



COLLECTORATE, GANJAM, CHATRAPUR

(Social Security Section)

Tel. 06811-263970. E-mail: dssoganjamss@gmail.com

No. 473

Date : 6-02-2025

Notice inviting Tender for award of contract for providing Outsourcing Services.

Sealed tenders are invited from reputed service providing agencies to provide different categories of manpower, as detailed below, for a period of one year w.e.f. the date of effectiveness of the agreement on contract basis for their engagement in the Integrated Infrastructure Complex (IIC), Palur Hills, PO: Konisi, under the control of Dist. Social Security Officer, Ganjam.

Sl.No	Name of the posts	No. of Posts
01	Consultant	01
02	Clerk / Data Entry Operator	02
03	Sweepers	03
04	Gardener	01

The Schedule of the Bidding Process are furnished below :-

Date of Issue	06.02.2025
Last date & time for submission of Tender	27.02.2025 at 1.00P.M.
Opening of Technical Bid	28.02.2025 at 3.00P.M.
Opening of Financial Bid	28.02.2025 at 3.00P.M.

The Detailed information for outsourcing of the aforementioned services has been mentioned in the Tender documents, which may be downloaded from the Ganjam District website www.ganjam.nic.in

Tender Processing Fees of Rs. 1,000/- (Rupees One thousand only) and EMD of Rs. 50,000/- (Rupees Fifty thousand only) should be paid, alongwith the Technical Bid, in shape of Demand Draft made in favour of "The District Social Security Officer, Ganjam" payable at CHATRAPUR (GANJAM).

The Tenders can only be submitted by Speed Post/Regd. Post/Courier service to : The District Social Security Officer, Ganjam. Tenders received in any other means shall not be accepted.



The filled-in Tenders, complete in all respect, should reach at the Office of the Dist. Social Security Officer, Ganjam on or before 1.00 PM of 27.02.25 day) in the postal address given below.

**District Social Security Officer
Ganjam District
At/PO: CHATRAPUR – 761020
Dist. Ganjam. Mob. 9439520915
Email: dssoganjamss@gmail.com**

Tenders received after the due date and incomplete in any respect shall summarily be rejected without assigning any reason whatsoever.

The Collector, Ganjam reserves the right to cancel one or all the Tenders in case of administrative exigencies.

Collector & Dist. Magistrate
Ganjam, Chatrapur

Memo No. 474 /Dt. 6-02-2025

Copy to Dist. Informatics Officer, NIC, Ganjam with a request to hoist the Tender Notice in the District Website for mass publicity.

Dist. Social Security Officer
Ganjam, Chatrapur

Memo No. 475 /Dt. 6-02-2025

Copy submitted to All Addl. Dist. Magistrates of Ganjam District / Commissioner, BeMC, Berhampur / All Sub-Collectors / All BDOs / All District Level Officers / All CDPOs with a request to affix this Tender Notice in the Notice Boards of their respective Offices and notify the same to all their sub-ordinates Offices.

Dist. Social Security Officer
Ganjam, Chatrapur

Memo No. 476 /Dt. 6-02-2025

Copy submitted to Director, SS&EPD Department, Govt. Of Odisha for favour of kind information.

Dist. Social Security Officer
Ganjam, Chatrapur



TENDER DOCUMENT

TENDER FOR PROVIDING OUTSOURCING SERVICE THROUGH SERVICE PROVIDERS TO THE INTEGRATED INFRASTRUCTURE COMPLEX, PALUR HILLS, PO: KONISI – 761008, DIST. GANJAM – UNDER THE D.S.S.O., GANJAM

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SECTION – I

GENERAL INSTRUCTIONS FOR THE BIDDERS

A. 1. The Collector, Ganjam (hereinafter called the “**Authority**”) requires the services of reputed, well established and financially sound Manpower Service Providers to provide services of : (1) Consultant – 1 No. (2) Clerk/DEO – 2 No.s; (3) Sweeper – 3 No.s; (4) Gardener – 1 No. for their engagement at **Integrated Infrastructure Complex (IIC), At: Palur Hills, PO: KONISI – 761008, Dist. Ganjam**, under the administrative control of the **District Social Security Officer, Ganjam**.

2. The period of contract for providing the services is initially for one year from the date of commencement, i.e. the date of agreement. The period of contract may be extended further with equal terms & conditions, provided the requirement of manpower persists at that time or terminated before, owing to deficiency of service or substandard quality of manpower deployed by the selected Service Provider or owing to change in the requirement of manpower. **The Collector, Ganjam**, however reserves the right to terminate the Contract with the selected bidder at any time after giving 15 days notice to the Manpower Service Provider.

3. Presently, the Office of the DSSO, Ganjam has tentative requirement of the manpower as given below :-

Sl.No	Name of the Post	Number	Eligibility Criteria	Place of Engagement
01	Consultant	1	(a) Masters’ Degree in Social Works; (b) Post Graduate Diploma in Computer Application; (c) 3 years experience in any reputed NGO of similar nature	Integrated Infrastructure Complex (IIC), At: Palur Hills, PO: KONISI (Near

02	Clerk / DEO	2	(a) Bachelor Degree in any discipline from a recognised university; (b) Post Graduate Diploma in Computer Application from a recognised institution. (c) Must be well-conversant with online computer application and Office works	Berhampur)
03	Sweeper	3	Passed Class VIII	
04	Gardener	1	Passed Class VIII	

The eligible bidders, those have the capability to provide all the above types of services as per the prescribed technical parameters in the Tender Call Notice, are allowed to participate in the selection process. Part Bid will not be taken into consideration.

