

**TENDER DOCUMENT  
FOR ENGAGEMENT OF  
ATTENDANT CUM SWEEPERS AND  
SECURITY GUARDS ON  
OUTSOURCING BASIS FOR  
ADRI, PHULNAKHARA, CUTTACK  
THROUGH SERVICE PROVIDERS**

*10/11/24*  
*28-11-24*

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## SECTION-I

### IMPORTANT DATES RELATING TO THIS TENDER

Sl. No.	Event	Date & Time
1	Date of floating of tender	23.10.2024
2	Date and time for submission of tender documents	5.00 PM of 08.11.2024
3	Date and time of opening of Technical bid	11.30 AM of 11.11.2024
4	Date and time of opening of Financial Bid of eligible tenderers and selection	11.30 AM of 12.11.2024

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## SECTION-II

### INSTRUCTIONS TO BIDDERS

#### A. General Information:

1. The Joint Director Animal Disease Research Institute, Phulnakhara, Cuttack, Odisha (herein after called "**Authority**") requires the services of reputed, well established and financially sound Manpower Service Provider to provide the service of Attendant cum Sweepers and Security Guards on outsourcing basis for their engagement in Animal Disease Research Institute Phulnakhara, Cuttack under F & ARD Department, Govt. of Odisha. The Man power Service Providers should have registered office located within the State of Odisha with minimum of three years of experience in providing the said manpower to Govt. Departments/ Public sector companies/undertakings etc. and should have all the required valid documents/licenses.
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 Authority, 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 which may increase/decrease in any /all the categories and minimum eligibility criteria for different posts will be as follows.

Sl. No	Name of the Post	Qualifications	Number	Wages/Day	Place of Engagement
1	Attendant cum sweeper	7 <sup>th</sup> pass, must be a resident of Odisha	2 Nos.	@ Rs. 450.00 per day	In ADRI, Phulnakhara, Cuttack
2	Security Guard	7 <sup>th</sup> pass, must be a resident of Odisha	2 Nos.	@ Rs. 500.00 per day	

The estimated cost of the contract is about Rs. 6.84 lakhs (Rupees Six lakh Eighty Four Thousand) only per annum excluding applicable taxes, statutory dues and negotiated service charges.

**B. 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"><li>• Registered under the Companies Act 2013</li><li>• Registered under the Indian Partnership Act 1932</li><li>• Registered under the Indian Trusts Act 1882</li><li>• Registered under the Societies Registration Act 1860.</li><li>• Registered under the Limited Liability Partnership Act 2008.</li></ul>	Certificate of Incorporation/Registration
2	The bidder must have at least three 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.
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/ Valid lease agreement)
4	Must have average annual financial turnover of Rs.1.0 Crore during the last three financial years as on Dt.31.03.2024. (2021-22, 2022-23 & 2023-24)	Copies of audited Income/ Expenditure Statement and Balance sheet for the concerned period.
5	Must not have any pending judicial proceedings for any criminal offence against the proprietor / Director & the Persons to be deployed by the Service Provider.	An undertaking to this effect to be furnished by the bidder as per the prescribed format. <b>[Form - T2]</b>
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 tender.	An undertaking to this effect to be furnished by the bidder as per the prescribed format <b>[Form - T3]</b>
7	Other Statutory Documents:	<ul style="list-style-type: none"><li>➤ DD for Rs.500/- towards tender processing fees</li><li>➤ EMD of Rs.30,000/-</li><li>➤ Copies of:<ul style="list-style-type: none"><li>• PAN,</li><li>• GSTIN,</li><li>• EPF &amp; ESI Registration certificate</li><li>• IT return for the last three financial years</li></ul></li></ul>

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**C. Submission of BID:**

1. The detailed information for outsourcing the service of aforesaid posts has been given in the Tender Document to be downloaded from the website of <https://cuttack.odisha.gov.in/>, and the non-refundable tender processing fee of Rs.500/- should be enclosed in shape of Demand Draft drawn in favour of "Joint Director, Animal Disease Research Institute, Phulnakhara Cuttack" through any scheduled commercial Bank payable at Cuttack. Non-submission of the DD towards tender processing fee will lead to rejection of the tender.

2. The tender has been invited under two bid system i.e. Technical Bid and Financial Bid. The interested agencies/service providers are advised to submit two separate sealed envelopes superscribing "Technical Bid" and "Financial Bid". Both sealed envelopes should be kept in a third sealed envelope superscribing "Tender for Providing Manpower Services on outsourcing basis" may be dropped in the Sealed drop box kept at office of the undersigned or by registered post/Speed post to the Joint Director, Animal Disease Research Institute, Phulnakhara, Cuttack, Odisha, Pin - 754001 by closing time 5.00 PM on Dated 08.11.24. The Technical bid will be opened on the 11.11.24 at 11.30AM and the financial bid will be opened at 11.30 AM on Dated. 12.11. 24 in the office chamber of JD, ADRL, Phulnakhara, Cuttack by the Tender Committee in presence of Bidders in person/their Representatives duly authorized.

