



THE ASKA CO-OPERATIVE SUGAR INDUSTRIES LTD.

P.O.: Nuagam, (Aska)- 761111, Dist- Ganjam, State- Odisha.

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Letter No.: GAD/F-245/ 1525

Date: 13 / 10/2025

THE ASKA CO-OPERATIVE SUGAR INDUSTRIES LTD.,
ASKA, GANJAM

Tender Call Notice

Sealed tender is invited in prescribed form from the reputed Manpower Service Providing Agency having valid Labour License, EPF, Goods & Service Tax & Statutory code numbers for deployment of about 42 nos. of Manpower of different categories throughout the year for 2025-26.

For details please visit www.askasugar.com under "Tender". Tender documents complete in all respect must reach to the undersigned in sealed cover through Speed Post or Registered Post on or before Dt.31.10.2025 by 5.00 P.M. The authority reserves the right to reject any/all proposals without assigning any reason thereof.


Managing Director
The A.C.S.I. Ltd., Aska

THE ASKA CO-OPERATIVE SUGAR INDUSTRIES LTD., ASKA, GANJAM

TENDER DOCUMENT

For providing Manpower for the year 2025-26 to the office of the Aska Co- operative Sugar Industries Ltd., Aska by a reputed Manpower Service Provider.

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SCOPE OF WORK AND GENERAL INSTRUCTIONS FOR BIDDERS

1. The Aska Co-operative Sugar Industries Ltd., Aska requires the services of reputed, well established and financially sound Manpower Service provider to provide services of Yearly Workers for the year 2025-26.
2. Tender document in prescribed form may be downloaded from the website of the A.C.S.I. Ltd. - www.askasugar.com. Cost of tender document is 1,180/- (Inclusive of 18% of GST) non-refundable. The cost of tender document shall be deposited along with tender document in shape of Bank Demand Draft in favor of "The Aska Co-operative Sugar Industries Ltd." payable at Aska failing which tender shall be rejected.
3. The contract for providing the aforesaid manpower to commence from November' 2025 i.e. (After finalization of the tender procedure) and would continue till March '2026. The period of the contract may be curtailed / terminated at any time owing to deficiency in service or substandard quality of manpower deployed by the selected Service or because of change in the Department's requirements of the A.C.S.I. Ltd., Aska. However, the ACSI Ltd. reserves right to terminate this initial contract at any time after giving one month's notice to the selected Service Provider.
4. This A.C.S.I. Ltd. has tentative requirement of Staff about 42 nos. of different categories. The requirements may increase or decrease.
5. The interested Manpower Service Providers is to be submitted the tender document complete in all respects along with Earnest Money Deposit (EMD) of **Rs. 1,00,000/-** in shape of Demand Draft in favor of the Aska Co-operative Sugar Industries Ltd., Aska, Ganjam and other requisite documents by Speed Post or Registered Post by **5.00 P.M. of Dt. 31.10.2025** at office of the Aska Co-operative Sugar Industries Ltd., Aska failing which the tender shall be rejected summarily.
6. The various dates relating to "Tender for Providing Manpower Services to the Aska Co-operative Sugar Industries Ltd., Aska, Ganjam" are cited as under:
 - a) Date line for submission of Tender Documents: **5.00 P.M. 31.10.2025.**
 Date & Time for opening of
 - Technical bids : **11.00 A.M. - 01.11.2025**
 - Financial bids of eligible bidders : **03.00 P.M. - 01.11.2025**
 Bids shall be opened in the conference hall of the industry on scheduled date & time.
 - b) Commencement of deployment of required manpower: **Tentatively November' 2025.**
7. The tender is 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 The A.C.S.I. Ltd., Aska, Ganjam" and "Financial Bid for Providing Manpower Services to The A.C.S.I. Ltd., Aska, Ganjam". Both sealed envelopes should be kept in a third sealed envelope super scribing "Tender for Providing Manpower Services to The A.C.S.I. Ltd., Aska, Ganjam".

