



THE ODISHA STATE CO-OPERATIVE MILK PRODUCERS' FEDERATION LTD.

(OMFED), D-2, SAHIDNAGAR, BHUBANESAR-751007

Ph.No.(0674)2540273/2546030/2540417/2546121

**TENDER DOCUMENT
FOR
ENGAGEMENT OF MANPOWER SERVICE PROVIDER
IN ALL UNITS OF OMFED**

Date of Commencement for Sale of Tender Papers	06.11.2023 (10.00 AM to 4.00 P.M)
Pre Bid Meeting	17.11.2023 at 03.00 P.M
Last Date & Time for Sale of Tender Papers	28.11.2023 (Up to 1.00 P.M)
Last Date & Time for receipt of Tender (Technical Bid and Price bid in separate sealed covers)	28.11.2023 (Up to 2.00 P.M)
Date and time of opening of Tender (Technical Bid)	28.11.2023 (AT 3.00 P.M)
Date and Time of opening of Tender (Financial Bid)	Will be intimated to the eligible bidders later on

RECEIPT OF TENDER PAPERS:

PLACE OF OPENING OF TENDER:

ADDRESS FOR COMMUNICATION:

1. Can be downloaded from the website of Omfed

2. Can be purchased from

At: Omfed, D-2, Saheed Nagar,

Bhubaneswar

Dist: Khurda

E.mail: omfed@yahoo.com

OCT'2023

Tender Cost: Rs.10000/- + 18% GST

CONTENTS OF TENDER DOCUMENT

Sl. No.	Description of Contents	Page Number
1	Tender Notice for Engagement of Manpower Service Provider in different dairies of Omfed	3
2	Time Table of Tender	4-5
3	Eligibility Criteria of Bidder	6
4	Scope of work and general instructions for service bidders	7- 9
5	Requirement of Manpower/ Unit wise requirement	10 (11-21)
6	Tender Application – Technical Bid	22-24
7.	Tender Application – Financial Bid	25-28
8.	Terms and Conditions	29-33
9.	Documents to be submitted with the Technical Bid	34-35
10.	Agreement	36-37
11.	Terms & conditions of Agreement	38-41



**THE ODISHA STATE CO-OPERATIVE MILK PRODUCERS' FEDERATION
LTD, D/2, SAHID NAGAR, BHUBANESWAR – 751 007
PHONE: 2540273/2546030/2540417, FAX: 0674- 2540974
Website: www.omfed.com**

Tender Notice for Engagement of Manpower Service Provider in different Units of Omfed

Sealed tenders are invited in two bid system i.e Technical Bid and Financial Bid from reputed, well established & financially sound Manpower Service Providers to provide services of technical & non-technical personnel on contract basis for day to day official/Dairy Plant works in **all units of Omfed**. Sealed tenders duly filled in by the bidders shall be accepted up **to 2.00 p.m. dtd.28.11.2023** & Technical Bids shall be opened on the same day at 3.00 p.m. in presence of interested bidders or their representatives **on 28.11.2023 at 3.00 P.M.** A Pre-Bid Meeting will be held on **17.11.2023 at 3.00 P.M** at Omfed Corporate Office. Interested bidders may participate in the Pre-Bid Meeting. The date of opening of financial bid shall be intimated to the eligible bidders later on. For details, please visit our website www.omfed.com. Interested bidders may visit our website for further addendum, corrigendum etc. if any from time to time.

Omfed reserves the right to accept or reject of all the bids or part thereof without assigning any reason.

DY. GENERAL MANAGER (HR)



The Odisha State Cooperative Milk Producers' Federation Ltd.,

D-2, SahidNagar, Bhubaneswar-751007.

PhoneNo:0674-2544576,2546030,2546121,2540417,2540273.

Fax:0674-2540974

E-mail:omfed@yahoo.comWebsite:www.omfed.com

	Tender document for engagement of Service Provider Agency for engagement of experienced Skilled Workers of all Units of Omfed
ReferenceNo.	OMFED CORPROATE OFFICE, D-2, SAHEED NAGAR
Cost of Tender Form	Rs.10,000/-+18%GST
Schedule-I	Eligibility Criteria
Schedule-II	Scope of Work , General Terms & Conditions
Schedule-III	Checklist and Technical Bid
Schedule-IV	Financial Bid format
Earnest Money Deposit	Rs.2,00,000 (Rupees Two Lakhs only)
Contact Person	Dr. J.K. Pattanaik, Dy. General Manager (HR), Corporate Office, Mob:-
Last date and time for submission of tender document	Dt.28.11.2023, 02:00 PM
Date & Time for opening of Tender	Dt.28.11.2023, 03:00 PM
Envelop-A	EMD to be submitted
Envelop-B	Technical documents to be submitted
Envelop-C	Financial bid to be submitted
Address for communication	Managing Director, The Orissa State Co-operative Milk Producers' Federation Ltd., D-2, SahidNagar, Bhubaneswar-751007 (Odisha)

Managing Director

**THE ODISHA STATE CO-OPERATIVE MILK PRODUCERS' FEDERATION
LTD., D/2, SAHIDNAGAR, BHUBANESWAR – 751 007**

TENDER DOCUMENT

For providing Services of Technical & Non-Technical Manpower to the Odisha State Co-operative Milk Producers' Federation Ltd., by a Private Manpower Service Provider in Omfed Dairy under Omfed.

- (a) Period of issue of Tender Document : The tender document will be available at Omfed Corporate Office, D-2, Saheed Nagar, Bhubaneswar-751007, and at omfed website on payment of **Rs. 10,000/-** with additional 18% GST only in cash on Working days up to 1.00 P.M Dtd. **28.11.2023**. This can also be downloaded from website www.omfed.com. A separate Demand Draft of Rs.10,000/- with additional 18% GST shall be submitted in favor of OMFED by the Tenderer downloaded tender documents.
- (b) Date and time of submission of Tender Document : **28.11.2023 up to 2.00 P.M** at Omfed Corporate Office, D-2, Saheed Nagar, Bhubaneswar
- (c) Date and time for opening of
(i) Technical Bids : **28.11.2023 at 3.00 P.M.**
(ii) Financial Bids of eligible Bidders : **Will be intimated to eligible bidders Later on**
- (d) Tender for : **03 years**
- (e) Tentative date for commencement of deployment of : **01.01.2024** required manpower.

If any of the above scheduled date is declared as holiday for the Federation, the said programme will be held on next working day at same time & venue.

OMFED reserves the right to accept or reject any or all the tenders without assigning any reason thereof.

ELIGIBILITY CRITERIA OF BIDDER

SCHEDULE -I

- 1) The Firm / Agency should be registered under the following authority.
 - a) They should be registered with statutory authority.
 - b) Employees Provident Fund Organization.
 - c) Employees State Insurance Corporation.
 - d) Income Tax
 - e) Goods & Services Tax
- 2) They should have their own Bank Account.
- 3) The Firm / Agency must be financially sound. The minimum average turnover of **Rs.50 (Fifty) lakhs** per annum for last three consecutive years as per audited statement of accounts.
- 4) The accounts of the Firm should have audited balance sheet for consecutive 3 years i.e. for the year 2020-21,2021-22 and 2022-23.
- 5) The Firm/Agency should have updated IT Return for the financial year 2020-21,2021-22 and 2022-23.
- 6) The Firm /Agency must have experience for engagement of workers in reputed organization of Odisha /other State.
- 7) The registered office or one of the branch offices of the manpower service provider should be located within the jurisdiction of Odisha.
- 8) GSTR-1 & 3 B for last three (03) months or last one (01) quarters.
- 9) The Firm/Agency must have at least 3 years of experience for engagement of workers in reputed organizations of Odisha/other State.
- 10) The bidder should not have unsatisfactory performance record in any unit of OMFED. The bidder should give such an undertaking/declaration with their bid.
- 11) Agency/Contractor engaged for providing required service and blacklisted by OMFED or any other Organization due to reasons whatsoever shall not be eligible to participate in the Tender.
- 12) The bidder will not be eligible to participate in the Tendering process if there is any case under sub-jurisdiction against any unit of OMFED for any reason whatsoever it may be.
- 13) Self-undertaking regarding declaration of non-blacklisting and filing of any legal petition against OMFED should be submitted.

