

OFFICE OF THE JOINT DIRECTOR, FROZEN SEMEN BANK,
KHAPURIA, CUTTACK - 753 010, ODISHA
An ISO 9001:2015 Certified Unit
E-Mail -jdfsbtcc@gmail.com Tel. No. - 0671-2344532

Tender Call Notice.

Order No. 736 dt. 19-04-2022

Bids in sealed cover are invited under two bid system from the reputed and experienced Man power Service Providers for engagement of following personnel in the Frozen Semen Bank, Khapurua, Cuttack for a period of one year. They must be physically fit to work, shall obey and carry out the instructions of higher authority having requisite certificates of qualifying examination or an equivalent certificate from an Education Institutions recognized by Govt. of Odisha. He must be able to speak read and write odia. The total Manpower requirement is as given below which may vary as per subsequent instruction from Govt.

Name of the Post to be out sourced		
Security Personnel	Unskilled Labour	DEO
3	3	2

The intending bidders are required to download details of Tender documents from the District Website <http://cuttack.nic.in> from dt.19.04.2022 and onwards. The Tender documents can be directly procured from office of the undersigned by payment of **Rs.500/-** in cash on receipt of Govt. receipt. 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 supporting staff services" must be dropped in the **Sealed drop box** kept at office of the undersigned by closing time 5 PM of Dated 10.5.2022. The Technical bid will be opened on 11.05.2022 at **11.00AM** and the financial bid will be opened at 3 PM of Dated.11.5.2022 in the office chamber of JD, FSB,Cuttack by Tender Committee in presence of Bidders in person/their Representatives dully authorized. The Tender complete in all respect as specified must be accompanied with a non-refundable Demand Draft of **Rs.500/-** towards bid processing Fee and EMD of **Rs.25,000/- (2% of the annual contract)** in shape of Demand Draft drawn in favour of "Joint Director, Frozen Semen Bank, Cuttack" through any schedule commercial Bank payable at Cuttack.


Joint Director, Frozen Semen Bank,
Cuttack

Memo No. 737 dt. 19-04-2022

Copy forwarded to Accounts Section, / Office Notice Board, O/O- JD,FSB, Cuttack for information & necessary action. He is directed to provide Tender Papers accordingly.


Joint Director, Frozen Semen Bank,
Cuttack

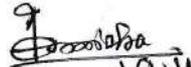
Memo No. 738 dt. 19-04-2022

Copy forwarded to the DIPRO, Cuttack for information and necessary action.


Joint Director, Frozen Semen Bank,
Cuttack

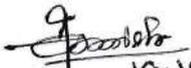
Memo No. 739 dt. 19.4.2022

Copy forwarded to the IIC, Madhupatana, Cuttack for information and necessary action. He is requested to provide a police personnel on opening day i.e. 11.05.2022 at 11.00 AM.


Joint Director, Frozen Semen Bank,
Cuttack.

Memo No. 740 dt. 19.4.2022

Copy forwarded to the District Informatics Officer, NIC, Cuttack for information with a request to hoist the notice in the District Website for wide publication.


Joint Director, Frozen Semen Bank,
Cuttack.

Memo No. 741(3) dt. 19.4.2022

Copy forwarded to the Chief District Veterinary Officer, Cuttack/Joint Director, ^{VOTI}ADRI, Phulnakhara, Cuttack for information with a request to hoist the notice in the notice board for wide publication.


Joint Director, Frozen Semen Bank,
Cuttack.

Memo No. 742 dt. 19.4.2022

Copy to Notice Board of the Collector & District Magistrate, Cuttack/PD, DRDA, Cuttack for information.


Joint Director, Frozen Semen Bank,
Cuttack.

Memo No. 743(a) dt. 19.4.2022

Copy submitted to the Chief Executive Officer, OLRDS Odisha, Bhubaneswar for favour of kind information.


Joint Director, Frozen Semen Bank,
Cuttack.

Memo No. 743(b) dt. 19.4.2022

Copy submitted to the Director of Animal Husbandry & Veterinary Services, Odisha, Cuttack for favour of kind information.


Joint Director, Frozen Semen Bank,
Cuttack.

