

OFFICE OF THE DISTRICT EDUCATION OFFICER,
KEONJHAR

TENDER DOCUMENTS

FOR

**SELECTION OF MANPOWER SERVICE
PROVIDER FOR ODISHA ADARSHA
VIDYALAYA OF KEONJHAR DISTRICT**

OFFICE OF THE DISTRICT EDUCATION OFFICER, KEONJHAR

TENDER DOCUMENT

For providing Services of **12 nos.** of Class-IV Staff at **four** Odisha Adarsha Vidyalaya of Keonjhar District i.e. **OAV Suanpada at Ghasipura, OAV Sundurapal at Hatadihi,**

OAV, Kendeiposi at Patna and OAV Bodapalasa of Sadar Block

by a Private Manpower Service Provider

- (a) Period for issue of Tender Document : 15.03.2023 to 15.04.2023 (3.00PM)
- (b) Date and time for submission of Tender Document : on or before 15.04.2023 (3.00PM)
- (c) Date and time and venue for opening of
- i) Technical Bids : 17.04.2023 at 3.30PM
- ii) Financial Bids of eligible Bidders : 17.04.2023 at 3.00PM
- (d) Likely date for commencement of Deployment of required manpower : 01.05.2023

Venue: OFFICE OF THE DISTRICT EDUCATION OFFICER, KEONJHAR
AT/PO-KEONJHAR, PIN-758001



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SCOPE OF WORK AND GENERAL INSTRUCTION FOR BIDDERS

1. The Collector-cum-Chairman OAVs, Keonjhar requires the service of reputed, well established and financially sound Manpower Service Providers to provide services of **12** numbers of Class-IV Staff @ **3(three) i.e Night watchman-cum-sweeper, Science attendant and Peon** per OAV having HSC Passed on contract basis for day to day official work under Odisha Adarsha Vidyalaya.
2. The contract of providing the aforesaid manpower is likely to commence from 01.05.2023 and would continue till 30.04.2024. The period of the contract may be further extended beyond 01.05.2024 provided the requirement of the concerned Odisha Adarsha Vidyalaya of Keonjhar District for manpower persists at that time or may be curtailed / terminated before 30.04.2024 owing to deficiency in service or substandard quality of manpower deployed by the selected Service Provider or because of change in the Odisha Adarsha Vidyalaya requirements. The District Education Officer, Keonjhar however, reserves right to terminate this initial contract at any time after giving one week's notice to the selected Service Provider.
3. The Collector-cum-Chairman OAVs, Keonjhar has tentative requirement of Class-IV Staff @ 03(Three) per Odisha Adarsha Vidyalaya. The total requirement of Class-IV Staff is 12(Twelve) nos. for 04(Four) nos. of Odisha Adarsha Vidyalaya i.e. **OAV Suanpada at Ghasipura, OAV Sundurapal at Hatadihi and OAV, Kendeiposi at Patna and OAV Bodapalasa** which may increase / decrease.
4. The maximum estimated cost of the contract is **Rs.1995120/- (Rupees Ninteen lakhs ninety five thousand one hundred twenty) only** per annum.
5. The interested Manpower Service Providers may submit the tender document complete in all respects along with EMD of **Rs.40000/-** and other requisite documents by 3.00 P.M of Dt.15.04.2023 at District Education Office, Keonjhar Pin-758001 by registered post/speed post only.



6. The various crucial dates relating to "Tender for providing manpower Services to Odisha Adarsha Vidyalayas of Keonjhar District" are indicated here under:
- (a) Period of issue of Tender document :- **15.03.2023 to 15.04.2023 by 3.00PM**
 - (b) Date and time for submission of the Tender documents by speed post/ Registered post up to **15.04.2023 by 3.00PM**
 - (c) Date and time for opening of
 - (i) Technical Bid : **17.04.2023 at 03.30 PM**
 - (ii) Financial Bids of eligible Tenders : **17.04.2023 at 05.00 PM**And selection
 - (d) Likely date for commencement of Deployment of required manpower : **01.05.2023**
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 Services (Class-IV Staff) to ODISHA ADARSHA VIDYALAYAS OF KEONJHAR DISTRICT**" and "**Financial Bid for Providing Manpower Services (Class-IV Staff) to ODISHA ADARSHA VIDYALAYAS OF KEONJHAR DISTRICT**". Both sealed envelopes should be kept in a third sealed envelope super scribing "**Tender for Providing Manpower Services (Class-IV Staff) to ODISHA ADARSHA VIDYALAYAS OF KEONJHAR DISTRICT**".
8. The Agency Should be registered under appropriate authority of the State/Central Government/Home Department and must possess required valid licenses, registration etc. for providing security services as per the provisions of Private Security Agency Regulation Act 2005.
9. Agency should have at **least three year experience** in Govt. sector.
10. There should be no case (either criminal or litigation) pending with the police against the proprietor /Firm/Partner or the Company (Service Provider). The Manpower agency should not have been blacklisted by any Govt. organization or agency and has not indulged in any malpractice. Documentary evidence in form of an affidavit is to be submitted. On selection as L1 the manpower provided by the agency should be honest and dedicated to the authority. No criminal proceeding/police cases against the person deployed registered/ensured by the agency.

