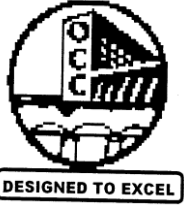


ODISHA CONSTRUCTION CORPORATION LIMITED.
(A Government of Odisha Undertaking)

**DEO IRRIGATION PROJECT,
KARANJIA, MAYURBHANJ.**

TENDER NOTICE No. 02/OCCL/DIP/2020-21 dt. 10.08.2020

Outsourcing of Different manpower services for
Deo Irrigation Project, Karanjia, Mayurbhanj



ODISHA CONSTRUCTION CORPORATION LIMITED

(A Government of Odisha Undertaking)

Unit- Deo Irrigation Project

Plot No. 199/1750/1869, 1st floor, Choudey Colony, Ward No. 02

At:-Karadia (Karanjia), P.o:- Rasamtala, Dist: - Mayurbhanj

Pin Code: – 757037

Email.id:- smdeoirrigationproject@gmail.com

Particulars of quotation document issued

Date of issue of quotation document.....

Quotation call notice No.....Dated.....

Issued in favour of :

(Full name & address)

Telephone No./ Land line:

Mobile No:

Vide money receipt No.:

Dated:

Issued By

(Stamp & signature of issuing officer)

Cost of tender paper (Non-refundable) = Rs.2000/- +OGST 6%+CGST 6% - = Rs.2240/-

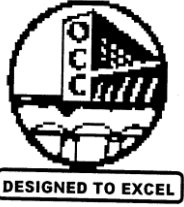
(Rupees Two thousand two hundred forty) only by Cash /

Demand Draft drawn on any nationalised/scheduled bank payable at Axis Bank Ltd,

Karanjia, Dist- Mayurbhanj only in favour of "M/s Odisha Construction Corporation Ltd".

Signature of "Labour Supplier"

Signature of "Engineer-in-Charge"



ODISHA CONSTRUCTION CORPORATION LIMITED

(A Government of Odisha Undertaking)

Unit- Deo Irrigation Project

Plot No. 199/1750/1869, 1st floor, Choudey Colony, Ward No. 02
At:-Karadia (Karanjia), P.o:- Rasamtala, Dist: - Mayurbhanj
Pin Code: – 757037

Email.id:- smdeoirrigationproject@gmail.com

TENDER NOTICE

Bid Reference No. 02/OCCL/DIP/2020-21

Dated . 10/08/2020

On behalf of Odisha Construction Corporation Ltd. (OCCL), the Senior Manager(Civil), Deo Irrigation Project, Karanjia, Dist:- Mayurbhanj (Odisha) PIN-757037 invites sealed quotations under two-bid system from reputed and experienced manpower service provider for Outsourcing of Different manpower services for Deo Irrigation Project, at Karanjia, Mayurbhanj. The details of the bidding process are as follows:

Sl. No	Name of the work	Estimated cost (Approx)	EMD	Cost of quotation paper	Period of completion
1	Supply of Outsourcing of Different manpower services for Deo Irrigation Project, at Karanjia, Mayurbhanj.	Rs.2.78 lakhs	2% of the estimated cost	Rs.2,000/- + OGST 6% + CGST 6% = 2240.00	3 Calendar months (w.e.f 01.08.2020 to 31.10.2020)

Sl. No	Bidding Schedule	Deadline
1	Date of Issue	10.08.2020
2	Bid Due Date and Time	24.08.2020
3	Opening of Technical Bid	25.08.2020
4	Opening of Financial Bid	28.08.2020

The Bid documents may be purchased from the office of the Senior Manager (Civil), OCC Ltd., Deo Irrigation Project, Karanjia, Dist. Mayurbhanj during office hours on or before 24.08.2020 up to 11.00 A.M on payment of non-refundable cost of quotation document as indicated in the table above in shape of Cash/Demand Draft drawn on any nationalised/scheduled bank payable at Axis Bank Ltd, Karanjia, Dist- Mayurbhanj only in favour of "M/s Odisha Construction Corporation Ltd.". Interested Bidder may obtain further information, if any from the undersigned.

Bidders are required to submit the technical and financial bids separately. The bids in sealed Cover-I containing "**Technical Bid**" and Sealed Cover-II containing "**Financial Bid**" should be placed in a third sealed cover super-scribed ' Bid for Outsourcing of Different manpower services for Deo Irrigation Project, Karanjia, Mayurbhanj' must reach the undersigned on or before 24.08.2020 upto 5.00 P.M **by Hand/Speed Post / Registered Post / Courier only.**

The bid documents containing eligibility criteria, scope of the work, terms and conditions of the tender and draft agreement can be downloaded from the website:- theooccltd@odishaconstruction.com .

Complete address for submission of bid
Office of the Senior Manager (Civil), O.C.C. Ltd.,
Plot No. 199/1750/1869, 1st floor,
Choudey Colony, Ward No. 02,
At:-Karadia (Karanjia), P.o:- Rasamtala,
Dist:- Mayurbhanj, Pin-757037.

Sd/-
Senior Manager (Civil),
O.C.C. Ltd.,
Deo Irrigation Project.

Memo No. **/OCC/DIP** **Dated**

Copy submitted to the Managing Director, OCC Ltd, Bhubaneswar-12 / General Manager (Civil), O.C.C. Ltd, Baripada, Po-Laxmiposi, Dist- Mayurbhanj, Pin-757107 for favour of kind information and necessary action.

Sd/-
Senior Manager (Civil)
O.C.C. Ltd.
Deo Irrigation Project

Memo No. **/OCC/DIP** **Dated**

Copy along with soft copy of the quotation call notice to the Senior Systems Manager, Systems Business Division, OCC Ltd, Head Office, Bhubaneswar-12 for information and request for publication in website of OCC Ltd.

Encl. : As above (By email)

Sd/ -
Senior Manager (Civil)
O.C.C. Ltd.
Deo Irrigation Project

EMD AND DOCUMENT DEPOSIT PARTICULARS

Details of earnest money deposit (EMD) and documents submitted along with quotation.

1. EMD amount
Rs. _____ (Rupees _____) only

vide a/c payee D.D. No. _____ Dated _____ issued by
Bank _____
Branch _____
2. GSTIN Clearance Certificate
3. P.A.N. Card Copy
4. Names of relations in O.C.C. Ltd.
5. Money receipt No. _____ Dated _____ issued by
_____ for Rs. _____ (Rupees
_____) only in support of
purchase of tender schedule.
6. Any other documents.

Full signature of "Labour Supplier" with date and seal

Signature of "Labour Supplier"

Signature of "Engineer-in-Charge"

Undertaking of Bidder

I/We Sri

(In case of the firm, the name of the proprietor/head of the firm along with the designation & name of firm should be mentioned)

S/o Sri _____ Permanent resident of

Village/Street _____ P.O. _____

Via. _____ Dist. _____

State _____ PIN _____

Declare that I/We have thoroughly gone through the quotation document and I/We know the sites of works. I/We agree to work at rates quoted by me/us or at settled rates and abide by the terms and conditions of the quotation document.

Full signature of "Labour Supplier" with date and seal
Present address for correspondence:-

Signature of "Labour Supplier"

Signature of "Engineer-in-Charge"

INDEX

Sl. No.	Section	Description	Page
1.	Section-I	Instruction to Bidder	7 - 11
2.	Section-II	Scope of the Work	12-23
3.	Section-III	Schedule of Requirement	24
4.	Section-IV	General Terms and Conditions	25-27
5.	Section-V	Technical Bid	28-34
6.	Section-VI	Financial Bid	35-36
7.	Section- VII	Bid Submission Checklist	37
8.	Section-VIII	Service Agreement& PBG Format	38-40

Signature of “Labour Supplier”

Signature of “Engineer-in-Charge”

SECTION-I

Instruction to Bidder

General Information:

Senior Manager(Civil), Deo Irrigation Project, Karanjia, Mayurbhanj requires the service of reputed, well established, financially sound and registered Service Providers to provide (name of the service) by deploying adequately trained and disciplined manpower at Deo Irrigation Project, Karanjia as per the requirement.