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APPENDIX-I

**OFFICE OF THE JOINT DIRECTOR, FROZEN SEMEN BANK,
KHAPURIA, CUTTACK - 753 010, ODISHA
An ISO 9001:2015 Certified Unit
E-Mail -jdfsbtcc@gmail.com Tel. No. - 0671-2344532**

IMPORTANT EVENTS RELATING TO THIS TENDER

Sl.No.	Event	Time
1	Date of floating of tender	Dt. 19.04.2022
2	Closer of tender	Dt.10.05.2022 at 5.00 PM
3	Opening of Technical bid	Dt.11.05.2022 at 11.00 AM
4	Opening of Financial Bid	Dt.11.5.2022 at 3PM


19.4.22
JOINT DIRECTOR
FROZEN SEMEN BANK
CUTTACK

APPENDIX-II

GENERAL INSTRUCTIONS FOR BIDDERS

1. The Joint Director, Frozen Semen Bank, Cuttack, Odisha (herein after called "**Authority**") requires the services of reputed, well established and financially sound Manpower Service Provider to provide service of Data Entry Operator, Security Personnel and Unskilled Labour on contract basis for their engagement in the Office of Joint Director, Frozen Semen Bank, Cuttack under F & ARD Department, Govt. of Odisha.
2. The contract for providing the aforesaid manpower is for a period of one year from the date of effectiveness of the contract i.e. the date of deployment of the selected manpower. The period of the contract may be further extended provided the requirement of the Department for manpower persists at that time or may be curtailed/ terminated owing to deficiency in service or substandard quality of manpower deployed by the selected Service Provider or because of change in the Departments requirements. The Department, however, reserves right to terminate this initial contract at any time after giving 15 days' notice to the selected Service Provider.
3. The authority has tentative requirement of the manpower as given below

Sl. No.	Name of the Post	Number	Place of Engagement
1	Data Entry Operator	2 Nos.	Under JD,FSB, Cuttack
2	Security Personnel	3 Nos.	
3	Unskilled Labour	3 Nos.	

4. The tender has been invited under two bid system.
5. Process: The intending bidders are required to download details of Tender documents from the District Website <http://cuttack.nic.in> from dt.19.04.2022 and onwards. The Tender documents can be directly procured from office of the undersigned by payment of **Rs.500/-** in cash on receipt of Govt. receipt. 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 supporting staff services**" must be dropped in the **Sealed drop box** kept at office of the undersigned by closing time 5 PM of Dated 10.5.2022. The Technical bid will be opened on 11.05.2022 at **11.00 AM** and the financial bid will be opened at 3 PM of Dated.11.5.2022 in the office chamber of JD, FSB,Cuttack by Tender Committee in presence of Bidders in person/their Representatives dully authorized. The Demand Draft of **Rs.500/-** towards bid processing Fee and EMD of **Rs.25,000/-/(2% of the annual contract)** in shape of Demand Draft drawn in favour of "Joint Director, Frozen Semen Bank, Cuttack" through any schedule commercial Bank payable at Cuttack.
6. E-mail / Fax bids will be summarily rejected. Late bid shall be out rightly rejected.
7. The intending bidders are required to enclose photocopies of all documents (duly self-attested) as per Appendix-VI, **failing which their bids shall be summarily rejected and will not be considered any further:**
8. **Any conditional bids shall not be considered and will be out rightly rejected in the very first instance.**

