

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 for which an undertaking is to be submitted by the firm.

2. Scope of Work

- The agency shall provide skilled, semi-skilled, and unskilled manpower as per the organization's requirements for the full month including Sunday and other holidays.
- 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 for whole month, along with proof of wage disbursement, EPF, ESI, and GST deposits.
- Payment will be released within 30 working 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.

2. _____

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

10. The technical bid and financial bid have to be submitted in separate sealed envelope superscribing the matter on the cover of the envelopes.