



OFFICE OF THE DIRECTOR STATE LEVEL FARM MACHINERY TRAINING  
& TESTING CENTRE, (SLFMTTC) BARAMUNDA, BHUBANESWAR

Email: [slfmttc@gmail.com](mailto:slfmttc@gmail.com)

No. 219 / Agril,

Dated. 27/02/2024

INVITATION FOR BID THROUGH E-PROCUREMENT

BID IDENTIFICATION NO- director slfmttc, Baramunda, bbsr- 06/2023-24

The Director SLFMTTC, Baramunda, Bhubaneswar of behalf of Governor of Odisha invites Tender for outsourcing of services in double cover system.

Sl No.	Name of the work	Type of Tender	Approximate value of Tender (Rs)	EMD (Rs)	Eligibility Criteria	Cost of Tender paper (Rs)	Period of outsourcing service
01	Outsourcing of services	Double Cover	Rs. 25.00 Lakhs	Rs. 1,00,000.00	i) Registered under the companies Act 2013 ii) Registered under the Indian Partnership Act 1932 iii) Registered under the Indian trust Act 1882 iv) Registered under the Societies registration act. v) Registered under the limited liability partnership Act 2008	Rs. 10,000.00	One year from the date of issue of work order

The bidders have to participate in ONLINE bidding only. The web-site for ONLINE BIDDING is <http://tendersorissa.gov.in> Bid documents will be available in above website from 02/03/2024 at 10.00 AM to Dt- 18/03/2024 at 5.30 PM for ONLINE BIDDING. Date of original bid document submission hard copy from 02/03/2024 to 19/03/2024 upto 5.30PM. The Technical bids of the above work shall be opened at 11.00 AM on 20/03/2024. The financial bid will be opened on 28/03/2024 at 11.00 AM as per DTCN. The bidder must possess matching class compatible Digital signature certificate (DSC). Details of the Draft Tender Call notice along with all details can be seen in the website of [www.tendersorissa.gov.in](http://www.tendersorissa.gov.in), <https://agri.odisha.gov.in> & <https://slfmttcodisha.nic.in>

**N.B:** Subsequent Corrigendum / addendum if required shall be available in the website as indicated above.

Memo No. 220 // SLFMTTC,

Dated. 27/02/2024

Copy submitted to the Director I&P.R Govt. of Odisha, Bhubaneswar with a request to get it published in leading two Oriya daily and one National English Daily News paper before 02/03/2024. One complimentary copy of published News paper may please be sent to this office for necessary record in Tender File. The soft copy of the Tender Call Notice is enclosed herewith for your reference.

Enclosed: i) Hard copy of Tender Call Notice


  
27.2.24  
Director

SLFMTTC, Bhubaneswar

Memo No. 221 // SLFMTTC,

Dated. 27/02/2024

Copy along with "e" procurement notice submitted to the Director of Agriculture & Food Production, Odisha, Bhubaneswar for favour of kind information.

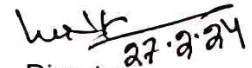
  
27.2.24  
Director

SLFMTTC, Bhubaneswar

Memo No. 222 // SLFMTTC,

Dated. 27/02/2024

Copy along with "e" procurement notice & tender details submitted to the Addl. Secretary to Govt. (IMU) Department of Agriculture & Farmer's Welfare for information and is requested to upload in the departmental website.

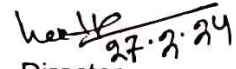
  
27.2.24  
Director

SLFMTTC, Bhubaneswar

Memo No. 223 // SLFMTTC,

Dated. 27/02/2024

Copy along with "e" procurement notice submitted to the Chief Engineer (Agril), Odisha, BBSR for favour of kind information.

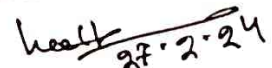
  
27.2.24  
Director

SLFMTTC, Bhubaneswar

Memo No. 224 // SLFMTTC,

Dated. 27/02/2024

Copy to E.E (Agril) SLFMTTC / AAE (Agril) SLFMTTC, BBSR for information & necessary action. The AAE (Agril) is directed to upload the details in SLFMTTC website.

  
27.2.24  
Director

SLFMTTC, Bhubaneswar

Memo No. 225 // SLFMTTC,

Dated. 27/02/2024

Copy to Notice Board office of the Director SLFMTTC Baramunda, Bhubaneswar for information.

  
27.2.24  
Director

SLFMTTC, Bhubaneswar



**OFFICE OF THE DIRECTOR STATE LEVEL FARM MACHINERY TRAINING  
& TESTING CENTRE, (SLFMTTC) BARAMUNDA, BHUBANESWAR**

Email: [slfmttc@gmail.com](mailto:slfmttc@gmail.com)

No. \_\_\_\_\_ / Agril, Dated. \_\_\_\_\_

**TENDER NOTICE FOR OUTSOURCING OF SERVICES**

**BID IDENTIFICATION NO- director slfmttc, Baramunda, bbsr- 06/2023-24**

Bids in sealed cover are invited under two-bid system from reputed and experienced manpower service provider for providing OFFICE SUPPORT SERVICES for office of the DIRECTOR, STATE LEVEL FARM MACHINERY TRAINING & TESTING CENTRE, BARAMUNDA, BHUBANESWAR on outsourcing basis.