9. 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 authorised signatory may be attached. Amounts quoted in figure should be repeated in words and in case of any discrepancy, the amounts stated in words shall prevail. 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 initialled by the person authorised to sign the tender bids.
10. First of all the bids will be opened in presence of the authorised representatives, scrutinised and shortlisted based on minimum three years experience in providing manpower to other Government organisations/ corporate body/ Agency etc. and the average turnover within the last three consecutive year. The Financial bids shall be opened in the presence of the authorised representatives of the shortlisted Service Providers only and selection of Service Provider will be made on the basis of the lowest bidder (L1) taking both the rates and Service Charge quoted. If more than one Service Providers will have the same rate/ service charge quoted, final selection will be made **as per ranking** done at the time of short listing. In case the lowest bidder (L1) is disqualified after selection for any reason then the second lowest (L2) bidder would be considered by the committee by negotiating at the same cost quoted by bidder in L1.
11. The competent authority reserves the right to cancel all bids without assigning any reason.
12. The bidder selected so have to deposit Security Deposit of Es.100000/- (Rupees one lakh) only in shape of Demand Draft from any nationalised commercial banks drawn in favour of the Joint Director, Frozen Semen Bank, Cuttack payable at Cuttack within ten days of selection for signing in the agreement and release the contract. The Security Deposited will be refundable without any interest after successful termination of contract period.
13. The Authorised signatory shall submit the letter of authorisation.
14. The quoted rates shall not be less than the minimum remuneration fixed/ notified by the Finance Department, Government of Odisha and shall include all statutory obligations. The Service provider shall be liable for all kinds of dues payable in respect of the personnel provided under the contract and the government shall not be liable for any dues for availing the services of the personnel. The performance, Security Deposit and the monthly bills will not be released until the service provider produces proof of up to date payment of EPF & ESI contribution.
15. All documents submitted shall be consecutively numbered having signature of the authorised signatory on each page and total number of pages shall be mentioned on the top sheet duly signed by the authorised signatory. In case the tender document is not signed by the authorised signatory, a copy of the power of attorney/Authorisation may be enclosed along with the tender.
16. The JD,FSB, Cuttack reserves the right to call for any document in original including the bank account to verify the veracity of the documents.

17. The minimum Eligibility **Criteria** will be as follows:

I) For Date Entry Operators

Sl. No.	Designation	Age	Qualification	Work experience
1	Data Entry Operator	He/ She must be within 21-45 years of age	Graduate having with knowledge in MS Office and have speedy correct computer typing. PG Diploma or higher qualification in computer application will be preferred	Minimum 2 years as DEO in any office of Govt. of Odisha, preferably office of the undersigned.

II) For other services

Sl. No.	Name of the post	Educational Qualification	Age	Professional
1	Security Personnel	7 th pass (minimum)	He must be within 21-45 years of age	Read and write Odia accurately and he should have sound Health/Good moral character/Good behaviour/physically fit
2	Unskilled Labour	7 th pass (minimum)	He/ She must be within 21-45 years of age	He/She should have sound Health/Good moral character/Good behaviour/physically fit. Preference will be given to persons with previous experience.


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 JOINT DIRECTOR
 FROZEN SEMEN BANK
 CUTTACK

APPENDIX-III

APPLICATION GENERAL/TECHNICAL BID.

(For providing Manpower Services to Joint Director, Frozen Semen Bank, Cuttack)

1. Name of Tendering Service Provider:
2. Status(Proprietor/Partner/Director):
.....
3. Details of tender processing fee of Rs.500/-..
DD/Receipt No..... Date.....
4. Details of EMD of Rs.25,000/-
DD No..... Date.....
5. Full Address:.....
Office
Telephone No
FAX No.
E-Mail Address
6. Full Address of Operating
Branch Office
Telephone No.
FAX No.
E-Mail Address
7. Name & Mobile No. of the
Authorized Officer/Person
to liaise with Field Office (s)
8. Banker/Branch of Service Provider :.....
(Attach self-certified copy of statement
of A/C for the last 3 consecutive years)
9. PAN No.
10. GST Registration No.
11. EPF Registration No.
12. ESI Registration No.
13. Labour License: License from competent authority for security &
Registration under the contract Labour (Regulation & Control) Act. 1970
(Self attested copies of all such documents be attached)

14. Financial turnover of the tendering Service Provider for the last 3 consecutive financial years.

Financial Year	Amount (Rs. In Lakhs)	Name of the Organization for which manpower provided	Remarks, if any
2019-20			
2020-21			
2021-22			

15. Additional information, if any

(Attach separate sheet if space provided is insufficient)

16. Give details of minimum 3 such contracts handled by the tendering Service Provider during the last three consecutive years in the following format. More number of such contracts will be preferred (Self-attested copy of contracts from the organizations attached)

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

Sl. No	Name of client address, telephone & Fax No.	Manpower Services Provided		Duration of contract		Remarks
		Type of Manpower provided	No.	From	To	

17. Additional information, if any

(Attach separate sheet, if required)

Date:

Signature of the authorized person

Place:

Name

Seal:

J. S. S. S.
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JOINT DIRECTOR
FROZEN SEMEN BANK
CUTTACK

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.
4. I agree to deposit the required security Deposit of Rs.1,00,000/- (Rupees
One Lakh) only within 10 days of selection, if selected for contract by the
Department.

