

## **CONTENTS OF TENDER DOCUMENT**

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## **SCOPE OF WORK AND GENERAL INSTRUCTIONS FOR BIDDERS**

1. Samagra Shiksha, Malkangiri requires the services of reputed Well establishment and financially sound Manpower Service providers to provide services of 02 No. of warden ( one Male and one Female ) 10 part time Teachers, Two full time Accountants, Four Supporting Staff ( Peon, Chowker ),Two head Cooks, Four Asst. Cooks to be engaged at Residential hostel at Govt. New Bapuji High School, Anlapadar, Mathili for Girls and one at Govt. High School, Tarlakota, Korukonda for Boys for the Children age group between 14 to 16 years under 'STARS' Scheme.
2. The contact for providing the aforesaid manpower is likely to commence from August' 2022 and would continue till July' 2023. The period of the contract may be further extended beyond one year provided the requirement of the District for manpower persists at that time or may be curtailed/terminated before expire of the contract, owing to deficiency in service or substandard quality or manpower deployed by the selected Service Provider or because of change in the District requirements. The District however, reserves right to terminate this initial contract at any time after giving one week's notice to the selected Service Provider.
3. This district has tentative requirement for 02 No. of warden ( one Male and one Female ) 10 part time Teachers, Two full time Accountants, Four Supporting Staff( Peon, Chowker ),Two head Cooks, Four Asst Cooks to be engaged at Residential hostel at Govt New Bapuji High School, Anlapadar,Mathili for Girls and one at Govt High School, Tarlakota, Korukonda for Boys. The requirements may increase/decrease as per requirement.
4. The estimated cost of the contract is :
  - i) Rs.27,36,000/-(@Rs.1,14,000/- x 12 x 2) including all category of employees.
5. The interested Manpower Service Providers may submit the tender document complete in all respects along with Earnest Money Deposit (EMD) of **Rs.54,720** /- and other requisite documents **by 20.08.2022 up to 5.00 PM at District Project Office, Samagra Shiksha, Malkangiri**. The detailed information for outsourcing service of aforesaid posts has been given in the Tender Document which may either be downloaded from the website [www.malkangiri.nic.in](http://www.malkangiri.nic.in) or obtained in person from the cashier of the Samagra Shiksha, Malkangiri on any official working day with payment of Rs.2000/- in cash (Non-refundable), the original receipt of which is required to be filed along with the Tender document. The Out Sourcing Agency applying with downloaded tender document is required to file non-refundable bank draft of Rs.2000/- from any Nationalized bank drawn in favour of **District Project Coordinator, Samagra Shiksha, Malkangiri** as the cost of tender document. The Tender documents will be received in this office through **Register/ Speed post only**. This office will not responsible for any postal delay.

6. The various crucial dates relating to “Tender for Providing Manpower Service to the District Malkangiri.
- |                                                                     |   |                   |      |                   |
|---------------------------------------------------------------------|---|-------------------|------|-------------------|
| (a) Period of issue of Tender Document                              | : | <b>05.08.2022</b> | to   | <b>20.08.2022</b> |
| (b) Last Date for receipt of Tender Document                        | : | <b>20.08.2022</b> | upto | <b>05.00 P.M</b>  |
| (c) Date and time for opening of                                    |   |                   |      |                   |
| (i) Technical Bid                                                   | : | <b>23.08.2022</b> | at   | <b>04.00 PM</b>   |
| (ii) Financial Bids of eligible Tenders and selection               | : | <b>23.08.2022</b> | at   | <b>05.00 PM</b>   |
| (d) Likely date for commencement of Deployment of Required manpower | : |                   |      |                   |
7. 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 Service to Samagra Shiksha, Malkangiri” and “Financial Bid for providing manpower Service to Samagra Shiksha”. Both sealed envelopes should be kept in a third sealed envelope super scribing “Tender for Providing Manpower Services to Samagra Shiksha, Malkangiri”.
8. The Earnest Money Deposit (EMD) of Rs:-54,720 /- (Rupees Fifty-four thousand Seven hundred twenty ) only, refundable (without interest), should be necessarily accompanied with the Technical Bid of the service provided in the form of Demand Draft/pay Order drawn in favour of **District Project Coordinator, SS, Malkangiri** (District Malkangiri) failing which the tender shall be rejected summarily.
9. The successful tender will have to deposit a performance security deposit of **Rs.1,36,800-** (Rupees One Lakh Thirty-six thousand Eight hundred) only in the form of Bank Guarantee from any Nationalized Bank drawn in favor of **District Project Coordinator, SS, Malkangiri** 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 tendered.
10. The tendering manpower service providers are required to enclose photocopies of the following documents (duly attested by Group “A” Gazetted Officer of the State Government/Central Government), along with the Technical Bid, failing which their bids shall be summarily/out rightly rejected and will not be considered any further.
- Original / Xerox copy of Paper Cost.
  - Original EMD Demand Draft.
  - Attested copy of Registration of agency.
  - Attested copy of PAN/GIR Card.
  - Attested copy of IT return filled for the last three years /Service Tax registration certificate ;
  - Attested copy of the E. P.F registration letter/certificate.
  - Attested copy of the E.S.I registration letter/certificate.