11. The Earnest Money Deposit (EMD) of Rs.40000/- (**Rupees Forty thousand**) only, refundable (without interest), should be necessarily accompanied with the Technical Bid of the service provider in the form of Demand Draft / T.D.R of any Nationalized bank pledged in favour of **District Education Officer, Keonjhar payable at Keonjhar**, failing which the tender shall be rejected summarily.
12. The Service Charges should be quoted by the firm in order to finalize the L1. Accordingly the following breakup may be computed. In no case, the service charge should be quoted as NIL. If the rate of service charges increases or decreases, accordingly, the gross remuneration will increase or decrease.

Base remuneration	Employer's contribution to EPF (@ 13%)	Employer's contribution to ESI (@ 3.25 %)	Service Charges	GST % of (1+2+3+4)		Gross Remuneration per man power per month (1+2+3+4+5+6)
				SGST @ 9 %	CGST @ 9 %	
1	2	3	4	5	6	7
10100.00	1313.00	328.00				13855.00

13. On selection as L1, the Manpower Service Provider Agency should be honest and dedicated to the authority. No criminal proceedings /Police case against the person deployed should be registered.
14. The successful Tenderer will have to deposit a performance security deposit of Rs. **200000/- (two lakh)** only in form of Bank guarantee from any Nationalized Bank in favour of **District Education Officer, Keonjhar** covering the period of contact. In case the contract is further extended beyond the initial period the Bank guarantee will have to be accordingly renewed by the successful Tenderer.
15. The tendering Manpower Service providers are required to enclose photocopies of the following documents (duly attested by Group "A" Gazetted Officers of the Central Government) / any Gazetted Officer not below the rank of Sub-Collector of the State Governments, along with the Technical Bid, failing which their bids shall be summarily / out rightly rejected and will not be considered any further:
- Registration certificate of the applicant's organization.
 - Copy of PAN / GIR card/GSTIN Registration Certificate;
 - Copy of the IT and GST return filed for the last three financial years
 - Copies of EPF and ESI certificates.
 - Copy of the Service Tax registration certificate;
 - Certified extracts of the Bank Account containing transactions during last three years.
16. The conditional bids shall not be considered and will be out rightly rejected in very first instance.

17. 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 initiated by the person authorized to sign the tender bids.
18. The Technical bids shall be opened on the scheduled date and time at **03.30 PM** on 17.04.2023 in the **OFFICE OF THE DISTRICT EDUCATION OFFICER, KEONJHAR** in the presence of the representatives of the Manpower Service providers, if any, who wish to be present on the spot at that time.
19. The Financial Bid of only those Tenderer whose Technical bids are found in order will be opened for further consideration. The Financial bids shall be opened at **05.00 PM** on 17.04.2023 in the **OFFICE OF THE DISTRICT EDUCATION OFFICER, KEONJHAR** in the presence of the representatives of the Manpower Service Providers, if any, who wish to be present on the spot at that time.
20. The Collector and Chairman OAVs, Keonjhar, the Competent Authority reserves the right to cancel all bids without assigning any reason.



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

1. The tendering manpower service provider should fulfill the following technical specification.
 - a. The registered office or one of the branch offices of the manpower service providers should be located within the jurisdiction of the user Keonjhar District duly registered under appropriate authorities i.e Municipality/DIC/Service Tax/DLO.
 - b. They should be registered with the appropriate registration authority.
 - c. They should have at least three years experience in providing manpower to Government Departments / Public Sector Companies / Banks, etc.
 - d. They should have their own Bank Account;
 - e. They should be registered with Income Tax and Service Tax Department.
 - f. They should be registered with appropriate authorities under Employees Provident Fund and Employees State Insurance Acts.
 - g. They should have obtained valid contract labour license [R&A] Act,1970 any other regulatory clearance that may be required for providing manpower.
 - h. They should have any other regulatory clearance (to be specified by the user Department) that may be required for providing manpower services.
 - i. Single contract for Manpower Service is above Rs. **02 Lakhs.**
 - j. Execution of contracts of similar type during preceding 3 years of value equal or more than 60% of the estimated cost of the present contract.



