



OFFICE OF THE PRINCIPAL, GOVERNMENT POLYTECHNIC, DHENKANAL
At-Mahisapat, Dist- Dhenkanal-759001
E-mail: wpdhenkanal@rediffmail.com Website: www.gpdhenkanal.org



Request for Proposal (RFP) Notice

No. 1309 / Dt. 05-08-2026

Principal, Government polytechnic, Dhenkanal invites Technical and Financial proposals in sealed cover from reputed manpower Service providers (Bidders) to provide different manpower services on outsourcing basis in the Office of Principal, Government Polytechnic, Dhenkanal for a period of one year and extendable further on the basis of satisfactory performance and actual requirement.

Interested bidders are requested to submit their proposals by Registered/ Speed post only to the undersigned on or before 19.08.2026 by 05.00 PM. Proposals sent by any other means will not be taken into consideration.

The detailed RFP document, fact sheet, terms and conditions of RFP etc. can be downloaded from the website of Government Polytechnic, Dhenkanal i.e. www.gpdhenkanal.org from 05.08.2026 to 19.08.2026.


Principal,
Government Polytechnic, Dhenkanal

FACT SHEET

Sl. No.	Mile Stone	Date & Time
01.	REF document made available to bidders	05.08.2026
02.	Last date of receipt of Technical & Financial Proposal (Sealed Envelope)	19.08.2026
03.	Opening of Technical Proposal	20.08.2026
04.	Opening of Financial Proposal	21.08.2026
05.	Bid processing fee (Non refundable)	Rs.1000.00 (Rs. One Thousand only) (GST Included) in shape of DD from any nationalized bank drawn in favour of Principal, Government Polytechnic, Dhenkanal & payable at Dhenkanal
06.	EMD (Refundable)	Rs.20,000 (Rs. Twenty Thousand only) in shape of DD from any nationalized bank drawn in favour of Principal, Government Polytechnic, Dhenkanal & payable at Dhenkanal.
07.	Security Deposit	Rs.2,00,000 (Rs. Two lakhs only) in shape of DD from any nationalized bank drawn in favour of Principal, Government Polytechnic, Dhenkanal & payable at Dhenkanal.
08.	Method of selection	Technically qualified bidder quoting Lowest financial bid (L1). In case of tie, bidder will be selected basing on the highest number of outsourced employees supplied, as per the copies of agreements supplied, during 2023-24, 2024-25, 2025-26 taken together.
09.	Contact details	Principal, Govt. Polytechnic, Dhenkanal, Mob No. 9437453836, 9438474545, Email – wpdhenkanal@rediffmail.com

NB: Principal, GP Dhenkanal reserves the right to change any schedule.

Please visit the website as mentioned in RFP document regularly for the same.

Proposals that are received beyond the dead line will not be considered.

1. **Terms & Conditions**

- I. Government Polytechnic, Dhenkanal requires the services of reputed, well established and financially sound Manpower Service Providers to provide services of Computer knowing Office Assistants, Attendants, Hostel Attendant, Sweepers, Watchmen, Lab Attendants, Workshop Attendants on outsourcing basis for attending to day to day official work.
- II. The contract for providing the aforesaid manpower is likely to commence from 01.10.2026 and would continue till 30.09.2027. The period of the contract may or may not be further extended beyond 30.09.2027 provided the requirement of the Govt. Polytechnic, Dhenkanal for manpower persists at that time or may be curtailed/ terminated before 30.09.2027 owing to deficiency in service or substandard quality of manpower deployed by the selected Service Provider or because of change requirement of services at Government Polytechnic, Dhenkanal. The Government Polytechnic, Dhenkanal, however, reserves the right to terminate this initial contract at any time after giving one month notice to the selected Service Provider.
- III. Government Polytechnic, Dhenkanal has tentative requirement of the following services in different designations. The designation and requirements may increase/ decrease in any/ all the categories.