Date:

Signature of the authorized person

Place:

Name:

Seal:

**Declaration for not have been blacklisted by State Govt./Central Govt./Public
sector undertaking.**

I hereby declare that our organization.....has
not been blacklisted /debarred by any of the State Govt./Central Govt./Public
sector under taking in the recent past.

Date.

Authorized signature in full

Appendix-IV**APPLICATION- FINANCIAL BID**

(For providing Manpower Services to Joint Director, Frozen Semen Bank, Cuttack)

1. Name of Tendering Service Provider:
2. Rate per person per month inclusive of all statutory taxes:

Sl. No.	Manpower Type	Monthly rate per person						
		Basic Remuneration/ EPF wage (as fixed notified by Odisha Govt.)	EPF(Amount & %)	ESI (Amount & %)	Other statutory dues if any	Service Charge/ Commission	GST	Total per person
1	Data Entry Operator	Rs.11,100/-						
2	Security Personnel	Rs.11,900/-						
	Unskilled Labour	Rs.10,100/-						

** Should not quote service charge extraordinary less in such case the bid may not be entertained Service Charge quoted less than Rs.1.00 will be counted as Rs.1.00 and also should not be quoted any fraction of rupees.

Date:

Signature of the authorized person

Place:

Name:

Seal:

Notes:

1. The take home remuneration/ wage for the persons deployed should be no case be less than the minimum remuneration/wage fixed/notified by the Govt. of Odisha.
2. The total rates quoted by the Service Provider should be inclusive of all statutory taxation/liabilities in force during the time of entering into the contract. The Authority will have no liability in relation to any statutory or other dues.
3. 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 as certified by the Authority.

Appendix-V

TERMS & CONDITIONS

GENERAL

1. The Agreement shall commence w.e.f. the date of effectiveness of the agreement 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 effectiveness of the agreement commences w.e.f. the date when the total manpower required is provided.
3. The Agreement shall be for a period of one year w.e.f. the date of its effectiveness unless extended further by the mutual consent of the Service Provider and the Authority.
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 Service Provider and the Authority.
5. The Service Provider shall not be allowed to transfer, assign, pledge or subcontract its rights and liabilities under this Agreement to any other agency of organization by whatever name be called without the prior written consent of the Authority.
6. The requirement of required manpower by the JD, FSB, Cuttack may further increase or decrease marginally, during the period of initial contract and the tenderer would have to provide additional/ less manpower services accordingly on the same terms and conditions.
7. The Service Provider will be bound by the details furnished by it to the Authority while submitting the tender or at subsequent stage. In case, any of such documents furnished by it is found to be false at any stage, it would be deemed to be a breach of terms of Agreement making it liable for legal action besides termination of the Agreement.
8. The Authority reserves the right to accept or reject any or all bids without assigning any reasons thereof. The Authority also reserves the right to reject any bid which in his opinion is non-responsive or violating any of the conditions/specifications without any liability to any loss whatsoever it may cause to the bidder in the process.
9. The Service Provider shall nominate a coordinator who shall be responsible for immediate interaction with the JD,FSB, Cuttack so that optimal services of the persons deployed could be availed without any disruption.