**TECHNICAL REQUIREMENTS FOR MANPOWER TO BE DEPLOYED BY THE
SUCCESSFUL MANPOWER SERVICE PROVIDER IN 03 NOS. OF ODISHA
ADARSHA VIDYALAYS OF KEONJHAR DISTRICT**

1. She/ He should be above **21 years** of age and not exceeding **42 years** as on **14.03.2023**
2. The Minimum Educational Qualification for Class-IV Staff will be *HSC (10th)* Examination Passed.
3. The Candidate shall have working knowledge in **Oriya**.
4. The Candidate must be **able bodied both physically and mentally** to discharge the duty.



APPLICATION- TECHNICAL BID

For Providing Manpower Services DEO, KEONJHAR of Keonjhar District

1. Name of Tendering Manpower Service Provider: _____.
2. Details of Earnest Money Deposit: DD No. _____ date _____ of Rs.40000/- drawn on Bank _____.
3. Name of Proprietor/ Partner / Director:
_____.
4. Full Address of Registered Office:

Telephone No. : _____ Fax No.: _____
E-Mail Address : _____
5. Full Address of Operating / Branch Office:

Telephone No. : _____ Fax No.: _____
E-Mail Address : _____ 6.
- Name & Telephone No. of Authorized Officer /
Person to liaise with Field Office (s): _____

7. Banker of Manpower Service Provider (Attach certified copy of statement of A/c for the last Three years):

Telephone Number of Banker:- _____
8. PAN/ GIR No. (Attach attested copy): _____
9. Service Tax Registration No. (Attach attested copy): _____
10. GSTIN Registration Number.(Attach attested copy): _____
11. E.P.F. Registration No. (Attach attested copy): _____
12. E.S.I. Registration No. (Attach attested copy): _____

13. Financial Turnover of the tendering Manpower Service Provider for the last three Financial Years:

Financial Year	Amount (in lakhs)	Remarks, if any
2019-20		
2020-21		
2021-22		

14. Financial Turnover of the similar contracts of the tendering Manpower Service Provider for the last three Financial Year as Additional information if any (Attach Separate Sheet if space provided is insufficient):

Financial Year	Turnover of similar contract	03 Year average Turnover	60 % of the average turnover	Remarks, if any
2019-20				
2020-21				
2021-22				

15. 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 provider is insufficient, a Separate Sheet may be attached)

SI No.	Name of Client address, Telephone & Fax No.	Manpower Service Provided		Amount of contract (Rs. in lakhs)	Duration of Contract	
		Type of manpower provided	No.		From	To

M

[Signature]

16. Additional information, if any (Attach Separate Sheet, if required):

Date: _____ Signature of Authorized Person
Place: _____ Name:
Seal:

Declaration

1. I, _____ Son/ Daughter/ Wife of Shri

Proprietor / Director/ Authorized Signatory of the Service Provider, mentioned above,
am competent to sign this declaration and execute this tender document;

2. I have carefully read and understood all the terms and conditions of the tender and
undertake to abide by them.

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

Date: _____ Signature of Authorized Person
Place: _____ Name:
Seal:



APPLICATION – FINANCIAL BID

For Providing Manpower Services at Odisha Adarsha Vidyalayas of Keonjhar District.

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

Base remuneration	Employer's contribution to EPF (@ 13%)	Employer's contribution to ESI (@ 3.25 %)	Service Charges	GST % of (1+2+3+4)		Gross Remuneration per man power per month (1+2+3+4+5+6)
				SGST @ 9 %	CGST @ 9 %	
1	2	3	4	5	6	7
10100.00	1313.00	328.00				13855.00

- Base remuneration include EPF & ESI share of the employees.

Date:

Signature of Authorized Person

Place:

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.