3. The Earnest Money Deposit (EMD) of Rs.30,000/- (Rupees thirty thousand only), refundable (without interest), should be necessarily accompanied with the Technical Bid of the service provider in the form of Demand Draft drawn in favour of Joint Director, Animal Disease Research Institute, Phulnakhara Cuttack" through any scheduled commercial Bank payable at Cuttack, failing which the tender shall be rejected summarily.

4. The tender paper received after due date and time will not be opened nor considered. The office/authority will not be responsible in any way for loss/ delay in receipt of Tender Papers sent by post. The price bid of the tenderers/bidders those qualify the technical bid, shall be opened.  
5. The authority reserves the right to reject / cancel any or all the bids received and terminate the tender process without assigning any reasons thereof.

6. Any legal dispute is subject to Cuttack jurisdiction only.  
7. E-mail / Fax bids will be summarily rejected. Late bid shall be out rightly rejected. The intending bidders are required to enclose photocopies of all documents (duly self-attested) as per Appendix-I, failing which their bids shall be summarily rejected and will not be considered any further:

• Labour license	
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8. **Any conditional bids shall not be considered and will be out rightly rejected in the very first instance.**
9. 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.
10. All the bids will be opened in the office of the "JD, ADRI, Phulnakhara, Cuttack" in presence of the bidder in person/their Representatives duly authorized.
11. The Technical bids shall be opened on the scheduled date and time and will be scrutinised and qualified tenderers/bidders will be shortlisted to participate in the Financial Bid.
12. If more than one Service Providers will have the same rate/ service charge quoted, the selection/tender committee can use its own discretion for selection of the service provider and the decision of the selection committee shall be final.

#### **D. List of Documents for submission**

1. **Bidders are required to furnish the documents along with the Technical Bid- in the Envelope superscribed as "Technical Bid" as given in Appendix- I...**
2. 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.
3. 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.
4. **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 signed by the authorised signatory, a copy of the power of attorney/Authorisation to be enclosed along with the tender.**
5. The JD, ADRI, Phulnakhara, Cuttack reserves the right to call for any document in original including the bank account to verify the veracity of the documents.
6. 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.
7. The competent authority reserves the right to cancel any or all bids without assigning any reason(s) thereof.
8. The bidder selected so have to deposit Performance Security Deposit of **Rs.75,000/- (Rupees seventy five thousands)** only in shape of Demand Draft/ Bank Guarantee from any nationalised banks drawn in favour of the "JD, ADRI, Phulnakhara, Cuttack " covering the period of contract within five days of selection for signing in the

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agreement and release of the contract. In case, the contract is further extended beyond the initial period, the Demand Draft/ Bank Guarantee will have to be accordingly renewed by the successful tenderer/ bidder. The Security Deposit will be refundable without any interest after three months of expiry/successful termination of contract period.

9. The Authorised signatory shall submit the letter of authorisation.
10. 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 monthly bills will not be released until the service provider produces proof of up-to-date payment of EPF & ESI contribution.

#### **E. Evaluation and selection of the bidder**

1. The bidder shall be evaluated on QCBS (Quality and Cost based Selection) and Technical Evaluation Criteria (100 Marks, minimum qualifying criteria 70 marks).
2. 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.

Parameter	Max. Marks	
<b>Organization Strength</b>		<b>50</b>
Annual Turnover (average of last 03 financial years) ( upto Rs 1 Cr.:5 marks, Rs.1.0 –5 Cr.: 10 marks, > Rs 5 Cr.: 15 marks)	15	
Net worth (Rs 1.0 -2.5 Cr.: 5 marks, Rs 2.5-5.0 Cr.:7 marks, > Rs 5.0 Cr.: 10 marks)	10	
Employee base on outsourcing basis with valid license from Labour & ESI department (50-100 Employees: 15 marks, 100-150 employees: 20 marks, >200 employees: 25 marks,	25	
<b>Organization Experience, Statutory Compliance &amp; Quality Certification</b>		<b>50</b>
Office functioning in Odisha > 3 years: 5 marks, >4-5 years: 7 marks, >5 years: 10 marks)	10	
Awarded Govt./PSU labour contracts worth Rs 5 – 10 lakh : 5 marks, > Rs 10- 15lakh : 7 marks, >Rs 15 lakh:10 marks)	10	
Statutory Compliances of EPFO/ESIC and payment confirmation slips certificate:	15	
Submitted for > 50 and Up to 100 employees: 5 marks, > 100 and Up to 200 employees: 10 marks > 200 employees: 15 marks		
Obtained ISO 9001:2015 Certification- 5 marks	15	
Obtained ISO 45001:2018 Certification- 5 marks		
Obtained ISO 27001:2013 Certification- 5 marks		
<b>Total</b>		<b>100</b>

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The bidder who scores 70% or above will be technically qualified and shall be considered for financial evaluation.