- h) Attested copy of GST Registration Certificate.
- i) Certificate copy of the statement of Bank account of agency for the last three years.
- j) Attested copy of Valid Labour Licence.
- k) Copy of Declaration Certificate.
- l) Experience(if any) :

11. The conditional bids shall not be considered and will be out rightly rejected in very first instance.
12. 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, however the cutting if any in the technical bid application must be initialed by the person authorized to sign the tender bids.
13. The Technical Bids shall be opened in the scheduled date and time at **4.00 PM** on **23.08.2022** in the office chamber of Collector, Malkangiri in the presence of the representatives of the Service Provider, if any, who wish to be present on the spot at that time.
14. The Financial Bid of only those tenders will be opened whose technical bids are found in order. The financial bids shall be opened at **5.00 PM on 23.08.2022** in the office chamber of Collector, Malkangiri in the presence of the representatives of the Service providers. If any, who wish to be present on the spot at that time.
15. The Collector, Malkangiri reserves the right to reject/cancel all bids without assigning any reason thereof.
16. If the rate quoted by two or more service provider (Tenderer) is found equal, then it will be decided by drawing lottery.
17. No bidder is allowed to quote the Service Charges below Rs. 7.1/-(Rupees Seven and one paise) only per month per out sourcing person towards service charges.

## **TECHNICAL REQUIREMENTS FOR THE TENDERING MANPOWER SERVICE PROVIDER**

1. The tendering manpower service provider should fulfill the following technical specifications.
  - a) They should be registered with the appropriate registration authority.
  - b) They should have at least two/three years' experience in providing manpower to Government Departments, Public Sector Companies/Banks etc.
  - c) They should have their own Bank Account.
  - d) They should be registered with income Tax and Service Tax departments.
  - e) They should be registered with appropriate authorities under Employees Provident Fund and Employees State insurance Acts.
  - f) They should have valid labour license.

**TECHNICAL REQUIREMENTS FOR MANPOWER TO BE DEPLOYED BY THE SUCCESSFUL  
MANPOWER SERVICE PROVIDER IN THE DISTRICT MALKANGIRI**

**A. The qualification:-**

1. For the post of Warden: - BA/B.SC with B.Ed. Preference shall be given to Widow/destitute or divorce. He/She should have at least 2 years of experience in a academic institution (out of two posts one Male candidate & one Female candidate.( Age- 30 years to 50 years).
2. For the post of Part Time Teacher ( Mathematics- two posts ):- He/She must be a B.Sc. (PCM) with B.Ed.( in case of non-availability of trained candidate untrained candidates will be given preference( Age-22 to 38 years )
3. For the post of Part Time Teacher (English-two posts):- He/she must be a B.A with B.Ed (in case of non-availability of trained Arts graduate, untrained Arts graduates having English as Hons /or having highest mark in English as subject will be given preference( Age-22 to 38 years )
4. For the post of Part Time Teacher ( Sanskrit –Two posts ):-He/she must be B.A with Sanskrit or Sahitya Acharya ( Age 22 to 38 years )
5. For the post of Part Time Teacher ( Hind-Two posts ):-He/she must be B.A with Covita or having Hindi as language in the graduation ( Age 22 to 38 years )
6. For the post of Part Time Teacher ( Science,-two posts ):- He/She must be a B.Sc. (CBZ) with B.Ed.( in case of non-availability of trained candidate untrained candidates will be given preference( Age-22 to 38 years )
7. For the post of Accountant, Full Time (02 posts): He/She must be B.Com. with P.G.D.C.A.( Age-22.to 38).
8. For the post of Peon/Chowkidar (04 posts):-He must be HSC Pass. Preference will be given to Local candidate; he must have valid employment Registration Card.
9. For the post of Head Cook (Two posts, one Male & one Female):-Local candidate, having cooking experience in any institution.
10. For the post of Asst. Cook (Four posts, two male & two female):-Local candidate, having cooking experience in any institution.

**General conditions.**

1. All the posts are purely contractual and can be terminated at any time.
2. Those posts are co-terminus with the tenure of Programme/Project for which will engage.
3. After engagement, no transfer will be made from the concerned school/Block.