SCOPE OF WORK AND GENERAL INSTRUCTIONS FOR BIDDERS

1. The Orissa State Co-operative Milk Producers' Federation Ltd., D/2, Sahidnagar, Bhubaneswar– 751 007 requires the services of reputed, well established and financially sound Manpower Service Providers to provide services of Technical & Non-Technical Manpower on contract basis for day to day Dairy /official work.
2. The Contract will be for a period of **three-years w.e.f 01.01.2024**. The term of engagement period can be extended on yearly basis up to 31.12.2023 subject to satisfactory performance provided the requirement of Omfed for manpower personnel in time. Omfed, however, reserves right to terminate this initial contract at any time after giving one-month notice to the selected Service Provider.
3. The different units of Omfed have tentative requirement for **115** nos. personnel in various discipline (as mentioned in Technical Requirement). The requirements may increase / decrease in any / all the categories. The bidder may be required to provide additional manpower in various locations as per need.
4. The interested Manpower Service Providers may submit the tender document complete in all respect along with Earnest Money **Deposit (EMD) amounting to Rs.2,00,000/- (Rupees two Lakhs only)** and other requisite documents by **2.00 PM on 28.11.2023** at Omfed, D-2, Saheed Nagar, Bhubaneswar. Bids without EMD shall not be considered.
5. The various crucial dates relating to “**Tender for Providing Manpower Services to the different units of Omfed**” are cited as under:
 - (a) Period of issue of Tender Document : Up to 1.00 P.M Dt. **28.11.2023**
 - (b) Date and time for submission of Tender Document : **28.11.2023** up to 02.00 P.M
 - (c) Date and time for opening of
 - (i) Technical Bid : **28.11.2023** , 03.00 P.M
 - (ii) Financial Bids of eligible Tenders and Selection : Will be intimate to the eligible bidders later on
 - (d) Tender For : 03 years
 - e) Tentative date for commencement of deployment of:
Required manpower. 01.01.2024
6. The tender has been invited under two bid system i.e **Technical Bid** and **Financial Bid**. The interested service providers are advised to submit two separate sealed envelopes super scribing “**Technical Bid for Providing Manpower Services to Omfed**” and “**Financial Bid for Providing Manpower Services to Omfed**”. Both sealed envelopes should be kept in a third sealed envelope super scribing “**Tender for Providing Manpower Services to different units of Omfed** ”, **due on 28.11..2023**. All the pages should be numbered and an Index should be remaining in the Tender Document.

7. (i.) The **Earnest Money Deposit (EMD) of Rs.2,00,000/- (Rupees two lakhs only)**, refundable (without interest), should be necessarily accompanied with the Technical Bid of the service provider in the form of Demand Draft / Pay Order drawn in favour Omfed., Bhubaneswar failing which the tender shall be rejected summarily.

(ii.) The EMD shall be forfeited in case the Service Provider fails to accept the Work Order for any reason what so ever as per our work order.
8. The successful tenderer will have to deposit a **Performance Security Deposits amounting to Rs.12,00,000.00/- (Rupees Twelve Lakhs only)** before execution of Agreement.
9. The Manpower Service providers are required to enclose photocopies of the following documents (duly self-attested) along with the Technical Bid, **failing which their bids shall be summarily / out rightly rejected and will not be considered any further:**
 - (a) Registration certificate of the applicant organization,
 - (b) Copy of PAN / GIR Card,
 - (c) Copy of the IT return filed for the financial year 2020-21,2021-22 and 2022-23.
 - (c) Copies of EPF and ESI certificates along with August 2023 deposit details,
 - (d) Copy of the GST registration certificate along with GSTR-1 & 3-Bfor last three (03) months or one (01) quarter.
 - (e) Certified extracts of the bank Account containing transactions during August' 2023.
10. **The conditional bids shall not be considered and will be out rightly rejected in very first Instance.**
11. All entries in the tender form should be legible and filled up 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.** However, the cuttings, if any, in the Technical Bid Application must be initialed by the person authorized to sign the tender bids.
12. The tender document should be signed by the authorized signatory of the bidder with name & seal of the firm at the bottom of all pages.
13. The Technical bids shall be opened on the scheduled date and time at **3 P.M on dt.28.11.2023** at Omfed Corporate Office, D-2, Saheed Nagar, Bhubnaeswar in presence of the representatives of the Manpower Service Providers if any, who wish to be present on the spot at that time.
14. The Financial Bid of only those tenderers will be opened whose Technical Bids are found in order. The opening of Financial bids shall be intimated to the eligible bidders later on. who wish to be present on the spot at that time.
15. The Competent Authority of the OMFED reserves the right to annul all bids without assigning any reason at any time.

TECHNICAL REQUIREMENTS FOR THE TENDERING MANPOWER SERVICE PROVIDER

1. The tendering manpower service provider should fulfill the following technical specifications:

SL. No.	Name of the Unit	No. of Persons to be engaged
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- a. The registered office or one of the branch offices of the manpower service provider should be located within the jurisdiction of Omfed / its Units. Besides, if the Head of Unit / Controlling Officer or their representatives ask for manpower arrangement in their Unit (s), then the manpower service provider should provide the name, designation and contact number of the person to monitor with the said Unit(s).
- b. They should be registered with the appropriate registration authority.
- c. They should have at least **‘three years’** experience in providing manpower to Dairy Sectors/Public Sector Companies / Banks / Govt. Departments etc;/ Experience Certificate should be submitted,
- d. They should have their own Bank Account;
- e. They should be registered with Income tax and GST Authority;
- f. They should be registered with appropriate authorities under Employees Provident Fund and Employees State Insurance Acts.
- g. Minimum average turn-over of Rs.50.0 Lacs per annum for the last three consecutive years as per audited statement of accounts for financial year 2020-21,2021-22 & 2022-23.
- h. PAN No. & Income Tax Return filled for the last three financial years (2020-21,2021-22 & 2022-23)
- i. The Tendering manpower service provider should not have poor performance track record in Omfed. In such cases their tender will be rejected.
- j. GSTR-1 & 3 B for last two months or last two quarters.
- k. The bidder should not have unsatisfactory performance record in any unit of OMFED. The bidder should give such an undertaking/declaration with their bid.
- l. Agency/Contractor engaged for providing required service and blacklisted by OMFED or any other Organization due to reasons whatsoever shall not be eligible to participate in the Tender.
- m. The bidder will not be eligible to participate in the Tendering process if there is any case under sub-jurisdiction against any unit of OMFED for any reason whatsoever it may be.
- n. Self-undertaking regarding declaration of non-blacklisting and filing of any legal petition against OMFED should be submitted.

**PERSONS TO BE ENGAGED THROUGH
DIFFERENT UNITS OF OMFED**

Sl.No.	Name of the Unit	No. of Persons to be engaged
01	Omfed Dairy, Arilo-39 Sambalpur Deputation-01 OMPAC-01 Keonjhar -01 Corporate Office-03 OMTDC -01	46
02	Anugul Dairy	5
03	Balasore Dairy	6
04	Berhampur Dairy	4
05	Cattle Feed Plant, Radhadamodarpur	1
06	Cattle Feed Plant, Jagannathapur	9
07	Jeypore Dairy	2
08	Rourkela Dairy	3
09	Sambalpur Dairy	15
10	Salapada Dairy	16
11	Sonepur Dairy	8
	Total	115

**SUCCESSFUL MANPOWER SERVICE PROVIDER IN
DIFFERENT DAIRIES OF OMFED
OMFED DAIRY, ARILO.**

1. He/ She should be above 18 years of age and not exceeding 45 years.
2. The Minimum Educational Qualification for the required manpower will be as hereunder;

The Omfed Dairy has tentative requirement of the manpower as given below:

Sl No	Manpower Engaged	Minimum Qualification	Type/ Category	Requirement
1	Operator			
i	Refgn. & AC	ITI Refgn. & AC	Skilled	6
ii	Electrical	ITI Electrical	Skilled	10
iii	Fitter	ITI Fitter	Skilled	5
iv	EHS/Production & Manufacturing/Welder/ Electronics/Mechanical	ITI (EHS/Production & Manufacturing/ Electronics/Motor Mechanic/ Welder/Mechanical	Skilled	10
v	Boiler	ITI Boiler	Skilled	2
2	Accounts Assistant	B.COM/M.COM/ MBA Finance	Skilled	
3	Assistant	Any Graduate with Computer Knowledge	Skilled	
4	Data Entry Operator	Graduate with DCS/Equivalent with minimum typing speed of 40)	Skilled	6
5	Lab Assistant	B.Sc (Physics/Chemistry/ Botany/Zoology/Biotechnology)	Skilled	2
6	Driver for Light Vehicle	LMV License Holder	Skilled	
7	Driver for Heavy Vehicle	HMV License Holder	Skilled	
8	Sales Attendant for Parlour/Office Attendant	Literate	Semi-Skilled	1
9	Dairy Tech.	Diploma in Dairy Technology	High Skilled	
10	Site engineer	Diploma in Engineering	High Skilled	1
11	Site Engineer	Degree in Engineering	High Skilled	2
12	Hostel Care taker	M.A in Oriya, PGDCA	Skilled	1
13	Unskilled Worker			
	TOTAL			46

N.B: At Sl.No.4, the Data Entry Operator should have a speed of 4000 characters per minutes in English and should be well conversant with computers and essentially well trained in MS office, Internet and LAN function;

N.B: Arilo Dairy-39, Deputed to Sambalpur-01, OMPAC-01, Keonjhar-01, Corp. Office-03, OMTDC-01

OMFED ANUGUL DAIRY.

1. He/ She should be above 18 years of age and not exceeding 45 years.
2. The Minimum Educational Qualification for the required manpower will be as hereunder;

The Omfed Dairy has tentative requirement of the manpower as given below:

Sl No	Manpower Engaged	Minimum Qualification	Type/ Category	Requirement
1	Operator			
i	Refrg. & AC	ITI Refgn. & AC	Skilled	
2	Electrical	ITI Electrical	Skilled	2
iii	Fitter	ITI Fitter	Skilled	2
iv	EHS/Production & Manufacturing/Welder/Electronics/Mechanical	ITI (EHS/Production & Manufacturing/ Electronics/Motor Mechanic/ Welder/Mechanical	Skilled	
v	Boiler	ITI Boiler	Skilled	1
2	Accounts Assistant	B.COM/M.COM/ MBA Finance	Skilled	
3	Assistant	Any Graduate with Computer Knowledge	Skilled	
4	Data Entry Operator	Graduate with DCS/Equivalent with minimum typing speed of 40)	Skilled	
5	Lab Assistant	B.Sc (Physics/Chemistry/ Botany/Zoology/Biotechnology)	Skilled	
6	Driver for Light Vehicle	LMV License Holder	Skilled	
7	Driver for Heavy Vehicle	HMV License Holder	Skilled	
8	Sales Attendant for parlour/Office Attendant	Literate	Semi-Skilled	
9	Dairy Tech.	Diploma in Dairy Technology	High Skilled	
10	Site engineer	Diploma in Engineering	High Skilled	
11	Site Engineer	Degree in Engineering	High Skilled	
12	Hostel Care taker	M.A in Oriya, PGDCA		
13	Unskilled Worker			
	TOTAL			5

N.B: At Sl.No.4, the Data Entry Operator should have a speed of 4000 characters per minutes in English and should be well conversant with computers and essentially well trained in MS office, Internet and LAN function;

OMFED BALASORE DAIRY.

1. He/ She should be above 18 years of age and not exceeding 45 years.
2. The Minimum Educational Qualification for the required manpower will be as hereunder;

The Omfed Dairy has tentative requirement of the manpower as given below:

Sl No	Manpower Engaged	Minimum Qualification	Type/ Category	Requirement
1	Operator			
i	Refgn. & AC	ITI Refgn. & AC	Skilled	1
ii	Electrical	ITI Electrical	Skilled	3
iii	Fitter	ITI Fitter	Skilled	
iv	EHS/Production & Manufacturing/Welder/Electronics/Mechanical	ITI (EHS/Production & Manufacturing/ Electronics/Motor Mechanic/ Welder/Mechanical	Skilled	
v	Boiler	ITI Boiler	Skilled	
2	Accounts Assistant	B.COM/M.COM/ MBA Finance	Skilled	
3	Assistant	Any Graduate with Computer Knowledge	Skilled	
4	Data Entry Operator	Graduate with DCS/Equivalent with minimum typing speed of 40)	Skilled	1
5	Lab Assistant	B.Sc (Physics/Chemistry/ Botany/Zoology/Biotechnology)	Skilled	1
6	Driver for Light Vehicle	LMV License Holder	Skilled	
7	Driver for Heavy Vehicle	HMV License Holder	Skilled	
8	Sales Attendant for parlour/Office Attendant	Literate	Semi-Skilled	
9	Dairy Tech.	Diploma in Dairy Technology	High Skilled	
10	Site engineer	Diploma in Engineering	High Skilled	
11	Site Engineer	Degree in Engineering	High Skilled	
12	Hostel Care taker	M.A in Oriya, PGDCA	Skilled	
13	Unskilled Worker		Un Skilled	
	TOTAL			6

N.B: At Sl.No.4, the Data Entry Operator should have a speed of 4000 characters per minutes in English and should be well conversant with computers and essentially well trained in MS office, Internet and LAN function;

OMFED BERHAMPUR DAIRY

1. He/ She should be above 18 years of age and not exceeding 45 years.
2. The Minimum Educational Qualification for the required manpower will be as hereunder;

The Omfed Dairy has tentative requirement of the manpower as given below:

Sl No	Manpower Engaged	Minimum Qualification	Type/ Category	Requirement
1	Operator			
i	Refgn. & AC	ITI Refgn. & AC	Skilled	
ii	Electrical	ITI Electrical	Skilled	3
iii	Fitter	ITI Fitter	Skilled	
iv	EHS/Production & Manufacturing/Welder/Electronics/Mechanical	ITI (EHS/Production & Manufacturing/ Electronics/Motor Mechanic/ Welder/Mechanical)	Skilled	
v	Boiler	ITI Boiler	Skilled	
2	Accounts Assistant	B.COM/M.COM/ MBA Finance	Skilled	1
3	Assistant	Any Graduate with Computer Knowledge	Skilled	
4	Data Entry Operator	Graduate with DCS/Equivalent with minimum typing speed of 40)	Skilled	
5	Lab Assistant	B.Sc (Physics/Chemistry/ Botany/Zoology/Biotechnology)	Skilled	
6	Driver for Light Vehicle	LMV License Holder	Skilled	
7	Driver for Heavy Vehicle	HMV License Holder	Skilled	
8	Sales Attendant for parlour/Office Attendant	Literate	Semi-Skilled	
9	Dairy Tech.	Diploma in Dairy Technology	High Skilled	
10	Site engineer	Diploma in Engineering	High Skilled	
11	Site Engineer	Degree in Engineering	High Skilled	
12	Hostel Care taker	M.A in Oriya, PGDCA	Skilled	
13	Unskilled Worker		Un Skilled	
	TOTAL			4

N.B: At Sl.No.4, the Data Entry Operator should have a speed of 4000 characters per minutes in English and should be well conversant with computers and essentially well trained in MS office, Internet and LAN function;

OMFED CFP-RADHADAMODARPUR

1. He/ She should be above 18 years of age and not exceeding 45 years.
2. The Minimum Educational Qualification for the required manpower will be as hereunder;

The Omfed Dairy has tentative requirement of the manpower as given below:

Sl No	Manpower Engaged	Minimum Qualification	Type/ Category	Requirement
1	Operator			
i	Refgn. & AC	ITI Refgn. & AC	Skilled	
ii	Electrical	ITI Electrical	Skilled	
iii	Fitter	ITI Fitter	Skilled	
iv	EHS/Production & Manufacturing/Welder/Electronics/Mechanical	ITI (EHS/Production & Manufacturing/ Electronics/Motor Mechanic/ Welder/Mechanical)	Skilled	
v	Boiler	ITI Boiler	Skilled	
2	Accounts Assistant	B.COM/M.COM/ MBA Finance	Skilled	
3	Assistant	Any Graduate with Computer Knowledge	Skilled	
4	Data Entry Operator	Graduate with DCS/Equivalent with minimum typing speed of 40)	Skilled	
5	Lab Assistant	B.Sc (Physics/Chemistry/ Botany/Zoology/Biotechnology)	Skilled	1
6	Driver for Light Vehicle	LMV License Holder	Skilled	
7	Driver for Heavy Vehicle	HMV License Holder	Skilled	
8	Sales Attendant for parlour/Office Attendant	Literate	Semi-Skilled	
9	Dairy Tech.	Diploma in Dairy Technology	HighSkilled	
10	Site engineer	Diploma in Engineering	High Skilled	
11	Site Engineer	Degree in Engineering	High Skilled	
12	Hostel Care taker	M.A in Oriya, PGDCA	Skilled	
13	Unskilled Worker		Un Skilled	
	TOTAL			1

N.B: At Sl.No.4, the Data Entry Operator should have a speed of 4000 characters per minutes in English and should be well conversant with computers and essentially well trained in MS office, Internet and LAN function;

OMFED CATTLE FEED PLANT, JAGANNATHAPUR

1. He/ She should be above 18 years of age and not exceeding 45 years.
2. The Minimum Educational Qualification for the required manpower will be as hereunder;
The Omfed Dairy has tentative requirement of the manpower as given below:

Sl No	Manpower Engaged	Minimum Qualification	Type/ Category	Requirement
1	Operator			
i	Refgn. & AC	ITI Refgn. & AC	Skilled	
ii	Electrical	ITI Electrical	Skilled	2
iii	Fitter	ITI Fitter	Skilled	1
iv	EHS/Production & Manufacturing/Welder/Electronics/Mechanical	ITI (EHS/Production & Manufacturing/ Electronics/Motor Mechanic/ Welder/Mechanical	Skilled	1
v	Boiler	ITI Boiler	Skilled	2
2	Accounts Assistant	B.COM/M.COM/ MBA Finance	Skilled	1
3	Assistant	Any Graduate with Computer Knowledge	Skilled	2
4	Data Entry Operator	Graduate with DCS/Equivalent with minimum typing speed of 40)	Skilled	
5	Lab Assistant	B.Sc (Physics/Chemistry/ Botany/Zoology/Biotechnology)	Skilled	
6	Driver for Light Vehicle	LMV License Holder	Skilled	
7	Driver for Heavy Vehicle	HMV License Holder	Skilled	
8	Sales Attendant for parlour/Office Attendant	Literate	Semi-Skilled	
9	Dairy Tech.	Diploma in Dairy Technology	HighSkilled	
10	Site engineer	Diploma in Engineering	High Skilled	
11	Site Engineer	Degree in Engineering	High Skilled	
12	Hostel Care taker	M.A in Oriya, PGDCA		
13	Unskilled Worker		Skilled	
	TOTAL		Un Skilled	9

N.B: At Sl.No.4, the Data Entry Operator should have a speed of 4000 characters per minutes in English and should be well conversant with computers and essentially well trained in MS office, Internet and LAN function;

OMFED JEYPORE DAIRY.

1. He/ She should be above 18 years of age and not exceeding 45 years.
2. The Minimum Educational Qualification for the required manpower will be as hereunder;

The Omfed Dairy has tentative requirement of the manpower as given below:

Sl No	Manpower Engaged	Minimum Qualification	Type/ Category	Requirement
1	Operator			
i	Refrg. & AC	ITI Refgn. & AC	Skilled	
ii	Electrical	ITI Electrical	Skilled	1
iii	Fitter	ITI Fitter	Skilled	1
iv	EHS/Production & Manufacturing/Welder/Electronics/Mechanical	ITI (EHS/Production & Manufacturing/ Electronics/Motor Mechanic/ Welder/Mechanical	Skilled	
v	Boiler	ITI Boiler	Skilled	
2	Accounts Assistant	B.COM/M.COM/ MBA Finance	Skilled	
3	Assistant	Any Graduate with Computer Knowledge	Skilled	
4	Data Entry Operator	Graduate with DCS/Equivalent with minimum typing speed of 40)	Skilled	
5	Lab Assistant	B.Sc (Physics/Chemistry/ Botany/Zoology/Biotechnology)	Skilled	
6	Driver for Light Vehicle	LMV License Holder	Skilled	
7	Driver for Heavy Vehicle	HMV License Holder	Skilled	
8	Sales Attendant for parlour/Office Attendant	Literate	Semi-Skilled	
9	Dairy Tech.	Diploma in Dairy Technology	HighSkilled	
10	Site engineer	Diploma in Engineering	High Skilled	
11	Site Engineer	Degree in Engineering	High Skilled	
12	Hostel Care taker	M.A in Oriya, PGDCA	Skilled	
13	Unskilled Worker		Un Skilled	
	TOTAL			2

N.B: At Sl.No.4, the Data Entry Operator should have a speed of 4000 characters per minutes in English and should be well conversant with computers and essentially well trained in MS office, Internet and LAN function;

OMFED ROURKELA DAIRY

1. He/ She should be above 18 years of age and not exceeding 45 years.
2. The Minimum Educational Qualification for the required manpower will be as hereunder;

The Omfed Dairy has tentative requirement of the manpower as given below:

Sl No	Manpower Engaged	Minimum Qualification	Type/ Category	Requirement
1	Operator			
i	Refgn. & AC	ITI Refgn. & AC	Skilled	
ii	Electrical	ITI Electrical	Skilled	
iii	Fitter	ITI Fitter	Skilled	
iv	EHS/Production & Manufacturing/Welder/Electronics/Mechanical	ITI (EHS/Production & Manufacturing/ Electronics/Motor Mechanic/ Welder/Mechanical)	Skilled	
v	Boiler	ITI Boiler	Skilled	1
2	Accounts Assistant	B.COM/M.COM/ MBA Finance	Skilled	
3	Assistant	Any Graduate with Computer Knowledge	Skilled	
4	Data Entry Operator	Graduate with DCS/Equivalent with minimum typing speed of 40)	Skilled	2
5	Lab Assistant	B.Sc (Physics/Chemistry/ Botany/Zoology/Biotechnology)	Skilled	
6	Driver for Light Vehicle	LMV License Holder	Skilled	
7	Driver for Heavy Vehicle	HMV License Holder	Skilled	
8	Sales Attendant for parlour/Office Attendant	Literate	Semi-Skilled	
9	Dairy Tech.	Diploma in Dairy Technology	HighSkilled	
10	Site engineer	Diploma in Engineering	High Skilled	
11	Site Engineer	Degree in Engineering	High Skilled	
12	Hostel Care taker	M.A in Oriya, PGDCA	Skilled	
13	Unskilled Worker		Un Skilled	
	TOTAL			3

N.B: At Sl.No.4, the Data Entry Operator should have a speed of 4000 characters per minutes in English and should be well conversant with computers and essentially well trained in MS office, Internet and LAN function;

OMFED SAMBALPUR DAIRY.