Sl. No.	Requirement of manpower	Nos.	Remarks
01.	Computer Knowing Office Assistant.	02 Nos.	Male/ Female
02.	Watchman	03 Nos.	Male
03.	Hostel Attendant	03 No.	Female
04.	Sweeper	01 No.	Male
05.	Lab Attendants	01 Nos.	Male/ Female
06.	Workshop Attendant	01 No.	Male/ Female

- IV. The interested Manpower Service providers may submit the RFP document complete in all respects along with Bid processing Fee of Rs.1000.00 and Earnest Money Deposit (EMD) of Rs.20,000/- and other requisite documents by 19.08.2026 up to 05.00 PM at Govt. Polytechnic, Dhenkanal by Speed Post/ Registered post only.
- V. The RFP has been invited under two bid system i.e. Technical bid and Financial Bid. The interested agencies are advised to submit two separate sealed envelopes super scribing “Technical Bid for Providing Manpower Services to Govt. polytechnic, Dhenkanal” and Financial Bid for Providing Manpower Services to Govt. polytechnic Dhenkanal”. Bothe sealed envelopes should be kept in a third sealed envelope super scribing “**RFP for Providing Manpower Services to Government Polytechnic, Dhenkanal**”.
- VI. The Earnest Money Deposit (EMD) of Rs.20,000/- (Rupees twenty thousand only), refundable (without interest), should be necessarily accompanied with the Technical Bid of the service provider in the form of Demand Draft drawn in favour of **Principal,**

- Government Polytechnic, Dhenkanal and payable at Dhenkanal** failing which the tender shall be rejected. Bidders claiming for EMD exemption are to submit one application along with required supporting documents failing which the tender shall be rejected.
- VII. The successful bidder will have to deposit a Performance Security Deposit of Rs.200,000/- (Rupees two lakhs only) in the form of Demand Draft from any Nationalized Bank drawn in favour of Principal, Government Polytechnic, Dhenkanal covering the period of contract. The tendering manpower Service providers are required to enclose photocopies of the following self attested documents.
- (a) Registration certificate of the applicant organization;
 - (b) Copy of PAN/ GIR card;
 - (c) Copy of the IT return of the organization filed for the last three financial year; (2023-24, 2024-25, 2025-26).
 - (d) Copy of EPF and ESI certificates;
 - (e) Copy of the Service Tax registration certificate;
 - (f) Certified extracts of the Bank Account containing transactions during last three years.
- VIII. The conditional bids shall not be considered and will be outrightly rejected.
- IX. 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 cuttings, if any, in the Technical Bid Application must be initialed by the person authorized to sign the tender bids.
- X. The Technical bids shall be opened on the scheduled date and time, in the office room of Principal, Government Polytechnic, Dhenkanal, in the presence of the Local purchase committee & members representatives of the bidders, if any, who wish to be present on the spot at that time with authorization letter from the organization.
- XI. The Financial Bid of only those bidders will be opened whose Technical bids are found in order. The Financial bids shall be opened at the scheduled date and time in the office room of the Principal, Government Polytechnic, Dhenkanal, in presence of the local purchase committee members representatives of the bidders, if any, who wish to be present on the spot at that time with authorization letter from the organization.
- XII. The Competent Authority of the Government Polytechnic, Dhenkanal reserves the right to accept or reject any or all bids without assigning any reason thereof.

2. Technical Requirements For The Tendering Manpower Service Provider

The tendering service provider should fulfill the following technical specification:

- (a) The registered office of the service provider should be located within Odisha.
- (b) They should be registered with the appropriate registration authority;
- (c) They should have at least three years' experience (2023-24, 2024-25, 2025-26) in providing manpower on outsourcing basis to technical Institution of Govt. of Odisha. Proof of the work order, agreement copy and successful execution of work certificate from competent authority is to be attached. Any one document wanting, out of these three will not count for experience.
- (d) The service provider should have their own Bank Account;
- (e) The service provider should be registered with Income Tax and Service Tax Department;
- (f) The service provider should be registered with appropriate authorities under Employees Provident Fund and Employees State Insurance Acts.
- (g) The service provider should be registered with Labour Dept. i.e. license under contract labour (Regulation & abolition) Act 1970).
- (h) The service provider should be financially sound party and his annual turnover should not be less than one crore. Copy of audited financial statement for the financial year 2023-24, 2024-25, 2025-26 to be attached.
- (i) The service provider should have supplied at least 10 nos. of outsourced personnel per annum to the technical institute in a single agreement to be eligible for counting experience. Copy of agreement showing for some months of a year, will not be counted for years of experience.

3. Technical Requirements for Service Personnel

- (a) He/ She should be above 18 years of age and not exceeding 50 years.
- (b) The Minimum Educational Qualification for the different service requirement is given below.