**The details of the bidding process are as follows.**

SI No.	BIDDING SCHEDULE	DATE LINE
1	Date of Commencement of sale of Tender Paper	02/03/2024
2	Last date of issue of Tender paper	18/03/2024
3	Cost of Tender document / Bid processing fee	Rs. 10,000.00
4	Last date of receipt of hard copy of Tender paper (only through Regd. post / Speed post / Courier)	19/03/2024 upto 5.30 PM
5	Date of opening of the Technical Bid	20/03/2024
6	Date of opening of the financial Bid	28/03/2024
7	Place of opening tender paper	SLFMTTC, Baramunda, BBSR
8	Address to receipt of Bid documents	Office of the Director SLFMTTC, Baramunda, BBSR - 751003

Bidders are required to submit the Technical & Financial Bids separately. The bids in sealed cover - I Containing **“Technical Bid”** & sealed cover - II containing **“Financial Bid”** and placed in a third sealed cover superscribed **“BID FOR OFFICE SUPPORT SERVICES THROUGH OUTSOURCING”** must reach the undersigned on or before 19/03/2024 by 5.30 PM by Speed Post /Registered post / Courier only.

The bid documents containing eligibility criteria, scope of work, terms & conditions of the tender and draft agreement can be downloaded from [www.tenderodisha.gov.in](http://www.tenderodisha.gov.in).

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**TENDER DOCUMENT FOR PROVIDING OFFICE SUPPORT SERVICES  
THROUGH OUT SOURCING**

**SECTION - I**

**Instruction to Bidders**

**A General Information**

1. Office of the Director SLFMTTC, Baramunda, BBSR invites sealed bids from the eligible bidders to provide the OFFICE SUPPORT SERVICES THROUGH OUTSOURCING at office of the DIRECTOR SLFMTTC, BARAMUNDA, BBSR.
2. The period of contract for providing the aforesaid services will be ideally one year from the date of effectiveness of the contract. The contract may be extended to a maximum period of another one year subject to satisfactory performance and mutual agreement. Other terms & conditions will remain unchanged unless it is curtailed or terminated by the authority owing to deficiency of service, substandard quality of manpower deployed, breach of contract etc or change in requirements. The authority reserves all rights to terminate the contract at any time after 30 days notice to the service provider.
3. The interested bidders may visit the location on any working day between the office hours to have a detailed knowledge of the work to be performed before preparation and submission of the bid.
4. Eligibility Criteria

SI No.	Eligibility Criteria	Supporting documents to be furnished along with Technical bid.
1	The bidder should be registered under appropriate authority such as	Certificate of Incorporation / Registered
·	Registered under the companies Act 2013	
·	Registered under the Indian partnership Act 1932	
·	Registered under the Indian Trusts Act 1982	
·	Registered under the societies registration Act 1860	
·	Registered under the Limited Liability partnership Act 2018	
2.	The bidder must have at least five years in business (up to the last date of submission of bid) for providing Government / Autonomous Bodies / Agencies / Societies / Corporate bidders)	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. Please attach a copy of the electricity bill / land telephone etc.
4	Must have average annual financial turnover of Rs. 50.00 Lakh (Rupees Fifty Lakhs) from outsourcing manpower business during the last three financial years as on	Copies of audited income / Expenditure statement & balance sheet for the concerned period.

	31.03.2023. (2020-21) (2021-22) (2022-23).	
5	Must have its own bank account in any scheduled bank situated in Odisha.	Copies of the first page of passbook & transaction for last six months.
6	The agency should not have been black listed by any Central / State Govt. or any other public sector undertaking or corporation.	An undertaking to this effect to be furnished by the bidder as per the prescribed format <b>[Form- T2]</b>
7	Must not have any pending judicial proceeding 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. <b>[Form- T3]</b>
8	Other statutory documents.	Copies of <ul style="list-style-type: none"> <li>• PAN</li> <li>• GSTIN</li> <li>• Copies of EPF &amp; ESI</li> <li>• Registration Certificate</li> <li>• IT returns for the last 3 Assessment years.</li> </ul>

## B. Submission of Bid

The proposal complete in all respect as specified must be accompanied with a Non-Refundable amount of Rs. 10,000=00 (Rupees Ten Thousand) Only towards Bid Processing Fee & Earnest Money Deposit (EMD) of Rs.1,00,000=00 in favour of Director SLFMTTC, Baramunda, BBSR, in shape of Demand Draft drawn in any scheduled Commercial bank at Bhubaneswar, failing which the bid will be outrightly rejected. The bid should be sent through online mode. The hard copy should be sent through speed post / registered post / courier & can also be dropped in the Tender Box placed in the office of the Director SLFMTTC, Baramunda, Bhubaneswar, so as to reach the authority by 19/03/2024 upto 5.30 PM.

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. The EMD of unsuccessful bidders will be refunded without interest after the award of Contract.

The bid has been invited under two bid systems i.e. Technical Bid & Financial Bid. The bidders will submit two separate envelopes superscribing for **Technical Bid** and another for **Financial Bid**.

Both sealed envelopes must be kept in a third sealed envelope super scribing "BID FOR PROVIDING OFFICE SUPPORT SERVICES THROUGH OUTSOURCING"

Selected bidder will have to deposit a performance security i.e. 10% of the annual contract value within seven working days of the award of contract in the form of Bank Guarantee from any scheduled Bank situated in Odisha in favour of Director SLFMTTC, Baramunda, Bhubaneswar as per proforma provided in the tender document at section - VIII, for a period of three months beyond the contract period. The bank guarantee must be valid from the date of effectiveness of the contract to a period of three months beyond the



period of 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 renewed accordingly by the selected service provider as per the existing terms & 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. Demand draft in support of Bid processing fee as applicable.
- c. Demand draft in support of EMD as applicable.
- d. Copy of certificate of incorporation of the firm / agency.
- e. Copy of GSTIN
- f. Copy of PAN
- g. Copies of IT return for the last three assessment years.
- h. Copies of EPF & ESI registration number.
- i. Copy of valid licence under PSARA Act 2005 for security service.
- j. Copy of Bank Account details
- k. Copies of the Income / Expenditure statements along with balance sheet for the last 3 years.
- l. Copies of the work orders from the previous organizations for providing services during last five years.
- m. Undertaking regarding non-black listing (on stamp paper)
- n. Undertaking regarding non-pending of any judicial proceedings (on bidders letter head)
- o. Copy of valid labour licence.