4. The Interested Bidders may visit the location on any working day between the Office hours to have a thorough knowledge of the services to be performed before preparation and submission of Tender documents.

5. Any sort of consortium or joint venture is not allowed in the Tender process.

6. The competent authority reserves the right to reject any/all bids and cancel the bidding process at any time, without assigning any reason whatsoever.

7. Canvassing in any manner is subject to rejection of the bidding.

8. The Bids, complete in all respect should reach at the following address, on or before **1.00 PM on 27.02.2025** day).

District Social Security Officer
Ganjam District
At/PO: CHATRAPUR – 761020
Dist. Ganjam. Mob. 9439520915
Email: dssoganjamss@gmail.com

B. Eligibility Criteria for the Bidder :-

Sl.No	Eligibility Criteria	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"> • Companies Act 1956/2013 • Indian Partnership Act 1932 • Indian Trust Act 1882 • Societies Registration Act 1860 • Limited Liabilities Partnership Act 2008 	Self-attested copies of the Certificates of Incorporation / Registration
2	Must have at least five years of business of providing resource deployment services (up to the last date of submission of Bid) of similar type to Central/State Government/Autonomous bodies /Agencies/Societies/corporate houses	Copies of the work order / contract document / completion certificates from the previous authorities

3	The Registered / Branch Office of the service provider must be located within the jurisdictional area of Odisha State	Copy of valid address proof of the office (copy of the Electricity, Telephone Bill, Lease Agreement of the rented premises)
4	Must have an annual average financial turnover of at least 2 crore rupees out of resources deployment service during the last 3 years (i.e. 2021-22, 2022-23, 2023-24)	Certified copies of audited Income/Expenditure and Balance Sheet and Annual Turnover Certificate from the CA for the concerned period
5	Must have a Bank account in the name of the Firm in any nationalized bank situated in Odisha	Copy of the Bank passbook.
6	Must not have been black-listed by any Central / State Government or any other public sector undertaking or any authority during the recent past	An undertaking to this effect should be furnished by the Bidder as per the prescribed format (Form-T3)
7	Must not have any judicial proceedings for any criminal offence against the Proprietor / Director / or persons to be deployed by the Bidder	An undertaking to this effect should be furnished by the bidder as per the prescribed procedure and format (Form-T4)
8	Other statutory documents to be furnished as part of the Technical Bid.	Copies of :- <ul style="list-style-type: none"> • PAN • GSTIN • EPF & ESI Registration number • IT returns for the last 3 years (i.e. 2021-22, 2022-23, 2023-24)

Bidders should submit the required documents as mentioned above in support of their entity. Bids not conforming to the eligibility criteria and non-submission of required documents as listed above and in the Technical Bid Format, will lead to outright rejection of the Bid. Submission of forged documents shall also be lead to rejection of the Bid. In the event of rejection of the Bid no further communication in this regard will be entertained by the authority.

The Bidders are advised to study all information, forms, terms & conditions and other information as mentioned in the bid documents before submission of their Bids. The Bid must be completed in all respect, indexed and bound. Each page must be numbered and certified by the authorized representative. Failure to comply with the tender requirements will lead to rejection of the Bid.

C. Submission of the Bid :-

(1) The Bid complete in all respected as specified in the Tender documents must be accompanied with Bid Application Fees of a non-refundable amount of Rs. 1,000/- (Rupees One thousand only) and refundable EMD of Rs. 50,000/- (Rupees Fifty thousand only) in shape of Demand Draft drawn in favour of “**District Social Security Officer, Ganjam**” and a “**Bid Security Declaration Form**” as per the format at **Form-T2** accepting that if the Bidder withdraw or modify their Bids during the period of its validity, they will be suspended for a period three years by the Authority. The Bid complete in all respect shall be submitted by **Speed Post/Registered Post/Courier** so as to reach at the Dist. Social Security Officer, Ganjam on or before 1.00 PM, 27.02.2025

The Authority will not be responsible for any postal delay. Bids without Bid Application Fees, EMD and Bid Security Declaration Form will be outrightly rejected. Bids received after the due date and time will not be taken into consideration

(2) The Tender has been invited under two Bid system :- **Technical Bid and Financial Bid**. The Bidders are advised to submit the Bid in two separate envelopes, super scribing :-

“**TECHNICAL BID – TENDER FOR SUPPLY OF MANPOWER BY SERVICE PROVIDER UNDER OUTSOURCING BASIS FOR I.I.C., PALUR HILLS**”

And

“**FINANCIAL BID – TENDER FOR SUPPLY OF MANPOWER BY SERVICE PROVIDER UNDER OUTSOURCING BASIS FOR I.I.C., PALUR HILLS**”

Both sealed envelopes must be kept in a third envelope, super scribing :
“**TENDER FOR SUPPLY OF MANPOWER BY SERVICE PROVIDER UNDER OUTSOURCING BASIS FOR I.I.C., PALUR HILLS**”

The successful bidder will have to Deposit a Performance Bank Security (Guarantee) for **Rs. 1,50,000/- (Rupees One lakh fifty thousand only)** in shape of Performance Bank Guarantee (PBG) / Fixed Deposit Receipt (FDR) from any National Bank located within Odisha State, drawn in favour of “**District Social Security Officer, Ganjam**” as per the format at **Annexure-1** (applicable for PBG only). The Performance Bank Security should be valid for a period of 3 months beyond the entire contract period (i.e. Performance Bank Guarantee must be valid from the date of effectiveness of the Contract/Agreement adding 3 months more to the period of contract with the selected bidder) as its commitment to perform services under the contract. Failure to comply with one or multiple clauses shall constitute sufficient grounds for forfeiture of the Performance Security. The Performance Security will be released immediately after three months of expiry of the Contract Period, provided that there is no breach of contract on part of the qualified bidder during the contract period. No interest shall be paid to the Performance Security. If the contract is further extended beyond the initial contract period the Bank Guarantee will have to be renewed accordingly as per the instructions of the Authority.