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TERMS CONDITIONS

1. The Agreement shall commence from 01.05.2023 and shall continue till 30.04.2024 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 30.04.2024 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 condition or with some additions/deletions/modification, for a further specific period mutually agreed upon by the manpower service provider and the Authority.
4. The manpower service provider shall not be allowed to transfer, assign, pledge or subcontract its rights and liabilities under this agreement to any other agency or organization by whatever name be called without the prior written consent of the Authority.
5. The manpower service provider will be bound by the details furnished by it to the Authority while submitting the tender or at subsequent state. In case any of such documents furnished by it is found to be false at any stage, it would be deemed to be breach of terms of Agreement making it liable for legal action besides termination of the agreement.
6. The authority reserves the right to terminate the agreement during initial period also after giving 15days notice to the manpower service provider.
7. The person deployed shall be required to report for work at 10.00 AM in concerned Odisha Adarsha Vidyalaya and may also require to work beyond 5.00 PM for which he would not be paid any extra remuneration. In case the person deployed remains absent on a particular day or comes late/leaves early on three occasions, proportionate deduction from the remuneration for one day will be made.
8. The manpower service provider shall nominate a coordinator who shall be responsible for immediate interaction with the Collector-cum-Chairman OAVs, Keonjhar so that optimal services of the persons deployed could be availed without any disruption.
9. The entire financial liability in respect of manpower service deploy in Odisha Adarsha Vidyalays of Keonjhar District shall be that of the manpower service provider and the Collector-cum-Chairman, OAVs, Keonjhar will in no way be liable. It will be the responsibility of the manpower service provider to pay to the person deployed a sum

not less than the minimum rate quoted in the financial bid and adduce such evidences as may be required by the Collector-cum-Chairman OAVs, Keonjhar.

10. The payment of remuneration to the manpower has to be through bank account only. No cash payment can be made to them.
11. For all intents and purposes, the manpower service provider shall be "employer" within the meaning of different rules and acts in respects of manpower so deployed. The person deployed by the manpower service provider shall not have any claim whatsoever like employer and employee relationship against the Collector-cum-Chairman, OAVs, Keonjhar.
12. The manpower service provider shall be solely responsible for the redressal of grievances or resolution of disputes relating to person deployed. The Collector-cum-Chairman, OAVs, Keonjhar shall, in no way be responsible for settlement of such issues whatsoever. In case the Grievance 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 Collector-cum-Chairman, OAVs, Keonjhar and authorize representative of the manpower service provider.
13. The Collector-cum-Chairman, OAVs, Keonjhar shall be 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 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.
15. In case of termination of this agreement in 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.
16. The person deployed shall not claim any benefit or compensation 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.
17. The manpower service provider must be registered with the concerned Govt. Authorities i.e. Labour Commissioner, Provident Fund Authorities, Employees State



Insurance Corporation etc. and a copy of the registered should be submitted. The manpower service provider shall comply with all the legal requirements for obtaining license under contract labour (regulations and abolition) act, 1970 if any at his own part and cost.

18. 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, whatever applicable.
19. The person deployed by the manpower service provider should have good police records and no criminal case should be pending against them.
20. The person deployed should be polite, cordial and efficient while handling the assigned work and their actions should promote good will and enhance the image of the Block or office concerned. The manpower service provider shall be responsible for any act of indiscipline on the part of the person deployed.

LEGAL

21. The person 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 application laws besides, action for breach of contract.
22. 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 concerned Odisha Adarsha Vidyalaya of Keonjhar District. The Collector-cum-Chairman, OAVs, Keonjhar shall have no liabilities in this regard.
23. The manpower service provider shall also be liable for depositing all taxes levies, cess, etc. on account of service rendered by it to the Block Office under DPO concerned to the concerned tax collection authorities from time to time, as per the rules and regulations in the matter. Attested Xerox copy of such documents shall be furnished to the District Education Officer, Keonjhar.

24. The manpower service provider shall maintain all statutory registers under the law and shall produce the same on demand, to the authority of the Collector-cum-Chairman, OAVs, Keonjhar or any other authority under law.

25. The tax deduction at source (T.D.S) shall be done as per the provision as per the income tax act/rule, as amended from the time to time and certificate to this effect shall be provided by the District Education Officer, Keonjhar.

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

26. In case the manpower service provider fails to comply with any liability under appropriate law and as result thereof, the Collector-cum-Chairman, OAVs, Keonjhar is put to any loss/obligation, monetary or otherwise, the Collector-cum-Chairman, OAVs, Keonjhar 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 to the loss or obligation in monetary terms.

27. The Agreement is liable to terminated because of non-performance deviation of terms and condition of contract, non-payment of remuneration of employed person and non-payment of statutory dues. the Collector-cum-Chairman, OAVs, Keonjhar will have no liability towards non-payment of remuneration to the person 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 Odisha Adarsha Vidyalaya concerned by the person deployed, the same will be recovered from the unpaid bills or adjusted from the security deposit.