Any deviation from the prescribed procedures / required information / formats / conditions shall result in outright rejection of the bid. Any conditional bid shall be outrightly 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 20.03.2024 at 11.00 AM at SLFMTTC in presence of the authorised representative 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 28.03.2024 at 11.00 AM in presence of the authorised representatives. The EMD shall be forfeited if the successful bidder fails to undertake the work or fails to comply with any of the terms & 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 & conditions of the bid documents. In case the lowest bidder is disqualified after selection for any reason, then negotiation 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 Govt. of Odisha from time to time as 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 service 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 Work**

The Director SLFMTTC Baramunda, Bhubaneswar Pin- 751003 requires the service of reputed, well established, financially sound and registered service providers to provide **OFFICE SUPPORT SERVICES**, for **OFFICE OF THE DIRECTOR STATE LEVEL FARM MACHINERY TRAINING & TESTING CENTRE, BARAMUNDA, BHUBANESWAR** as per requirement.

- 1 The man power service provider should be managed by experienced staffs to execute and perform the job and work assignment of such nature efficiently. The man power to be deployed for this purpose should be registered under the service provider and must have the required qualifications, experience and relevant knowledge to perform the service.
- 2 It is the responsibility of the service provider to maintain the quality of the outsourced service for performing the defined responsibilities assigned by the authority from time to time. The authority reserves the right to verify & check the credentials and qualification of the outsourced service. If during the course of engagement of any outsourced personnel it comes to the notice of the authority that the outsourced person has misrepresented the fact about his/her qualification / experience, the service provider will have to terminate the service of such staff immediately.
- 3 The manpower service provider should have an empanelled list of trained / experienced staff so that uninterrupted and continued services can be provided during the period of contract. The service provider should be able to provide additional manpower support whenever required by the authority under the same terms & conditions.
- 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 services provider and the Director SLFMTTC.
- 5 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.
- 6 The manpower deployed for the purpose must have good moral character & cordial attitude and should not reveal the official information to outsiders and must maintain official secrecy.
- 7 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.
- 8 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.

- 9 The entire financial liability in respect of manpower services deployed shall be that of the service provider that the authority in no way liable for the same. It is the sole responsibility of the service provider to pay to the person deployed a sum not less than the proposed monthly remuneration as mentioned in the financial bid.
- 10 The manpower deployed by the service provider shall be required to report for work at 10.00 AM and leave office at 5.30 PM and may also be required to work beyond 5.30 PM as & when required for which he / she would not be paid any extra remuneration. In case the service needs to be executed on shift basis, the timings will be decided by the authority, which shall be as per rules. In case service provided stops for a particular day or reports late on three occasions, proportionate deduction of remuneration for one day will be made from the total due amount for one month.
- 11 If there occurs any probability of the person leaving the job due to his / her own personnel reasons, the manpower service provider shall provide a substitute, well in advance. The payment in respect of the overlapping period of the substitute shall be the responsibility of the manpower service provider.
- 12 The person deployed shall, during the course of their work be privy to certain qualified documents & 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. The service provider should ensure regular payment of the monthly salary to the personnel engaged by him within 10<sup>th</sup> of the succeeding month after deduction of applicable statutory dues. The salary should be credited their remuneration in their bank account.
- 14 The engagement of the 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 three working days.
- 15 The Service Provider shall provide photo ID card to its personnel deployed at site at its own cost.
- 16 The personnel engaged by the service provider should be of minimum 21 years of age & not exceeding 45 years of age.

## SECTION - III

### Schedule Requirement

Tentative requirement of manpower to be deployed for the proposed services given here as under  
(To be filled up by the Tender Inviting Authority)

SI No.	Description	Requirement
1.	Security Services (Security Guard) (Round the clock)	03
2.	Multi Skill Assistant	03
3.	Accountant cum Clerk	01
4.	Heavy vehicle driver	01
5.	Housekeeping & Sanitation	03
6.	Operation & Maintenance of all Equipments i) Testing Assistant (2) ii) Instrument Mechanic (1) iii) Electrician (1)	04
7.	Front Desk Management	01
	<b>Total</b>	<b>16 Nos.</b>

## 1. Security Services (Security Guard)

SI No.	Manpower	Age limit	Qualification	Work experience	Remuneration	Job Description
01	Security Services (Security Guard)	21 to 45 Years	1. 8 <sup>th</sup> Pass & above	1. Should have 1-3 years post qualification working experience under any reputed central/ state/ PSVS / reputed corporate organisation.	Rs.442/- per mday exclusive of statutory dues.	<ol style="list-style-type: none"> <li>1. He/She shall work as per the direction of the authority of the Manpower Service Provider.</li> <li>2. He is responsible for the protection of life &amp; property against theft, pilferage, fire etc.</li> <li>3. He/She should ensure safety &amp; security of men &amp; material.</li> <li>4. He/She will guide visitors to desired locations/concerned officials/ occupants.</li> <li>5. Regulating entry of unwanted visitors/sales man &amp; will maintain visitor's register.</li> <li>6. Checking of gate passes and to regulate the entry and exit of vehicles/materials.</li> <li>7. Prevent entry of stray animals like cow, dogs etc., Frisking and checking of visitors during &amp; after operational hours. Round the clock patrolling of the project Facility.</li> <li>8. Hand hold metal detectors should be provided by the Security Agency to Security Guards for checking &amp; frisking of visitors as well as their carry bags.</li> <li>9. Visitor's management in common, during events &amp; exhibitions &amp; during other special occasions.</li> </ol>

