Request for Proposal for Empanelment of a Manpower Service Provider Agency

RFP Reference No.: OKCL/RFP/Manpower/01

ODISHA KNOWLEDGE CORPORATION LIMITED

Plot no- 108/3607, Behind Pal Heights, Jaydev Vihar, Bhubaneswar-751013

Request for Proposal (RFP) Summary Sheet

Details	Information
RFP Title	Request for Proposal for Empanelment of Manpower Service Provider Agency
RFP Issuing Authority	Odisha Knowledge Corporation Limited (OKCL)
RFP Reference Number	OKCL/RFP/Manpower/01
RFP Availability	Downloadable from the website www.okcl.org
Submission Deadline	16/11/2026 by 12:00 PM
Submission Mode	Speed Post / Registered Post / Courier / By Hand
Pre-Bid Queries Deadline	10/11/2026
Pre-Bid Query Submission Email	info@okcl.org
Proposal Opening Date	16/11/2026 at 3:00 PM
Proposal Submission Address & Opening Venue	OKCL Office, Plot no- 108/3607, Behind Pal Heights, Jaydev Vihar, Bhubaneswar-751013
Contact Address	Managing Director, Odisha Knowledge Corporation Limited, Plot No 108/3607, Jaydev Vihar, Bhubaneswar-751013
Bid Processing Fee	₹ 5,900/- (non-refundable) by Demand Draft in favour of "Odisha Knowledge Corporation Limited", payable at Bhubaneswar
Earnest Money Deposit (EMD)	₹ 20,000/- Payable upon empanelment, at the time of placing the work order, through Demand Draft to "Odisha Knowledge Corporation Limited"
Service Charge	Quoted by the bidder as a percentage (%) of the monthly payroll cost of the engaged manpower, in the Financial Bid (Annexure – II)
Empanelment Period	Two (2) years from the date of the empanelment letter, extendable by mutual consent
Proposal Format	Two Envelope System: Technical Proposal & Financial Proposal
Evaluation Process	L1 basis (lowest service charge quoted by technically qualified bidders) *The L1 may be subjected to further negotiation. More than one bidder agreeing to the final quoted/negotiated price may be empanelled.*
Technical Qualification	Bidders meeting all eligibility criteria and the minimum qualifying criteria of the Technical Bid will qualify for opening of the Financial Bid
Eligibility Criteria	Detailed eligibility requirements provided in the RFP document. DPIIT-recognised Startups are eligible to apply, with relaxations as provided in the RFP.
Note:	*Being L1 doesnot guarantee empanelment under this RFP. MD, OKCL reserves right to withdraw/cancel the RFP during any stage and / or after final empanelment, if he so desires.*

REQUEST FOR PROPOSAL

OKCL invites tender submission from experienced and reputed Manpower Service Provider Agencies for empanelment as a vendor to OKCL for providing professional manpower on the payroll of the Agency, for various project-based services of OKCL across the State. The tender document is available on the website of www.okcl.org, which may be downloaded for use. Interested parties may submit their proposal super-scribing as “Empanelment of a Manpower Service Provider Agency” to the undersigned through speed post / Registered Post / Courier / by Hand at OKCL office which should reach on or before 12:00 PM of 16/11/2026 positively. The undersigned reserves the right to reject any or all tenders without assigning any reason thereof.

Sd/-

Managing Director

Odisha Knowledge Corporation Limited

Date: 05/11/2026

TERMS AND CONDITIONS

1. Tender/Bid Document:

The prospective agencies may download the complete set of the tender documents directly from the website at www.okcl.org and submit the same to OKCL with sign & seal on each page. OKCL shall have no responsibility for any delay/omission on part of the agency. The tender application will be rejected if the agency changes any clause or Annexure of the bid document downloaded from the website, or does not submit it on or before the due date, or does not support it with the necessary documents, Bid Processing Fee and other requirements of this RFP.