8. EMD of **Rs. 1,00,000/-** as Demand Draft submitted by successful tenderer automatically converted to Performance Security Deposit and the same PSD will be returned without interest on completion of contract period. EMD of unsuccessful bidders will be returned within 7 days from date of opening of Tender documents.
9. In case of successful tenderer if the agency fails to deploy the required manpower against the initial requirement within 07 days from date of placing the order the EMD shall stand forfeited without giving any further notice.
10. The tendering Manpower Service Providers are requested to enclose photocopies of the documents along with the Technical Bid, failing which their bids shall be summarily/ out rightly rejected and will not be considered any further.
- 11. The conditional bids shall not be considered and will be out rightly rejected at the 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 cuttings, if any, in the Technical Bid Application must be initialed by the person authorized to sign the tender bids.
13. The Competent Authority of the A.C.S.I. Ltd., Aska, Ganjam reserves the right to annul all bids without assigning any reason.
14. The bidder must have a turnover at least **75 lakhs** in last 03 financial years each.
15. Bidders should not have been blacklisted or debarred by any Central or State Govt. / Organization/PSU/ Institutions/ Corporations etc. as on last date of selection of bid. In this connection, the bidder should submit a notarized affidavit stamp paper of Rs.100 to this effect that it has never been blacklisted by any organization.
16. Any bid quoting less than **Minimum Rate** of Service Charges as per Finance Department, Government of Odisha will not be considered.
17. If more than one agency quotes the same financial bid and found to be L1, then the agency having highest technical mark will be considered and will be awarded the contract, basing on the total marks scored as per the criteria given below: -

Sl. No.	Description	Marks
1.	Average turnover of last 3 years	Max. 25 marks
	a) Upto 75 lakhs	5 mark
	b) More than 75 lakhs and upto 1.5 Cr.	10 marks
	c) More than 1.5 Cr. and upto 03 Crores	15 marks
	d) More than 03 Crores and upto 05 Crore	20 marks
	e) More than 05 Crore	25 marks
2.	Number of years in operation (Experience)	Max. 25 marks
	a) Upto 5 years	5 mark
	b) More than 5 years and upto 10 years	10 mark
	c) More than 10 years and upto 15 years	15 mark
	d) More than 15 years and upto 20 years	20 mark
	e) More than 20 years	25 mark

3.	Experience of the Bidder	Max. 25 marks
	<p>The Bidder should have experience of successful completion of services during the last 05 (five) years ending 31st March 2025 where the single contract value is not less than Rs, 05.00 lakh.</p> <ul style="list-style-type: none"> • 10 marks for successful completion of at least three (3) manpower supply project in last 05 years ending 31th march 2025 where the single contract value is Rs.05.00 lakh or above minimum for a period of 12 months • 05 Marks for every 'additional single contract value is Rs. 05.00 lakhs or above subject to maximum of 20 marks in last 05 years ending 31st March 2025 <p>Project will be considered for evaluation only if it is accompanied with supporting documents like PO /WO/ Agreement Copy along with auditor certificate/ Completion certificate clearly mentioning the contract value. And have run for at least 12 months</p>	25
4.	<p>Presentation (The Bidders shall be required to give presentation after the opening of Technical Bid)</p>	25
	Total(1+2+3+4):-	Total:-100 Marks

18. The successful bidder will enter into an agreement with the ACSIL for supply of suitable & qualified manpower as per requirement of the ACSIL on the above terms and conditions.

TECHNICAL REQUIREMENTS FOR THE MANPOWER SERVICE PROVIDER

1. Self- attested photo copy for registration of Agency with the appropriate registration authority.
2. They should have at least **03 years'** experience in providing manpower to Govt. Departments, Public Sector Companies/ Banks, Sugar Industry etc.
3. They should submit the copy of certificate for Companies/Partner's deed required in case of Partnership firm. Aadhar Card, Pan Card & residential certificate of in case of Proprietorship.
4. The tender documents to be duly signed by the Directors/ Partners. To this effect a resolution must be submitted contain the authorization to the directors/partners and any other to sign the tender documents and to remain present during the tender process.
5. Technical Bid along with Demand Draft towards Tender cost & EMD.
6. They should have their own Bank Account.
7. Self- attested Photo Copy which is certified by the CA for last 03 years IT return filed by agency, turn over & documents showing positive net worth.
8. Self- attested photo copy of **PAN, Aadhar card, Goods & Service Tax** registration certificate along with latest GST Return, **E.P.F.** Registration certificate and **Employees State Insurance Act.** with latest months deposit Challan's & valid **Labour License Certificate.**
9. Certified documents in support of entries in Technical Bid.
10. The bidder should submit a notarized affidavit stamp paper of Rs.100 to this effect that it has never been blacklisted by any organization
11. **Copy of the terms and conditions at pages from 07 to 09 in Tender Document with each page duly signed and sealed by the authorized signatory of the agency in token of their acceptance.**
12. The authority reserves the right to procure manpower from multiple bidders at L1 rate & condition.