1. He/ She should be above 18 years of age and not exceeding 45 years.
2. The Minimum Educational Qualification for the required manpower will be as hereunder;

The Omfed Dairy has tentative requirement of the manpower as given below:

Sl No	Manpower Engaged	Minimum Qualification	Type/ Category	Requirement
1	Operator			
i	Refgn. & AC	ITI Refgn. & AC	Skilled	
ii	Electrical	ITI Electrical	Skilled	3
iii	Fitter	ITI Fitter	Skilled	5
iv	EHS/Production & Manufacturing/Welder/Electronics/Mechanical	ITI (EHS/Production & Manufacturing/ Electronics/Motor Mechanic/ Welder/Mechanical)	Skilled	1
v	Boiler	ITI Boiler	Skilled	
2	Accounts Assistant	B.COM/M.COM/ MBA Finance	Skilled	
3	Assistant	Any Graduate with Computer Knowledge	Skilled	
4	Data Entry Operator	Graduate with DCS/Equivalent with minimum typing speed of 40)	Skilled	4
5	Lab Assistant	B.Sc (Physics/Chemistry/ Botany/Zoology/Biotechnology)	Skilled	2
6	Driver for Light Vehicle	LMV License Holder	Skilled	
7	Driver for Heavy Vehicle	HMV License Holder	Skilled	
8	Sales Attendant for parlour/Office Attendant	Literate	Semi-Skilled	
9	Dairy Tech.	Diploma in Dairy Technology	High Skilled	
10	Site engineer	Diploma in Engineering	High Skilled	
11	Site Engineer	Degree in Engineering	High Skilled	
12	Hostel Care taker	M.A in Oriya, PGDCA	Skilled	
13	Unskilled Worker		Un Skilled	
	TOTAL			15

N.B: At Sl.No.4, the Data Entry Operator should have a speed of 4000 characters per minutes in English and should be well conversant with computers and essentially well trained in MS office, Internet and LAN function;

OMFED SALAPADA DAIRY.

1. He/ She should be above 18 years of age and not exceeding 45 years.
2. The Minimum Educational Qualification for the required manpower will be as hereunder;

The Omfed Dairy has tentative requirement of the manpower as given below:

Sl No	Manpower Engaged	Minimum Qualification	Type/ Category	Requirement
1	Operator			
i	Refgn. & AC	ITI Refgn. & AC	Skilled	6
ii	Electrical	ITI Electrical	Skilled	4
iii	Fitter	ITI Fitter	Skilled	1
iv	EHS/Production & Manufacturing/Welder/Electronics/Mechanical	ITI (EHS/Production & Manufacturing/ Electronics/Motor Mechanic/ Welder/Mechanical)	Skilled	1
v	Boiler	ITI Boiler	Skilled	
2	Accounts Assistant	B.COM/M.COM/ MBA Finance	Skilled	1
3	Assistant	Any Graduate with Computer Knowledge	Skilled	2
4	Data Entry Operator	Graduate with DCS/Equivalent with minimum typing speed of 40)	Skilled	
5	Lab Assistant	B.Sc (Physics/Chemistry/ Botany/Zoology/Biotechnology)	Skilled	
6	Driver for Light Vehicle	LMV License Holder	Skilled	
7	Driver for Heavy Vehicle	HMV License Holder	Skilled	
8	Sales Attendant for parlour/Office Attendant	Literate	Semi-Skilled	
9	Dairy Tech.	Diploma in Dairy Technology	HighSkilled	
10	Site engineer	Diploma in Engineering	High Skilled	
11	Site Engineer	Degree in Engineering	High Skilled	1
12	Hostel Care taker	M.A in Oriya, PGDCA	Skilled	
13	Unskilled Worker		Un Skilled	
	TOTAL			16

N.B: At Sl.No.4, the Data Entry Operator should have a speed of 4000 characters per minutes in English and should be well conversant with computers and essentially well trained in MS office, Internet and LAN function;

OMFED SONEPUR DAIRY.

1. He/ She should be above 18 years of age and not exceeding 45 years.
2. The Minimum Educational Qualification for the required manpower will be as hereunder;

The Omfed Dairy has tentative requirement of the manpower as given below:

No	Manpower Engaged	Minimum Qualification	Type/ Category	Requirement
1	Operator			
i	Refgn. & AC	ITI Refgn. & AC	Skilled	2
ii	Electrical	ITI Electrical	Skilled	
iii	Fitter	ITI Fitter	Skilled	
iv	EHS/Production & Manufacturing/Welder/Electronics/Mechanical	ITI (EHS/Production & Manufacturing/ Electronics/Motor Mechanic/ Welder/Mechanical)	Skilled	2
v	Boiler	ITI Boiler	Skilled	1
2	Accounts Assistant/Marketing Assistant	B.COM/M.COM/ MBA Finance	Skilled	
3	Assistant	Any Graduate with Computer Knowledge	Skilled	1
4	Data Entry Operator	Graduate with DCS/Equivalent with minimum typing speed of 40)	Skilled	
5	Lab Assistant	B.Sc (Physics/Chemistry/ Botany/Zoology/Biotechnology)	Skilled	1
6	Driver for Light Vehicle	LMV License Holder	Skilled	
7	Driver for Heavy Vehicle	HMV License Holder	Skilled	
8	Sales Attendant for parlour/Office Attendant	Literate	Semi-Skilled	
9	Dairy Tech.	Diploma in Dairy Technology	High Skilled	
10	Site engineer	Diploma in Engineering	High Skilled	
11	Site Engineer	Degree in Engineering	High Skilled	1
12	Hostel Care taker	M.A in Oriya, PGDCA	Skilled	
13	Unskilled Worker		Un Skilled	
		TOTAL		8

N.B: At Sl.No.4, the Data Entry Operator should have a speed of 4000 characters per minutes in English and should be well conversant with computers and essentially well trained in MS office, Internet and LAN function;

APPLICATION – TECHNICAL BID
For Providing Manpower Services to Omfed Dairy under OMFED.

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

4. Detail Postal Address of Registered Office : _____

Telephone No. : _____
FAX No. : _____
E-mail Address : _____
5. Detail Postal address of Operating Branch/Office : _____

Telephone No. : _____
FAX No. : _____
E-mail Address : _____
6. Name & telephone no. of Authorised Officer / person to liaise with Unit(s) : _____
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. GST Registration No. : _____
(Attach attested copy)
10. E.P.F Registration No. : _____
(Attach attested copy)
11. E.S.I Registration No. : _____
(Attach attested copy)

12. Financial turnover of the tendering **Manpower Service Provider** for the last 3 (three) Financial Years.

Financial Year	Amount (Rs. Lacs)	Remarks, if any
2020-21		
2021-22		
2022-23		

13. Additional information, if any:

(Attach separate sheet if space provided is insufficient)

14. 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 services provided		Amt. of contract (Rs. Lakhs)	Duration of Contract	
		Type of manpower provided	No.		From	To

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

Signature of authorized person

Name:
Seal,
Date &
Place:

The bidder shall be selected as per following Technical Evaluation Criteria:

Technical Evaluation Criteria

Stage-I

Sl. No	Parameters	Evidence to be provided	Maximum marks
01	Average Annual Turnover/ Revenue of the Bidder from last three financial years ending 31 st March 2023 >Rs0.50Cr and < Rs 1.5Cr- 10 Marks >Rs 1.5 Cr and < Rs 2.5 Cr- 15 Marks >Rs2.5 Cr And above - 20 Marks	Audited annual accounts for the financial year 2020-21, 2021-22 & 2022-23.	20Marks
02	Number of Govt. Organisation the bidder has supplied Manpower personnel during last three years. >1 No and < 3 Nos - 05 Marks >3 Nos, and < 05 Nos- 07 Marks >5 Nos. and above 10 Marks	Work orders & letters received from the Organisation during the year 2020-21, 2021-22 & 2022-23.	10 Marks
03	Currently Providing Number of Manpower personnel in Govt. Organisation. >20Nos and <40Nos -05Marks >40 Nos and < 60Nos - 07 Marks >60 Nos and above -10 Marks	The details / documentary proof of payment released by the Contractor to the personnel shall be provided along with bank statements of Manpower personnel to whom payments have been released by day of every month for the month May, June and July-23(List to be attached)	10Marks
04	Annual Single Contractor Value Per Govt. Organization during the year 2020-21, 2021-22 & 2022-23. >Rs0.25 Cr and < Rs 0.5 Cr - 10Marks >Rs 0.5Cr and < Rs 0.75 Cr - 15 Marks > Rs 0.75 Cr and above -20 Marks	TDS certificate received from Govt. Sector / Form no 26AS as download from income Tax Department.	20 Marks
05	Average Net worth of the bidder as on 31.03.21,31.03.22 & 31.03.2023 >Rs 0.25Cr and <0.75 Cr- -10Marks >Rs 0.75 Cr and <1.25 Cr -15 Marks >Rs 1.25Cr and above -20 Marks	Audited annual accounts for the financial year 2020-21,2021-22 & 2022-23.	20Marks
06	Presentation: Bidder has to submit the documentation of the above with Technical bid and make a Technical presentation before evaluation committee.		20 Marks
TOTAL MARKS			100 Marks

II. Stage Two

The financial bid will be opened only of the shortlisted/qualified bidders. Accordingly, the financial score (F) for each of these shortlisted/qualified bidders will be calculated. The lowest bidder would be awarded a financial score of 100. The Cumulative score (C) will be evaluated based on the following ratio 60 (T): 40 (F).