Sl. No.	Type of Service	Minimum Qualification
01.	Computer knowing office Assistant	Graduate with PGDCA & should have fair knowledge of computer, typing & essentially well trained in windows, MS Office, Excel Internet & LAN function. Minimum experience of three years in the corresponding field.
02.	Watchman	8 th Pass
03.	Lady Hostel Attendant	8 th Pass
04.	Lab Attendant/ Workshop Attendant	8 th Pass
05.	Sweeper	Literate

- (c) The Computer knowing office assistants should have a speed of 400 characters per minute in English and should be well conversant with computers and essentially well trained in MS Office, Excel, Internet and LAN function. He must be ready to work correctly and accurately as per the assignment.
- (d) The Watchman should be hard worker and polite, physically fit to serve to the students in the Polytechnic and Hostel. He should be ready to work in different shifts in a day as assigned. He should be ready to keep the records of incoming and outgoing students/ visitors/ other persons.
- (e) The Lady Hostel Attendant should be hard worker, polite to serve to the girls boarders in the Hostel. She should be ready to stay inside the Ladies Hostel & should be ready to attend to the students day to day needs. She should also be ready to attend to the ailing students in the hospital whenever required and accompany the students wherever and whenever required. She should check the authenticity of the visitors to the hostel and keep the records of movement of the students into and out of the hostel during her duty period.
- (f) The Lab Attendants/ Workshop Attendant/ Sweeper should be a hard worker to serve to the students in the Polytechnic and Hostel wherever they are deployed. He should maintain the cleanliness of the laboratory/ Hostel to the satisfaction of authority. The Laboratory attendant should maintain and upkeep the equipments/ tools in the laboratory and assist in management of practical classes.

4. Evaluation & Selection

The bidder who will be eligible by meeting all mandatory eligibility criteria will be selected for financial bid opening. The final selection criteria will be Least Cost based Selection (LCS) i.e. L1

4.1 – Initial Bid scrutiny will be made and incomplete details as given below will be treated as non-responsive if the proposals:

I. are not submitted as specified in the RFP document.

II. Are found with suppression of details.

III. With incomplete information, subjective, conditional offers and partial offers submitted.

IV. Have non compliance of any of the clauses stipulated in the RFP.

V. Have a lesser validity period with respect to mandatory experience. (Minimum three years)

Technical Evaluation Committee will prepare a list of responsive bidders who comply with the terms and conditions of the RFP. The decision of the Technical Committee will be final and binding in this regard.

4.2-Financial Evaluation: Financial proposal of the bidders who qualify in the Technical Evaluation shall be opened. The bidder with lowest financial bid (L1) shall be declared as the selected bidder and will be awarded the contract. It is to be noted that, basis of selection will be based on the lowest percentage of service charges quoted by the bidders & satisfying the guidelines notified by Govt. of Odisha vide Finance Deptt. Office Memorandum No.19595/ Dt.11.07.2023.

5.

TECHNICAL BID

For Providing Service to Govt. Polytechnic, Dhenkanal.

I. Name of the Tendering Service Provider:-

II. (a) Details of Earnest money Deposit: DD No. _____ Date. _____

Of Rs. drawn on

Bank.

(b) Details of cost of tender paper _____ D.D. No. _____

III. Address of Registered office

Telephone No. _____

E-mail address _____

IV. Full address of operating/ Branch

V. Email address, Telephone No.

VI. Name and Telephone No. of authorized officer/ person to liaise with Field Office(s)

VII. Banker of the service provider

(Attach certificate copy of statement of A/C for the last three years)

VIII. Telephone No. of Banker

IX. PAN/GIR No. (Attach attested copy)

X. Service tax Registration No.

(Attach attested copy)

XI. EPF Registration No. (Attach attested copy)

XII. E.S.I. Registration No. (Attach attested copy)

XIII. Financial turnover of the tendering manpower Service provider for the last 3 financial years.

Financial year	Amount (Rs. lakhs)	Remarks, if any
2023-24		
2024-25		
2025-26		

XIV. Information on Past Experience:

(Attach separate sheet if space provided is insufficient)

Sl. No.	Year	Name & Address, Telephone No. of the client or organization where service delivered	Details of Manpower service provider		Amount of annual contract	Duration of Contract	Period	
							From	To
01	2023-24							
02	2024-25							
03	2025-26							

XV. Give details of major similar contracts handed by the tendering service provider during the last three years in the above format.

(If the space provided is in sufficient, a separate sheet may be attached)

Additional information, if any (Attach separate sheet, if required) Signature of authorized person. The annual return/ e-return/ Challan filed in ESI&EPF for the last year upto March-2025 (Attaested copied to be attached).

Date: Name

Place: Seal.

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 documents.
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 bid documents are true and authentic to the best of my knowledge and belief. I/We, am/are well aware of the fact that furnishing any false information/ fabricated documents would lead to rejection of my / our tender at any stage besides liabilities towards prosecution under appropriate law.