FINANCIAL REQUIREMENTS FOR MANPOWER TO BE DEPLOYED

BY THE SUCCESSFUL MANPOWER SERVICE PROVIDER IN THE A.C.S.I. LTD.,
ASKA, GANJAM.

Note: Remuneration will be given as per Minimum Wage Act., 1948 applicable for Unskilled Workers, Semi-Skilled Workers, Skilled workers and Highly- Skilled workers.

GENERAL TERMS & CONDITIONS

1. The Agreement shall commence from 01.11.2025 to 31.03.2026 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 of the Aska Cooperative Sugar Industries Ltd., Aska.
2. The Manpower Service Provider shall not be allowed to transfer, assign, pledge or subcontract its right and liabilities under this Agreement to any other to any other agency or organization by whatever name be called without the prior written consent of the Authority.
3. The A.C.S.I. Ltd., Aska, at present, has tentative requirement of Workers on urgent basis. The requirement by the A.C.S.I. Ltd. may further 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.
4. 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.
5. The Authority reserves the right to terminate the Agreement during initial period also after giving 01 month notice to the Manpower Service Provider.
6. The persons deployed shall be required to report for work as per direction of Managing Director of A.C.S.I. Ltd. or such other officer as may have been kept in charge of the Office Establishment of the Office concerned as per shift statement and may also required to work beyond time or in weekly off or in holiday for which he will be paid extra remuneration as per minimum wages act of Govt. of Odisha. 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.
7. The service provider / contractor shall make payment the monthly wages to the deployed Personnel within 3 days of completion of the month as per the calendar and shall produce the bill along with wage sheet, Bank statement towards wage payment for the previous month which the bill shall be settled and EPF, ECR & GST deposit Challan of pre-previous months shall needs to submit within 7 days from the date of wage payment for enable this Industry to settle/pay the bill of Service Provider. (If the bill rose for the month of Dec'25 then the agency shall be submitted Bank Statement for Dec'25 and EPF, ESI & GST Challan for the month of Nov'25.)
8. The claims in bills regarding Employees Provident Fund, and 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 the A.C.S.I. Ltd., Aska or office concerned.

9. The Manpower Service Provider shall nominate Supervisor(S)/ coordinator(S) who shall be responsible for immediate interaction with the A.C.S.I. Ltd., so that optimal services of the persons deployed could be availed without any disruption. Registered office or one of the branch offices of the Manpower Service Provider should be located in the office of the A.C.S.I. Ltd.
10. The entire financial / statutory liability in respect of manpower services deployed in the A.C.S.I. Ltd. shall be that of the Manpower Service Provider and the A.C.S.I. Ltd. will in no way be liable.
11. 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 Department or Office concerned.
12. The Manpower Service Provider shall be solely responsible for the redressal of grievances or resolution of disputes relating to persons deployed. The ACSIL shall in no way be responsible for settlement of such issues whatsoever. In case the grievances of the deployed person are not attended by the Manpower service Provider then the deployed person can place their grievance before a Joint Committee consisting of a representative of the A.C.S.I. Ltd. and an Authorized representative of the Manpower service Provider.
13. The A.C.S.I. Ltd. 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.
14. The Service Provider's Personnel shall not claim any benefit/ compensation/ regularization/ absorption of services under the provision of Industrial Dispute Act 1947 or Contract Labour(Regulation and Abolition) Act, 1970 etc. Undertaking from the persons to this effect shall be required to be submitted by the Service Provider.
15. The Manpower Service Provider should submit the Accidental and Death Insurance coverage of the deployed Personnel at the time of deployment.
16. The Manpower Service Provider should provide the Universal Account Number (UAN) & Bio data of their deployed Outsourcing Personnel at the time of deployment.
17. The Manpower Service Provider shall provide a substitute well in advance if there occurs any probability of the person leaving the job due to 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.
18. The persons deployed by the Manpower Service Provider should have good police records and no criminal case should be pending against them. The Manpower Service Provider shall be responsible for any act of indiscipline on the part of the persons deployed.

19. The Manpower Service Provider shall also be liable for depositing all taxes, levies, Cess etc. on account of service rendered by it to the A.C.S.I. Ltd. 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 A.C.S.I. Ltd., Aska.
20. The Manpower Service Provider shall maintain all statutory registers under the Law and shall produce the same, on demand, to the authority of the A.C.S.I. Ltd. or office concerned or any other authority under law.
21. The manpower service provider shall abide to follow the Act. & Rules i.e. Minimum Wage Act, 1948, Employees Provident Funds & Miscellaneous Provisions Act, 1952, Payment of Gratuity Act. 1972, Payment of Bonus Act. 1965, Industrial Dispute Act. 1947.
22. 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 A.C.S.I. Ltd., Aska or office concerned.