Financial Score (F)= (Lowest price quote/Price quote of the bidder) *100

Cumulative score (C) =.{60 *(T) + 40* (F)}/100

The firm getting highest Cumulative score (C) based on technical and financial evaluation will be awarded the contract.

APPLICATION – FINANCIAL BID
For Providing Manpower Assistance to different Dairies under OMFED

1. **Name of tendering Manpower Service Provider:**
2. **Remuneration per person per month (8 hours per day) inclusive of all statutory liabilities, taxes, levies, cess etc.:**

Sl. No.	Manpower Type	Type/Category	Unit Cost as per present Minimum Wages per day	Monthly Remuneration per person (in Rs.)					
				Monthly Remuneration (26 days)	EPF @13.00%	ESI @3.25%	Other statutory dues if any @16.51%	Service Charge not less than @3.85% and not greater than 7.00%	Total per person
1	2	3	4	5	6	7	8	9	10
1	Operator								
i	Refgn. & AC	Skilled	442.00	11492	1493.96	373.49	1897.33		
ii	Electrical	Skilled	442.00	11492	1493.96	373.49	1897.33		
iii	Fitter	Skilled	442.00	11492	1493.96	373.49	1897.33		
iv	EHS/Production & Manufacturing/Welder/Electronics/Mechanical	Skilled	442.00	11492	1493.96	373.49	1897.33		
v	Boiler	Skilled	442.00	11492	1493.96	373.49	1897.33		
2	Accounts Assistant	Skilled	442.00	11492	1493.96	373.49	1897.33		
3	Assistant	Skilled	442.00	11492	1493.96	373.49	1897.33		
4	Data Entry Operator	Skilled	442.00	11492	1493.96	373.49	1897.33		
5	Lab Assistant	Skilled	442.00	11492	1493.96	373.49	1897.33		
6	Driver for Light Vehicle	Skilled	442.00	11492	1493.96	373.49	1897.33		
7	Driver for Heavy Vehicle	Skilled	442.00	11492	1493.96	373.49	1897.33		
8	Sales Attendant for parlour/ Office Attendant	Semi-Skilled	392.00	10192	331.24	1682.70	13530.90		
9	Dairy Tech.	High Skilled	502.00	13052	1696.76	424.19	2154.89		
10	Site engineer	High Skilled	502.00	13052	1696.76	424.19	2154.89		
11	Site Engineer	High Skilled	502.00	13052	1696.76	424.19	2154.89		
12	Hostel Care taker	Skilled	442.00	11492	1493.96	373.49	1897.33		
3	Unskilled Worker	Un Skilled	352.00	9152	1189.76	297.44	1511.00		
	Total								

N.B: GST as applicable shall be paid extra.

Minimum Wages per day: Unskilled Worker-Rs.352/-, Semiskilled Worker-Rs.392/, Skilled Worker: - Rs.442/- & High skilled Worker: -Rs.502/-

Date
Place

Signature of authorized person
Name Seal:

Notes:

1. The requirement may increase/decrease in any/all categories.
2. The bidder may be required to provide additional manpower in various locations as per need.
3. The bidder quoted lowest rate in total for all category of personnel will be selected at **Omfed**. For this purpose, the bidders have to quote for all posts. Rate quoted partially will summarily be rejected.
4. The monthly remuneration per person should be as mentioned in the technical requirement.
5. The total rates quoted by the tendering Service Provider should be inclusive of all statutory/taxation liabilities in force at the time of entering into the contract. The authority will have no liability in relation to any statutory or other dues.
6. The payment shall be made on conclusion of the calendar month only on the basis of no. of working days for which duty has been performed by each manpower as certified by the Authority.
7. Tender shall be opened at Omfed Corporate Office, D-2, Saheed Nagar, Bhubaneswar.

Signature of authorized

person Name:

Seal :

BREAK UP OF STATUTORY CONTRIBUTIONS

Sl.No	Particulars	Other	Percentage
1	P.F. Employer Contribution	-	13.00 %
2.	E.S.I. Employer Contribution	-	03.25%
3.	Bonus	-	08.33%
4.	Leave Salary	18 days annual	05.66%
5.	N & F Holidays	08 days annual	02.52%
	Total		32.76%

N.B:(1)Detail description of works furnished in job schedule.

N.B: The Circular of Finance Department, Govt. of Odisha vide letter no. FIN-COD-RULE-0001-2018/19595/F DATED 11.07.2023 regarding rate of Service Charge in Outsourcing of Services..... regarding

1. As no minimum rate of service charge has been prescribed, bidders are quoting zero or negligible service charge in respect of outsourcing of services. Hence many a time, references are being received from quarters for clarification in this matter.
2. In the meantime, Department of Expenditure, Ministry of Finance, Govt. of India has fixed the minimum rate of service charge vide OM No. F.6/1/2023-PPD dated 06.01.2023.
3. Now the state Govt. has been pleased to fix the following rate of service charge in outsourcing of services.
4. The Minimum Service charge shall be 3.85% (3% profit plus transaction charge);
5. The Procuring entity can also fix the service charge above 3.85% with proper justification, whenever required. However, such charge should not exceed 7% in any case.
6. These instructions shall be deemed to be part of Odisha General Financial Rules.
7. This will be effective from date of issue i.e on 11.07.2023.

ESCALLATION CLAUSE:

If minimum wages increase during the period of engagement under Minimum Wages Act 1948, the column value at (4&5) shall be increased in prorate basis accordingly with same rate with all statutory dues, excluding agency Service charges.

-

Signature of Bidder

Seal & Date

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.

Signature of authorized

person Name:

Seal ,Date & Place:

TERMS & CONDITIONS

GENERAL:

1. The Agreement shall commence from dt. _____ and shall continue till dt. _____ unless it is curtailed or terminated by the authority owing to deficiency of service, sub-standard quality of manpower deployed, breach of contract etc. or change in requirements.
2. The Agreement is terminable with one-month Notice in writing from either side during the agreement period. The Service Provider shall, however not leave the Services either during the agreement period or after the period of agreement till alternate arrangement is made by Omfed.
3. The Agreement may be extended, on the same terms and conditions or with some additions / deletions / modifications for a further specific period mutually agreed upon by the Manpower service provider and the Authority.
4. 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.
5. The Omfed, at present, has requirement of skilled Data Entry Operators/ Operators in different Trade/ EHS/ Production & Manufacturing/ Welder/ Electronics/ Mechanical/ Fitter Laboratory Personnel/ Accounts Personnel/Assistant/ Engineers, Heavy vehicle Drivers/Light Vehicle drivers & Helpers for plying Milk Tankers on requirement basis. The requirement of Omfed may increase or decrease marginally, during the period of initial contract also and the tenderer would have to provide additional manpower services, if required, on the same terms and conditions or however required.
6. The Manpower Service Provider will be bound by the details furnished by it to the Authority while submitting the tender or at subsequent stage. In case, any of such documents furnished by it is found to be false at any stage, it would be deemed to be a breach of terms of Agreement making it liable for legal action besides termination of the Agreement.
7. The Authority reserves the right to terminate the Agreement during initial period also after giving 30 days' notice to the Manpower Service Provider.
8. The persons deployed shall be required to report for work at as directed to the Unit Head or such other officer as may have been kept in charge of the Office Establishment of the Office concerned and would leave after 8-hour work and may also require to work beyond this, if required, for which he would not be paid any extra remuneration. In case, the person deployed remains absent on a particular day or comes late / leaves early on three occasions, proportionate deduction from the remuneration for one day will be made.