QCBS (Quality & Cost based selection). evaluation will be as 70:30 where 70 % weightage shall be to technical score and 30% weightage shall be to the financial score.

- Technical score of individual bidder shall be evaluated as (TS) = Score in Technical evaluation criteria \* 0.70
- Financial score of Individual bidder shall be as (FS): L1 (Lowest Quote)/ Bidder Quote \* 0.30
- QCBS score of each of the bidder will be evaluated as **QCBS= "TS+FS"**

**Bidder with the Highest Score in the QCBS shall be declared as H1 and will be the best qualified bidder for the award of contract.**

  
28-10-24  
Joint Director  
ANIMAL DISEASE RESEARCH INSTITUTE  
PHULNAKHARA, CUTTACK

  
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### SECTION-III

#### TERMS & CONDITIONS

##### A) 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, ADRI may further increase or decrease, 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 reject / cancel any or all the bids received and terminate the tender process 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 Authority reserves the right to terminate the Agreement (during initial period also) after giving 15 days' notice to the Manpower Service Provider.
10. The persons deployed shall be required to report for work at the place assigned during the scheduled official hours and may also be required to work in exigency/emergency as and when required 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.
11. The Service Provider shall nominate a coordinator who shall be responsible for immediate interaction with the JD, ADRI, Phulnakhara, Cuttack so that optimal services of the persons deployed could be availed without any disruption.

12. 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.
13. 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.
14. 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.
15. 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.
16. 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 current or after expiry of the Agreement.
17. 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.
18. 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.
19. 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, ADRI, Phulnakhara, Cuttack together with the claim for the succeeding month failing which no further payment will be released.
20. 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.
21. 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.
22. In the event of any engaged personnel being on leave/absent or if there occurs any probability of the person leaving the job due to his/her own personal reasons, the service provider shall ensure suitable alternative arrangement to make up for such

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absence. To meet such eventualities the agency shall make provision for leave reserve and provide the same under intimation to the concerned authority.

23. The persons deployed by the service provider should have good police records and no criminal case should be pending against them. He/she should have certificates of qualifying examination or an equivalent certificate from an Education Institutions recognized by Govt. of Odisha required for the eligibility. He/she must be physically fit to work, shall obey and carry out the instructions of higher authority. He/she must be able to speak read and write odia
24. 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.
25. **If required, additional man power may be hired from the selected service provider in future following the norms and conditions as laid in the BID documents.**

#### **B) LEGAL**

1. 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 maintain confidentially on the records of the Government 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.
26. 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.
27. 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 photocopies of such documents shall furnished to the office concerned.
28. 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.
29. 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.
30. 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.
31. The agreement is liable to be terminated because of non-performance, deviation of terms and conditions of contract, non-payment of remuneration of employed

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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.

32. The decision of the Joint Director, ADRI, Phulnakhara, Cuttack in regard to interpretation of the Terms & Conditions and the Agreement shall be final and binding on the Service Provider.

### C) FINANCIAL

33. The Technical Bid should be accompanied with an Earnest Money Deposit (EMD) of **Rs.30,000/- (Rupees thirty thousands) only** refundable without interest, in the form of Demand Draft **failing which the tender shall be rejected out rightly.**
34. 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.**
35. The successful (selected) tenderer will have to deposit Performance Security of **Rs75,000/- (Rupees seventy five thousand) only** in the form of Demand Draft/ Bank guarantee from any Nationalized Bank within 5 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 Demand Draft/ Bank guarantee will have to be accordingly renewed by the successful tenderers.
36. 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.
37. The Service Provider shall raise the bill, in triplicate to the office in respect of the persons deployed along with attendance sheet duly verified by the Department or Office concerned in respect of the persons deployed and submit the same to the prescribed authority in the first week of the succeeding month. As far as possible the payment will be released by the second week of the succeeding month.
38. 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.
39. The Service Provider shall also be responsible for the insurance of its personnel.