## **Terms & Conditions of service**

1. The manpower 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.
2. The service provider shall ensure that the security personnel deputed as per the scope of the work should be physically and mentally healthy and not more than 45 years of age or less than 21 years of age.
3. 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.
4. Visitors shall be regulated as per the direction of the authority and procedure and records thereof shall be maintained as stipulated there in.
5. A senior level representative of the service provider shall visit the office premises at least once a week & review the service performance of its personnel. During the weekly visit, service providers representative will also meet the authority dealing with service under contract for mutual feedback regarding work performance & removal of deficiencies if any, observed in their working.
6. The incidental expenses towards shoes, shocks, caps, torch stick, umbrella & raincoat etc as required shall be borne / supplied by the service provider at its own cost.
7. The day to day functioning of the services be carried out in consultation with and under the direction of the authority. Proposals for efficient functioning of the security system shall be discussed considered and implemented from time to time by the service provider with the approval of the authority.
8. 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 will 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 the 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 what so ever.
9. The service provider shall ensure that any replacement of the personnel as required by the authority for any reason specified or otherwise shall be affected 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 providers cost.
10. The manpower of the security services shall be directed if any unwanted situation arises during their services, they will immediately intimate the authority dealing with service under contract immediately and will act as per his / her direction.

## 2. Multi Skill Assistant

SI No.	Manpower	Age limit	Qualification	Work experience	Remuneration	Job Description
01	Multi Skilled Assistant	21 to 45	<ol style="list-style-type: none"> <li>1. Bachelor's degree in any discipline from any Govt recognised University / Institution.</li> <li>2. Post Graduation Diploma in Computer Application.</li> <li>3. Good proficiency in MS office Tools, Internet applications with efficient typing and data entry skill.</li> <li>4. Sound knowledge to handle minimum hardware / software trouble shooting.</li> </ol>	He / She should have 1 -3 years' post qualification working experience in MIS / Administration management under any reputed central / state/ P-SOS / any reputed corporate organization	Rs. 442/- per mday exclusive of statutory dues	<ol style="list-style-type: none"> <li>1. Responsible for carry out all administrative requirements of the authority like day to day official work, file management, secretarial practices, data entry work.</li> <li>2. Responsible for maintenance of office records with respect to general management &amp; correspondences</li> <li>3. Assisting officials for generating reports / information for meetings and other official purposes.</li> <li>4. Any other reasonable work assigned by the authority.</li> <li>5. Assisting Testing Engineer in organising data for testing.</li> </ol>

### Terms & Conditions of service

1. The manpower service provider should be managed by trained support staff to execute & 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 & must have the required qualifications, experience & relevant knowledge to perform computer work & office support services as mentioned above in the columns.
2. It shall be the responsibility of the service provider to verify the qualification & experience of the outsourced manpower. The person engaged will be liable for performing the defined responsibilities assigned by the authority from time to time. The authority reserves the right to check & verify the credentials and qualification of the outsourced manpower. If during the course of engagement of any outsourced personnel, it comes to the notice of authority that he/she has Mis-represented the fact about his / her qualification / experience the service provider will have to terminate the service of such staff immediately.
3. The manpower service provider should have an empanelled list of trained / experienced Multi Skilled Assistant (MSA) and 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 manpower support whenever required by the authority under the same terms & conditions.
4. The agreement may be extended on the same terms & conditions or with some addition / deletion / modifications, for a further specific period mutually agreed upon by the manpower service provider & the Finance Department Circular.
  5. The manpower deployed by the service provider shall be required to report for duty at 10AM & leave office by 5.30 PM & may also be required to work beyond 5.30 PM in case of exigency and for which he / she shall not be paid any extra remuneration. In case the person deployed remains absent in a particular day or comes late / leaves early on three occasions, proportionate deduction from the remuneration for one day will be made.
  6. 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 secrecy.
  7. The service provider shall nominate a coordinator who shall be responsible for periodic interaction with the authority so that optional services of the persons deployed could be availed without any disruption.
  8. 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 authorised representative of manpower service provider who shall get it verified from the designated officer.
  9. It is the responsibility of the manpower service provider to pay to the person deployed in time & a sum not less than their monthly remuneration as mentioned in the financial bid.
  10. 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.
  11. The person deployed shall, during the course of their work be privy to certain qualified documents and information which they are not supposed to divulge to third parties. In view of this, they shall be required to take oath of confidentiality and breach of this condition shall make the manpower service provider as well as the person deployed liable for penal action under the applicable laws besides, action breach of contract.
  12. The manpower service provider shall be responsible in compliance of all statutory provisions relating to minimum wages payable to the person deployed at the authority's location. The service provider should ensure regular payment of monthly remuneration / salary to the personnel engaged by the service provider by 10<sup>th</sup> 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.



13. 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 three working days.