10. The entire financial liability in respect of manpower services deployed in the Office concerned shall be that of the Service Provider and the Office concerned will in no way be liable. It will be the responsibility of the Service Provider to pay to the persons deployed a sum not less than the minimum rate quoted in the financial bid which also should not be less than the minimum remuneration wages prescribed under the prevailing act and adduce such evidence as may be required by the Office concerned.
11. For all intents and purposes, the Service Provider shall be the "Employer" within the meaning of different Rules & Acts in respect of manpower so deployed. The persons deployed by the Service Provider shall not have any claim whatsoever like employer and employee relationship against the Office concerned.
12. The Service Provider shall be solely responsible for the redressal of grievances or resolution of disputes relating to persons deployed. The Department shall, in no way, be responsible for settlement of such issues whatsoever.
13. 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.
14. The persons deployed by the 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 on its expiry or otherwise, the persons deployed by the Service Provider shall not be entitled to and shall have no claim for any absorption in regular or other capacity. The engaged person will have no right to demand job with the authority.
16. Consolidated amount shall be paid in respect of the persons deployed to the service provider as their remuneration/ wages who, in turn, will pay the individual persons.
17. The Service Provider shall have to pay the minimum home take amount as fixed/ notified by Finance/ Labour Department, Govt. of Odisha directly to the bank accounts of persons deployed. He should deposit the bank challan showing such payment of each month to the JD,FSB, Cuttack together with the claim for the succeeding month failing which no further payment will be released.
18. The person deployed shall not claim any benefit or compensation or absorption or regularization of deployment with office under the provision of rules and Acts. Undertaking from the person deployed to this effect shall be required to be submitted by the Service Provider.

19. The 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 registration should be submitted. The 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.
20. In the event of any engaged personnel being on leave/absent, the service provider shall ensure suitable alternative arrangement to make up for such absence. To meet such eventualities the agency shall made provision for leave reserve and provide the same under intimation to the concerned authority.
21. The persons deployed by the service provider should have good police records and no criminal case should be pending against them.
22. The persons 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 department or office concerned. The service provider shall be responsible for any act of indiscipline on the part of the persons deployed.

LEGAL

23. The Data Entry Operators 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 maintain confidentially on the records of the Government breach of which may put to action for breach of contract.
24. The service provider shall be responsible for compliance of all statutory provisions relating to minimum remuneration/wages payable in respect of different categories of persons deployed by it in the department or office concerned. The office concerned shall have no liability in this regard.
25. The Service Provider shall also be liable for depositing all taxes, levies, cess etc. on account of service rendered by it to the department or office concerned to the concerned tax collection authorities, from time to time, as per the rules and regulation in the matter. Self attested Xerox copies of such documents shall furnished to the office concerned.
26. The service provider shall maintain all statutory registers under the Law and shall produce the same, on demand, to the authority of the office concerned or any other authority under Law.
27. The Tax deduction at Source (T.D.S.) if applicable, shall be done as per the provisions of Income Tax/Rules, as amended, from time to time and a certificate to this effect shall be provided by the office concerned.
28. In case, the service provider fails to comply with any liability under appropriate law, and as a result thereof, the office concerned is put to any loss/ obligation, monetary or otherwise, the department or the office concerned will be entitled to get itself reimbursed out of outstanding bills or the Performance Security Deposit of the service provider, to the extent of the loss or obligation in monetary terms.

29. The agreement is liable to be terminated because of non-performance, deviation of terms and conditions of contract, non-payment of remuneration of employed persons and non-payment of statutory dues. The office concerned will have no liability towards non-payment of remuneration to the persons employed by the service provider and the outstanding statutory dues of the service provider to statutory authorities. If any loss or damage is caused to the department or office concerned by the persons deployed, the same shall be recovered from the unpaid bills or adjusted from the performance security deposit.
30. The decision of JD, FSB, Cuttack in regard to interpretation of the Terms & Conditions and the Agreement shall be final and binding on the Service Provider.