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40. 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.
41. 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.
42. 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.
43. 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.
44. 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.
45. 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 JD, ADRI, Phulnakhara, Cuttack and the Service Provider and any non-compliance shall be deemed as breach of the Contract/Agreement.

  
23-10-24  
Joint Director  
ANIMAL DISEASE RESEARCH INSTITUTE  
PHULNAKHARA, CUTTACK

  
23-10-24

**SECTION-IV**

**TECHNICAL BID**

**COVERING LETTER**

*(In BIDDER LETTER HEAD)*

To

**Joint Director,  
ADRI, Phulnakhara,  
Cuttack**

**Sub: Tender for Outsourcing of Manpower for ADRI, Phulnakhara, Cuttack**

Dear Sir,

**I, the undersigned, offer to participate in the tender process to provide services for different categories of Manpower on outsourcing basis for ADRI, Phulnakhara, Cuttack**

in accordance with your Short Tender Notice  
No.:.....Dated.....

We are hereby submitting our proposal, which includes Technical Proposal and Financial Proposal sealed in separate envelope.

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 proposals 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, further declare that that I/We before signing this Tender have read and fully understood all the Terms and conditions contained in the tender document and undertake myself/ourselves to abide by them. 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:** \_\_\_\_\_

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**APPLICATION GENERAL BID**

(For providing Manpower Services to the JD,ADRI,Phulnakhara,Cuttack)

1. Name of Tendering Service Provider:
2. Status (Proprietor/Partner/Director):  
and name of the Proprietor/Partner/Director .....
3. Details of tender paper/processing fee of Rs.500/-.  
DD/ Receipt No..... Date.....
4. Details of EMD of Rs.30,000/-  
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. Bank (name & branch) of Service Provider: .....  
(Attach self-certified copy of 1<sup>st</sup> page of the account along with statement  
for the last 3 consecutive years)
9. PAN No. (Attach self-certified copy) .....
10. GST Registration No. (Attach self-certified copy) .....
11. EPF Registration No. (Attach self-certified copy) .....
12. ESI Registration No. (Attach self-certified copy) .....

  
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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)	Remarks, if any
2021-22		
2022-23		
2023-24		

15. Additional information, if any

(Attach separate sheet if space provided is insufficient)

16. Give details of at least 3 such similar 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	

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17. Additional information, if any  
(Attach separate sheet, if required)

Date: \_\_\_\_\_ Signature of the authorized person  
Place: \_\_\_\_\_ Name  
Seal:

**DECLARATION**

- 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.
- I have carefully read and understood all the terms and conditions of the tender and  
undertake to abide by them;
- The information/ documents furnished along with the above application are true  
and authentic to the best of my knowledge and belief. I/we, am / are well aware of  
the fact that furnishing of any false information /fabricated document would lead  
to rejection of my tender at any stage besides liabilities towards prosecution under  
appropriate law.
- I agree to deposit the required performance security deposit of **Rs.75,000/-**  
**(Rupees seventy five thousand)** only within 05 days of selection.

Date: \_\_\_\_\_ Signature of the authorized person  
Place: \_\_\_\_\_

Name:  
Seal:

*1000*  
*03-10-24*

UNDERTAKING

*(on the Bidder's letter Head regarding not having any pending Judicial Proceedings for any criminal offences)*

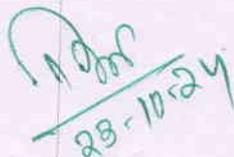
I/We, hereby undertake that, there is no criminal case pending in any court of law against our company or against the proprietor / Director/ Persons to be deployed by our company.

I/We further certify that, the proprietor / Director/ Persons to be deployed by our 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 understanding and its truthfulness.

Yours sincerely,

Authorised Signature

(in full and initials)

  
28-10-24

DECLARATION

**for not have been blacklisted by State Govt./Central Govt./Public sector undertaking**  
(in Rs.10/- non-judicial stamp paper signed by the Notary).

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

Date:

Place:

Signature of the authorized person

Name:

Seal:

  
23-10-24

**LETTER OF AUTHORISATION**

(With reference to the Tender Notice No \_\_\_\_\_ date \_\_\_\_\_)

To

**The JD,ADRI,Phulnakhara,Cuttack**

**Subject: Authorization for attending bid opening on \_\_\_\_\_ (date) in the tender for engagement of attendant cum sweepers and security guards on outsourcing basis at various veterinary institutions of Cuttack district through service providers**

Sir,

The Following person is hereby authorized to attend the bid opening for the tender mentioned above on behalf of \_\_\_\_\_ (Bidder).