D. LIST OF DOCUMENTS FOR SUBMISSION :-

Bidders are required to furnish the following documents alongwith their Bids :-

- (i) Covering Letter alongwith Power of Attorney on the Bidder Firm's letter-head.
- (ii) Demand Draft towards Bid Application Fees and EMD as applicable;
- (iii) Bid Security Declaration Form (**Form-T2**)
- (iv) Copy of Certificate of Incorporation/Registration of the Service Provider;
- (v) Copy of GSTIN;
- (vi) Copy of PAN;
- (vii) Copies of IT returns for the last three years, 2021-22, 2022-23 and 2023-24.
- (viii) Copy of EPF and ESI Registration certificate;
- (ix) Copy of Bank account details;
- (x) Copies of audited financial statements of the firm for the last three financial years, 2021-22, 2022-23 and 2023-24.
- (xi) Certificate of Average Annual Turnover (from CA) for the last 3 years.
- (xii) Copies of Work Orders from the previous clients for providing similar type of services during the previous years.
- (xiii) Undertaking regarding being "Non-Blacklisted" by any agency (On non-judicial stamp paper of Rs. 10/- in form of Affidavit before the Notary) (**Form-T3**).
- (xiv) Undertaking regarding non-pending of any judicial proceedings for any criminal offences, pending against the Bidder (either the Firm or proprietor). (**Form-T4**).
- (xv) Copy of the address proof of the Registered Office of the Bidder Firm.

Any deviation from the prescribed procedures / required information / formats / conditions shall result to outright rejection of the Bid. Any conditional Bid shall also be subject to rejection.

All entries in the Bid documents should be legible, filled-in clearly and signed by the authorized representative. If the space for furnishing the information is insufficient, a separate sheet duly signed by the authorized representative may be attached.

The Technical Bid shall be opened on 28.02.25 at 3.00 PM in presence of the authorized representative of the Bidders, who wish to be present at that time on the spot. Financial Bid of the technically qualified bidders shall be opened on 28.02.25 at 3.00 AM/PM, in presence of the authorized representatives.

The Performance Security shall be forfeited if the successful Bidder fails to undertake the work on the notified time and fails to comply to any terms & conditions in the Service Agreement. No request for variation in quoted rates and or withdrawal of bids on any ground by the bidders shall be entertained.

To assist in the analysis, evaluation and computation of the Bids, the tender inviting authority may ask the bidders individually for clarification of their Bids. The request for clarification and response can be made orally or in writing but no change in the price of substance of the Bid offered, shall be permitted.



The Firms/Service Providers will be selected on the basis of the Financial Bid at the first place. However, in case of similar rates for one or multiple bidders the policy of **Quality –cum- Cost Based Selection (QCBS)** procedures will be adopted. In case, score is same for two or more agencies, then the agencies will be called for further negotiations and whosever rate is **L1** will be awarded the contract. The Evaluation Process of the Bidders are as follows :-

Sl.No	Evaluation Criteria	Detail Score	Maximum Score
1	Specific Experience of similar Works (providing manpower to Government/Semi-Government/ big Corporate houses / Cooperative agencies etc. (Attach work orders / closure reports)		20
i	Less than (or equal to) 10 No.s of assignments	10	
ii	More than 10 but less than (or equal to) 15 No.s of assignments	15	
iii	More than 15 No.s of assignments (1 mark on each additional assignment)	20	
2	Average Annual Turnover (during last 3 financial years		25
i	More than 2 crore and less than (or equal to) 3 crores	5	
ii	More than 3 crores and less than (or equal to) 5 crores	10	
iii	More than 5 crores and less than (or equal to) 8 crores	15	
iv	More than 8 crores	25	
TOTAL SCORE			45

The quoted rates should not be less than the minimum remuneration fixed by this Office in the Financial Bid format and shall also added all statutory obligations.

The service provider shall be liable for all kinds of dues in respect of the personnel provided/supplied under the contract and the authority is not liable to pay any such dues or damages or financial losses caused to the personnel so provided.

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

SECTION-II

SCOPE OF WORK

1. The Collector & Dist. Magistrate, Ganjam invites sealed Bids from the Service Providers for providing the services of :- (1) Consultant - 1 No.; (2) Clerk/DEO - 2 No.s; (3) Sweepers - 3 No.s; and (4) Gardener - 1 No. through outsourcing basis for the IIC, Palur Hills under the Office of the Dist. Social Security Officer, Ganjam, Chatrapur

2. The Service Provider should have the trained personnel to select appropriate candidates for providing the service. The persons/resources to be deployed for the purpose must have the required qualifications, experience, skill and relevant knowledge to required assignments, as prescribed in the Tender documents.