## 2. Accountant cum Clerk

SI No.	Manpower	Age limit	Qualification	Work experience	Remuneration	Job Description
01	Accountant cum Clerk	21 to 45 Years	3. Bachelor's degree in any Govt. recognized University/ Institution 4. Good proficiency in MS office tools, Internet applications with typing & data entry skill.	Should have 1-3 years post qualification working experience under any reputed central/ state/ PSVS / reputed corporate organisation.	Rs.442/- per mday exclusive of statutory dues.	1. Responsible for carryout all administrative requirements of the authority like day to day official work, file management secretarial practices, data entry work and other related works. 2. Responsible for maintenance of office records with respect to general management and correspondences. 3. Assisting officials for generating reports / information for meetings and other official purposes. 4. Any other reasonable work assigned by authority.

### Terms & Conditions of Service

1. The man power service provider should be managed by trained support staffs to execute and perform the job and work assignment of such nature efficiently. The man power to be deployed for this purpose should be registered under the service provider and must have valid driving license, experience and relevant knowledge to maintain log book and relevant documents.
2. It is the responsibility of the service provider to verify the minimum relevant knowledge and experience of the outsourced manpower. The outsourced person is liable for performing the defined responsibilities assigned by the authority from time to time. The authority reserves the right to verify & check the credentials and qualification of the outsourced manpower. If during the course of engagement of any outsourced personnel it comes to the notice of the authority that the outsourced person has misrepresented the fact about his/her qualification / experience, the service provider will have to terminate the service of such staff immediately.
3. The manpower service provider should have an empanelled list of trained / experience driver so that uninterrupted and continued services can be provided during the period of contract. The service provider should be able to provide additional manpower support whenever required by the authority under the same terms & conditions.

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 services provider and the finance department.
5. 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.
6. The manpower deployed for the purpose must have good moral character & cordial attitude and should not reveal the official information to outsiders and must maintain official secrecy.
7. The service provider shall nominate a coordinator who shall be responsible for periodic interaction with the authority so that optional services of the persons deployed could be availed without any disruption.
8. 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.
9. The entire financial liability in respect of manpower services deployed shall be that of the service provider that the authority in no way liable for the same. It is the sole responsibility of the service provider to pay to the person deployed a sum not less than the proposed monthly remuneration as mentioned in the financial bid.
10. If there occurs any probability of the person leaving the job due to his / her own personnel reasons, the manpower service provider shall provide a substitute, well in advance. The payment in respect of the overlapping period of the substitute shall be the responsibility of the manpower service provider.
11. The person deployed shall, during the course of their work be privy to certain qualified documents & information which they are not supposed 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.
12. The manpower service provider shall be responsible for compliance of all statutory provisions relating to minimum wages payable to the persons deployed. The service provider should ensure regular payment of the monthly salary to the personnel engaged by him within 10<sup>th</sup> of the succeeding month after deduction of applicable statutory dues. The salary should be credited in their bank account.
13. The engagement of the 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 three working days.

#### 4 Heavy Vehicle Driver

Sl No.	Manpower	Age limit	Qualification	Work experience	Remuneration	Job Description
01	Heavy Vehicle Driver	21 to 45 Years	8 <sup>th</sup> pass	He / She should have 1-3 years experience in similar nature of work.	Rs.502/- per mday exclusive of statutory dues.	<p>1. Responsible for day to day re[pair &amp; service of the vehicle on regular basis.</p> <p>2. Responsible to work as per direction of the testing engineer.</p> <p>3. Maintenance of log book, on daily basis &amp; also mainting other relevant records.</p>

#### Terms & Conditions of Service

1. The man power service providers should be managed by trained support staffs to execute and perform the job and work assignment of such nature efficiently. The man power to be deployed for this purpose should be registered under the service provider and must have valid driving license, experience and relevant knowledge to maintain log book and relevant documents.
2. It is the responsibility of the service provider to verify the minimum relevant knowledge for maintaining the log book, genuineness of driving license and experience of the outsourced manpower. The outsourced person is liable for performing the defined responsibilities assigned by the authority from time to time. The authority reserves the rights to verify & check the credentials and qualification of the outsourced manpower. If during the course of engagement of any outsourced personnel it comes to the notice of the authority that the outsourced person has misrepresented the fact about his/her qualification / experience, the service provider will have to terminate the service of such staff immediately.
3. The manpower service provider should have an empanelled list of trained / experience driver so that uninterrupted and continued services can be provided during the period of contract. The service provider should be able to provide additional manpower support whenever required by the authority under the same terms & conditions.

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 services provider and the finance department.
5. 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.
6. The manpower deployed for the purpose must have good moral character & cordial attitude and should not reveal the official information to outsiders and must maintain official secrecy.
7. The service provider shall nominate a coordinator who shall be responsible for periodic interaction with the authority so that optional services of the persons deployed could be availed without any disruption.
8. 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.
9. The entire financial liability in respect of manpower services deployed shall be that of the service provider that the authority in no way liable for the same. It is the sole responsibility of the service provider to pay to the person deployed a sum not less than the proposed monthly remuneration as mentioned in the financial bid.
10. If there occurs any probability of the person leaving the job due to his / her own personnel reasons, the manpower service provider shall provide a substitute, well in advance. The payment in respect of the overlapping period of the substitute shall be the responsibility of the manpower service provider.
11. The person deployed shall, during the course of their work be privy to certain qualified documents & information which they are not supposed 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.
12. The manpower service provider shall be responsible for compliance of all statutory provisions relating to minimum wages payable to the persons deployed. The service provider should ensure regular payment of the monthly salary to the personnel engaged by him within 10<sup>th</sup> of the succeeding month after deduction of applicable statutory dues. The salary should be credited in their bank account.
13. The engagement of the 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 three working days.

