPUR-768222 (ODISHA)
Email: emrskuchinda2018@gmail.com
Website: <https://emrskuchinda.com>**

TENDER NOTICE

Notice No.:328

Date: 30.06.2025

Sealed tenders are invited from reputed and experienced manpower service providers/ firms/ agencies for **outsourcing of manpower** skilled/ unskilled (e.g., Housekeeping staff 03-one preferably Lady , Driver cum Watchman-01, Plumber cum Electrician-01 , Cook cum Attendant -02, Head Cook -01 etc.) for **EKLAVYA MODEL RESIDENTIAL SCHOOL, KUCHINDA** as per the requirements of the authority for a period of **one year** which may be extended based on performance.

- Registered with appropriate government authorities (e.g., Labour Department, EPF, ESI, GST)
- Minimum 03 years of experience in similar field
- Should not have been blacklisted by any Govt./PSU organization

The tender document containing terms and conditions can be obtained from the office of the undersigned by downloading from the website :<https://emrskuchinda.com> from 30.06.2025 to 18.07.2025.

- Last date and time for submission: **18.07.2025, up to 5.00 PM.**
- Tender opening date: **19.07.2025 , at 10.00 AM**
- Place of submission and opening: **EMRS,KUCHINDA PREMISES**

The undersigned reserves the right to reject any or all tenders without assigning any reason thereof.

**Sd/-
PRINCIPAL**

EMRS, KUCHINDA

**EKLAVYA MODEL RESIDENTIAL SCHOOL,
KUCHINDA, DIST.- SAMBALPUR-768222, ODISHA**

OUTSOURCING OF MANPOWER

Terms and Conditions

1. Eligibility of Bidders

- The bidder must be a registered firm/agency with at least 3 years of experience in supplying manpower services.
- Must have a valid license under the Contract Labour (Regulation and Abolition) Act, 1970.
- Should be registered with EPF, ESI, GST, and Income Tax authorities.
- Should not have been blacklisted by any Government/PSU.

2. Scope of Work

- The agency shall provide skilled, semi-skilled, and unskilled manpower as per the organization's requirements.
- Personnel should report to designated locations as per instructions issued by the organization.

3. Contract Period

- The initial contract will be for one year and may be extended for another year based on satisfactory performance.

4. Payment Terms

- The agency shall raise monthly bills, along with proof of wage disbursement, EPF, ESI, and GST deposits.
- Payment will be released within 30 days from submission of complete documents.

5. Statutory Obligations

- The agency shall ensure compliance with all applicable labour laws and regulations.
- The agency shall maintain attendance records, wage registers, and statutory registers.

6. Performance and Penalties

- Failure to provide adequate manpower or repeated complaints may result in penalty or termination.
- A penalty of ₹500/day per unfulfilled position may be imposed.

7. Security Deposit

- The selected agency shall furnish a Performance Security equivalent to 10% of the total annual contract value in the form of a Bank Guarantee or FDR.

8. Termination of Contract

- The organization reserves the right to terminate the contract at any time by giving one month's notice.

9. Dispute Resolution

- All disputes shall be subject to the jurisdiction of the courts of Kuchinda .

AGREEMENT FOR OUTSOURCING OF MANPOWER

This Agreement is made on this ____ day of _____, 20__ between:

EKLAVYA MODEL RESIDENTIAL SCHOOL, KUCHINDA, having its office at KUCHINDA, DIST.-SAMBALPUR-768222 (hereinafter referred to as “the Client”), and

M/s. _____, a manpower service provider having its registered office at _____ (hereinafter referred to as “the Service Provider”).

Whereas the Client has invited a tender for outsourcing manpower services and the Service Provider has been selected and agreed to provide such services;

Now, therefore, this agreement witnesses as follows:

1. **Scope of Services**
The Service Provider shall provide _____ to the Client as per requirements.
2. **Duration**
This agreement shall remain valid for a period of one year from the date of signing and may be extended subject to mutual consent.
3. **Payment**
The Client agrees to pay the Service Provider at the agreed rate of ₹ _____ per _____, inclusive of statutory dues.
4. **Obligations of the Service Provider**
 - To pay wages on time and comply with applicable labour laws.
 - To ensure discipline and punctuality of outsourced personnel.
 - To maintain and submit relevant records to the Client periodically.
5. **Termination**
Either party may terminate this agreement by giving one month’s notice in writing.
6. **Arbitration**
All disputes arising out of or relating to this agreement shall be resolved through arbitration under the Arbitration and Conciliation Act, 1996.

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

Signed by:

(For the Client)

Name: _____

Designation: _____

Seal

(For the Service Provider)

Name: _____

Designation: _____

Seal

Witnesses:

1. _____
2. _____