3. It shall be the responsibility of the Service Provider to verify the prescribed eligibility criteria of the deployed resources so provided. The deployed resources will be liable for performing the defining responsibilities assigned by the authority from time to time. The authority reserves the right to verify the credentials and qualifications of the outsourced resources. If during the course of engagement of any outsourced resources, it comes to notice of the authority that he/she has misrepresented the fact about his/her qualification and experience or other such facts, the service provider will have to terminate the service of such staff immediately. In the said event, the authority will not be liable for any sort of financial compensation or damages caused to the outsourced staff or otherwise.

4. The service provider should have an empanelled resource list of qualified/trained/experienced manpower as currently desired by the authority, so that uninterrupted and continuous services can be rendered in case of absence/leave of any personnel during the period of contract.

5. The Agreement with the selected service provider will be initially for one year, but it may be extended on similar terms & conditions or with some additions/deletions/modifications, for a further specific period mutually agreed upon by the Service Provider and the Collector, Ganjam.

6. The resources deployed by the service provider shall be required to report for work at 10.00 AM and leave office at 6.00 PM (with 1.30 PM to 2.00 PM Lunch Break) and may also be required to work beyond 6.00 PM for which he/she would not be paid any extra remuneration. In case, any deployed resource remains absent on a particular day or comes late / leaves early on three occasions, proportionate deduction from the remuneration for one day will be made.

7. Though the manpower resources are proposed to be deployed at Integrated Infrastructure Complex, Palur Hills, PO: Konisi, Dist. Ganjam, but they may be deployed at all such other places under the DSSO, Ganjam at the discretion of the Authority for which no additional remuneration would be paid.

8. The resources deployed for the purpose must have good moral character, cordial attitude and should not reveal the official information to outsiders or such other persons and must maintain confidentiality.

9. The service provider should nominate a coordinator, who shall be responsible for periodic interaction with the authority so that optimal services of the resources deployed could be obtained without any disruption.

10. The Attendance Roll for the deployed resources by the service provider shall be kept in the premises of IIC, Palur Hills or such other locations, which shall be monitored by the authorized representative of the service provider on regular basis. These Attendance Rolls should be signed by the authorized representative who shall get it verified from the authorized officer (Superintendent) of the authority at the site of deployment, i.e. Integrated Infrastructure Complex, Palur Hills, PO: Konisi, Dist. Ganjam.

11. The entire financial liabilities in respect to the manpower deployed in the Authority's designated location shall be that of the Service Provider and the authority will in no way liable for the same. It will be the responsibility of the Service Provider to pay to the resources deployed a sum not less than the proposed monthly remuneration as mentioned in the financial Bid.

12. The service provider shall provide a substitute well in advance if there occurred any probability of the resources leaving the job due to his/her personal reasons. The payment in respect to the overlapping period of the substitute shall be the responsibility of the service provider.

13. The resources deployed shall, during the course of their work, be privy to certain qualified documents and information which they are not supposed to divulge the same to third parties. In view of this, they shall be take oath of confidentiality and breach of this condition shall make the service provider as well as the resources deployed liable for penal action under the applicable laws, besides action for breach of contract.

14. The service provider shall be responsible for compliance of all statutory provisions regarding the prescribed wages payable to the resources deployed at the authority's location. The service provider should ensure regular payment of monthly remuneration to the resources engaged by 10th of the succeeding month after deduction of statutory dues. The service provider should credit the monthly remuneration to the respective bank accounts of the persons deployed.

15. The engagement of the outsourced resources shall be solely are the manpower of the service provider. They shall not have employer employee relationship with the Authority. The service provider should always make it clear to the deployed resources hired through them. Any outsourced resources can be removed at any time by giving notice to the service provider, without assigning any reason whatsoever for the same.

In that event the service provider will have to provide suitable replacement acceptable to the authority within 03 working days from the date of intimation of the notice.

16. In case of removal of the outsourced resources by the Authority, there shall not be any financial obligation on the part of the Authority in respect to compensation or otherwise to the outsourced resources, which shall be the sole responsibility of the service provider.



SECTION – III **GENERAL TERMS & CONDITIONS**

1. For all intents and purposes the Service Provider shall be the “Employer” within the meaning of different Rules & Acts in respect of outsourced resources. The resources deployed by the Service Provider shall not have any claim whatsoever like employee-employer relationship against the Department or Office concerned or Authority under this Agreement. The service provider shall make them known about their position in writing before deployment under this Agreement.
2. The service provider should deploy adult labour only. Engagement of child labour will lead to termination of the contract. Resources to be deployed by the service provider for providing services of the above said posts, should be above 21 years of age and not exceeding 40 years and physically and mentally sound to perform their assigned duties.
3. The service provider will bear overall responsibility for the resources deployed for performing the services. The authority shall not be responsible for any financial loss or any injury to the resources deployed by the service provider during the course of their performing the functions/duties, or for any payment towards any compensation.
4. The service provider shall exercise adequate supervision to ensure performance of the resources deployed to deliver the services in accordance to the requirements of the authority and it should exercise required supervision at the site of the authority, for overall management of the services to be rendered at the site.
5. The service provider shall be solely responsible for compliance to the statutory provisions under various laws like EPF, ESI, GST etc. relating to the resources deployed.
6. The service provider shall maintain complete official records of disbursement of remuneration showing all details of all supporting documents towards payment of EPF, ESI in respect of resources deployed for the purpose.
7. The service provider shall maintain personal file of all the resources deployed at the Office concerned. The personal file shall invariably consist of personal details such as name, complete present address, date of birth, sex, residential address (temporary/permanent) and all other identity proof.
8. The resources deployed by the service provider should not have any adverse police records / criminal case against them. The service provider should make adequate enquiries about the character and antecedents of the persons whom they are recommending. An undertaking to this respect must be provided by the service provider prior to signing of the Agreement.
9. The service provider will also ensure that the resources deployed are medically fit to perform the assignments, otherwise the service provider will have to withdraw such

resource(s) that are not found suitable by the authority for any reason, immediately on receipt of such a request.