2. Bid Submission:

a) The tender shall be submitted in a two-bid system, i.e. Technical Bid & Financial Bid. The Financial Bid contains only the price bid as per Annexure – II and the Technical Bid contains all other documents as per the tender terms except the price format. The Technical Bid and Financial Bid will be covered in two separate envelopes clearly written on the top of the envelope as "Technical Bid" and "Financial Bid" respectively, and these two envelopes will be covered in a big envelope super-scribed as "Empanelment of a Manpower Service Provider Agency".

b) The bidder shall quote its service charge in Annexure – II as a percentage (%) of the monthly payroll cost of each deployed resource, up to two decimal places. The price must not be disclosed in the Technical Bid; a Technical Bid disclosing the price shall be rejected. A Financial Bid that is conditional, incomplete, or quotes a zero or negative rate shall be rejected.

3. Each agency shall submit tender as mentioned in the tender document.

4. The tender paper downloaded from the website should be signed by the authorized signatory of the agency at the bottom of each page with their official seal duly affixed.

5. Eligibility Criteria:

Sl.	Basic Requirement	Specific Requirements	Documents Required
1	Legal Existence	The agency should be a legally registered entity (Company / LLP / Partnership / Proprietorship) with all necessary and applicable registrations, and should have been in operation in the manpower supply / staffing / HR services business for at least three (3) years as on the last date of submission of the RFP (not applicable to Startups – see Sl. 7).	Certificate of incorporation / registration, PAN Card, GST registration and other registration certificates as per applicability
2	Statutory Registrations	The agency must hold valid registrations under applicable labour laws, including EPFO (Employees' Provident Fund) and ESIC (Employees' State Insurance) registrations, and a valid Labour Licence under the Contract Labour (Regulation & Abolition) Act, 1970 (or its successor provisions) wherever applicable. Organisation PAN Card is also required.	Copies of valid EPF, ESI, Labour Licence and GST registration certificates & PAN Card

Sl.	Basic Requirement	Specific Requirements	Documents Required
3	Turnover	The agency should have a minimum average annual turnover of ₹5 lakhs from manpower / staffing services during the last three (3) financial years (FY 2023-24, 2024-25 and 2025-26) (not applicable to Startups – see Sl. 7).	Audited Financial Statements certified by a Chartered Accountant
4	Experience	The agency should have successfully executed at least two (2) contracts / agency tie-ups for providing manpower services on its own payroll to Government Departments / PSUs / Government Agencies / reputed private organisations during the last three (3) years (not applicable to Startups – see Sl. 7).	Copies of work orders / agreements / contracts and completion / performance certificates (Annexure – III)
5	Statutory Compliance	The agency should be up-to-date in filing of GST returns, Income Tax returns, and EPF / ESI contributions, and must not have any pending statutory default (for Startups, from the date of incorporation / registration).	Self-declaration as per Annexure – IV, with latest EPF / ESI challans and GST / ITR filing proof
6	Blacklisting	A self-certified letter by the authorized signatory of the agency that the agency has not been blacklisted by any Central / State Government (Central/State Government and Public Sector) or under a declaration of ineligibility for corrupt or fraudulent practices as of the date of Bid Submission must be submitted on original letter head of the agency with signature and stamp.	A Self Certified letter by authorized signatory (Annexure – I)
7	Startups	Startups recognised by the Department for Promotion of Industry and Internal Trade (DPIIT), Government of India, and holding valid recognition as on the date of bid submission, are eligible to apply. Startups are exempt from the minimum years of operation (Sl. 1), minimum turnover (Sl. 3) and minimum experience (Sl. 4) requirements, but must comply with all other eligibility conditions, including the statutory registrations (Sl. 2) and the declarations at Sl. 5 and Sl. 6. Startups shall be considered for selection on the same L1 basis, subject to meeting the minimum qualifying criteria of the Technical Bid Evaluation and the relaxations described therein.	DPIIT Startup recognition certificate, certificate of incorporation, and Startup Declaration (Annexure – VI)

6. The bids are liable to be rejected if any of the above conditions are not complied with.

7. Bid Processing Fees:

The bidder must furnish a Non-Refundable Bid Processing Fee of Rs. 5,900/- (Rupees Five Thousand Nine Hundred Only) in the shape of Demand Draft from any bank in favor of "ODISHA KNOWLEDGE CORPORATION LIMITED" payable at Bhubaneswar.