**APPLICATION TECHNICAL BID**

For Providing Manpower Service to District \_\_\_\_\_

1. Name of Tendering Manpower Service Provider \_\_\_\_\_
2. Details of Earnest Money Deposit. DD No \_\_\_\_\_ Date \_\_\_\_\_  
of Rs. \_\_\_\_\_ drawn on Bank \_\_\_\_\_
3. Name of Proprietor/Partner/Director. \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
4. Full Address of Registered office \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
  
Mobile No \_\_\_\_\_  
  
E-Mail Address \_\_\_\_\_
5. Full Address of Operating/Branch Office. \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
  
Mobile No \_\_\_\_\_  
E-Mail Address \_\_\_\_\_
6. Name & Telephone no. of \_\_\_\_\_ Authorized  
officer/person  
To liaise with field office(s)
7. Bank of the Manpower Service Provider \_\_\_\_\_  
(Attach certified copy of statement of A/C for the last three years) \_\_\_\_\_  
  
Telephone Number/Mobile No. \_\_\_\_\_ of Banker.
8. PAN/GIR/GST No. \_\_\_\_\_  
(Attach attested copy)

9. Service Tax Registration No. \_\_\_\_\_ (Attach attested copy)
10. E.P.F Registration No. \_\_\_\_\_ (Attach attested copy)
11. E.S.I Registration No. \_\_\_\_\_ (Attach attested copy)
12. Financial turnover of the tendering Manpower Service Provider for the last 3 financial years.

Financial Year	Amount (Rs.Lakhs)	Remarks, if any
2019-2020		
2020-2021		
2021-2022		

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		Amount 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:**

**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/document 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 :****Place:****Signature of authorized person****Name:****Seal:**

## **APPLICATION FINANCIAL BID**

### **For Providing Manpower Assistance to Samagra Shiksha, Malkangiri**

1. Name of tendering Manpower Service Provider:
2. Rate per person per month inclusive of all statutory liabilities, taxes, levies, cess etc.

Sl No	Manpower Type	Monthly Rate per person						
		Take home remuneration	EPF	ESI	Other statutory dues if any	Service charge	Service tax	Total per person
1	Warden(02Nos)	25,000/- per person						
2	Part Time Teacher(Math)02Nos	7000/-per person						
3	Part Time Teacher(Science)02Nos	7000/- per person						
4	Part Time Teacher (Sanskrit)02Nos.	7000/-per person						
5	Part Time Teacher(Hindi)02Nos.	7000/-per person						
6	Part Time Teacher(English)02Nos)	7000/-per person						
7	Full Time Accountant(02Nos)	12,000/-per person						
8	Supporting Staff(Peon) 02 Nos	12,000/- per Person						
9	Supporting Staff(Chowkider) 02 Nos	12,000/- per Person						
10	Head Cook(02Nos)	7200/-per person						
11	Asst.Cook(04Nos)	5400/-per Person						

**\*Minimum take home remuneration per outsourcing person will be as fixed by the Govt. from time to time.**

**\* The outsourcing service provider is to quote only his service charge per person per month for each category of manpower stated above. No other columns need to be filled up.(Figure should be rounded not less than Rs7.1/-)**

**\* All other statutory dues will be paid as per law.**

**Date :**  
**Place:**

**Signature of authorized person**  
**Name :**  
**Seal:**

**Notes:-**

1. The total rates quoted by the tendering agency should be inclusive of all statutory/taxation liabilities in force at the time of entering into the contract.
2. The payment shall be made on conclusion of the calendar month only on the basis of no. of working days for which duty has been performed by each manpower.

## **TERMS & CONDITIONS**

### **GENERAL:**

1. The agreement shall commence from \_\_\_\_\_ and shall continue till \_\_\_\_\_ 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 shall automatically expire on \_\_\_\_\_ unless extended further by the mutual consent of the Manpower Service Provider and the Authority.
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 providing 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 Samagra Shiksha, Malkangiri at present has tentative requirement of 24 persons per hostel( Warden-02, Part Time Teacher-10, Full Time Accountant-02, Supporting Staff-04, Head Cook-02 & Asst. Cook-04 ). The requirement further increase or decrease marginally during the period of initial contract also and the tendered would have to provide additional manpower services, if required on the same terms and conditions.
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 15 day's notice to the manpower service provider.
8. The persons deployed shall be required to report to the Headmaster of concerned Hostel School of respective blocks. he/she will distribute the works and may also required to work beyond 5.00 PM for which he/she 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.
10. The Manpower service provider shall nominate a coordinator who shall be responsible for immediate interaction with the District 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 District or shall be that of the manpower service provided and the District will in no way be liable. It will be the responsibility of the manpower service provided 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 District.