10. The service provider should ensure that the resources that are deployed are disciplined and do not participate in any activity detrimental to the interest of the authority.

11. The service provider shall provide photo ID cards to the resources deployed at the site at its own cost.

12. The authority shall not be liable to pay for any compensation in case of any fatal injury / death caused to any resources while performing/discharging their duties/for inspection or otherwise.

13. In case of theft or pilferages, loss or other offences committed by the services deployed, the service provider shall investigate and submit the report to the authority and maintain liaison with the police. FIR will be lodged by the Authority wherever necessary. If need be, joint enquiry comprising both the parties shall be conducted and responsibility will be fixed.

14. In case of any loss caused to the authority due to lapses on the part of the resources 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 services deployed by the service provider, the authority shall be within its right to terminate the contract or take any other action without assigning the reason whatsoever following due procedure.

15. In the event of any resources on leave/absent the service provider should ensure suitable alternative arrangement to make up for such absence. If a resource leave the job for any reason, the service provider is liable to provide the suitable replacement within 03 working days.

16. In case of delay in providing the required replacement the amount of penalty calculated at the rate of 1% of the annual contract value per week on account of delay, shall be deducted from the monthly bill of the succeeding month.

17. There will not be any increase in the rates payable to the service provider during the contract period. The service provider will be responsible for remittance of GST as applicable from time to time and submit the proof of such deposit to the authority for records.

18. The service provider shall not be allowed to transfer, assign, pledge, or sub-contract its rights and liabilities under this Agreement to any other agency or organization. Sub-contracting is not allowed under this Agreement.

19. The service provider shall raise the Bill, in triplicate, along with the Attendance Sheet of the resources duly verified by the Superintendent/Officer concerned at IIC and submit the same to the Authority in the first week of the succeeding month along with proof of payment of statutory dues of the previous month. The payment will be released by the Authority by the second week of the succeeding month.

20. The service provider will have to deposit the remuneration of the deployed resources for the concerned billing period into their respective Bank account through online transfer and submit the details to the Authority for necessary record.

21. The Manpower Service Provider shall also be liable for depositing all taxes, levies, Cess etc. On account of service rendered by it to the District to the concerned tax collection authorities, from time to time, as per the rules and regulations in the matter. Attested Xerox copies of such documents shall be furnished to the District.

22. In the event of any dispute arising in respect of any of the clauses of this Agreement or rights/liabilities, the same shall be resolved on negotiations. Alternatively, the dispute shall be referred to the Collector & Dist. Magistrate, Ganjam for his decision which shall be final and binding on all the parties.

23. The Manpower Service Provider shall maintain all statutory registers under the Law and shall produce the same, on demand, to the authority of the District or any other authority under Law.

24. The Tax deduction at Source (T.D.S.) shall be done as per the provisions of Income Tax Act / Rules, as amended, from time to time and a certificate to this effect shall be provided by the District.

25. In the event of failure of the service provider to provide services as per the terms and conditions of the Agreement, the Performance Bank Guarantee shall be forfeited. Any violation of instructions/agreement or suppression of facts will attract termination of contract within 15 days prior notice to the service provider.

26. The service provider should ensure that the resources to be deployed are not alcoholic, drug addict and not indulge in any activity prejudicial to the interest of the Authority.

27. The authority reserves the right to withdraw or relax any of the terms & conditions mentioned above so as to overcome the problem encountered at a later stage.

28. The contract is liable to be terminated because of non-performance, deviation of any terms & conditions of Agreement, non-payment of remuneration to the deployed resources 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 the concerned authorities.

29. The 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 or suppression of facts leads to termination of the Agreement.

30. The Earnest Money Deposit in respect of the agencies which do not qualify the Technical Bid (First Stage) Financial Bid (Second competitive stage) shall be returned to them without any interest. In case of successful tenderer if the agency fails to deploy the required manpower against the initial requirement within 30 days from date of placing the order the EMD shall stand forfeited without giving any further notice.



SECTION-IV
TECHNICAL BID

FORM-T1
COVERING LETTER
(ON BIDDER'S LETTERHEAD)

Letter No. _____ Date _____

To,

The Collector & Dist. Magistrate
Ganjam, Chatrapur.

Sub. : Tender for providing services on outsourcing basis at Integrated Infrastructure Complex (IIC), Palur Hills, PO: Konisi, Dist. Ganjam.

Sir,

I, the undersigned offer to participate in the TENDER FOR PROVIDING SERVICES ON OUTSOURCING BASIS THROUGH SERVICE PROVIDING AGENCY at Integrated Infrastructure Complex, Palur Hills, PO: Konisi, Dist. Ganjam, in accordance to your Notice No. _____, dated _____. We are herewith submitting our Bid, which includes Technical Bid and Financial Bid, 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 misrepresentation contained in it may lead to disqualification of our proposal. Our proposal is valid for acceptance upto 30 days or finalization of successful bidding and I confirm that this Proposal will remain binding upon us and may be accepted by your good office at any time during the validity of the Bid.

I, hereby unconditionally undertake to accept all the terms & conditions stipulated in the Tender documents. 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.