## 5. Housekeeping & sanitation

SI No.	Manpower	Age limit	Qualification	Work experience	Remuneration	Job Description
01	Housekeeping & sanitation	21 to 45 Years	8 <sup>th</sup> pass	He / She should have 1-3 years experience in similar nature of work.	Rs.392/- per mday exclusive of statutory dues.	<p>1. Responsible for carryout daily housekeeping &amp; sanitation work in office time as well as beyond office time.</p> <p>2. Responsible for maintenance of assets &amp; keeping in proper position including cleaning of periphery of the building.</p>

### Terms & Conditions of Service

1. The man power service providers should be managed by trained support staff to execute and perform the job and work assignment of such nature efficiently. The man power to be deployed for this purpose should be registered under the service provider and must have valid driving license, experience and relevant knowledge to maintain Housekeeping & Sanitation work.
2. It is the responsibility of the service provider to verify the minimum relevant knowledge & experience of the outsourced manpower. The outsourced person is liable for performing the defined responsibilities assigned by the authority from time to time. The authority reserves the rights to verify & check the credentials and qualification of the outsourced manpower. If during the course of engagement of any outsourced personnel it comes to the notice of the authority that the outsourced person has misrepresented the fact about his/her qualification / experience, the service provider will have to terminate the service of such staff immediately.
3. The manpower service provider should have an empanelled list of trained / experience staff so that uninterrupted and continued services can be provided during the period of contract. The service provider should be able to provide additional manpower support whenever required by the authority under the same terms & conditions.
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 services provider and the finance department.

5. 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.
6. The manpower deployed for the purpose must have good moral character & cordial attitude and should not reveal the official information to outsiders and must maintain official secrecy.
7. The service provider shall nominate a coordinator who shall be responsible for periodic interaction with the authority so that optimal service of the persons deployed could be availed without any disruption.
8. 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.
9. The entire financial liability in respect of manpower services deployed shall be that of the service provider that the authority in no way liable for the same. It is the sole responsibility of the service provider to pay to the person deployed a sum not less than the proposed monthly remuneration as mentioned in the financial bid.
10. If there occurs any probability of the person leaving the job due to his / her own personnel reasons, the manpower service provider shall provide a substitute, well in advance. The payment in respect of the overlapping period of the substitute shall be the responsibility of the manpower service provider.
11. The person deployed shall, during the course of their work be privy to certain qualified documents & information which they are not supposed 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.
12. The manpower service provider shall be responsible for compliance of all statutory provisions relating to minimum wages payable to the persons deployed. The service provider should ensure regular payment of the monthly salary to the personnel engaged by him within 10<sup>th</sup> of the succeeding month after deduction of applicable statutory dues. The salary should be credited in their bank account.
13. The engagement of the 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 three working days.



## 6. Operation & Maintenance of all Equipment

SI No.	Manpower	Age limit	Qualification	Work experience	Remuneration minimum take home remuneration	Remarks
01	Operation & Maintenance of all Equipment	21 to 45 Years	ITI Fitter grade ITI Electrical	1. He / She should have 1-3 years post qualification working experience in operation of Machines / Testing of machines / opening & fitting of machines.	Rs.502/- per mday exclusive of statutory dues.	1. Responsible for maintenance of all equipments & proper handling of the instruments. 2. Assisting the Testing Engineers in coordinating testing measurement of different parts of the machines & overall keeping records in proper manner. 3. Any other responsible work assigned by the authority from time to time.

### Terms & Conditions of Service

1. The man power service providers should be managed by trained support staffs to execute and perform the job and work assignment of such nature efficiently. The man power to be deployed for this purpose should be registered under the service provider and must have valid driving license, experience and relevant knowledge to maintain log book and relevant documents.
2. It is the responsibility of the service provider to verify the minimum relevant knowledge and experience of the outsourced manpower. The outsourced person is liable for performing the defined responsibilities assigned by the authority from time to time. The authority reserves the right to verify & check the credentials and qualification of the outsourced manpower. If during the course of engagement of any outsourced personnel it comes to the notice of the authority that the outsourced person has misrepresented the fact about his/her qualification / experience, the service provider will have to terminate the service of such staff immediately.
3. The manpower service provider should have an empanelled list of trained / experience staff so that uninterrupted and continued services can be provided during the period of contract. The service provider should be able to provide additional manpower support whenever required by the authority under the same terms & conditions.

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 services provider and the finance department.
5. 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.
6. The manpower deployed for the purpose must have good moral character & cordial attitude and should not reveal the official information to outsiders and must maintain official secrecy.
7. 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.
8. 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.
9. The entire financial liability in respect of manpower services deployed shall be that of the service provider that the authority in no way liable for the same. It is the sole responsibility of the service provider to pay to the person deployed a sum not less than the proposed monthly remuneration as mentioned in the financial bid.
10. If there occurs any probability of the person leaving the job due to his / her own personnel reasons, the manpower service provider shall provide a substitute, well in advance. The payment in respect of the overlapping period of the substitute shall be the responsibility of the manpower service provider.
11. The person deployed shall, during the course of their work be privy to certain qualified documents & information which they are not supposed 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.
12. The manpower service provider shall be responsible for compliance of all statutory provisions relating to minimum wages payable to the persons deployed. The service provider should ensure regular payment of the monthly salary to the personnel engaged by him within 10<sup>th</sup> of the succeeding month after deduction of applicable statutory dues. The salary should be credited in their bank account.
13. The engagement of the 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 three working days.