The period of contract for providing the aforesaid service will be ideally 3 months from the date of effectiveness of the contract. The contract may be extended for a period, not exceeding the original duration of the contract on mutual consent depending upon the performance of the Service Provider and at the discretion of the authority. The authority reserves the right to terminate the contract at any time after giving 30 days' notice to the service Provider.

The interested bidder may visit the location on any working day between the office hours to have a thorough knowledge of the work to be performed before preparation and submission of the bid.

Eligibility criteria:

Sl. No.	Eligibility Criteria	Supporting documents to be furnished along with the Technical Bid
1	The Bidder should be registered under appropriate authority, such as <ul style="list-style-type: none">• Proprietorship.• Registered under the Companies Act 2013• Registered under the Indian Partnership Act 1932• Registered under the Indian Trusts Act 1882• Registered under the Societies Registration Act 1860• Registered under the Limited Liability Partnership Act 2008.	Certificate of Incorporation/Registration
2	The Bidder must have at least five years in business (up to the last date of submission of bid) for providing similar type of services to Central/State Government/Autonomous bodies agencies / societies / corporate bodies.	Copies of the work order from the previous authorities

Signature of "Labour Supplier"

Signature of "Engineer-in-Charge"

Sl. No.	Eligibility Criteria	Supporting documents to be furnished along with the Technical Bid
3	The Registered Office / Branch Office of the Service Provider must be located within the jurisdictional area of Odisha.	Valid address proof of the office(Copy of the Telephone / Electricity Bill)
4	Must have average annual financial turnover of Rs. 5.56lakhs during the last five financial years as on Dt. 31.03.2020. <i>[The average annual financial turnover should be twice the estimated cost of the service]</i>	Copies of audited Income/Expenditure Statement and balance sheet for the concerned period.
5	Must have its own bank account in any scheduled bank situated in Odisha.	Copies of the pass book and transaction statement for the last 6 month.
6	The agency should not have been blacklisted by any Central / State government, or any other public sector undertaking or a corporation as on the date of this RFP.	An undertaking to this effect to be furnished by the bidder as per the prescribed format [Form-T2]
7	Must not have any pending judicial proceedings for any criminal offence against the proprietor/Director/Persons to be deployed by the Service Provider.	An undertaking to this effect to be furnished by the bidder as per the prescribed format [Form-T3]
8	Other Statutory Documents:	Copies of <ul style="list-style-type: none"> • PAN, • GSTIN, • Copies of EPF & ESI Registration Certificate • IT return for the last 3 assessment year • Valid License under PSARA(Private Security Agencies Regulation Act.2005)(<i>In case of Security Services</i>)

Signature of “Labour Supplier”

Signature of “Engineer-in-Charge”

Submission of Bid :

The proposal complete in all respect as specified must be accompanied with a Non- refundable amount Rs.2240.00 towards Bid Processing Fee and EMD of 2% of the estimated cost of the Outsourcing of Different manpower services for Deo Irrigation Project, Karanjia, Mayurbhanj in form of Demand Draft in favour of “Odisha Construction Corporation Ltd.– Project Account”, drawn in any scheduled commercial bank and payable at Karanjia failing which the bid will be out rightly rejected. The demand draft should be valid for 90 (ninety) days from the date of opening of quotations. The bid should be sent through Speed Post/Registered Post/ Courier /by hand submitted in office of Senior Manager (Civil), O.C.C Ltd, Deo Irrigation Project, Karanjia, Mayurbhanj so as to reach the authority by on or before 24.08.2020 upto 5.00 P.M.

The authority will not be responsible for any postal delay. Bids without bid processing fee and EMD shall be rejected. Bids submitted after due date will be summarily rejected. EMD of unsuccessful bidders will be returned without interest after the award of Contract.

The bid has been invited under two bid systems i.e Technical Bid and Financial Bid. The bidders are advised to submit two separate envelopes super scribing “**Technical Bid**” (Outsourcing of Different manpower services for Deo Irrigation Project, Karanjia, Mayurbhanj) and “**Financial Bid**” (Outsourcing of Different manpower services for Deo Irrigation Project, Karanjia, Mayurbhanj). Both sealed envelopes must be kept in a third sealed envelope super-scribing “Bid Document- (Outsourcing of Different manpower services for Deo Irrigation Project, Karanjia, Mayurbhanj)

Signature of “Labour Supplier”

Signature of “Engineer-in-Charge”

Selected bidder will have to deposit a Performance Security (**10% of the annual contract value**) in the form of Bank Guarantee from any scheduled Bank situated within Odisha in favour of “Odisha Construction Corporation Ltd.– Project Account” as per the prescribed format provided in the tender document at **Section - IX** for a period of three months beyond the contract period. (i.e. Performance Bank Guarantee must be valid from the date of effectiveness of the contract to a period of three months beyond the contract period) as its commitment to perform services under the contract. Failure to comply with the requirements shall constitute sufficient grounds for forfeiture of the Performance Bank Guarantee. The Performance Bank Guarantee shall be released immediately after three months of expiry of the contract provided that there is no breach of contract on the part of the qualified bidder. No interest shall be paid on the Performance Bank Guarantee. In case, the contract is further extended beyond the initial contract period, the Bank Guarantee will have to be accordingly renewed by the deployed service provider as per the existing terms and conditions of the tender.

C. List of Documents for submission

Bidders are required to furnish the following documents along with the Technical Bid :

- a) Covering letter along with power of attorney on the bidder’s letter head
- b) Money receipt / Demand Draft of purchase bid paper in support processing fee as applicable.
- c) Demand Draft/cheque in support of EMD as applicable.
- d) Copy of Certificate of Incorporation of the firm / agency/proprietorship.
- e) Copy of GSTIN
- f) Copy of PAN
- g) Copies of IT returns for the last three assessment years
- h) Copies of EPF&ESI Registration Number
- i) Copy of valid license under PSARA Act, 2005(in case of Security Service)
- j) Copy Bank Account details
- k) Copies of the Income/Expenditure statements along with Balance Sheet for the last 3 years.
- l) Copies of work orders from the previous organizations for providing services during last 3years.
- m) Undertaking regarding non-blacklisting (On stamp paper)
- n) Undertaking regarding non-pending of any judicial proceedings (On bidder’s Letter head.

Any deviation from the prescribed procedures / required information / formats/ conditions shall result in out-right rejection of the bid. Any conditional bid shall be out-rightly rejected.

All entries along with the pages in the bid document should be legible, filled-in clearly and signed by the authorized representative. If the space for furnishing information is insufficient, a separate sheet duly signed by the authorized signatory should be attached.

The technical Bid will be opened on dt. **25.08.2020 at 11.00A.M** in presence of the authorised representatives of the bidder who wish to be present on the spot at that time. Financial bid of the technically qualified bidders shall be opened on dt.**28.08.2020 at 11.00A.M** in presence of the authorized representatives.

The EMD shall be forfeited if the successful bidder fails to undertake the work or fails to comply with any of the terms and conditions of the bid.

The bid shall be valid for a period of **90 days** from the date of opening of the bids and no request for any variation in quoted rates and/withdrawal of bids on any ground by the bidder shall be entertained. Validity of the bids can be extended on mutual consent.

To assist in the analysis, evaluation and computation of bids, the authority may ask the bidders individually for clarification of their bids. The request for clarification and the response shall be in writing but no change in the price or substance of the bid offered shall be permitted.