Yours faithfully

Authorised Signatory with Seal & Date

Name & Designation :



GENERAL DETAILS OF THE BIDDER

01	Name of the Bidder Firm	
02	Name of the Director	
03	Bid Application Fees details	DD No. & Date :
		Amount (Rs.) :
		Drawn on Bank :
04	EMD Details	DD No. & Date :
		Amount (Rs.) :
		Drawn on Bank :
05	Bid Security Declaration Form (Form -T2)	Submitted : (Yes / No)
06	Detailed Address of the Registered Office (Attach address proof)	Postal Address
		Telephone No.
		E-mail ID :
07	Name & Address of the authorized person signing the Bid	Name & Address :
		Mobile No.
08	Bank Details of the Firm (Attach copy of the Bank Passbook)	Account No. :
		Bank & Branch Name :
		IFS Code :
09	PAN No. (Attach self-attested copy)	
10	GSTIN No. (Attach self-attested copy)	
11	EPF Registration No. (Attach self-attested copy)	
12	ESI Registration No. (Attach self-attested copy)	
13	Accept all the terms & conditions of the Tender (Yes/No)	
14	Power of Attorney / Authorisation letter for signing the Bid documents	
15	Submission of undertaking towards no criminal case of pending with the police at the time of submission of bid	
16	Kindly mention the total number of pages in the tender document	

Financial Turn-over of the Bidder for the last 3 years (2021-22, 2022-23 & 2023-24) :

Year	Financial Turnover (Rs.) from Resources Deployment Service	Average Financial Turnover (in Rs.)
2021-22		
2022-23		
2023-24		

(Attach Audited certificate showing financial turnover from **Resource Deployment Service** for the last 03 years)

Details of Similar Type of Service provided by the Bidder during the past years (Attach separate sheet if required) :-

Sl.No	Period	Name of the client with complete address & Tel. No.	Types of service provided with details of the resources deployed	Contract Amount (Rs.)	Duration of Contract	
					From	To

DECLARATION

I, Shri _____ son/ daughter / wife of Shri _____
_____ Proprietor/Director/Authorised signatory of _____
_____ (Name of the Service Provider), competent to sign this
declaration and execute this Tender document.

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

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

**Signature of authorised Representative with Seal
Name :**

Date :

Place :

Enclosures :-

1. Bid Processing Fees in shape of DD in original
1. EMD in shape of DD in original
2. Bid Security Declaration Form (Duly filled-in **Form T-2** on bidder's letterhead)
3. Copy of Terms & Conditions of the Tender (each page must be signed and stamped)
4. Duly filled-in Technical and Financial Bid.
5. List of required documents as applicable.



FORM-T2

Bid Declaration Form (on Bidder's Letterhead)

Tender Notice No. _____

Date : _____

To,

The Collector & Dist. Magistrate
Ganjam, Chatrapur.

I, _____, the _____ (Designation of _____

(name of the Organisation/firm) in witness whereof agree to submit this Bid Declaration Form as a part of or Technical Proposal. We understand that we shall be liable under this declaration to comply with all terms and conditions of the tender document. This declaration shall be in force, until the Selected Bidder is announced by the Office concerned or in case we are declared as the Selected Bidder.

While this declaration is in force, we understand that the authority may reject our Proposal and / or blacklist us from participating in any further tendering process for a period of three years as may be deemed fit under the following reasons :-

1. We withdraw our Proposal during the bid validity period as specified in the tender document.
2. We do not respond to requests for clarification on our Proposal;
3. We fail to provide required information during the evaluation process or are found to be non-responsive or have provided false information in support of our qualification.
4. If we fail to :-
 - A. Provide any clarification to the Office concerned
 - B. Agree to the decisions taken during any contract negotiations
 - C. Sign the Service Agreement within the prescribed time period (15 days)
5. Any other circumstance which holds the interest of the client during the overall tender process.

Name of the Authorised Representative

Signature of the Authorised Representative with Date and Seal

Name & Address of the Bidder :-

FORM-T3
UNDERTAKING

(on the Stamp Paper of Rs. 10.00 in shape of affidavit from the Notary regarding non-blacklisting)

I, hereby undertake that, our Organisation has not been blacklisted / debarred by any of the Central / State Government Department / Office or any any Public Sector Undertaking (PSUs) and not blacklisted by any authority during the last 3 years.

Authorised Signatory
(in full and initials)

Name & Designation of the Signatory

Name & Address of the Bidder :-

FORM-T4
UNDERTAKING

(On the Bidder's letterhead 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 organisation or against the Proprietor/Director/Persons to be deployed by our Organisation.

I/we further certify that Proprietor/Director/Persons to be deployed by our organisation have not been convicted of any offence in any court in Odisha / India during the last 3 years. I under stand that, I am fully responsible for the contents of this undertaking and its truthfulness.

Authorised Signatory
(in full and initials)

Name & Designation of the Signatory

Name & Address of the Bidder :-



TECHNICAL BID EVALUATION

Evaluation of Technical Bids will be done on the basis of whether the bids complied to the prescribed eligibility condition and the requisite documents / information have been properly furnished by the bidder or not. Bids qualified the technical evaluation stage will be considered for opening of the Financial Bids. The financial bids shall be opened in the before the Tender Committee in the presence of the 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 prices* subject to fulfillment of the terms and conditions of the tender. Quoting of Unrealistic Service Charges for qualification in the financial Bid will also be one of the reasons for rejection of the Bid. If the lowest bidder (L-1) is disqualified after selection for any reason, then negotiations will be made with the second lowest (L-2) bidder for award of contract at L-1 price. However, the decision of the authority shall be final and binding during the overall selection process. In case of time in financial quote among two or multiple qualified bidders, the bidder which achieved the higher scoring parameters with respect to average annual turnover and service experience among the technically qualified bids, will be considered for award of contract.