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

23. In case, the Manpower Service Provider fails to comply any liability under appropriate law and as a result thereof, the ACSIL, Aska is put to any loss/obligation, monetary or otherwise, the ACSIL shall be entitled to get itself reimbursed out of the outstanding bills or the PSD of the Manpower Service Provider, to the extent of loss or obligation in monetary terms.
24. The Agreement is liable to be terminated because of non-performance, deviation of terms & conditions of contract, non-payment of remuneration of employed persons and statutory dues. The A.C.S. I. Ltd., Aska 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 ACSIL, by the persons deployed, same shall be recovered from the unpaid bills / adjusted from the PSD.
25. 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.
26. 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.
27. In the event of any dispute arising in respect of the clauses of the agreement the same shall be resolved through arbitration. Alternatively the dispute shall be referred to the Court of Registrar of Cooperative Societies, Odisha, Bhubaneswar / Aska Court for his decision and the same shall be binding on all parties.

Tender Application - TECHNICAL BID

1. Name of Manpower Service Provider:

2. Details of Earnest Money Deposit:

DD No.: _____ Date: _____ of Rs. _____ drawn on Bank _____.

3. Details of cost of Tender Document deposited:

DD No.: _____ Date: _____ of Rs. _____ drawn on Bank _____.

4. Name of the proprietor/ Partner/Director:

5. Full Address of Registered Office: _____

Telephone No. /Mobile No. : _____

E-Mail Address:-----

6. Full Address of operating / Branch Office: _____

Telephone No. /Mobile No. : _____

E-Mail Address: _____

7. Name & Telephone No. of authorized person for liaison: _____

8. Banker of the Manpower Service Provider:

(Attach certified copy of statement of A/c:

For the last Three years) _____

Telephone No. of Banker _____

PAN/TAN (Attach attested copy): _____

9. Goods & Service Tax Registration No.: _____

(Attach attested copy)

10. E.P.F. Registration No. : _____

(Attach attested copy)

11. Financial turnover of the tendering Manpower Service Provider for the last 3 financial years.

Financial Year	Amount (Rs. In Lakhs)	Remarks, if any
2021-22		
2022-23		
2023-24		

12. Additional information if any: _____

(Attach separate sheet if space provided is insufficient)

13. Give details of the major contracts handled by the tendering Manpower Service during the last three years in the following format. Copies of work order / relevant supporting documents may be enclosed.

(if the space provided is insufficient, a separate sheet may be attached):

Sl. No.	Name of the client, address, telephone & E mail.	Manpower Services provided		Amount of contract (Rs. In Lakhs)	Duration of contract	
		Type of manpower provided	No.		From	To

14. Additional information if Any
(Attach separate sheet, if required)

Signature of authorized person

Name:

Seal:

Date:

Place:

DECLARATION

- I, _____ Son / Daughter / Wife of Sri _____ proprietor / Director / authorized signatory of the Service Provider, mentioned above, am competent to sign this declaration and execute this tender document.
- I have carefully read and understood all the terms and conditions of the tender and undertake to abide by them.
- 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:

Tender Application - FINANCIAL BID

1. Name of tendering Manpower Service

Provider:

2. Rate per person per month (8 hours per day) inclusive of all statutory liabilities.

Sl.No	Manpower type	Minimum Wages (both in number & words)	EPF (both in number & words)	ESI (both in number & words)	Service Charge (in %) (Min. 3.85%)	GST@ 18 %	Total per person

- Minimum home take remuneration per persons should be _____ /-

Signature of authorized person

Full Name:

Seal:

Date:

Place:

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.

**REQUIRED STRENGTH OF OUTSOURCING PERSONNELS ENGAGED
FOR THE YEAR 2025-26**

Sl No.	DESIGNATION	QUALIFICATION	Wages	Number
1	CLERK	Graduation with computer Knowledge	As per Minimum Wages	10
2	CANE DEVELOPMENT ASST.	Plus 02 Science	As per Minimum Wages	27
3	DIVISION OFFICE CLERK	Graduation with computer Knowledge	As per Minimum Wages	5
	TOTAL:			42