09. The person deployed may be called on holidays to attend duty and shall be paid extra remuneration as per rates approved by Omfed on attending such duty.
10. The Manpower Service Provider shall nominate a coordinator who shall be responsible for immediate interaction with Omfed so that optimal services of the persons deployed could be availed without any disruption.
11. The entire financial liability in respect of manpower services deployed in the Omfed shall be that of the Manpower Service Provider and Omfed in no way be liable. It will be the responsibility of the Manpower Service provider to pay to the person deployed a sum not less than the minimum rate quoted in the financial bid and adduce such evidence as may be required by Omfed.
12. For all intents and purposes, the Manpower Service Provider shall be the “Employer” within the meaning of different Rules & Acts in respect of manpower so deployed. The persons deployed by the Manpower Service Provider shall not have any claim whatsoever like employer and employee relationship against Omfed.
13. The Manpower Service Provider shall be solely responsible for the redressal of grievances or resolution of disputes relating to persons deployed. Omfed shall, in no way, be responsible for settlement of such issues whatsoever. In case the grievances 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 Omfed and an authorized representative of the Manpower Service Provider.
14. The Omfed shall 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.
15. 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.
16. In case of termination of this Agreement on 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.
17. The person deployed shall not claim any benefit or compensation or absorption 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.
18. The Manpower Service Provider must be registered with the concerned Govt. Statutory Authorities, i.e. Labour Commissioner, Provident Fund Authorities, Employees State Insurance Corporation etc., and a copy of the registration 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 and cost.

19. The Manpower Service provider shall provide a substitute 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, wherever applicable.
20. The persons deployed by the Manpower Service Provider should have good police records and no criminal case should be pending against them.
21. The persons deployed should be polite, cordial and efficient while handling the assigned work and their actions should promote good will and enhance the image of Omfed. The Manpower Service Provider shall be responsible for any act of indiscipline on the part of the persons deployed.
22. In case of non-performance, involvement in theft, fraud, or in any indiscipline let the person concerned be terminated from that work whatsoever directed by the Competent Authority. Suitable replacement should be provided as per the requirement of management.

LEGAL:

23. The persons deployed shall, during the course of their work be privy to certain qualified 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 applicable laws besides, action for breach of contract.
24. The Manpower Service Provider shall be responsible for compliance of all statutory provisions relating to minimum wages payable to different types of worker in respect of the persons deployed by it in Omfed. The Omfed shall have no liability in this regard.
25. The Manpower Service Provider shall also be liable for depositing all taxes, levies, cess etc. on account of service rendered by it to Omfed, to the concerned tax collection authorities, from time to time, as per the rules and regulations in the matter. Attested xerox copies of such documents shall be furnished to Omfed.
26. The Manpower Service Provider shall maintain all statutory registers under the Law and shall produce the same, on demand, to the authority of Omfed or any other authority under Law.
27. The Tax deduction at Source (TDS) IT & GST shall be done as per the provisions of Income Tax Act / GST Rules, as amended, from time to time and a certificate to this effect shall be provided by Omfed.

*** Note: Registration / License under the Contract Labour (Regulation and Abolition) Act, 1970 is applicable to Manpower Service Provider employing more than 20 workmen.**

28. In case, the Manpower Service Provider fails to comply with any liability under appropriate law, and as a result thereof, Omfed is put to any loss / obligation, monetary or otherwise, Omfed will be entitled to get itself reimbursed out of the outstanding bills or the Performance Security Deposit of the Manpower Service Provider, to the extent of the loss or obligation in monetary terms.
29. The Agreement is liable to be terminated because of non-performance, deviation of terms and conditions of contract, non-payment of remuneration of employed persons and non-payment of statutory dues. The Omfed will have no liability towards non-payment of remuneration to the persons employed by the Manpower Service Provider and the outstanding statutory dues of the service provider to statutory authorities. If any loss or damage is caused to Omfed by the persons deployed, the same shall be recovered from the unpaid bills or adjusted from the performance Security Deposit.

FINANCIAL:

30. The Technical Bid should be accompanied with an earnest Money Deposit (EMD), refundable without interest, in the form of Demand Draft / Pay Order drawn in favour of Omfed payable at Bhubaneswar, failing which the tender shall be rejected out rightly.
31. 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 tenderer if the agency fails to deploy the required manpower against the initial requirement within 30 days from date of placement of the order the EMD shall stand forfeited without giving any further notice.
32. The successful tender will have to deposit a Performance Security Deposit of **Rs.12,00,000 Lakhs (Rupees Twelve Lakhs only)** in the form of Bank Guarantee from any Nationalised Bank/ Schedule bank drawn in favour of Omfed covering the period of contract. In case, the contract is further extended beyond the initial period, the Bank guarantee will have to be accordingly renewed by the successful tenders. The amount of Performance Security Deposit is to be determined by the Authority taking into account the contractual obligation of the manpower service provider.
33. In case of breach of any terms and conditions attached to this agreement, the Performance Security Deposit of the Manpower Service Provider shall be liable to be forfeited besides annulment of the Agreement.
34. The Manpower Service Provider shall raise the bill, in triplicate, along with attendance sheet duly verified by Omfed in respect of the persons deployed and submit the same to the prescribed authority of Omfed in the first week of the succeeding month. As far as possible the payment will be released by the second week of the succeeding month.

35. The claims in bills regarding Employees State Insurance, Provident Fund, GST etc. should be 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 Omfed.
36. The amount of penalty calculated @ Rs. 500/- per day on account of delay, if any, in providing a suitable substitute for the period beyond three working days by the Manpower Service Provider shall be deducted from its monthly bills in the succeeding month.
37. Omfed reserves the right to withdraw or relax any of the terms and conditions mentioned above so as to overcome the problem encountered at a later stage.
38. In the event of any dispute arising in respect of the clauses of the agreement the same shall be resolved through negotiation. Decision of the competent authority of Omfed shall be binding on all parties.
39. All disputes shall be under the jurisdiction of the court at the place where the headquarters of the authority, who has executed the agreement, is located.
40. The successful bidder will enter into an agreement with Omfed for supply of suitable and qualified manpower as per requirement of Omfed on the above terms and conditions.

DOCUMENTS TO BE PROVIDED WITH THE TECHNICAL BID

1. Application – Technical Bid;
2. Attested copy of registration Certificate of agency;
3. Certified copy of the statement of bank account of agency for March, 2023
4. Attested copy of PAN / GIR Card;
5. Attested copy of the latest IT return filed by agency for the financial year 2021-22;
6. Attested copy of GST Registration certificate along with GSTR-1 & 3 B for last two months or two quarters.
7. Attested copy of the P.F registration letter / certificate along with last one-month statement;
8. Attested copy of the E.S.I registration letter / certificate along with last one-month statement;
9. Certified documents in support of the financial turnover of the agency;
10. Certified documents in support of entries in column 13 of Technical Bid application;
11. The Firm/Agency must have at least 3 years of experience for engagement of workers in reputed organizations of Odisha/other State.
12. The bidder should not have unsatisfactory performance record in any unit of OMFED. The bidder should give such an undertaking/declaration with their bid.
13. Agency/Contractor engaged for providing required service and blacklisted by OMFED or any other Organization due to reasons whatsoever shall not be eligible to participate in the Tender.
14. The bidder will not be eligible to participate in the Tendering process if there is any case under sub-jurisdiction against any unit of OMFED for any reason whatsoever it may be.
15. Self-undertaking regarding declaration of non-blacklisting and filing of any legal petition against OMFED should be submitted.
16. Copy of the terms and conditions at pages 1 to 41 in Tender Document with each page duly signed and sealed by the authorized signatory of the agency in token of their acceptance.

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

1. List of Manpower shortlisted by agency for deployment in Labour & Employment Department, containing full details i.e., date of birth, marital status, Permanent address, Correspondence address educational qualification, Aadhar card, Voter I card, Blood Group etc. Bank Account number
2. Bio-data of all persons.
3. Any other document considered relevant.

AGREEMENT

This Agreement is made on this _____ day of _____

BETWEEN

The Odisha State Co-operative Milk Producers' Federation Ltd. (OMFED), Bhubaneswar, represented by _____, here-in-after 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 _____, here-in-after called 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, the "Authority" desires that the services of " _____ " are required in _____ Omfed; And whereas the "Manpower Service Provider" has offered its willingness to the same in conformity with the provisions of the agreement;

And whereas the "Authority" *has finalized the rate as per the terms and conditions of the agreement to the "Manpower Service Provider".