Sl. No	Name of the Person	Details of valid Identification Proof	Full Signature of the authorized person

Signature of the Authorized Signatory

Note:-

1. The authorization letter should be printed in official writing pad.
2. Only one representative will be allowed.
3. Copy of valid ID Proof of the representative is to be attached with the authorization letter and the representative has to carry the original ID for verification.
4. Permission for entry to the hall/room where bids are opened may be refused in case authorization as prescribed above is not produced.

*Handwritten signature and date: 28-10-24*

**SECTION-V**

**FINANCIAL BID**  
**COVERING LETTER**  
**(BIDDER LETTER HEAD)**

To

**The Joint Director,  
ADRI, Phulnakhara, Cuttack**

**Sub: Tender for Outsourcing of Manpower for different veterinary institutions in  
Cuttack District**

Dear Sir,

I, the undersigned, offer to participate in the tender process to provide services for different categories of Manpower on outsourcing basis for different veterinary institutions in Cuttack District in accordance with your Short Tender Notice No.:..... Dated..... Our attached financial price is given in the filled in financial bid application form.

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 with Date and Seal***

**Name and Designation:** \_\_\_\_\_

**Address of the Bidder:** \_\_\_\_\_

*1000*  
*23-10-24*

**FORM-T5****APPLICATION- FINANCIAL BID**

(For providing Manpower Services to JD,ADRI,Phulnakhara,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/wage (as fixed by Odisha Govt.)	EPF (Amount @ 13% For 26day	ESI (Amount @ 3.25%) for 26 days	Service Charge/Commission	Total	GST	Total per person
1	Attendant - Cum - Sweeper	450/-Per day for 30days Rs.13,500/-						
2	Security Guard	500/-Per day For 30 days 15,000/-						

The minimum service charge shall be 3.85% (3% profit plus transaction charges provided that the service charges should not exceed 7% in any case.

Date:

Signature of the authorized person

Place:

Name:

Seal:

  
23-10-24

**Notes:**

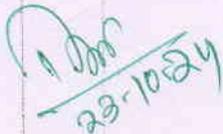
1. The take home remuneration/ wage for the persons deployed should be no case be less than the minimum remuneration/wage fixed/notified by the Govt. of Odisha.
2. The quoted rates shall not be less than the minimum wages fixed/notified by the Government of Odisha from time to time and shall include all statutory obligations. The 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. 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-I**

**CHECK LIST OF DOCUMENTS TO BE SUBMITTED**

**A. In the Envelope superscribed as "Technical Bid"**

1. Covering letter on the bidder's letter head.
2. Duly filled application for General bid in FORM-T1.
3. Money receipt in original or DD of Rs.500/- to O/O JD, ADRI, Phulnakhara, Cuttack towards Tender document /processing fees.
4. DD of Rs.30000/- towards EMD
5. Self-attested copy of the service tax Registration Certificate of the Service Provider issued by the competent authority.
6. Self-attested copy of PAN Card.
7. Self-attested copy of the IT returns filed and Audit Certificates for the last three consecutive financial years (FY 2021-22, 2022-23, 2023-24) duly certified by the Chartered Accountant.
8. Self-attested copy of the Balance Sheet and Profit & Loss Account for the last three consecutive years (FY 2021-22, 2022-23, 2023-24) certified by the Chartered Accountant.
9. Self-attested copies of EPF and ESI Certificates.
10. Self-attested copy of the Labour License/Registration under the Contract Labour (Regulation & Control) Act 1970.
11. Self-attested certified extracts of the Bank Account/ Accounts of the Manpower Service Provider firm containing transactions during the last three consecutive years (FY 2021-22, 2022-23, 2023-24).
12. Self-attested experience certificate of providing manpower services to Government Department/ PSUs etc.

  
23-10-24

13. Declaration regarding no criminal case pending against agency, Executives- FORM-T2.
  - a. Undertaking regarding non-pending of any judicial proceedings against the firm and against the manpower to be supplied (On bidder's letterhead).
14. Undertaking for not have been blacklisted by State Govt./Central Govt./Public sector undertaking in Rs.10/- non-judicial stamp paper signed by the Notary in FORM-T3.
15. Letter of authorization for attending bid opening-FORM-T4

**B. In the envelope superscribed as "Financial Bid".**

1. Covering letter on the bidder's letter head.
2. Duly filled in Financial Bid in the prescribed application format in FORM-T5.

**Appendix-II**

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

1. List of Manpower shortlisted by Service Provider for deployment containing full details i.e. date of birth, Aadhar card, educational certificate(s), marital status, criminal antecedent declaration duly verified & certified.
2. Any other documents considered relevant.

\* \* \*

10/10  
23-10-24