The bidder having the lowest evaluated financial bid (L-1) would be considered for award of the contract subject to fulfilment of the terms and conditions of the bid documents. In case, the lowest bidder (L-1) is disqualified after selection for any reason, then negotiations will be made with the second lowest (L-2) bidder for award of contract at L-1 price. However, the decision of the authority shall be final during the overall selection process.

The quoted rates shall not be less than the minimum wages fixed/notified by the Government of Odisha from time to time and shall include all statutory obligations.

The service provider shall be liable for all kinds of dues payable in respect of manpower deployed / provided under the contract and the authority shall not be liable for any dues for availing the services of the personnel.

The authority reserves the right to reject any or all bids and terminate the tender process without assigning any reason thereof.

SECTION-II

SCOPE OF THE WORK

A. SECURITY SERVICES

1. Senior Manager (Civil), Deo Irrigation Project, Karanjia, Mayurbhanj invites sealed bids from the eligible bidders for providing the security service at Deo Irrigation Project, Karanjia.
2. The man power for the security services shall be round the clock. However, the deployment of the security personnel may be varied with respect to the scope of the service, which can be increased / decreased as per the convenience of the Authority.
3. The Service Provider shall ensure that the security personnel deputed are as per the scope of the work, physically and mentally healthy.
4. The full particulars of the personnel to be deployed by the service provider including their names and addresses shall be furnished along with testimonials before they are actually deployed for the job.
5. Visitors shall be regulated as per the direction of the Authority and procedure and records thereof shall be maintained as stipulated therein.
6. A senior level representative of the Service provider shall visit the Office premises at least once a week and review the service performance of its personnel. During the weekly visit, Service provider's representative will also meet the representative of the Authority dealing with service under the contract for mutual feedback regarding the work performed and removal of deficiencies, if any, observed in their working.
7. The incidental expenses towards shoes, shocks, caps, torch stick, umbrella and raincoat etc. shall be borne / supplied by the service provider at its own cost.
8. The day to day functioning of the services shall be carried out in consultation with and under direction of the Authority. Proposals for efficient functioning of the security systems shall be discussed, considered and implemented from time to time by the Service provider with the approval of the Authority.
9. Any loss caused to the Authority due to the lapse on the part of the security personnel discharging responsibilities, will be borne by the Service provider and in this connection, the Authority shall have the right to deduct appropriate amount from the bill of the Service provider to make good such loss besides imposition of penalty. In case of frequent lapses on part of the security personnel deployed by the Service provider, Authority shall be within its right to terminate the contract or take any other action without assigning any reason whatsoever.
10. The Service provider shall ensure that any replacement of the personnel as required by the Authority for any reason specified or otherwise, shall be effected promptly without any additional cost to the Authority. If the Service provider wishes to replace any of the personnel, the same shall be done with prior intimation to the Authority at the Service provider's cost.

B. MAINTENANCE OF LAWN AND GARDEN

1. *Senior Manager (Civil), O.C.C Ltd, Deo Irrigation Project, Karanjia, Mayurbhanj invites sealed bids from the eligible bidders for providing supply of Outsourcing of Different manpower services at Karanjia, Dist-Mayurbhanj.*
2. The broad scope of the work includes:
 - a. Maintenance and cleaning of lawns which includes applying manure and pesticides and using appropriate machines and tools etc.
 - b. Routine growing and nurturing of new plants (indoors and outdoors)
 - c. Growing and nurturing of seasonal flowers, plants, putting seeds and looking after the same.
3. Bidders having own nursery and at least five years of past experience in the similar service delivery field will be preferred.
4. The service provider will provide sufficient number of skilled man power.
5. The Service Provider shall provide and ensure sufficient protection gears like safety shoes, hand gloves, ladders, etc. being used by its workers while carrying out works.
6. Copies of the routine maintenance work have to be submitted along with the invoice for the concerned period. There would be no increase in rates payable to service provider during the contract period.
7. The authority shall reserve the right to deduct the prorata charges for absence of any man power of the service provider.
8. Priority will be given to the service provider having the appropriate manpower and undergone such type of skill based training from any recognised vocational Institute.
9. The service provider has to perform the following activities :
 - a. Daily watering
 - b. Weed removing
 - c. Trimming and pruning
 - d. Soil mulching
 - e. Lawn mowing
 - f. Hedges and Shrubs cutting etc.
 - g. Cleaning Garden areas
 - h. Applying fertiliser or compost manure/vermi culture manure alternate month or as and when required.
 - i. Applying pesticides and fungicide alternate month or as and when required.
 - j. Maintenance of vermi compost pits
 - k. Disposal of dry/fallen leaves.
 - l. Seed collection and sowing.
 - m. Rising of Nursery.
 - n. Preparation and maintenance of Planting Materials.
 - o. Operation of Tools, Machinery as required for the Garden.
 - p. General maintenance of existing plants, Tools implements etc.

REPLACEMENT GUARANTEE

Any plant or shrubs or ground cover which die due to any reason, will be replaced with the items with same species immediately (size of the plant may vary as per availability), failing which the cost of the same will be recovered from the payment of the agency.

LAWNS

Forking the ground, cutting the grass, top dressing, flooding with water, de-weeding, light rolling, moving with lawn movers, manuring compost, chemical fertilisers including renovating barren patches, applying fertile chemicals, pesticides, etc.

GREEN, SEASONAL FLOWER BEDS AND NURSERY

Forking the ground, rotation of soil, removing and disposal of weeds, wild growth, top dressing, watering, cutting, pruning old leaves and unwanted growth, seed sowing of appropriate quality and species, growing seedling, transplantation of seedling to various beds, nurturing and growing flowers and leaves, grafting, manuring, compost, chemical fertilisers, applying anti termite chemicals, insecticides, supporting the growing plants with soil bamboo supports, providing temporary sheds over the growing seedlings, all as per samples, dosage and quality .

SHRUBS, TREES, GROUND, COVER, SHADE LOVING, FOLIAGES AND CREEPERS

Hoeing the ground, removing and disposal of weed/wild growth from the surroundings, watering, cutting, pruning, removing old leaves and unwanted growth measuring, applying anti termite chemicals and insecticides, fumigating as and when required, replacing worn-out creeper support, renovating barren strips of hedges, shrubbery, etc.

MATERIAL AT SITE

The service provider must ensure that all garden machineries, tools, hose pipe, sprinklers, manures, etc. are available at the site for operation as and when required and safely stored.

GENERAL MAINTENANCE

Clipping and trimming of hedges and edges, trimming of shrub plants, trees, creepers, bougainvillea's, etc. at regular intervals, stacking and disposing & removing the trimmed branches, and other related waste of the plants immediately from the site by making own arrangements at its own cost.

Signature of "Labour Supplier"

Signature of "Engineer-in-Charge"

PRUNNING

Clipping and trimming of hedges and edges, trimming of shrub plants, trees, creepers and bougainvillea's etc. at regular intervals, stacking of plants as and when required/and as instructed by Officer-in-charge.

PLANT PROTECTION

Periodic check to be carried out for pests and diseases, in the event of infestation prompt spraying of appropriate pesticides, insecticides and fungicides will be required for eradication of the same. The Service Provider will supply pesticides, insecticides and fungicides as directed by the Officer-in-charge. Water charges, electrification and any other charges if any, chargeable will have to be borne by the Service Provider.

LAWN MOWING

Lawn mowing at regular interval of 7-10 days as per the direction of the authority.

FERTILISER

Manure and fertiliser specified shall be supplied by the contractor as required and under the direction of the authority at its own cost.

POTTED PLANTS

The existing potted plant beds to be maintained with minor alteration, if required by planting summer and winter seasonal plants. Seed/seedlings should be provided by the service provider. Preparation of seasonal flower beds plants, seeds etc. as directed by the authority.

RAISING AND MAINTENANCE OF PLANTING MATERIALS

Collect seeds, Raise seedlings, prepare Cuttings, Budding, Grafting etc as required from time to time.