FINANCIAL BID

31. The Bid should be accompanied with an Earnest Money Deposit (EMD) of **Rs.25,000/- (2% of the annual contract)** refundable without interest, in the form of Demand Draft **failing which the tender shall be rejected out rightly.**
32. The Earnest Money Deposit in respect of the Service Provider who does not qualify the Financial Bid shall be returned to them without any interest. **In case of successful tenderer, if the Service Provider fails to deploy the required manpower against the initial requirement within 15 days from date of placing the order, the EMD shall stand forfeited without giving any further notice.**
33. The successful (selected) tenderer will have to deposit Security **Deposit of Rs.100000/- (Rupees one lakh) only** in the form of Demand Draft from any Nationalized Bank from any Nationalized Bank within ten days from the date of signing of the agreement, which is subject to refund without interest after the successful term of contract. In case the contract is further extended beyond the initial period, the Bank guarantee will have to be accordingly renewed by the successful tenders.
34. In case of breach of any terms and conditions attached to this agreement, the performance security deposit of the service provider shall be liable to be forfeited besides annulment the Agreement.
35. The Service Provider shall raise the bill, in triplicate to the office in respect of the persons deployed.
36. The Service Provider shall be solely responsible for compliance to the provisions of various labour and industries laws, such as, wages, allowances, compensations, EPF, ESI, Bonus, Gratuity etc relating to personnel deployed by it or for any accident caused to them and the office concerned shall not be liable to bear any expense in this regard. The Service Provider shall make payment of remuneration/wages of a month to the personnel engaged by it by first working day of the succeeding month irrespective of any delay in settlement of its bill by the office for whatever reason.
37. The Service Provider shall also be responsible for the insurance of its personnel.

38. Penalty will be levied and recovered @ Rs.200/- per day per candidate for delay in providing the manpower either on initial deployment or as replacement subsequently.
39. The Authority reserves 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.
40. In the event of any dispute arising in respect of the clause 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.
41. All disputes shall be under the jurisdiction of the court at the place where the headquarters of the authority, who has executed the agreement, is located.
42. The successful bidder will enter into an agreement with this Office for supply of suitable and qualified manpower as per requirement of this Office on the above terms and conditions.
43. The intending agency found submitted tender bid more than one will be totally rejected.

Note: These terms and conditions are part of the Contract/Agreement as indicated in the agreement between State Government and the Service Provider and any non-compliance shall be deemed as breach of the Contract/Agreement.

Declaration by the Tenderer:

This is to certify that I/We before signing this Tender have read and fully understood all the Terms and conditions contained herein and undertake myself/ourselves to abide by them.

(Signature of Tenderer with seal)

Address:

Name:

Phone No:

Seal:

Date:

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]

Appendix-VII

CHECK LIST OF DOCUMENTS TO BE SUBMITTED

A. In the Envelop super scribed as "Technical Bid"

1. Dully filled application for General bid in Appendix-III
2. DD of Rs.500/ or Money receipt of Rs.500/- from O/O JD,FSB, Cuttack.
3. DD of Rs.25,000/- towards EMD
4. Copy of the GST Registration Certificate of the Service Provider issued by the competent authority.
5. Copy of PAN Card.
6. Copy of the IT returns filled and Audit Certificates for the last three consecutive financial years (FY 2019-20, 2020-21, 2021-22) duly certified by the CA.
7. Copy of the Balance Sheet and P & L Account for the last three consecutive years (FY 2019-20, 2020-21, 2021-22) certified by the Chartered Accountant.
8. Copies of EPF and ESIC Certificates.
9. Copy of the Labour License/Registration under the Contract Labour (Regulation & Control) Act 1970.
10. Certified extracts of the Bank Account/ Accounts of the Manpower Service Provider firm containing transactions during the last three consecutive years (FY 2019-20, 2020-21, 2021-22).
11. Experience certificate of providing manpower services to Government Department/ PSUs etc.
12. Copy of the terms and conditions in Tender Documents with each page duly signed and sealed by the authorised signatory in token of their acceptance.
13. Undertaking for not have been blacklisted by State Govt./Central Govt./Public sector undertaking.
14. Declaration regarding no criminal case pending against agency, Executives.

B. In the envelop super scribed as "Financial Bid"

1. Application of "Financial Bid"
2. Dully filled Financial Bid.

Appendix-VIII

DOCUMENTS TO BE SUBMITTED BY THE SUCCESSFUL SERVICE PROVIDER BEFORE DEPLOYMENT OF MANPOWER

1. List of Manpower shortlisted categorically by Service Provide for deployment
2. Certificate indicating date of birth.
3. Copy of Aadhar.
4. Copy of basic educational certificate
5. Declaration from engaged personnel on marital status
6. Any other document considered relevant.