SECTION - V

FINANCIAL BID

Covering Letter
(On Bidder's Letterhead)

(Location & Date)

To,

The Collector & Dist. Magistrate
Ganjam, Chatrapur.

Sub. : Tender for providing services on outsourcing basis through service providing agency to O/o of the Dist. Social Security Officer, Ganjam at IIC, Palur Hills, Ganjam. (Submission of FINANCIAL BID).

Sir,

I, the undersigned, offer to provide the services on outsourcing basis through service providing agency to the Office of the Dist. Social Security Officer, Ganjam in accordance with your Tender Notice No. _____, dated _____. Our attached Financial quoted price is Rs. _____ (insert amount in figure as well as in word) for the proposed service for one year. This amount is inclusive of GST as applicable.

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 modification resulting from contract negotiations, up to expiration of the validity period of the proposal or 30 days or finalization of successful of Bidding. 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.

Yours faithfully

Authorised Signatory

Name & Designation of the Signatory with Date and Seal :

Name & Address of the Bidder :-

FINANCIAL BID

(FORM-F1)

(ADMINISTRATIVE CHARGE)

Sl.No	Type/Category of Resources	Monthly Rate per Resource in INR			
		Minimum Take Home Remuneration as per OM No. 30722/F, dated 06.11.2021 of Finance Dept., Odisha (in Rs. Per Month)	EPF (@ 13% of C)	ESI (@ 3.25% of C)	TOTAL PER MONTH IN RS.
A	B	C	D	E	F
01	Consultant (1)	21,100.00			
02	Clerk / Data Entry Operator (1)	12,500.00			
03	Clerk / Data Entry Operator (2)	12,500.00			
04	Sweeper (1)	10,500.00			
05	Sweeper (2)	10,500.00			
06	Sweeper (3)	10,500.00			
07	Gardener (1)	10,500.00			
08	Sub-Total : Monthly Deployment cost in INR				
09	Service Charges for providing the required resources and their management cost: (@ _____ %) in INR				
10	TOTAL (Monthly Deployment Cost + Service Charges) in INR				
11	GST as applicable (@ _____ %) in INR				
12	TOTAL ADMINISTRATIVE COST IN INR (MONTHLY)				

- The Bidder with lowest evaluated competitive administrative charge (inclusive of GST) for the required services will be awarded the contract.
- The Bidders will have to quote their "Service Charges" as a percentage at Sl.No. 7 and the respective service charge amount on monthly deployment cost by considering its administrative expenditure and other statutory liabilities.
- 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. In case of time in financial quote among the multiple qualified bidders, the bidder having higher eligibility parameters, as mentioned above under General Details, among all technically qualified Bids will be considered for award of contract.

The employee share of contribution towards EPF and ESI shall be deducted by the service provider from the take home remuneration of the resources deployed. Copies of EPF & ESI deposit challan must be furnished to the Authority at the time of monthly bill processing.

Signature of the Authorised Representative with seal

Name :

Date :

Place :

SECTION-VI

BID SUBMISSION CHECKLIST :

Sl.No	Description	Submitted (Yes/NO)	Page No.
TECHNICAL BID (Original)			
1	Covering Letter in Bidders' letterhead and general details of the Bidder (Form- T1)		
2	Bid Processing Fees Demand Draft		
3	EMD Demand Draft as applicable		
4	Bid Security Declaration Form (Form-T2)		
5	Copy of Incorporation / Registration Certificate of the Bidder Firm		
6	Copy of PAN		
7	Copy of GSTIN		
8	Copies of Income Tax Returns for the last 3 assessment years i.e. 2021-22, 2022-23 & 2023-24		
9	Copy of valid EPF & ESI Registration Certificate		
10	Financial details of the bidder alongwith all the supportive documents such as copies of Income/Expenditure statement and Balance Sheet for the last 3 years i.e. 2021-22, 2022-23 & 2023-24		
11	Certificate from Chartered Accountant showing the average annual turn-over of the Bidder from personnel deployment service for the last 3 years, i.e. 2021-22, 2022-23 & 2023-24		
12	Original Power of Attorney in favour of the person signing the Bid documents on behalf of the Firm		
13	List of completed / on-going services of manpower deployment alongwith the copies of work orders for the respective services		
14	Undertaking for not having any police case pending against the bidder (Form-T3)		
15	Undertaking for not have been black-listed by any Central//State Government / Any Autonomous bodies during the recent 3 years (Form-T4)		
FINANCIAL BID (ORIGINAL)			
1	Covering letter		
2	Duly filled-in Financial Bid (Form-F1)		

It is to be ensured that :-

- All the information have 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 alongwith Index Page.
- All pages of the proposal have been sealed and signed by the authorized representative.

Authorised Signatory (In full and Initial)

Name & Designation with Date and Seal



SECTION-VII
SERVICE AGREEMENT AND PBG FORMAT

SERVICE AGREEMENT
(To be made on Rs. 100/- Non-Judicial Stamp Paper)

This SERVICE AGREEMENT is made on _____ 2025 between the District Social Security Officer, Ganjam (herein after called as the "Authority") of the 1st Part and, its principal place of business at Chatrapur and _____ (herein after called the "Service Provider") of the 2nd Part.