OPERATION OF TOOLS AND IMPLEMENTS

The normal tools and implements like Sprayers, Weeders, Mow, etc. may be operated at the time of requirements.

C. CATERING SERVICES FOR HOSTELS AND GUEST HOUSE

1. *Senior Manager (Civil), O.C.C Ltd, Deo Irrigation Project, Karanjia, Mayurbhanj invites sealed bids from the eligible bidders for providing Outsourcing manpower services at Karanjia, Dist-Mayurbhanj.*
2. The service provider should provide manpower for cooking service and cleaning work.

Signature of "Labour Supplier"

Signature of "Engineer-in-Charge"

3. The service provider must employ skilled manpower for cooking all kinds of vegetarian, non-vegetarian items as and when required as per the requirement of the Authority.
4. The service provider is required to make his own arrangements for cooking material, crockery, cutlery materials or any other material required for preparatory/cooking/serving/storage of food items.
5. Repair/maintenance charges incurred for various items and equipment, if any, provided by the Authority such as Refrigerators/Mixer grinder/Microwave Oven etc. need to be borne by the Service Provider. After expiry of the agreement, utensils and other items provided for the purpose are to be returned by the Service Provider to the Authority in good condition.
6. The service provider is required to provide packaged mineral water or any other packaged food material procured outside (including soft drinks) or any other items, at the rate not exceeding the MRP of such items, during programmes/events as per the requirement of the Authority.
7. A separate cooking arrangement and use of separate utensils etc. shall be ensured for Vegetarian and Non-Vegetarian dishes. Non-Vegetarian and Vegetarian items should be stored separately.
8. A high standard of catering should be maintained for all items with due regard to quality and purity of food stuff, quality and quantity of dishes, cleanliness in preparation and handling of food items and utmost curtsey of services. All the materials used in preparation for food items should be of standard brands. All food items should be ISI certified and branded. The Authority will carry out periodical inspections of the catering services.
9. The service provider will have to supply the cleaning materials and cooking materials, get the gas refilled at his own cost, maintain the stock and also pay towards the electricity charges, utilised in the kitchen and dining area or any other area exclusively used for the purpose.
10. The service provider would have to provide additional manpower and materials for special events as and when required. He has to provide substitutes, if their regular staff will be on leave.
11. The service provider shall provide special lunch/dinner in buffet style whenever required as per the dates indicated in the canteen or in the lawn or any other place as indicated by the authority. The menu for the same shall be prepared in consultation with the Authority. Apart from the items indicated in the menu, the caterer has to supply on demand additional items for special lunch/dinner or snacks at the rates mutually agreed to (wherever no rate is quoted).
12. The service provider should arrange for cleaning of the Dining Hall, the kitchen area, toilets, and washing area and any other area under his control regularly and also immediately after any service is rendered. He should also provide clean napkins along with liquid wash provision near wash basin area.

Signature of "Labour Supplier"

Signature of "Engineer-in-Charge"

13. The service provider should ensure that the entire catering premises are kept hygienic and clean. Preventive pest control measures will have to be done by him at periodical intervals. Cleanliness, maintenance, garbage disposal of the service areas/cooking areas shall be the responsibility of the Service Provider.
14. The head gear for cooking and service staff in the catering area are also to be provided by the caterer. Strict personal hygiene viz: nail cutting, hair cutting and hand cleaning shall be ensured for the persons to be deployed for catering services.
15. The service provider shall be solely responsible for any consequences, if it is found that there is laxity on the part of the service provider on maintenance of proper hygiene in operations at the kitchen/dining halls in various points/surroundings, leaving or storing the crockery. /cutleries in places other than the proper locations, stains found due to improper cleaning of plates, utensils, water jugs, water glasses, service platforms, etc. Penalty may be levied for each of such violations. The decision of the Authority is final and binding on the Service Provider.
16. Cleaning of plates and utensils should be done with hot water, soap water and all items should be cleaned and dried.
17. Medical Certificate from registered medical practitioners as regards fitness of the person to be deployed for catering that he is free from contagious diseases is to be furnished.
18. Penalty as decided by the Authority will be imposed on the service provider, if there is any dereliction/irregularity or delay in service, if the food supplied by the service provider is sub-standard /poor in quality or insufficient quantity. Penalty will be recovered directly from the bill of the caterer and the decision of the Authority shall be final.
19. Any staff of the service provider, not acceptable to the Authority must be replaced.
20. Parallel cooking for commercial purpose is prohibited.

D. HOUSE KEEPING SERVICES

1. *Senior Manager (Civil), O.C.C Ltd, Deo Irrigation Project, Karanjia, Mayurbhanj* invites sealed bids from the eligible bidders for providing housekeeping service karanjia, Dist-Mayurbhanj.
2. The broad scope of the work includes:
 - To ensure keeping up of interior furnishing of rooms and ancillary rooms.
 - To ensure cleaning of rooms and toilets of the premises.
 - To ensure cleaning of towels and napkins once in every week.
3. Proper registers/records for the jobs carried out daily, weekly, fortnightly and monthly basis will be maintained by the Supervisor of the Service Provider and will be counter-signed by the Officer-in-Charge at regular intervals and finally at the end of each month.
4. The required consumables used for the purposes should be provided by the Service Provider and must be of good quality.
5. To ensure maintenance of office interiors and furniture, fixtures and other decorative items.

Signature of “Labour Supplier”

Signature of “Engineer-in-Charge”

SWEEPING AND CLEANING

1. Cleaning, sweeping, mopping and wiping of floors, staircase with phenyl, on daily basis or as required by Officer-in-Charge. Cleaning activity shall start in the morning at 7.00 A.M so as to complete all the dusting/cleaning/mopping work before 9.00A.M
2. Thorough cleaning of all toilets using required detergents by putting naphthalene balls and air purifier in all urinals, wash basins.
3. Cleaning of general toilets at least thrice daily (at 8.30 AM, 12.00 Noon and 3.30 P.M) with phenyl and detergent etc. and maintain the toilet floors dry during office hours. Cleaning of windows and window slits of all toilets to be done regularly. Wash basins, urinals are to be cleaned with suitable detergents. Flushing system of all toilets is to be checked at regular interval every day. Naphthalene balls, air purifier and liquid soap and paper rolls are to be provided by the Service provider regularly to ensure continuous availability of these materials in requisite containers. A duty chart must be maintained by the Service Provider which shall contain the regular attendance of the personnel engaged in cleaning works.
4. Cleaning of attached toilets with phenyl, removing all dust and unwanted materials, keeping dry, cleaning of window sills once in a day. Naphthalene balls air purifier; toilet rolls/paper rolls and liquid soap are to be provided by the service provider regularly to ensure continuous availability of these materials in requisite containers.
5. Cleaning of office working areas, removing dust from floors, windows, doors, furniture, fixtures, telephones, cupboards, air conditioners, filing Almirah, cabinets, glass panes, computers etc. with dry/wet duster and or with suitable cleaning equipment, mopping of floors with phenyl.
6. Collection of waste paper from rooms, waste paper baskets, lobbies and putting in bags at the specified location daily at 9 A.M .
7. Cleaning of chock age in sewer and pumping lines, drainage and manholes within the office premises as and when required.
8. Cleaning gulley trap and manholes within and surrounding of premises as and when required.
9. Cleaning/removal of any type of stains of ink etc. from the building premises and staircases.
10. Lifting, carrying and disposing the dead birds, animals, rats, insects etc. if found in and around the office building.
11. Removal of beehives and cobwebs/honey webs from the office building and its premises and cleaning and sweeping of open area including balconies and roof tops.
12. The Service provider shall also be responsible for pest control in the office and shall carry out the adequate measures minimum once in a month. The insecticides and pesticides should be sufficient enough to take care of Rats, Mosquitoes, Cockroach, crawling insects in rooms etc. The insecticide and pesticide sprayed should be of ISI mark and in case the pest control is ineffective the firm shall have to carry out operation more than once in a month.
13. The Service provider should possess or procure required safety gadgets and other material for smooth services.