Date: Full Name:

Place:

Seal:

For providing man power services to Government Polytechnic, Dhenkanal

- I. Name of tendering man power service Provider: _____
- II. The bidder shall give the rate per person per month inclusive of all statutory liabilities, taxes, etc. as per Govt. guidelines.

Sl. No.	Service type	Monthly Rate per person						
		*Take home remuneration	EPF Rs @	ESI Rs @	Other Statutory dues if any Rs	Service charges Rs @	GST Rs @	Total per person Rs
01.	Computer knowing office Assistant							
02.	Watchman							
03.	Hostel Attendant							
04.	Lab Attendant							
05.	Sweeper							
06.	Workshop Attendant							

The detail break up in different head should be mentioned. Minimum remuneration should not be less than the amount as prescribed by **Govt. of Odisha in Finance Deptt. vide circular No.30722, dt.06.11.2021 and Govt. of Odisha GA & PG letter no 13262/ dt 01.05.2024.**

Dt.

Place:

Dated Signature of authorized person

The total rates quoted by the tendering agency should be inclusive of all statutory/ taxation liabilities in force at the time of entering in to the contract.

- III. The service charges to be claimed by the Man power service provider should not be less than the percentage as prescribed by Govt. of Odisha in Finance Dept. office memorandum No.19595, Dt.11/07/2023. The bidders who quote unrealistic rate of service charges, i.e. 0% shall be debarred for further consideration. If the bidder quote percentage with more than two decimal points, then up to two decimal points only be considered without rounding up.
- IV. 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.

- This shall be submitted in a separate sealed envelope along with the technical bid.

- I. The agreement shall commence from 01.10.2026 (tentative) and shall continue till 30.09.2027 (tentative) 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.
- II. The agreement shall automatically expire on 30.09.2027 unless extended further by the mutual consent of the manpower service provider and the authority.
- III. 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.
- IV. The Manpower service provider shall not be allowed to transfer, assign pledge or sub contract 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.
- V. The agreement, at present, has tentative requirement of Watchman-3 nos., Sweeper-1 No., Lady Hostel Attendant-1 Nos., Computer knowing Office Assistants-2 Nos., Attendant-4 Nos. The requirement of the office may further increase or decrease marginally, during the period of initial contract also and the Tenderer should have to provide additional manpower services, if required, on the same terms and conditions.
- VI. 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 of liable for legal action besides termination of the Agreement.
- VII. The authority reserves the right to terminate the agreement during initial period also after giving 30 days notice to the manpower service provider.
- VIII. The persons deployed shall be required to report for work at the scheduled time at the concerned Sections/ G.P., Dhenkanal and discharge his/her duty for the scheduled time. 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, in case, the person deployed remains absent on a particular day, deduction of the remuneration for that day will be made and additionally, a penalty of Rs.100/- (One hundred) shall be levied from the service provider for each day of absence of a person deployed.
- IX. The person deployed may be called on holidays to attend duty in case of emergency office work.
- X. The manpower service provider shall nominate a coordinator who shall be responsible for immediate interaction with the concerned Officers of G.P., Dhenkanal so that optimal services of the persons deployed could be availed without any disruption.
- XI. The entire financial liability in respect of manpower service deployed in G.P., Dhenkanal shall be that of the manpower service provider and the Principal, G.P., Dhenkanal 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 produce such evidence as may be required by the Office concerned.
- XII. For all intents and purposes, the manpower service provider shall be the “Employer” within the meaning of different rules in respect of manpower to deploy. The persons deployed by

the manpower service Provider shall not have any claim whatsoever like employer and employee relationship against G.P., Dhenkanal.

- XIII. The manpower service Provider shall be solely responsible for the redresser of grievances or resolution of disputes relating to persons deployed. The Principal, G.P., Dhenkanal shall, in no way, be responsible for settlement of such issues whatsoever. In case of grievances, the deployed person can place their grievance before a joint committee consisting of a representative of G.P., Dhenkanal concerned and an Authorized representative of the manpower service Provider.
- XIV. The G.P., Dhenkanal shall not be responsible for any financial loss or any injury/ hazards in any form to any person do deployed by the manpower service provider in the course of their performing the functions/ duties, or after expiry of the agreement.
- XV. The person 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.
- XVI. 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 in other capacity.
- XVII. 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.
- XVIII. 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 registration should be submitted. The Manpower service provider shall complete with all the legal requirements for obtaining License under Contract Labour (Regulations and abolition) Act, 1970 if any, at his own part and cost.*
- XIX. The Manpower Service Provider shall provide a substitute well in advance if there occurs any probability of the person leaving the job and to thee his/her own personal reasons. The payment in respect of thee overlapping period of the substitute shall be the responsibility of the Manpower Service Provider. The Manpower service Provider shall be responsible for contribution towards provident Fund and Employees State Insurance, wherever applicable.
- XX. The persons deployed by the manpower Service Provider should have good police records and no criminal case should be pending against them.
- XXI. The persons deployed should be polite, cordial and efficient while handling the assigned work and their actions should promote good will and chance the image of the Department or office concerned. The Manpower Service Provider shall be responsible for any act of indiscipline on the part of the persons deployed.