## 7. Front Desk Management

SI No.	Manpower	Age limit	Qualification	Work experience	Remuneration	Job description
01	Front Desk Management	21 to 45 Years	<p>1. Bachelor's degree in any Govt. recognized University/ Institution</p> <p>2. Good proficiency in MS office tools, Internet applications with typing &amp; data entry skill.</p>	<p>1. She /He should have minimum 1-3 years post qualification experience in similar nature of work in any reputed central / state / PSUS / reputed corporate organization.</p>	Rs.442/- per mday exclusive of statutory dues.	<p>1. Responsible for proper handling the visitors.</p> <p>2. Responsible for giving proper information about the officials / Institutions / Testing Engineers</p> <p>3. Responsible for proper guiding the manufacturers / representatives of the manufacturers / guests / &amp; visitors about Testing / Training &amp; Demonstration of Implements.</p> <p>4. Responsible for maintaining records of the guests with respect to general management and correspondence.</p> <p>5. Management of daily official work and support to the officials and other staff.</p> <p>6. Any other reasonable/responsible work assigned by authority.</p>

### Terms & Conditions of Service

- The man power service providers should be managed by trained support staffs to execute and perform the job and work assignment of such nature efficiently. The man power to be deployed for this purpose should be registered under the service provider and must have, experience and relevant knowledge to maintain day to day activity.
- It is the responsibility of the service provider to verify the minimum relevant knowledge and experience of the outsourced manpower. The outsourced person is liable for performing the defined responsibilities assigned by the authority from time to time. The authority reserves the rights to verify & check the credentials and qualification of the outsourced manpower. If during the course of engagement of any outsourced personnel it comes to the notice of the authority that the outsourced person has misrepresented the fact about his/her qualification / experience, the service provider will have to terminate the service of such staff immediately.

3. The manpower service provider should have an empanelled list of trained / experience staff so that uninterrupted and continued services can be provided during the period of contract. The service provider should be able to provide additional manpower support whenever required by the authority under the same terms & conditions.
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 services provider and the finance department.
5. 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.
6. The manpower deployed for the purpose must have good moral character & cordial attitude and should not reveal the official information to outsiders and must maintain official secrecy.
7. The service provider shall nominate a coordinator who shall be responsible for periodic interaction with the authority so that optional services of the persons deployed could be availed without any disruption.
8. 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.
9. The entire financial liability in respect of manpower services deployed shall be that of the service provider that the authority in no way liable for the same. It is the sole responsibility of the service provider to pay to the person deployed a sum not less than the proposed monthly remuneration as mentioned in the financial bid.
10. If there occurs any probability of the person leaving the job due to his / her own personnel reasons, the manpower service provider shall provide a substitute, well in advance. The payment in respect of the overlapping period of the substitute shall be the responsibility of the manpower service provider.
11. The person deployed shall, during the course of their work be privy to certain qualified documents & information which they are not supposed 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.
12. The manpower service provider shall be responsible for compliance of all statutory provisions relating to minimum wages payable to the persons deployed. The service provider should ensure regular payment of the monthly salary to the personnel engaged by him within 10<sup>th</sup> of the succeeding month after deduction of applicable statutory dues. The salary should be credited in their bank account.

13. The engagement of the 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 three working days.

**SECTION - IV**  
**GENERAL TERMS & CONDITIONS**

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1. For all intents & 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 what so ever 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 personnel as per the criteria given in the tender schedule. Employment of child labour will lead to the termination of the contract. The personnel to be employed should be physically sound to perform the duties.
3. The service provider shall 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 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 to supervise the work, and also overall management of the services to be rendered at the office of the authority.
5. The service provider shall be solely responsible for compliance to the provisions of various labour & 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 wages / 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 personnel file in respect of all the staff who are deployed in the office of the authority. The personnel file should contain the datas like Name, Address, date of birth, sex, residential address (temporary / permanent), Bank Account, EPF / ESI, 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 & antecedents of the persons whom they are recommending. An undertaking to this effect must be provided by the manpower service provider prior to signing of the agreement.
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 manpower 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 inquiry comprising of both parties shall be conducted and as per repast 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. Authority shall have the right to deduct appropriate amount from the bill of the 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.
15. 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.
16. In case of delay in providing required replacement, the amount of penalty calculated at the rate 1% of the annual contract value per week on account of delay, shall be deducted from the monthly bills in the succeeding month.
17. 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.
18. The Service Provider shall not be allowed to transfer, assign, pledge or Subcontract its rights & liabilities under this Agreement to any other agency or organization. Sub contracting is not allowed under this agreement.
19. 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.
20. 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.



21. 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.
22. 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 one month prior notice to the Service Provider.
23. 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.
24. 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.
25. 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.
26. All disputes shall be under the jurisdiction of the court at Bhubaneswar.
27. 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.
28. 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.
29. The Manpower Service Provider will be bound by the details furnished to the authority while submitting the tender or at any subsequent stage Mis-representation of documents / Information, leads to termination of agreement.
30. The manpower service provider will have to submit the Performance, Bank guarantee of any scheduled commercial bank upto a total of Rs. 25.00 Lakhs during submission of bid documents

**Mode of Payment** - The Service Provider a specific bank account for receipt of payment from the client towards the service performed by the agency. The Service Provider will furnish the details the Bank Account to the Authority within 7 days of the signing of the contract.