Signature of "Labour Supplier"

Signature of "Engineer-in-Charge"

E. COOK CUM HOUSEKEEPER:

1. Senior Manager (Civil), Deo Irrigation Project, Karanjia, Mayurbhanj invites sealed bids from the eligible bidders for providing the service of cook cum housekeeping service at Deo Irrigation Project, Karanjia.
2. The service provider shall deploy an experienced and competent Cook-cum-Housekeeper.
3. The deployed person should be age of 21 & above and be physically fit to carry out the service.
4. The person should able to prepare and provide vegetarian and non-vegetarian food and snacks along with tea, coffee and such other items as per the requirement of the guests staying in the IBs/Circuit Houses.
5. The cook-cum-housekeeper will be responsible for overall management regarding allotment of rooms, maintenance of records regarding room allotments, occupancy and collection of rents from the visitors and to deposit the collected amount in Government Account.
6. The cook-cum house keeper will prepare and serve the foods and other items to the guests as per their requirement. The service provider shall ensure that the person deployed for the purpose shall wear clean uniform, follow decency and maintain proper hygiene within the premises of the IBs/ Circuit Houses.
7. Strict personal hygiene viz: nail cutting, hair cutting and hand cleaning shall be ensured for the services.
8. The service provider shall deploy personnel on rotation basis for rendering services covering a period not less than 16 hours from 6:00 am to 10:00 pm.
9. In case the person deployed by the service provider goes on leave, then he should intimate the service provider well in advance about the same, so that necessary substitution can be made for un-interrupted service. There should not be any interruption in provision of the required service.
10. The deployed persons will also be overall responsible for upkeep of the premises of IBs/ Circuit Houses.
11. Disinfectants and cleaning equipment and materials required for the purpose must be supplied by the service provider.
12. The deployed person will also be responsible for cleaning of the rooms, furniture, fixtures and other decorative items available in the IBs/Circuit Houses.

Note- The above provision is meant for small guest house/IB having two /three suites, where one man will suffice. In case of IBs/ Circuit Houses of larger capacity, authorities can engage a manpower service providing agency as per their requirement.

Signature of "Labour Supplier"

Signature of "Engineer-in-Charge"

F. Data Entry and Office Support Services

1. Senior Manager (Civil), Deo Irrigation Project, Karanjia, Mayurbhanj invites sealed bids from the eligible bidders to provide the Data Entry and Office Support Services at Karanjia, Mayurbhanj.
2. The manpower service provider should be managed by trained support staff to execute and perform the job and work assignment of such nature efficiently. The manpower to be deployed for this purpose should be registered under the service provider and must have the required qualifications, experience & relevant knowledge to perform data entry and office support services.
3. It shall be the responsibility of the Service Provider to verify the qualification and experience of the outsourced manpower. Candidates will be liable for performing the defined responsibilities assigned by the authority from time to time. The authority reserves the rights to verify and check the credentials and qualification of the outsourced manpower. If during the course of engagement of any outsourced personnel, it comes to notice of authority that he/she has misrepresented the fact about his/her qualification/experience, the Service Provider will have to terminate the service of such staff immediately.
4. The manpower service provider should have an empanelled list of trained/experienced Data Entry Operators (DEOs) / Office Support Staff so that uninterrupted and continued services can be provided during the period of contract. The service provider should be able to provide additional man power support whenever required by the authority under the same terms and condition.
5. 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 Finance Department.
6. The manpower deployed by the service provider shall be required to report for work at 10.00 AM and leave office at 5.00 P.M. and may also be required 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.
7. The manpower deployed for the purpose must have good moral character and cordial attitude and should not reveal the official information to outsiders and must maintain confidentiality.
8. The service provider shall nominate a coordinator who shall be responsible for periodic interaction with the Authority so that optimal services of the persons deployed could be availed without any disruption.
9. The attendance rolls for the personnel deployed by the Service Provider at the premises of Authority shall be provided by the Manpower Service Provider and it shall be monitored by the Service Provider on regular basis. These attendance rolls shall be signed by the authorized representative of Manpower Service Provider who shall get it verified from the designated officer.

Signature of "Labour Supplier"

Signature of "Engineer-in-Charge"

10. The entire financial liability in respect of manpower services deployed in the Authority's location shall be that of the Manpower Service Provider and the Authority will in no way be liable for the same. It will be the responsibility of the manpower Service Provider to pay to the person deployed a sum not less than the proposed monthly remuneration as mentioned in the financial bid.
11. 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.
12. The persons deployed shall, during the course of their work be privy to certain qualified documents and information which they are not supposed to divulge to third parties. In view of this, they shall be required to take oath of confidentiality and breach of this condition shall make the Manpower Service Provider as well as the person deployed liable for penal action under the applicable laws besides, action for breach of contract.
13. The Manpower Service Provider shall be responsible for compliance of all statutory provisions relating to minimum wages payable to the persons deployed at the Authority's location. The service provider should ensure regular payment of monthly salary to the personnel engaged by the service provider by 10th of the succeeding month after deduction of applicable statutory dues. The service provider should credit the monthly salary of its employees in their respective Bank Account.
14. The engagement of outsourced person shall be purely on contract basis. The Service Provider shall at all times make it absolutely clear to the outsourced personnel hired through them. Any outsourced personnel deputed can be removed any time by giving notice to the Service Provider and the Service Provider will have to provide suitable replacement acceptable to Authority within 3 working days.

G. Technical personnel:-

1. Senior Manager (Civil), Deo Irrigation Project, Karanjia, Mayurbhanj invites sealed bids from the eligible bidders to provide the Diploma & Degree Engineers at Karanjia, Mayurbhanj.
2. The manpower service provider should be managed by trained support staff to execute and perform the job and work assignment of such nature efficiently. The manpower to be deployed for this purpose should be registered under the service provider and must have the required qualifications, experience & relevant knowledge to perform site engineering (Civil/ Mechanical) work and supervision of support services.
3. It shall be the responsibility of the Service Provider to verify the qualification of Diploma Engineers and Degree Engineers in Civil or Mechanical from recognised University and Experience at least 2 years overall experience in handling of site work i.e. Dam, Spillway, Building Construction & Maintenance Preference will be given to Candidates already worked as a Junior Engineer in Govt/PSU/Private sector

Signature of "Labour Supplier"

Signature of "Engineer-in-Charge"

And experience of the outsourced manpower Candidates will be liable for performing the defined responsibilities assigned by the authority from time to time. The authority reserves the rights to verify and check the credentials and qualification of the outsourced manpower. If during the course of engagement of any outsourced personnel, it comes to notice of authority that he/she has misrepresented the fact about his/her qualification/experience, the Service Provider will have to terminate the service of such staff immediately.

4. 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 Finance Department.
5. The manpower deployed for the purpose must have good moral character and cordial attitude and should not reveal the official information to outsiders and must maintain confidentiality.
6. The service provider shall nominate a coordinator who shall be responsible for periodic interaction with the Authority so that optimal services of the persons deployed could be availed without any disruption.
7. The attendance rolls for the personnel deployed by the Service Provider at the premises of Authority shall be provided by the Manpower Service Provider and it shall be monitored by the Service Provider on regular basis. These attendance rolls shall be signed by the authorized representative of Manpower Service Provider who shall get it verified from the designated officer.
8. The entire financial liability in respect of manpower services deployed in the Authority's location shall be that of the Manpower Service Provider and the Authority will in no way be liable for the same. It will be the responsibility of the manpower Service Provider to pay to the person deployed a sum not less than the proposed monthly remuneration as mentioned in the financial bid.
9. 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.
10. The persons deployed shall, during the course of their work be privy to certain qualified documents and information which they are not supposed to divulge to third parties. In view of this, they shall be required to take oath of confidentiality and breach of this condition shall make the Manpower Service Provider as well as the person deployed liable for penal action under the applicable laws besides, action for breach of contract.
11. The Manpower Service Provider shall be responsible for compliance of all statutory provisions relating to minimum wages payable to the persons deployed at the Authority's location. The service provider should ensure regular payment of monthly salary to the personnel engaged by the service provider by 10th of the succeeding month after deduction of applicable statutory dues. The service provider should credit the monthly salary of its employees in their respective Bank Account.