LEGAL

- XXII. The persons deployed shall during the course of their work by 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.

- XXIII. The Manpower Service Provider shall be responsible for compliance of all statutory provisions relating to minimum wages as payable to different types of workers in respect of the persons deployed by it in the office concerned. The office concerned shall have no liability in this regard.
- XXIV. The Manpower Service Provider shall also be liable for depositing all taxes, levies, cess etc. on account of service rendered by it to the Department or office concerned 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 office concerned.
- XXV. The Manpower Service Provider shall maintain all statutory registers under the Law and shall produce the same, on demand, to the authority of the Department or office concerned or any other authority under law.
- XXVI. The Tax deduction at Source (TDS) 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 Department or office concerned.
- XXVII. In case, the manpower Service Provider fails to comply with any liability under appropriate law, and as a result thereof, the Department or the office concerned is put to any loss/ obligation, monetary or otherwise, the Department or the office concerned 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 delegation in monetary terms.
- XXVIII. 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 Department or office concerned 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 Department or office concerned by the person deployed, the same shall be recovered from the unpaid bills or adjusted from the performance security Deposit.

FINANCIAL

- XXIX. The Financial bid should be accompanied with an Earnest Money deposit (EMD), refundable without interest, of in the form of Demand Draft/ pay order drawn in favour of Principal, G.P., Dhenkanal failing which the tender shall be rejected outrightly.
- XXX. The Earnest Money Deposit in respect of the agencies which do not qualify the financial and Bid (First stage)/ Financial Bid (Second competition stage) shall be returned to them without any interest. In case of successful bidder 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.
- XXXI. The successful bidder will have to deposit a performance security Deposit of Rs.200,000/- (Rupees Two Lakhs) only in the form of Bank guarantee from only Nationalized bank drawn in favour of the authority covering the period of contract. In case the contract is further extended beyond the initial period, the bank guarantee has to be renewed by the successful tenderer.

- XXXII. 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.
- XXXIII. The Manpower service Provider shall raise the bill, in triplicate, along with attendance sheet duly verified by the Department or office concerned 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 within the second week of the succeeding month.
- XXXIV. 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 the Department or office concerned.
- XXXV. The amount of penalty calculated @ 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.
- XXXVI. The Authority reserves the right to withdraw or relax any of the terms and condition mentioned above so as to overcome the provision encountered at a later stage.
- XXXVII. In the event of any dispute arising in respect of the clauses of the agreement of the same shall be resolved through negotiation. Alternatively the dispute shall be referred to the next higher authority of controlling officer for his decision and the same shall be binding on all parties.
- XXXVIII. 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.
- XXXIX. The successful bidder will enter in to an agreement with Principal, Govt. Polytechnic, Dhenkanal for supply of suitable and qualified manpower as per requirement of this Department on the above terms and conditions.

This Agreement is made on this _____ day of Between the Principal, Govt. Polytechnic, Dhenkanal represented by _____ herein 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 _____
_____ herein 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 Govt. Polytechnic, Dhenkanal

And whereas the “Manpower Service Provider” has offered its willingness to the same in conformity with 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” the “Manpower Service Provider” hereby agrees with the “Authority” to provide personnel to be engaged as per requisition of Principal, in G.P., Dhenkanal conformity with provisions of the Terms and conditions.
3. That the “Authority” hereby further agrees to pay the “Manpower Service” the contract price of 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 up to one year from the date of executing order by the Service Provider

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

**Signature of the Officer
Authorized to sign on behalf of
Manpower Service Provider**

**Signature of the Authority
An officer acting in the premises
For and on behalf of the
Principal, Govt. Polytechnic, Dhenkanal**

In the presence of witness:-

Witness:

1. Name.....

Address.....

2. Name.....

Address.....

Witness:

1. Name.....

Address.....

2. Name.....

Address.....