8. Earnest Money Deposit:

The agency will submit EMD of ₹ 20,000/- in the shape of Demand Draft from any bank in favor of "ODISHA KNOWLEDGE CORPORATION LIMITED" payable at Bhubaneswar after the empanelment, at the time of placing the work order.

9. Any effort by any agency to influence the purchaser in its decision on bid evaluation may result in rejection of the agency's offer.

10. Any legal disputes arising out of this are subject to Bhubaneswar jurisdiction only.

11. Interested Agencies may be present in person or through their authorized representative during the opening of bids at 3:00 PM on 16/11/2026 at OKCL's Regd. Office, Bhubaneswar.

12. Pre-Empanelment Queries

Bidders are allowed to submit their queries in respect of the RFP and other details, if any, to OKCL through e-mail at info@okcl.org till 10/11/2026. All the responses to the pre-empanelment queries shall be published on OKCL Website on 12/11/2026.

13. Nature of Empanelment:

Empanelment shall be for a period of two (2) years from the date of the empanelment letter, extendable by mutual consent on the same terms. Empanelment is non-exclusive and does not guarantee any minimum quantum of work or deployment. OKCL may empanel more than one agency and may place work orders on any empanelled agency as per its project requirements.

Conditions at the time of Work Execution –

14. Relationship between the Parties:

The Agency shall act strictly as an independent vendor / contractor to OKCL. The manpower engaged through the Agency shall be on the payroll of the Agency and shall remain the employees of the Agency for all purposes. No employer-employee relationship, whether direct or indirect, shall arise between OKCL and the deployed manpower, nor shall such manpower have any right to claim employment, regularisation, absorption or any benefit directly from OKCL.

15. Service Charge and Payment:

a) OKCL shall pay the Agency a service charge at the rate (percentage) quoted by the Agency in its Financial Bid (Annexure – II) and accepted by OKCL at the time of empanelment, on the monthly payroll cost of each deployed resource. The quoted rate shall remain firm for the entire empanelment period. Payroll cost means the gross monthly salary / consolidated remuneration approved by OKCL for the resource plus the employer's statutory contributions (EPF, ESI and other statutory contributions applicable), as per the format at Annexure – V.

b) The Agency shall raise a monthly invoice to OKCL along with attendance record, salary statement, proof of payment of salary to the resources, and EPF / ESI challans and returns for the preceding month. GST and other applicable taxes shall be payable over and above, as per law.

c) OKCL shall release the payment within thirty (30) days of receipt of a correct and complete invoice, subject to deduction of TDS and other statutory deductions and any penalty as applicable.

d) The Agency shall pay salaries to the deployed manpower before the 7th day of every month. Non-payment or delayed payment of salary shall attract penalty and may lead to termination of engagement.

e) No advance payment shall be made by OKCL. No separate payment shall be made for recruitment, onboarding, administrative or overhead expenses of the Agency, which are deemed to be covered by the service charge.

16. Statutory Compliance (Duty of the Agency):

The Agency shall be solely responsible for compliance with all laws, rules, regulations and notifications in force from time to time, as applicable to it as an employer / principal contractor, including without limitation:

- Employees' Provident Funds and Miscellaneous Provisions Act, 1952; Employees' State Insurance Act, 1948; Payment of Bonus and Payment of Gratuity provisions; Maternity Benefit provisions; Equal Remuneration and Minimum Wages provisions;
- The Contract Labour (Regulation & Abolition) Act, 1970, the Code on Wages, 2019, the Industrial Relations Code, 2020, the Code on Social Security, 2020 and the Occupational Safety, Health and Working Conditions Code, 2020, and the Rules framed thereunder, as and to the extent in force;
- Income Tax Act, 1961 (including TDS on salary), and GST laws;
- The Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013 as applicable to the Agency's employees;
- Any other Central / State law, rule or order applicable to the engagement of manpower.

The Agency shall pay at least the minimum wages applicable and shall maintain all registers, records and returns required by law and produce them to OKCL or any inspecting authority on demand. Any liability, penalty, claim or litigation arising out of non-compliance shall be borne solely by the Agency, and the Agency shall indemnify and keep OKCL harmless against the same. OKCL shall be entitled to recover any such amount from the Agency's dues, EMD or Performance Security.