FINANCIAL

28. The technical bid should be accompanied with an earnest money deposit (EMD), refundable without interest, of **Rs.40000/-** (Rupees Forty thousand) only in the form of demand draft/TDR of any Nationalized Bank pledged in favour of District Education Officer, Keonjhar **failing which the tender shall be rejected out rightly.**

29. The earnest money deposit in respect of the agencies which do not qualify the technical bid (first state)/ financial bid (second competitive stage) shall be returned to them without any interest. In case of successful tendered if the agency fails to deploy the required manpower against the initial requirement within 30 days from



date of place in the order, the EMD shall stand forfeited without giving any further notice.

30. The successful Tenderer will have to deposit a Security Deposit/Performance Security Deposit amounting of **Rs.200000/- (Rupees two lakh)** only (one month employee cost including statutory dues) in the form of TDR/FDR made in the name of agency of any nationalized Bank pledged in favour of District Education Officer, Keonjhar covering the period of contract. In case the contract is further extended beyond initial period the TDR/FDR will have to be accordingly renewed by the successful tenderer.
31. The successful Tenderer will have to deposit a performance security deposit of **Rs. 100000/- (Rupees one lakhs)** only in form of Bank guarantee from only Nationalized Bank in favour of District Education Officer, Keonjhar covering the period of contact. In case the contract is further extended beyond the initial period the Bank guarantee will have to be accordingly renewed by the successful Tenderers. The amount of performance security deposit is to be determined by the District Education Officer, Keonjhar taking in to account the contractual obligation of the manpower service provider.
32. In case of breach of any terms and conditions attached to the agreement, the performance security deposit of the manpower service provider shall be liable to be forfeited besides annulment of the agreement.
33. The manpower service provider shall raise the bill in triplicate along with attendance sheet duly verified by the District Education Officer; Keonjhar in respect of the persons deployed and submit the same to the prescribed authority in the first week of the succeeding month. As per as possible the payment will be released by the second week of the succeeding month.
34. The claim in bills regarding employees state insurance, provident fund, service tax, etc. should be necessarily accompanied with documentary proof pertaining to the concerned bill of the 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 Education Officer, Keonjhar.
35. 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 manpower service provider shall be deducted from its monthly bills in the succeeding month.

36. The authority reserve the right to withdraw or relax any of the terms and conditions mentioned above so as to overcome the problem encountered at a later stage.
37. In the event of any dispute arising in respect of the clauses of the agreement the same shall be resolved through negotiation. Alternatively the dispute shall be referred to the next higher Authority or controlling officer for his/her decision and the same shall be binding on all parties.
38. All disputes shall be under the jurisdiction of the court at the place where the headquarters of the authority/ the District Education Officer, Keonjhar, who has executed the agreement, is located.
39. The successful bidder will enter into an agreement with the District Education Officer, Keonjhar for supply of suitable and qualified manpower as per requirement of the District Education Officer, Keonjhar on the above terms and condition.



DOCUMENTS TO BE PROVIDED WITH THE TECHNICAL BID

1. Application - Technical Bid & Address proof under establishment Act.(DLO/Municipality/Service Tax/DIC)
2. Attested copy of registration of agency;
3. Certified copy of the statement of bank account of agency for the last three years;
4. Attested copy of PAN/GIR Card/GSTIN Registration Certificate;
5. Attested copy of the latest IT Return filed by agency;
6. Attested copy of the Service Tax registration certificate;
7. Attested copy of the P.F. registration letter/ certificate;
8. Attested copy of the E.S.I. registration letter/ certificate;
9. Certified document in support of the Financial turnover of the agency;
10. Certified documents in support of entries in column 13 of Technical Bid application;
11. Copy of the terms and conditions at pages **13 to 18** in Tender Document with each page duly signed and sealed by the authorized signatory of the agency in token of their acceptance.
12. EMD of Rs. 40000/-(Forty thousand) only in shape of DD.
13. Cost of Tender paper for Rs.**2000/-** in shape of DD in favour of the District Education Officer, Keonjhar payable at Keonjhar must be attached drawn on or before **15.04.2023** in case of the Tenderers who downloaded from the Website.



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

1. List of Manpower shortlisted by agency for deployment in Block Office & DPO will be submitted at the District Education Officer, Keonjhar containing full details i.e. date of birth, marital status, address, educational qualifications etc.
2. Bio-data of all persons
3. Any other document considered relevant.