WHEREAS

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

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

1. The following documents attached hereto shall be deemed to form an integral part of this Contract.
Appendix A : The General Conditions of Agreement
Appendix B : The Scope of Work
Appendix C : Agreement Price and Payment Term.
2. The mutual rights and obligations of the Authority and the Service Provider shall be as set forth in the Agreement, in particular :-
 - (a) The Service Provider shall carry out the service in accordance with the provisions of the Agreement; and
 - (b) The Certificate on the satisfactory performance of the services by the Service Provider shall be issued by an officer authorized by the Authority and in consideration of the Certificate of the satisfactory performance of Service Provider, the Authority shall make such payment and in such a manner as is provided in the Agreement.
3. **Mode of Payment :-**
The Service Provider will open a specific Bank Account for payment by the Authority in the beneficiary account towards the services performed by the service provider. The



Service Provider will furnish the details of the Bank Account to the Authority within 7 days from the signing of the Agreement.

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

4. **Now this Agreement witness as below :-**

(a) That in consideration of the payment to be made by the "Authority" to the "Service Provider", the "Service Provider" hereby agrees with the "Authority" to provide resources to be deployed in the **Integrated Infrastructure Complex (IIC), Palur Hills, PO: Konisi, Dist. Ganjam, Odisha State** in conformity with the provisions of the terms and conditions of the Agreement.

(b) That, the "Authority" hereby further agrees to pay the "Service Provider" the Agreement price at the time and in the manner prescribed in the said terms and conditions.

(c) Financial Limit under this Agreement varies with changes in statutory dues and government taxes as applicable from time to time.

(d) That in the event of any dispute that may arise it shall be settled as per the terms and conditions of the Agreement.

(e) That, this Agreement is valid up to one year from the date of signing, i.e. _____.

For and on behalf of the **Dist. Social Security Officer, Ganjam.**

(Name & Designation of the Officer signing this Agreement)

Witness 1 :

Witness 2 :

For and on behalf of M/s _____

(Name and Designation of the Representative with seal)

Witness 1 :

Witness 2 :



PERFORMANCE BANK GUARANTEE FORMAT

To,

The Collector & District Magistrate
Ganjam District, Chatrapur.

WHEREAS (Name and address of the Service Provider) (herein after called "The Service Provider") has undertaken, in pursuance of Agreement dated _____ to undertake the **Service of Deployment of Resources as required by the Authority**, (herein after called the "Agreement").

AND WHEREAS it has been stipulated by the **Dist. Social Security Officer, Ganjam** in the said Agreement 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 Agreement.

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 upto a total sum of Rs. _____/- (Rupees _____ -

only) and we undertake to pay you, upon your first written demand declaring the Service Provider to be in default under the Agreement and without cavil or argument, any sum or sums within the limits of Rs. _____/- (Rupees _____ -

only) as aforesaid, without your needing to prove or to show grounds or reasons for your demand or the sum specified therein;

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

We further agree that no change or addition to or other modification of the terms of the Agreement to be performed there under or of any of the Agreement 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.

The Performance Bank Guarantee shall be valid until the _____ day of _____ in the year _____

Our Branch at _____ (Name & address of the Bank and its Branch) is liable to pay the guaranteed amount depending on the filing of claim and any part thereof under this Bank Guarantee only and only if you service upon us at our _____ Branch a written claim or demand and received by us at our _____ Branch on or before Dated _____ otherwise Bank shall be discharged of all liabilities under this guarantee thereafter.

(Signature of the authorized Officer of the Bank)

(Name & Designation of the Officer)

(Seal, name & address of the Bank & Branch)

COVERING LETTER OF TENDER APPLICATION FORM
(TO BE MADE IN THE LETTERHEAD OF THE BIDDER FIRM)

To,

The Collector & District Magistrate
Ganjam, Chatrapur.

Sub. : Tender for providing services on outsourcing basis through service providing Agency to District Social Security Officer, Ganjam at IIC, Palur Hills, Ganjam.

Sir,

Ref. Tender Notice No. _____, Dated _____

Having examined the conditions of contract and specifications, the receipt of which is hereby duly acknowledged, we the undersigned offer to execute the work shown in the scope of work and jurisdiction of contract as well as schedule of prices attached herewith and made part of this.

We undertake that, if our Bid is accepted, we shall execute the work in accordance with the specifications, time limits and terms & conditions stipulated in the Tender documents. If our Bid is accepted we shall submit the performance security deposit as per the conditions mentioned in the contract.

We agree to abide by this bid for a period of 90 days from the date of bid opening and it shall remain binding upon us and may be accepted at any time before the expiry of that period. Until a formal agreement is prepared and executed, this bid together with your written acceptance thereof in your notification of award shall constitute a binding contract between us.

Bid submitted by us is properly prepared and sealed so as to prevent any subsequent alteration or replacement. Bid Procssing Fees of Rs. 1,000/- and EMD for Rs. 70,000/- has been furnished in shape of DD No. _____, dated _____ and DD No. _____ and dated _____ respectively, drawn in Bank : _____, Branch : _____ in favour of "The Dist. Social Security Officer, Ganjam" payable at Chatrapur (Ganjam).

Dated this day of ,,,,,,,,,,,,,,,,,,,,,, in the year

Signature of the Authorised Signatory

Designation with Seal :

Duly authorized to sign the Bid for and on behalf of _____