17. Selection and Deployment of Manpower:

a) The Agency shall source, screen and present suitable profiles as per the requirement communicated by OKCL for each project. OKCL may also identify candidates itself and require the Agency to onboard such candidates on its payroll.

b) The final selection of candidates, the designation, the remuneration and the tenure of engagement shall be decided by OKCL. The Agency shall issue appointment letters to the selected candidates within seven (7) days of OKCL's intimation, clearly stating that the engagement is with the Agency and is co-terminus with the OKCL project / work order.

c) The Agency shall carry out background / reference verification of the candidates (educational, employment and police verification, wherever required) and submit a report to OKCL.

d) The deployed manpower shall work under the day-to-day operational direction of the OKCL project team and shall abide by OKCL's working hours, code of conduct, confidentiality and data security policies. The Agency shall be responsible for their discipline, leave administration and attendance records.

18. Performance Security / EMD:

The EMD submitted at the time of placing the work order shall be retained as Performance Security till completion of the work order and shall be released after thirty (30) days of satisfactory completion, subject to adjustment of any dues, penalties or liabilities. In case the agency fails to execute the order, the EMD will be forfeited, and necessary legal action shall be taken to blacklist the firm.

19. Penalty:

In case of any defects or deviation from the specifications of the work order, delay in deployment, non-replacement of resources, or non-compliance with statutory obligations, penalty at such rates as per the

decision of the OKCL management shall be levied. Decision of Managing Director, OKCL will be final in this regard.

20. Confidentiality and Data Protection:

The Agency and the deployed manpower shall maintain strict confidentiality of all information, data and documents of OKCL and its clients accessed during the engagement and shall comply with the Digital Personal Data Protection Act, 2023 and OKCL's data security policies. This obligation shall survive termination. All work product and intellectual property created by the deployed manpower in the course of OKCL's work shall vest exclusively in OKCL, and the Agency shall ensure that the necessary undertakings are obtained from its employees.

21. Insurance and Safety:

The Agency shall ensure that the deployed manpower are covered by applicable statutory insurance / social security schemes (ESI / Employees' Compensation) and shall be solely liable for any claim for injury, death or compensation arising out of their employment.

22. Termination:

OKCL may terminate the empanelment or any work order at any time by giving thirty (30) days' written notice, or with immediate effect in case of breach of any statutory obligation, misconduct, fraud, breach of confidentiality, or poor performance. On termination or completion of the project, the Agency shall settle all dues of the deployed manpower, and OKCL shall have no liability toward them. OKCL's payment obligation shall be limited to the period of satisfactory service actually rendered.

23. Force Majeure:

Neither party shall be liable for failure to perform its obligations due to events beyond its reasonable control, such as natural calamities, epidemics, war, or government orders, provided prompt notice is given to the other party.

24. Dispute Resolution:

Any dispute shall first be attempted to be resolved amicably. Failing which, it shall be referred to the sole arbitration of an arbitrator appointed by the Managing Director, OKCL, in accordance with the Arbitration and Conciliation Act, 1996. The seat and venue of arbitration shall be Bhubaneswar and the courts at Bhubaneswar shall have exclusive jurisdiction.

Sd/-
Managing Director
Odisha Knowledge Corporation Limited
05/11/2026

Introduction

Odisha Knowledge Corporation Limited (OKCL) is a Special Purpose Vehicle promoted by the Government of Odisha and Maharashtra Knowledge Corporation Limited, incorporated as a Public Limited Company, under the administration of the Electronics & Information Technology Department (E&IT), Government of Odisha, and is engaged in the implementation of training, capacity-building, digital literacy, language technology and other project-based initiatives across the State of Odisha. For the successful and timely execution of such projects, OKCL requires qualified professionals and support staff on a project-specific and time-bound basis.