Now this agreement witnesses as below: -

1. That the Annexure containing the Terms and Conditions shall be deemed to form and to be read and construed as part of this agreement.
2. That in consideration of the payment to be made by the "Omfed" to the "Manpower Service provider", the "Manpower Service provider" hereby agrees with the "Omfed" to provide personnel to be engaged as per requirement in the _____ (name of the Office / Unit) in conformity with the provisions of the Terms and Conditions.
3. That the "Omfed" hereby further agrees to pay the "Manpower Service Provider" the contract price at the time and in the manner prescribed in the said Terms and Conditions.
4. That in the event of any dispute that may arise it shall be settled as per the Terms and Conditions of the contract.
5. That this agreement will be for a period of one year with effect from Dt.----- to Dt.-----

IN WITNESS WHEREOF the parties have caused their respective common seals to be here unto affixed or have here unto set their respective hands and seals on the day and year first written above.

For & Onbehalf of the Manpower
Omfed Service Provider

For & Onbehalf of

**Authorized Signatory on behalf of
Manpower Service Provider
(with Seal)**

**Authorized representative of
The Orissa State Coop. Milk
Producers' Federation Ltd.,
Bhubaneswar-
751 007 (with
Seal)**

Signature in Presence of

Witness

Witness

1. Name:.....
Address:.....

1. Name:.....
Address:.....

2. Name:.....
Address:.....

2. Name:.....
Address:.....

**Signature of the Bidder
(Seal & Date)**

ANNEXURE

TERMS & CONDITIONS OF THE AGREEMENT

1. The Agreement shall commence from(date) and shall continue till(date) unless it is curtailed or terminated by the Authority owing to deficiency of service, sub-standard quality of manpower deployed, breach of contract etc. or change in requirements.
2. The Agreement is terminable with two-month Notice in writing from either side during the agreement period. The Service Provider shall, however not leave the Services either during the agreement period or after the period of agreement till alternate arrangement is made by Omfed.
3. The Agreement may be extended, on the same terms and conditions or with some additions / deletions / modifications, for a further specific period mutually agreed upon by the Manpower Service Provider and the Authority.
4. 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.
5. The Manpower Service Provider shall be bound by the details furnished by it to the Authority while submitting the tender or at subsequent stage. In case any of such documents furnished by it is found to be false at any stage, it would be deemed to be a breach of terms of Agreement making it liable for legal action besides termination of the Agreement.
6. **The Service Provider has to execute an Agreement if so selected after successful bidding and the stipulations made herein shall form part and parcel of the said Agreement if not specifically indicated there in.**
7. The Authority reserves the right to terminate the Agreement during initial period also after giving two months (60) days' notice to the Manpower Service Provider.
8. The persons deployed shall be required to report for work in shift duty for 8 hours to the Officer as may have been kept in charge of the Establishment and would leave after completion of work for 8 hours and may also be required to work beyond stipulated hours for which he would not be paid any extra remuneration. In case, the person deployed remains absent on a particular day or comes late / leaves early on three occasions, proportionate deduction from the remuneration for one day will be made.
9. The person deployed may be called on holidays to attend duty and shall be paid extra remuneration as per rates approved by this office on attending such duty or compensatory off shall be provided as per approval of authority.
10. The Manpower Service provider shall nominate a coordinator who shall be responsible for immediate interaction with the Authority so that optimal services of the persons deployed could be availed without any disruption.

11. The entire financial liability in respect of manpower services deployed in the Omfed shall be that of the Manpower service Provider and Omfed will in no way be liable. It will be the responsibility of the Manpower Service Provider to pay to the person deployed a sum not less than the minimum rate quoted in the financial bid and adduce such evidence as may be required by the Omfed.
12. For all intents and purposes, the Manpower Service Provider shall be the “Employer” within the meaning of different Rules & Acts in respect of manpower so deployed. The persons deployed by the Manpower Service Provider shall not have any claim whatsoever like employer and employee relationship against the Omfed.
13. The Manpower Service Provider shall be solely responsible for the redressal of grievances or resolution of disputes relating to persons deployed. Omfed shall, in no way, be responsible for settlement of such issues whatsoever. In case the grievances 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 Omfed and an authorized representative of the Manpower Service Provider.
14. The Omfed shall 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.
15. 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.
16. In case of termination of this Agreement on 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.
17. The person deployed shall not claim any benefit or compensation or absorption 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.
18. 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 registration 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 and cost, if required under the Act.
19. The Manpower Service Provider shall provide a substitute 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, wherever applicable.

20. The persons deployed by the Manpower Service Provider should have good police records and no criminal case should be pending against them.
21. The persons deployed should be polite, cordial and efficient while handling the assigned work and their actions should promote good will and enhance the image of Omfed. The Manpower Service Provider shall be responsible for any act of indiscipline on the part of the persons deployed.
22. The persons deployed shall, during the course of their work be privy to certain qualified 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 applicable 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 worker in respect of the persons deployed by it in Omfed. The Omfed shall have no liability 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 Omfed, to the concerned tax collection authorities, from time to time, as per the rules and regulations in the matter. Attested Xerox copies of such documents shall be furnished to Omfed.
25. The Manpower Service Provider shall maintain all statutory registers under the Law and shall produce the same, on demand, to the authority of Omfed or any other authority under Law.
26. ***The Tax deduction at Source (TDS) on GST & IT shall be done as per the provisions of Income Tax Act / GST Rules, as amended, from time to time and a certificate to this effect shall be provided by Omfed.***
27. In case, the Manpower Service Provider fails to comply with any liability under appropriate law, and as a result thereof, Omfed is put to any loss / obligation, monetary or otherwise, Omfed will be entitled to get itself reimbursed out of the outstanding bills or the Performance Security Deposit of the Manpower Service Provider, to the extent of the loss or obligation in monetary terms.
28. The Agreement is liable to be terminated because of non-performance, deviation of terms and conditions of contract, non-payment of remuneration of employed persons and non-payment of statutory dues. Omfed will have no liability towards non-payment of remuneration to the persons employed by the Manpower Service Provider and the outstanding statutory dues of the service provider to statutory authorities. If any loss or damage is caused to Omfed by the persons deployed, the same shall be recovered from the unpaid bills or adjusted from the Performance Security Deposit.

29. In case of breach of any terms and conditions attached to this agreement, the Performance Security Deposit of the Manpower Service Provider shall be liable to be forfeited besides annulment of Agreement.
30. The Manpower Service Provider shall raise the bill, in triplicate, along with attendance sheet duly verified by Omfed in respect of the persons deployed and submit the same to the prescribed authority in the first week of the succeeding month. As far as possible the payment will be released by the second week of the succeeding month.
31. The claims in bills regarding Employees State Insurance, Provident Fund, and Service Tax etc. should be 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 Omfed.
32. The successful tender will have to deposit a performance Security Deposit of **Rs.12,00,000/- Lakhs (Rupees Twelve Lakhs only)**. In case the Service Provider Fails/neglect in making payment to its employees and does not comply statutory provision, the payment shall be held up without any notice till necessary compliance is made by the service provider. However, liability of Omfed, if any, on account of such non-compliance of statutory provision shall be chargeable to the account and shall be deducted from the pending bills/ performance guarantee of the service provider.
33. The amount of penalty calculated @ Rs.500 per day on account of delay, if any, in providing a suitable substitute for the period beyond three working days by the Manpower Service Provider shall be deducted from its monthly bills in the succeeding month.
34. The Authority reserves the right to withdraw or relax any of the terms and conditions mentioned above so as to overcome the problem encountered at a later stage.
35. In the event of any dispute arising in respect of the clauses of the agreement the same shall be resolved through negotiation. Alternatively, the dispute shall be referred to the court of law at Bhubaneswar/Cuttack for decision and the same shall be binding on all parties.
36. All disputes shall be under the jurisdiction of the court at Bhubaneswar/Cuttack only keeping in view the headquarters of Federation.