Signature of "Labour Supplier"

Signature of "Engineer-in-Charge"

12. The engagement of outsourced person shall be purely on contract basis. The Service Provider shall at all times make it absolutely clear to the outsourced personnel hired through them. Any outsourced personnel deputed can be removed any time by giving notice to the Service Provider and the Service Provider will have to provide suitable replacement acceptable to Authority within 3 working days.

(Prescribed Qualification & Experience of the Manpower)

Sl. No.	Manpower	Age Limit	Qualification	Work Experience	Remuneration (Minimum Take Home Remuneration)	Job Description
1	Data Entry Operator-cum-Office Support Staff	21 years and above	<ul style="list-style-type: none"> • Bachelor's degree in any discipline from any Govt. recognised University / Institution. • Post Graduate Diploma in Computer Application • Good Proficiency in MS Office Tools, internet applications with efficient typing & data entry skill. • Sound knowledge to handle minimum hardware / software trouble shooting 	S/he should have 1-3 years post qualification working experience in MIS / Administration / Management under any reputed central / state / PSUs / reputed corporate organisation	As per the notification of Govt. From time to time	<ul style="list-style-type: none"> • Responsible for carry out all administrative requirements of the Authority like day-to-day official work, file management, secretarial practices, data entry work & other related work • Management of day to day office work including travel and logistics of officials. • Responsible for Maintenance of office records with respect to general management and correspondences. • Assisting officials for generating reports / information for meetings and other official purposes. • Management of daily official work and logistics support to the officials and other staff. • Any other reasonable work assigned by authority

Signature of "Labour Supplier"

Signature of "Engineer-in-Charge"

SECTION -III

Schedule of Requirement:

Tentative requirement of Manpower / Machinery to be deployed for the proposed services given here as under:-

(To be filled up by the Tender Inviting Authority)

Sl. No.	Description	Requirement
Manpower		
1	Degree Engineer (Civil)	1
2	Diploma Engineer (Civil)	1
3	Data Entry operator (High skilled)	1
4	Mate (Semi skilled)	4
5	Cook cum housekeeper	1
	Total =	8

Sl. No.	Description	Requirement
Machinery		
	NIL	

Signature of "Labour Supplier"

Signature of "Engineer-in-Charge"

SECTION - IV

GENERAL TERMS AND CONDITIONS

1. For all intents and purposes, the Service Provider shall be the “Employer” within the meaning of different Rules & Acts in respect of persons deployed. The persons deployed by the service provider shall not have any claim whatsoever like employer and employee relationship against the Authority under this agreement. The Service Provider shall make them known about their position in writing before deployment under the required service.
2. The Service Provider must employ adult labour only. Employment of child labour will lead to the termination of the contract. Persons to be deployed by the Service Provider age should be above **18 years** and physically sound to perform the duties.
3. The Service Provider will be overall responsible for the manpower deployed for performing the service. The Authority shall not be responsible for any financial loss or any injury to any person deployed by the Service Provider in the course of their performing the functions/ duties, or for payment towards any compensation.
4. The Service Provider shall exercise adequate supervision to ensure performance of manpower deployed to provide the services in accordance with the requirements. The Service Provider shall depute one full time supervisor in concerned office of the authority, for overall management of the services to be rendered at the site.
5. The Service provider shall be solely responsible for compliance to the provisions of various Labour and industrial laws, such as, wages, allowances, compensation, EPF & ESI, Bonus and Gratuity etc. relating to manpower to be deployed by it at the Authority’s location.
6. Service Provider shall maintain complete official records of disbursement of wage s/ salary showing details of all supporting documents such as ESI, EPF etc. in respect of manpower deployed for the purpose.
7. The Service Provider shall maintain personal file in respect of all the staff who are deployed in office of the authority. The personal file shall invariably consist of personal details such as name, address, date of birth, sex, residential address (temporary/permanent), Bank Account, EPF/ESIC Details etc.
8. The manpower to be deployed by the Service Provider should not have any adverse Police records/criminal cases against them. The agency should make adequate enquiries about the character and antecedents of the persons whom they are recommending. An undertaking to this respect must be provided by the manpower service provider prior to signing of the agreement.

Signature of “Labour Supplier”

Signature of “Engineer-in-Charge”

9. The Service Provider will also ensure that the manpower deployed are medically fit and will keep in record a certificate of their medical fitness. The Service Provider shall withdraw such manpower who are not found suitable by this office for any reasons immediately on receipt of such a request.
10. The Service provider shall ensure that the manpower deployed by it are disciplined and do not participate in any activity detrimental to the interest of the Authority.
11. The Service Provider shall provide uniform along with Photo ID Card to its personnel deployed at site at its own cost.
12. The Authority shall not be liable for any compensation in case of any fatal injury/death caused to any man power while performing/discharging their duties/ for inspection or otherwise.
13. In case of any theft or pilferages, loss or other offences, the service provider will investigate and submit the report to the Authority and maintain liaison with the police. FIR will be lodged by the Authority, wherever necessary. If need be, joint enquiry comprising of both the parties shall be conducted and responsibility will be fixed.
14. In case of any loss caused to the Authority due to lapse on the part of the personnel discharging duties, the same shall be borne by the Service Provider.
15. Authority shall have the right to deduct appropriate amount from the bill of service provider. In case of frequent lapses on the part of the personnel deployed by the service provider, Authority shall be within its right to terminate the contract or take any other action without assigning any reason whatsoever.
16. In the event of any personnel being on leave/absent, the service provider shall ensure suitable alternative arrangements to make up for such absence. If a person leaves the job for any reason, the Service provider is liable to provide the suitable replacement within 3 working days.
17. In case of delay in providing required replacement, the amount of penalty calculated **at the rate of 1%** of the annual contract value per week on account of delay, shall be deducted from the monthly bills in the succeeding month.
18. There would be no increase in rates payable to the Service Provider during the Contract period. The service provider will be responsible for deposit of EPF, ESI, GST and other statutory dues as applicable from time to time and submit the proof of deposit to authority for records.
19. The Service Provider shall not be allowed to transfer, assign, pledge or subcontract its rights and liabilities under this Agreement to any other agency or organisation. Sub-contracting is not allowed under this agreement.
20. The Services Provider shall raise the bill, in triplicate, along with attendance sheet duly verified by the officer concerned in respect of the persons deployed and submit the same to the prescribed authority in the first week of the succeeding month. The payment will be released by the second week of the succeeding month. All payments will be made on reimbursement basis and no advance shall be paid to the agency.