OKCL intends to empanel competent Manpower Service Provider Agencies who shall act as vendors to OKCL for sourcing, engaging and managing manpower on their own payroll, for deployment in various project-based services of OKCL. The selected candidates will be engaged by OKCL through the empanelled Agency, and the Agency shall be the employer of record for all statutory and administrative purposes.

Detailed Scope of Work

1. Categories of Manpower:

The manpower required by OKCL may include, but shall not be limited to, the following categories, as per project needs:

- Project / Programme Managers and Coordinators
- Technical professionals – software developers, data analysts, IT support and language technology specialists
- Domain / subject matter experts, language experts, content writers, editors, translators and validators
- Trainers, facilitators and master trainers
- Administrative, data entry, Call centre executives, HR and accounts office support staff
- Any other category of manpower required by OKCL from time to time

2. Role of the Agency

- Sourcing and Recruitment: Maintain a pool of suitable candidates, advertise, shortlist and present profiles within seven (7) working days of requisition from OKCL.
- Onboarding: Issue appointment letters, complete documentation and verification, and ensure joining of selected candidates on the date specified by OKCL.
- Payroll Management: Be the employer of record; process monthly salary on time through bank transfer, issue salary slips, and make deductions and statutory payments as per law.
- Statutory Compliance: Ensure complete compliance with all labour and tax laws as detailed in the Terms and Conditions, including EPF, ESI, TDS, bonus, gratuity, leave and any other benefit due to the manpower, and submit monthly compliance reports alongwith related proof documents.
- Attendance and Performance: Maintain attendance and leave records in coordination with OKCL, and support performance reviews as required by OKCL.
- Replacement and Backup: Provide replacements for resigning, absent or unsuitable resources within the specified time.
- Grievance Redressal and Discipline: Handle HR matters, grievances and disciplinary issues of the deployed manpower in coordination with OKCL.
- Exit Formalities: Complete full and final settlement of dues and exit formalities on completion or termination of the engagement.
- Reporting: Submit monthly reports on deployment, payroll and compliance status, and furnish any information sought by OKCL or any statutory authority.

3. Role of OKCL

- Communicate its manpower requirement, role description, qualification, remuneration and tenure for each project.
- Select the candidates and approve the remuneration and engagement terms.
- Provide day-to-day operational direction, work assignments and workplace facilities to the deployed manpower.
- Pay to the Agency the payroll cost and the service charge at the rate quoted by the Agency and accepted by OKCL, as per the payment terms of this RFP.

4. Commercial Model

The Agency shall be paid the payroll cost of each deployed resource (gross remuneration approved by OKCL plus employer's statutory contributions) on actual basis, plus a service charge at the rate (% of payroll cost) quoted in its Financial Bid and accepted by OKCL at empanelment, plus applicable taxes. The quoted service charge shall remain firm for the entire empanelment period and shall not be subject to escalation or modification.

5. Expected Outcome

The empanelment is expected to provide OKCL with a ready and reliable channel for quick, compliant and transparent engagement of qualified manpower for its projects, while ensuring that all statutory and employer obligations towards such manpower are fully discharged by the Agency.

Technical Bid Evaluation

The Technical Bid shall be evaluated on a qualifying (pass / fail) basis against the following minimum criteria. No marks shall be awarded; bidders meeting all the criteria will be declared technically qualified.

S.N.	Technical Parameters	Minimum Qualifying Criterion	Supporting Document Required
A	Average Annual Turnover of the Bidder (last 3 financial years)	Minimum average annual turnover of ₹5 lakhs from manpower / staffing services during the last three (3) financial years	Audited financial statements duly certified by Chartered Accountant.
B	Relevant experience in providing manpower on payroll to Government Departments / PSUs / Government Agencies / reputed private organisations (number of contracts / agency tie-ups in the last 3 years)	At least two (2) contracts / agency tie-ups for providing manpower services on payroll in the last three (3) years	Work orders / agreements and completion / performance certificates (Annexure – III).
C	Organisational capacity: dedicated HR / payroll / compliance team, candidate database, and systems and processes for payroll management and replacement of manpower	Must demonstrate a dedicated HR / payroll / compliance team, candidate database, and systems and processes for payroll management and replacement of manpower	Profile of the team with CVs of key persons, description of systems and processes, and sample payroll records
D	Statutory compliance record: timely EPF / ESI / GST / ITR filings and absence of statutory default or penalty	EPF / ESI / GST / ITR filings up-to-date; no statutory default or penalty	Latest 3 months' EPF / ESI challans and returns, GST and ITR filing proof, and Annexure – IV