12. For all intents and purposes, the manpower service provider shall be the "Employer" within the meaning of different Rules & Acts in respect or manpower so deployed. The persons deployed by the manpower service provider shall not have any claim whatsoever like employer and employee relationship against the District.
13. The manpower service provider shall be solely responsible for the redressal of grievances or resolution of disputes relating to persons deployed. The district authority shall in no way be responsible for settlement of such issue 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 the district and an authorized representative of the manpower service provider.
14. The District authority 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, compensation, 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, employee 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 labor (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 handing the assigned work and their actions should promote good will and enhance the image of the district. The manpower service provider shall be responsible for any act of indiscipline on the part of the persons deployed.

**LEGAL:**

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 the district. The district shall have no liability in this regard.
24. The manpower service provider shall also be liable for depositing all taxes cess etc on account of service rendered by it to the district 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 the district.
25. The manpower service provider shall maintain all statutory registers under the Law and shall produce the same on demand to the authority of the district or any other authority under Law.
26. The tax deduction at source (T.D.S) shall be done as per the provisions of Income Tax Act/Rules as amended from time to time and a certificate to this effect shall be provided by the district.
27. In case the manpower service provider fails to comply with any liability under appropriate law and as a result thereof the district is put to any loss/obligation monetary or otherwise the district 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.

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

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. The district 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 the district by the persons deployed the same shall be recovered from the unpaid bills or adjusted from the performances security deposit.

**FINANCIAL:**

29. 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 **District Project Coordinator, SS, Malkangiri** 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 tender if the agency fails to deploy the required manpower against the initial requirement within 30 days from date of placing the order the EMD shall stand forfeited without giving any further notice.
31. The successful tenderer will have to deposit a security amount of **Rs.1,36,800/-** in the form of fixed deposit receipt (FDR) made in the name of the agency but hypothecated to the District Project Coordinator, SS, Malkangiri covering the period of contract. In case the contract is further extended beyond the initial period the FDR will have to be accordingly renewed by the successful tenderer.
32. The manpower service provider shall raise the bill in triplicate along with attendance sheet duly verified by the district 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.
33. The claims in bills regarding Employees States 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 the district.
34. The amount of penalty calculated @Rs.100 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.
35. The authority reserves the right to withdraw or relax any of the terms and condition mentioned above so as to overcome the problem encountered at a later stage.
36. In the event of any dispute arising in respect or the clauses of the agreement the same shall be resolved through negotiation. Alternatively the dispute shall be referred to the next higher authority or controlling officer for his decision and the same shall be binding on all parties.
37. 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.
38. The successful bidder will enter into an agreement with District Project Coordinator, Samagra Shiksha, Malkangiri for supply of suitable and qualified manpower as per requirement of this district on the above terms and conditions.

## **DOCUMENTS TO BE PROVIDED WITH THE TECHNICAL BID**

- m) Original / Xerox copy of Paper Cost :
- n) Original EMD Demand Draft :
- o) Attested copy of Registration of agency :
- p) Attested copy of PAN/GIR Card :
- q) Attested copy of IT return filled for the last three years /Service Tax registration certificate ;
- r) Attested copy of the E. P.F registration letter/certificate ;
- s) Attested copy of the E.S.I registration letter/certificate ;
- t) Attested copy of GST Registration Certificate :
- u) Certificate copy of the statement of Bank account of agency for the last three years :
- v) Attested copy of Valid Labour Licence.
- w) Copy of Declaration Certificate.
- x) Experience(if any) :
- y) Certified documents in support of the Financial turnover of the agency;
- z) Certified documents in support of entries in column 13 of Technical Bid application;
- aa) Copy of the terms and conditions at pages 10 to 13 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 Samagra Shiksha, Malkangiri, containing full details i.e Date of Birth, Marital status, Address, Educational qualification etc.
2. Bio-Data of all persons.
3. Any other document considered relevant.

## AGREEMENT

This Agreement is made on this \_\_\_\_\_ day of \_\_\_\_\_ Between the Collector \_\_\_\_\_ 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 \_\_\_\_\_ District.

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 "Authority" to the "Manpower Service Provider" hereby agrees with the "Authority" to provide personnel to be engaged as \_\_\_\_\_ in the \_\_\_\_\_ (Name of the District\_ in conformity with the provisions of the terms and conditions.
3. That the "Authority" 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 is valid upto \_\_\_\_\_.

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.

**Signature of the officer Authority  
Authorized to sign on behalf of  
the premises, Manpower Service  
Provider behalf of the**

**Signature of the officer acting in  
for and on behave of Collector**

***In the presence of witness:-***

**Witness**

**Witness**

1. Name .....

1. Name .....

Address .....

Address .....

.....

.....

2. Name .....

2. Name .....

Address .....

Address .....

.....

.....