Signature of "Labour Supplier"

Signature of "Engineer-in-Charge"

21. The Service Provider will have to deposit the remuneration of the deployed manpower for the concerned billing period in their respective bank account through online transfer and submit the details to the authority for necessary records.
22. In case of dispute resolution relating to rights/liabilities arising out of the agreement, the same shall be disposed off at the level of Administrative Departments.
23. In the event of failure of Service Provider to provide Services as per the terms and conditions of the agreement, the Performance Security shall be forfeited. Any violation of instructions/agreement or suppression of facts will attract termination of contract with 1 month prior notice to the Service Provider.
24. The Service provider should ensure that persons to be deployed are not alcoholic, drug addict and not indulge in any activity prejudicial to the interest of the Authority.
25. 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.
26. 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 decision and the same shall be binding on all parties.
27. All disputes shall be under the jurisdiction of the court at jurisdiction of Hon'ble High Court of Odisha at Cuttack and their sub-ordinates courts at Bhubaneswar only.
28. The agreement can be terminated by either party by giving one month's notice in advance. If the agency fails to give one month's notice in writing for termination of the agreement then one month's wages, etc. and any amount due to the service provider will be recovered by forfeiture of performance security.
29. The contract is liable to be terminated because of non-performance, deviation of any terms and conditions of agreement, non-payment of remuneration of manpower deployed and non-payment of statutory dues. The Authority will have no liability towards non-payment of remuneration to the persons deployed by the Service Provider and the outstanding statutory dues of the service provider to concerned authorities.
30. The Manpower Service Provider will be bound by the details furnished to the authority while submitting the tender or at any subsequent stage. Misrepresentation of documents/ information, leads to termination of agreement.

Signature of "Labour Supplier"

Signature of "Engineer-in-Charge"

SECTION - V
TECHNICAL BID

COVERING LETTER
(BIDDER LETTER HEAD)

[Location, Date]

To

**[Name and Designation of
Tender Inviting Authority]
[Office Address and Location]**

**Sub : Tender for Outsourcing of [Insert Name of the Service] at [Insert Name of the
Office / Location] [Technical Proposal]**

Dear Sir,

I, the undersigned, offer to participate in the tender process to provide services for [Insert Name of the Service] in accordance with your Tender Notice No.: _____, Dated _____. We are hereby submitting our proposal, which includes Technical Proposal and Financial Proposal sealed in separate envelopes.

I hereby declare that all the information and statements provided in the technical proposal are true and correct and I accept that any misinterpretation contained in it may lead to disqualification of our proposal. Our proposal will be valid for acceptance up to **90 Days** and I confirm that this proposal will remain binding upon us and may be accepted by you at any time before the validity of the bid.

I, hereby unconditionally undertake to accept all the terms and conditions as stipulated in the RFP document. In case any provision of this tender are found violated, then your office shall have the rights to reject our proposal including forfeiture of the earnest money deposit absolutely.

I remain,

Yours faithfully,

Authorized Signatory
with Date and Seal

Name and Designation: _____

Address of the Bidder: _____

Signature of "Labour Supplier"

Signature of "Engineer-in-Charge"

(FORM - T1)

1.	Name of the Bidder	
2.	Details of Bid Processing Fee and Earnest Money Deposit: (Demand Draft Details)	DD No.:
		Date:
		Amount (Rs.)
		Drawn on Bank:
3.	Name of the Director /	
4.	Full Address of Registered Office	Postal Address:
		Telephone No.:
		FAX No.:
		E-Mail Address:
5.	Name & telephone number of the authorized person signing the bid	Name and Designation:
		Mobile Number:
6.	Bank Name	Account Number:
		Bank and Branch Name:
		IFSC Code
8.	PAN No. (Attach self attested copy)	
9.	GSTIN (Attach self attested copy.)	
10.	E.P.F. Registration No. (Attach self attested copy.)	
11.	E.S.I. Registration No. (Attach self attested copy.) Attach attested copy)	
12.	PSARA Licence No. & Valid up to (Applicable In case of Security Services)	

Signature of "Labour Supplier"

Signature of "Engineer-in-Charge"

13	Acceptance to all the terms & conditions of the tender (Yes/No)	
14	Power of Attorney / authorization letter for signing the of the bid documents	
15	Please submit an undertaking that no criminal case is pending with the police at the time of submission of bid.	
16	Kindly mention the total number of pages in the tender document.	

17. Financial Turnover of the bidder for the last 5 financial years.(*)

Financial Year *	Turn Over Amount (In INR)	Average Turnover (in INR]
FY1		
FY2		
FY3		
FY4		
FY5		

18. Details of the similar type service provided by the bidder in last 5 years:

Sl. No.	Period	Name of Authority with Complete Address & Fax no	Type of services provided with details of manpower /machinery deployed	Contract Amount (in INR)	Duration	
					From	To
1						
2						
3						
4						

Signature of “Labour Supplier”

Signature of “Engineer-in-Charge”

19. Declaration

I, Shri Son/Daughter/Wife of Shri /Smt. _____
Proprietor/ Director/ Authorized signatory of _____
(Name of the Service Provider), competent to sign this declaration and execute this tender;

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

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

(Signature of Authorised Representative with seal)

Place:

Date:

Enclosures:

- Bid Processing Fee in the form of Demand Draft in original
- EMD in the form of Demand Draft in original
- Copy of tender document (each page must be signed and sealed)
- Duly filled Technical Bid and Financial Bid
- List of Documents as applicable

Signature of "Labour Supplier"

Signature of "Engineer-in-Charge"

FORM-T2

UNDERTAKING

[On the Stamp Paper of appropriate value in shape of affidavit from the Notary regarding non-blacklisting]

I, hereby undertake that, our organisation has not been blacklisted / debarred by any of the Central / State Government Department/ Office or by any Public Sector Undertaking (PSUs) and not blacklisted by any authority during the recent past.

Yours sincerely,

*Authorized Signature
[In full and initials]*

Name and Designation of the Signatory :

Name of the Bidder and Address :

Signature of "Labour Supplier"

Signature of "Engineer-in-Charge"

FORM-T3

UNDERTAKING

[On the Bidder's Letter Head regarding not have any pending judicial proceedings for any criminal offences]

I, hereby undertake that there is no criminal case pending in any Court of Law against our company or against the Proprietor/Director/Persons to be deployed by our company.

I/we further certify that Proprietor/Director/Persons to be deployed by our company of my company have not been convicted of any offence in any Court in India during the recent past. I understand that I am fully responsible for the contents of this undertaking and its truthfulness.

Yours sincerely,

***Authorized Signature
[In full and initials]***

Name and Designation of the Signatory:

Name of the Bidder and Address:

Signature of "Labour Supplier"

Signature of "Engineer-in-Charge"

TECHNICAL BID EVALUATION

Technical evaluation of the bids will be done to determine whether the bids complied to the prescribed eligibility condition and the requisite documents / information have been properly furnished by the bidder or not. Bids qualified the technical evaluation stage, will be considered for opening of the financial bids. The financial bids shall be opened in the presence of the tender committee and bidders' representatives who choose to attend. **Least Cost Selection Method** will be followed during the tender process to determine the selected bidder. The tender inviting authority will award the contract to the bidder whose bid has been determined as the ***lowest and competitive evaluated bid price.***

Signature of "Labour Supplier"

Signature of "Engineer-in-Charge"

SECTION – VI

FINANCIAL BID

COVERING LETTER ***(BIDDER LETTER HEAD)***

[Location, Date]

To

**[Name and Designation of
Tender Inviting Authority]
[Office Address and Location]**

**Sub : Tender for Outsourcing of [Insert Name of the Service] at [Insert Name of the
Office / Location] [Financial Proposal]**

Sir,

I, the undersigned, offer to provide the services for *[Insert title of the Service]* in accordance with your Tender No. _____, Dated: _____. Our attached financial price is ***[Insert amount(s) in words and figures]*** for the proposed service. This amount is inclusive of the taxes applicable as per GST Act. I do hereby undertake that, in the event of acceptance of our bid, the services shall be provided in respect to the terms and conditions as stipulated in the tender document.

Our financial proposal shall be binding upon us subject to the modifications resulting from contract negotiations, up to expiration of the validity period of the proposal of **90 days**. I have carefully read and understood the terms and conditions of the tender to provide the services accordingly.

I understand that you are not bound to accept any proposal you receive.