**SECTION-V**  
**TECHNICAL BID**

**COVERING LETTER**

(BIDDER LETTER HEAD)

[Location, Date]

To

**The Director, SLFMTTC**  
**Baramunda, Bhubaneswar - 751003**

Sub: Tender for outsourcing of Security Services / Multi Skill Assistant / Accountant cum Clerk / Heavy Vehicle Driver / Housekeeping & Sanitation / Operation & Maintenance of all Equipments / Front Desk Management.

Dear Sir,

I, the Undersigned, offer to participate in the tender process to provide services for Security Services / Multi Skill Assistant / Accountant cum Clerk / Heavy Vehicle Driver / Housekeeping & Sanitation / Operation & Maintenance of all Equipments / Front Desk Management 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 Tender 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.

Thanking you.

Designation -

Yours faithfully,

Address of the Bidder -

Authorized Signatory  
With Date & Seal

**(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 Number.
		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
7.	PAN No. (Attach self attested copy)	
8.	GSTIN (Attach self attested copy.)	
9.	E.P.F Registration No. (Attach self attested copy)	
10	E.S.I Registration No. (Attach self attested copy) Attach attested copy)	
11	PSARA License No. & Valid up to <b>for Security Services</b>	
12	Labour License No.	
13	Acceptance to all the terms & conditions of the tender (Yes/No).	
14	Power of Attorney / authorization letter for signing the of 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. (\*)**

<b>Financial Year*</b>	<b>Turn Over Amount (In INR)</b>	<b>Average Turnover (in INR)</b>
<b>FY1</b>		
<b>FY2</b>		
<b>FY3</b>		
<b>FY4</b>		
<b>FY5</b>		

*\*from the date of issue of tender*

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

<b>Sl No.</b>	<b>Period</b>	<b>Name of Authority with complete Address &amp; Fax No.</b>	<b>Type of services provided with details of manpower / machinery deployed</b>	<b>Contract Amount (in INR)</b>	<b>Duration</b>	
					<b>From</b>	<b>To</b>
1						
2						
3						
4						
5						

**20. Declaration**

I, Sh ri, Son/D aughter / Wife of Sh ri \_\_\_\_\_  
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: .....

**Enclosure:**

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

(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 organization 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:

(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:

## **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 at 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**.



**SECTION - VI**  
**FINANCIAL BID**

**COVERING LETTER**  
**BIDDER LETTER HEAD**

[Location, Date]

To

The Director, SLFMTTC  
Baramunda, Bhubaneswar - 751003

**Sub: Tender for outsourcing of Security Services / Multi Skill Assistant / Accountant cum Clerk / Heavy Vehicle Driver / Housekeeping & Sanitation / Operation & Maintenance of all Equipments / Front Desk Management.**

Sir,

I, the undersigned, offer to provide the services for outsourcing of Security Services / Multi Skill Assistant / Accountant cum Clerk / Heavy Vehicle Driver / Housekeeping & Sanitation / Operation & Maintenance of all Equipments / Front Desk Management 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 & 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:

**(FORM - F1)**  
**{QUOTED PRICE}**

Manpower Details:								
SI No.	Capacity of Manpower	Requirement in Nos.	Cost per Unit in INR (Inclusive of remuneration and all statutory dues)					
			Basic Remuneration	EPF	ESI	Service Charges	GST as (applicable)	Total in INR
1	Security Services	03	Rs.442/- per mday					
2	Accountant-cum- Clerk	02	Rs.442/- per mday					
3	Heavy Vehicle Driver	01	Rs.502/- per mday					
4	Multi skill Assistant	03	Rs.442/- per mday					
5	Housekeeping & sanitation	03	Rs.392/- per mday					
6	Operation & Maintenance of all Equipments	04	Rs.502/- per mday					
7	Front Desk Management	02	Rs.442/- per mday					
Total (Manpower Cost) in INR								

- Bidder with lowest evaluated competitive quoted price for the required service will be awarded with contract
- The basic Remuneration price must be quoted in between the range mentioned above.
- 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)

## **SECTION - VII**

### **BID SUBMISSION CHECK LIST**

SI No.	Description	Submitted (Yes/No)	Page No.
1	TECHNICAL BID (ORIGINAL) Covering Letter in Bidders Letter Head		
2	Bid Processing Fee		
3	EMD		
4	Copy of Incorporation / Registration Certificate of the Bidder		
5	Copy of PAN		
6	Copy of GSTIN		
7	Copies of Income Tax Clearance Certificate for the last three Assessment years		
8	Copy of Valid EPF & ESI certificate		
9	Copy of valid PSARA License (in case of Security Services)/Labour license		
10	TECHNICAL BID duly filled in ( <b>Covering Letter, FORM- T1, T2 and T3</b> )		
11	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.		
12	Power of Attorney in favour of the person signing the bid on behalf of the bidder.		
13	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.		
14	Undertaking for not have been black-listed by any Central / State Govt. / any Autonomous bodies during the recent past. ( <b>FORM-T2</b> )		
15	Undertaking for not having any Police case pending against the bidder ( <b>FORM- T3</b> )		
16	Valid copy of Labour license		
<b>Financial bid (original)</b>			
1	Covering Letter in Bidders Letter head		
2	Duly Filled in Financial Bid (FORM-F1)		

It is to be ensure 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 initials]: \_\_\_\_\_

Name and Designation with Date and Seal: \_\_\_\_\_

**SECTION - VIII**

**PERFORMANCE BANK GUARANTEE FORMAT**

To

The Director, SLFMTTC  
Baramunda, Bhubaneswar- 751003

**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 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 you 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 filling of claim and any part thereof under this Bank Guarantee only and only if you serve upon 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**