Note for Startups: DPIIT-recognised Startups are exempt from the minimum turnover (Parameter A) and experience (Parameter B) criteria and shall be treated as qualified on those parameters. Startups shall be evaluated on Parameters C and D on the same basis as other bidders, and the promoters' / key personnel's relevant HR / staffing experience may be taken into account under Parameter C.

Instructions for Submission:

1. Attach detailed profile of the agency and CVs of the key personnel in the HR / payroll / compliance team.
2. Provide legible copies of all supporting documents.
3. Ensure all submissions are signed and stamped on each page by the authorized signatory.
4. Clearly label all annexures and reference them in the respective rows.
5. Startups shall additionally attach the DPIIT recognition certificate, certificate of incorporation and the Startup Declaration (Annexure – VI).

Evaluation Process:

1. Bidders who satisfy all eligibility criteria and meet the minimum qualifying criteria of the Technical Bid will be declared technically qualified, and only their Financial Bids will be opened.
2. The technical evaluation shall be based entirely on the documents submitted by the bidder. No presentation shall be required.
3. The financial bids of the technically qualified bidders will be opened on the prescribed date in the presence of the bidders' representatives, and the selection shall be made on L1 basis as described under "Evaluation Criteria". OKCL reserves the right to restrict the number of empanelled agencies.
4. DPIIT-recognised Startups shall be considered on the same L1 basis, with the relaxations stated in the eligibility criteria and the Technical Bid Evaluation.

Evaluation Criteria

The selection shall be made on L1 basis. Only the Financial Bids of technically qualified bidders shall be opened. The bidder quoting the lowest service charge (% of monthly payroll cost) in the Financial Bid shall be declared L1 and shall be called for further process leading to empanelment.

Technically qualified bidders quoting the L1 service charge, or agreeing in writing to match the L1 service charge or a lesser rate, shall be considered for empanelment based on the minimum qualifying criteria of the Technical Bid Evaluation.

Work orders against specific requirements may be placed on any empanelled agency at the discretion of OKCL, taking into account the availability of suitable candidates, speed of deployment and past performance, at the L1 (or lesser) service charge accepted at empanelment.

The service charge quoted shall be firm and final for the entire empanelment period and shall not be subject to any modification on any account whatsoever. OKCL may seek justification from a bidder quoting an abnormally low service charge and may reject the bid if the justification is not satisfactory. In case of a tie in the lowest service charge, the bidder having the higher average annual turnover will be considered the preferred bidder.

Sd/-

Managing Director

Odisha Knowledge Corporation Limited

05/11/2026

Annexure-I

Self-Declaration: Not Blacklisted (on letterhead)

To,

Managing Director

ODISHA KNOWLEDGE CORPORATION LTD

In response to the Tender titled "Empanelment of a Manpower Service Provider Agency", as an owner/ partner/ Director of (organisation name) _____, I/ We hereby declare that presently our Company/ firm is having unblemished record and is not declared ineligible for corrupt & fraudulent practices, black listed either indefinitely or for a particular period of time, or had work withdrawn, by any State/ Central government/ PSU.

If this declaration is found to be incorrect then without prejudice to any other action that may be taken, my/ our security may be forfeited in full and the tender if any to the extent accepted may be cancelled.

Thank you,

Name of the Agency: .....

Authorized Signatory: .....

Signature:

Seal:

Date: Place:

Annexure-II

Financial Bid – Service Charge Quote (on letterhead)

To,

Managing Director,

Odisha Knowledge Corporation Limited,

Bhubaneswar

Subject: Financial Bid for Empanelment of a Manpower Service Provider Agency (RFP No. OKCL/RFP/Manpower/01)

Description	**Quoted Rate**
Service charge payable by OKCL to the Agency (as a percentage of the monthly payroll cost of each deployed resource)	_____ % (in figures, up to two decimal places)
In words	_____ percent only
Taxes	GST and other applicable taxes shall be paid over and above the service charge, as applicable

Please Note: Please quote the base percentage. Taxes shall be paid over and above, as applicable.