I remain,

Yours faithfully,

Authorized Signatory
[In full and initials]

Name and Designation of Signatory with Date and Seal :

Address of the Bidder :

Signature of “Labour Supplier”

Signature of “Engineer-in-Charge”

(FORM -F1)

(Administrative Charge)

Manpower Details:					
Sl. No.	Category of Manpower	Requirement	Cost per Unit in INR(Inclusive of remuneration and all statutory dues)	GST as (applicable)	Total
1					
2					
3					
4					
5					
A. Sub Total (Manpower Cost) in INR					
Equipment Details					
Sl. No.	Description of Equipment	Requirement	Cost per Unit in INR	GST (as applicable)	Total in INR
1					
2					
3					
B. Sub Total (Equipment Cost) in INR					
Consumables / Recurring Material Details					
Sl. No.	Description	Requirement	Cost per Unit in INR	GST (as applicable)	Total in INR
1					
2					
3					
C. Sub Total (Consumable Cost) in INR					
D. Total in INR (A+B+C)					
E. Service Charges @					
F. Total Administrative Charges (D+E)					

Bidder with lowest evaluated competitive administrative charges for the required service will be awarded with contract.

The bids with "Nil" or very abnormally low quoted service charges will be treated as "Non responsive" and will be rejected during the financial evaluation stage.

Place:

Date:

(Sign and Seal of Authorised Representative)

Signature of "Labour Supplier"

Signature of "Engineer-in-Charge"

SECTION – VII

BID SUBMISSION CHECK LIST

Sl. No.	Description	Submitted (Yes/No)	Page No.
TECHNICAL BID (ORIGINAL)			
	Covering Letter in Bidders Letter Head		
	Bid Processing Fee		
	EMD		
	Copy of Incorporation / Registration Certificate of the Bidder		
	Copy of PAN		
	Copy of GSTIN		
	Copies of Income Tax Clearance Certificate for the last three Assessment years		
	Copy of Valid EPF & ESI Certificate		
	Copy of valid PSARA Licence (in case of Security Services)/Labour license		
	10 TECHNICAL BID duly filled in (Covering Letter, FORM- T1, T2 and T3)		
	Financial details of the bidder along with all the supportive documents such as copies of Income / Expenditure Statement and Balance Sheet for the last 5 years		
	Power of Attorney in favour of the person signing the bid on behalf of the bidder.		
	List of completed / on-going assignments of similar nature (Past Experience Details) along with the copies of work orders for the respective assignments from the authorities		
	Undertaking for not have been black-listed by any Central / State Govt./any Autonomous bodies during the recent past.(FORM- T2)		
	Undertaking for not having any police case pending against the bidder (FORM- T3)		
FINANCIAL BID (ORIGINAL)			
	Covering Letter in Bidders Letter Head		
	Duly Filled in Financial Bid (FORM- F1)		

It is to be ensured that:

All information has been submitted as per the prescribed format only.

Each part has been separately bound with no loose sheets and each page of all the three parts are page numbered along with Index Page.

All pages of the proposal needs to be sealed and signed by the authorized representative.

Authorized Signatory [In full and initials]:_____

Name and Designation with Date and Seal: _____

Signature of “Labour Supplier”

Signature of “Engineer-in-Charge”

SECTION – VIII

SERVICE AGREEMENT

(To be made on Rs. 100.00 Non Judicial Stamp Paper)

This **SERVICE AGREEMENT** is made on _____ between, _____ (hereinafter called as the “**Authority**”) of the 1st Part and _____ its principal place of business at _____ (hereinafter called the “**Service Provider**”) of the 2nd Part.

WHEREAS

- (a) The “**Service Provider**”, having represented to the “**Authority**” that he has the required manpower and other resources, has offered to provide the service in response to the Tender Notice No: _____, Dated: _____ issued by the Authority;
- (b) The “**Authority**” has accepted the offer of the Service Provider to provide the required services as per the terms and conditions as set forth in this Service Agreement.

NOW, THEREFORE, IT IS HEREBY AGREED between the two parties as follows:

- 1. The following documents attached hereto shall be deemed to form an integral part of this Contract:
 - Appendix A: General Terms and Conditions**
 - Appendix B: Scope of Work;**
 - Appendix C: Contract Price and Payment Term;**
- 2. The mutual rights and obligations of the Authority and the Consultant shall be as set forth in the Contract, in particular:
 - (a) The Service Provider shall carry out the service in accordance with the provisions of the Agreement; and
 - (b) The Certificate on the satisfactory performance of services by the Agency shall be issued by an Officer authorized by the Client and in consideration of the Certificate of Satisfactory Performance of Services Provider, the Authority shall make such payments and in such a manner as is provided in the Agreement.

Signature of “Labour Supplier”

Signature of “Engineer-in-Charge”

3. Mode of Payment

The Service Provider will open a specific Bank Account for payment by the Authority in the beneficiary account towards the Service performed by the service provider. The Service Provider will furnish the details of the Bank Account to the Authority within 7 days of the signing of the contract.

This Contract constitutes the agreement between two parties in respect to obligations and supersedes all previous communications between the Parties.

4. Now this agreement witnesses as below:-

- a) That in consideration of the payment to be made by the “**Authority**” to the “**Service Provider**”, the “**Service Provider**” hereby agrees with the “**Authority**” to provide manpower resources to be engaged in the [*Insert the location*] in conformity with the provisions of the terms and conditions of the contract.
- b) That the “**Authority**” hereby further agrees to pay the “**Service Provider**” the contract price at the time and in the manner prescribed in the said terms and conditions.
- c) Financial limit under this Contract varies with changes in statutory dues and government taxes as applicable from time to time.
- d) That in the event of any dispute that may arise it shall be settled as per the terms and conditions of the contract.
- e) That this agreement is valid up to _____.

For and on behalf of [Tender Inviting Authority]

Witness 1:

Witness 2:

For and on behalf of [SERVICE PROVIDER]

[Name and Designation of the Representative with seal]

Witness 1:

Witness 2:

Signature of “Labour Supplier”

Signature of “Engineer-in-Charge”

PERFORMANCE BANK GUARANTEE FORMAT

To

**NAME & ADDRESS OF THE
TENDER INVITING AUTHORITY**

WHEREAS _____ (Name and address of the Service Provider) (hereinafter called "the Service Provider) has undertaken, in pursuance of Contract No. _____ dated _____ to undertake the service (description of services) (herein after called "**the contract**").

AND WHEREAS it has been stipulated by _____ (Name of the Authority) in the said contract that the Service Provider shall furnish you with a bank guarantee by a scheduled commercial bank recognized by you for the sum specified therein as security for compliance with its obligations in accordance with the contract;

AND WHEREAS we have agreed to give the Service Provider such a bank guarantee;

NOW THEREFORE we hereby affirm that we are guarantors and responsible to you, on behalf of the Service Provider up to a total of _____ (amount of the guarantee in words and figures), and we undertake to pay you, upon your first written demand declaring the Service Provider to be in default under the contract and without cavil or argument, any sum or sums within the limits of (amount of guarantee) as aforesaid, without your needing to prove or to show grounds or reasons for your demand or the sum specified therein.

We hereby waive the necessity of your demanding the said debt from the Service Provider before presenting us with the demand.

We further agree that no change or addition to or other modification of the terms of the contract to be performed there under or of any of the contract documents which may be made between you and the Service Provider shall in any way release us from any liability under this guarantee and we hereby waive notice of any such change, addition or modification.

This performance bank guarantee shall be valid until the _____ day of _____ year. Our branch at _____ (Name & Address of the Bank) is liable to pay the guaranteed amount depending on the filing of claim and any part thereof under this Bank Guarantee only and only if you serve upon us at our _____ branch a written claim or demand and received by us at our _____ branch on or before Dt _____ otherwise bank shall be discharged of all liabilities under this guarantee thereafter.

.....
(Signature of the authorized officer of the Bank)

.....
Name and designation of the officer

.....
Seal, name & address of the Bank & Branch

Signature of "Labour Supplier"

Signature of "Engineer-in-Charge"