Illustration (for understanding only): if the monthly payroll cost of a resource (gross salary plus employer's statutory contributions) is ₹20,000 and the quoted service charge is 4%, the service charge payable for that resource for the month is ₹800, plus applicable GST.

We hereby quote the above service charge for the empanelment and unconditionally accept all the terms and conditions of the above RFP. We confirm that the quoted rate is firm and final for the entire empanelment period, and that all recruitment, onboarding, administrative and overhead costs of the Agency, other than the payroll cost reimbursable under the RFP, are covered within the service charge. We shall comply with all applicable laws as the employer of the deployed manpower.

Date:

Place:

Name and Address of the Agency:

Signature of the Authorised Person:

Seal:

Annexure-III

Details of Relevant Experience (on letterhead)

Sl.	Name of Client / Organisation	Work Order No. & Date	Contract Period	No. of Personnel Deployed	Contract Value (₹) / Certificate Enclosed (Y/N)
1					
2					
3					
4					
5					

Note: Attach copies of work orders / agreements and completion / performance certificates. A minimum of two (2) entries is required (not applicable to Startups – see Annexure – VI). Add rows as required.

Date:

Place:

Name and Address of the Agency:

Signature of the Authorised Person:

Seal:

Annexure-IV

Statutory Compliance Declaration (on letterhead)

We, _____ (name of agency), hereby declare that:

1. We hold valid registrations as under:

Sl.	Registration	Registration No.	Valid Up To
1	PAN		
2	GST		
3	EPFO		
4	ESIC		
5	Labour Licence (Contract Labour Act / applicable law)		
7	Any other		

2. We are up-to-date in filing GST returns, Income Tax returns, and in the payment of EPF and ESI contributions, and no statutory default is pending against us (for Startups, since the date of incorporation / registration).
3. We shall pay salary to the deployed manpower by the 7th of each month, and shall comply with all labour and tax laws as the employer of the deployed manpower, and shall indemnify OKCL against any claim arising out of non-compliance.
4. There is no litigation or notice from any statutory authority pending against us in respect of non-compliance of labour laws, except as disclosed here: _____.

Date:

Place:

Name and Address of the Agency:

Signature of the Authorised Person:

Seal:

Annexure-V

Format of Monthly Invoice Statement (Payroll Cost and Service Charge)

Invoice for the month of _____ | Project / Work Order No.: _____

Sl.	Name & Designation	Days Paid	Gross Salary (₹)	Employer EPF / ESI / Other Statutory (₹)	Total Payroll Cost (₹)	Service Charge @ ____% (empanelled rate) (₹)
1						
2						
3						
	Total					

Add: GST as applicable on service charge: ₹ _____ (and on other components as per law).

Total invoice amount: ₹ _____

Enclosures: Attendance record; salary statement and proof of payment; EPF / ESI challans and returns; other proof as required.

Signature of the Authorised Person with Seal:

Annexure-VI

Startup Declaration (on letterhead)

We, _____ (name of agency), a Startup recognised by the Department for Promotion of Industry and Internal Trade (DPIIT), Government of India, hereby declare that:

1. We hold a valid DPIIT Startup recognition certificate No. _____ dated _____, which is valid as on the date of bid submission (copy enclosed).
2. Our date of incorporation / registration is _____ (certificate enclosed).
3. We are availing the relaxations provided to Startups in the RFP in respect of minimum years of operation, minimum turnover and minimum experience, and we comply with all other eligibility conditions, including the statutory registrations required of a manpower service provider.
4. Turnover from manpower / staffing services, if any, since incorporation: ₹ _____; number of contracts / agency tie-ups executed, if any: _____ (details attached, if any).
5. The above information is true and correct. If found incorrect, our bid may be rejected, and any security may be forfeited, without prejudice to any other action.

Date:

Place:

Name and Address of the Agency:

Signature of the Authorised Person:

Seal: