



**DISTRICT PLANNING & MONITORING UNIT, GANJAM, BERHAMPUR  
(Statistical Wing)**

D.I.G. Residence Road(BrundavanNiwas , Ground Floor), Berhampur, Pin-760004  
E-Mail-dpmustatistics.ganjam@gmail.com Phone-0680-2281935(Office)

Office Order No. 1304 /Dated. 19.11.2025

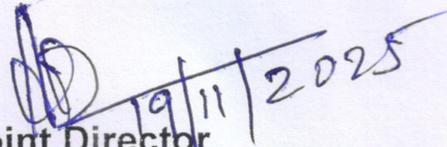
**TENDER NOTICE**

(For award of contract for outsourcing of Light vehicle Driving Services of Drivers for Deputy Director (P&S) DPMU, Ganjam, Berhampur(Statistical Wing).

Sealed tenders are invited from intending service providing agencies for the outsourcing of Light vehicle Driving Services of Driver in the Deputy Director (P&S) DPMU, Ganjam, Berhampur(Statistical Wing).

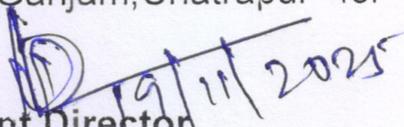
The detail information for outsourcing the services of aforesaid work has been given in the tender document which may either be downloaded from the website of [www.ganjam.nic.in](http://www.ganjam.nic.in) or can be obtained from office on any working day from 19.11.2025, 10.30 A.M to 09.12.2025, 5.30 P.M. The downloaded Tender document from the website should be submitted along with a Bank Draft / Bankers Cheque of Rs 500/- (Non-Refundable) in favour of Deputy Director (P&S) DPMU, Ganjam, Berhampur.

The tender document will be received only through Speed Post / Registered Post during office hours only. The last date and time for receipt of filled-in Tender documents are 09.11.2025 by 5.00 P.M. The office shall not be responsible for any kind of postal delay. The authority reserves the right to cancel any or all the tender without assigning any reason thereof.

  
Joint Director  
DPMU, Ganjam, Berhampur

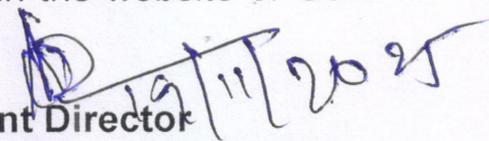
Memo No. 13050 /Dt. 19.11.2025

Copy of the Tender Call Notice (Hard copy and Soft copy) submitted to the Director, I & PR ,odisha, Bhubansewar with arequest to take necessary action for early publication of the Tender Call Notice in two widely circulated Odia daily newspapers and one local edition of English daily newspaper on dt. 20.11.2025/copy to DIPRO, Ganjam, Chatrapur for information and necessary action.

  
Joint Director  
DPMU, Ganjam, Berhampur

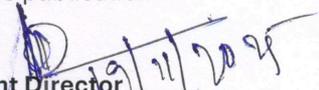
Memo No. 1306 /Dt. 19.11.2025

Copy along with hard copy and soft copy of the Tender Notice and Tender Document forwarded to the District NIC, Officer Ganjam ,Chatrapur for hoisting in the website of Govt. Portal.

  
Joint Director  
DPMU, Ganjam, Berhampur

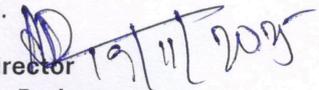
Memo No. 1307<sup>(4)</sup> /Dt. 19.11.2025

Copy submitted to the Collector & District Magistrate, Ganjam, Berhampur/Deputy Collector (Nizarat), Ganjam Collector, Chatrapur/ Sub-Collector, Chatrapur/ Sub-Collector, Berhampur for information and publication in their notice boards for wide publication

  
Joint Director  
DPMU, Ganjam, Berhampur

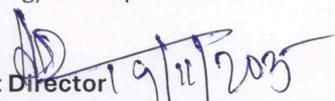
Memo No. 1308<sup>(3)</sup> /Dt. 19.11.2025

Copy submitted to the Additional Secretary to Govt. P&C Department, Odisha, Bhubaneswar/Director Economics & Statistics, Odisha, Bhubaneswar/Joint Director (Statistics) Sourthen Range, Berhampur for your kind information and necessary action.

  
Joint Director  
DPMU, Ganjam, Berhampur

Memo No. 1309<sup>(2)</sup> /Dt. 19.11.2025

Copy to publication in Notice Board of Deputy Director (P&S) DPMU, Ganjam, Berhampur (Statistical Wing) / Deputy Director (P&S) DPMU, (Planning Wing) Chatrapur for kind information and necessary action.

  
Joint Director  
DPMU, Ganjam, Berhampur



**DISTRICT PLANNING & MONITORING UNIT, GANJAM, BERHAMPUR  
(Statistical Wing)**

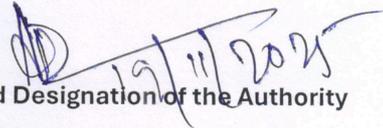
D.I.G. Residence Road(BrundavanNiwas , Ground Floor), Berhampur, Pin-760004  
E-Mail-dpmustatistics.ganjam@gmail.com Phone-0680-2281935(Office)

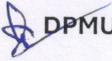
**TENDER DOCUMENTS**

Bids in sealed cover are invited under a two-bid system from reputed and experienced manpower service provider for providing Semi - Skilled Drivers to the Deputy Director (P&S) DPMU, Ganjam, Berhampur(Statistical Wing).

The details of the bidding process are as follows:

Sl. No	Bidding Schedule	Deadline
1	Date of Issue	19.11.2025
2	Bid Due Date and Time	09.12.2025 up to 5 P.M
3	Opening of Technical Bid	10.12.2025
4	Opening and Financial Bid	10.12.2025
5	Tentative date of commencement of required services.	15.12.2025

  
 Name and Designation of the Authority

  
 Joint Director  
 DPMU, Ganjam, Berhampur

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## SECTION-I

### **Instruction to Bidders**

#### **A. General Information:**

1. The office of the Deputy Director (P&S) DPMU, Ganjam, Berhampur (Statistical Wing). requires the service of reputed, well established, financially sound and registered Service Providers to provide the services of two Semi-skilled drivers in the office of the Deputy Director (P&S) DPMU, Ganjam, Berhampur(Statistical Wing).
2. The period of contract for providing the aforesaid service will be 01 **(one)** year or subject to approval of Departmental Committee or until further order whichever is earlier from the date of effectiveness of the contract. The contract may be extended for a further period, on mutual consent depending upon the performance of the Service Provider subject to availability of fund as well as the discretion of the authority.
3. The Least Cost Selection Method (LCSM) shall be adopted to select the man power service provider. However, the Tender Inviting Authority i.e Deputy **Director (P&S) DPMU, Ganjam, Berhampur(Statistical Wing)**.reserves the right to reject the lowest bid on the ground of being unreasonable or not-workable. In this regard the decision of the Deputy Director (P&S) DPMU, Ganjam, Berhampur(Statistical Wing).
4. The L1 bidder shall be selected on the basis of the wages to be paid to the manpower engaged and Govt. share over and above the wage (remuneration) to be given to the person towards EPF& ESI, and reasonable amount of service charge claimed by the bidder. The wage / remuneration to be given to the staff however **must not be** less than the latest Minimum Wage as notified by the Govt. of Odisha from time to time.
5. In case, the lowest bidder (L-1) is disqualified after selection for any reason, then negotiations will be made with the second lowest (L-2) bidder for award of contract at L-1 price. However, the decision of the **Deputy Director (P&S)**, Deputy Director (P&S) DPMU, Ganjam, Berhampur(Statistical Wing) shall be final during the overall selection process.
6. The tender inviting authority or the Deputy Director (P&S) DPMU, Ganjam, Berhampur(Statistical Wing) as the case may be, reserves the right to terminate the contract at any time after giving 30 days notice to the Service Provider on ground of unsatisfactory performance violation of statutory obligations or terms of the contract.

**Eligibility criteria:**

Sl. No.	Eligibility Criteria	Supporting documents to be furnished along with the Technical Bid
(i)	<p>The bidder should be registered under appropriate authority, such as</p> <ul style="list-style-type: none"> <li>• Registered under the Companies Act 2013.</li> <li>• Registered under the Indian Partnership Act 1932.</li> <li>• Registered under the Indian Trusts Act 1882.</li> <li>• Registered under the Societies Registration Act 1860.</li> <li>• Registered under the Limited Liability Partnership Act 2008.</li> </ul>	All concerned Certificate of Incorporation/Registration under the appropriate authority
(ii)	The bidder must have at least 3 (three) years in business (up to the last date of submission of bid) for providing similar type of services to Central / State Government / Autonomous bodies / Agencies / societies / corporate bodies.	Copies of the work order from the previous authorities with satisfactory completion certificate from the concerned authority, if any.
(iii)	The Registered Office / Branch Office of Valid address proof of the the Service Provider must be located office within the jurisdictional area of Odisha	Valid address proof of the office (Copy of the Telephone/Electricity Bill)
(iv)	Must have average annual financial turnover of Rs 10 Lacks during the last <b>three</b> (3) financial years as on Dt. 31.03.2025. (2022-23, 2023-24, 2024-2025)	Copies of audited Income / Expenditure Statement and Balance sheet for the concerned period.
(v)	Must have its own bank account in any Nationalised bank situated in Odisha.	Copies of the pass book and transaction statement for the last 6 month.
(vi)	The agency should not have been should not have been blacklisted by any Central State government, or any other public sector undertaking or a corporation as on the date of this Bid.	An undertaking to this effect to be furnished by the bidder as per the prescribed format <b>[Form - T2]</b>
(vii)	Must not have any pending judicial proceedings for any criminal offence against the proprietor / Director / Persons to be deployed by the Service Provider.	An undertaking to 'this effect to be furnished by the bidder per as per the prescribed format. <b>[Form - T3]</b>

(viii)	Other Statutory Documents:	Copies of: <ul style="list-style-type: none"> <li>• PAN,</li> <li>• GSTIN,</li> <li>• Copies of EPF &amp;ESI Registration Certificate</li> <li>• IT return for the last 3 assessment years</li> <li>• Valid License under PSARA (<b>Private Security Agencies Regulation Act.2005</b>)</li> </ul>
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#### B. Submission of Bid:

- a. The proposal completes in all respect as specified must be accompanied with a non-refundable amount of **Rs 500/-** (Rupees Five Hundred) only towards Bid Processing Fee in shape of Demand Draft in favor of " **Deputy Director (P&S) DPMU, Ganjam, Berhampur**
- b. **EMD of Rs 5,000/-** (Rupees Five Thousand) only in form of Demand Draft in favor of " **Deputy Director (P&S) DPMU, Ganjam, Berhampur** ", drawn in any scheduled commercial bank and payable at **Berhampur** must be submitted along with the Technical Bid failing which the bid will be out rightly rejected. EMD of unsuccessful bidders will be returned without interest after the award of the contract. Bids without bid processing fee and EMD shall be rejected. No relaxation on submission of EMD is permissible to any type of service provider including Service Provider having MSME registration / Aadhaar Udyoga etc.
- c. The EMD shall be forfeited if the successful bidder fails to undertake the work or fails to comply with any of the terms and conditions of the bid. The bid should be sent through Speed Post / Registered Post / Courier so as to reach the authority in the following address by last date of submission of bid  
  
i.e. on **09.12.2025** by **5.00 P.M. to the Deputy Director (P&S) DPMU, Ganjam, Berhampur (Statistical Wing).**
- d. The Tender Inviting Authority will not be responsible for any postal delay Bids reached after due date will be summarily rejected.
- e. The bid is invited under two bid systems i.e. Technical Bid and Financial Bid. The bidders are advised to submit two separate envelopes.
- f. The Technical Bid should be submitted in a sealed cover with proper paging of documents with an index on front page of the Technical Bid and the following should be super-scribed on the envelope.

#### "Technical Bid for providing driver through outsourcing basis"

Bid reference No.....

Date.....

- g. The seal of the bidder should be affixed on the bottom left hand corner of the envelope.
- h. Similarly, the Financial Bid should be submitted in a sealed cover and the following should be super-scribed in the envelope.

**"Financial Bid for providing driver through outsourcing basis"**

Bid reference No..... Date.....

- i. The seal of the bidder should be affixed on the bottom left hand corner of the envelope.
- j. Both sealed envelopes (Technical Bid & Financial Bid) must be kept in a bigger **third sealed envelope** super-scribing as under

**"Bid Documents for providing driver through outsourcing basis"**

Bid reference No..... Date.....

**Name, detail address telephone, fax, mobile no. email address of the bidder must be written in the bottom left hand corner of the bigger envelop in capital letters. Bidders are requested to ensure this positively.**

- k. Selected bidder will have to deposit a Performance Security @ 10% **of the contract value** in the form of Bank Guarantee from any scheduled Bank situated within Odisha in favor of the " **Deputy Director (P&S) DPMU, Ganjam, Berhampur** " as per the prescribed format provided in the tender document at **Section - VIII** to be valid for a period of three months beyond the contract period. (i.e Performance Bank Guarantee must be valid from the date of effectiveness of the contract to a period of three months beyond the contract period) as its commitment to perform services under the contract.
- l. 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.
- m. No interest shall be paid on the Performance Bank Guarantee. In case, the contract is further extended beyond the initial contract period, the Bank Guarantee will have to be accordingly renewed by the deployed service provider as per the existing terms and conditions of the tender.

**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 letterhead.
- 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 as indicated at Section-1 of the eligibility criteria.
- e. Copy of GSTIN.

- f. Copy of PAN.
- g. Copies of IT return for the last three assessment years i.e. up to 2024-25.
- h. Copies of EPF & ESI Registration Certificate.
- i. Copy of the first page of the Bank Pass Book & transaction statement of last 6 (six) months of the Service provider. Copies of Audited Income / Expenditure statements along with Balance Sheet for the last 3 (three) years ending dated 31.03.2025.
- j. Copies of work orders from the previous organizations for providing similar Services during last 03 (Three) years up to the last date of submission of bid.
- k. Undertaking regarding non-blacklisting (on stamp paper) as per Format Form T2.
- l. Undertaking regarding non-pending of any judicial proceedings (On bidder's letterhead) in Form-T3.
- m. Valid address proof of the Registered Office / Branch Office of the respective Service Provider, located within Odisha, with the copies of office Telephone / Electric Bill.

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

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

The Technical Bid will be opened by a Technical Committee constituted by the Tender Inviting Authority i.e. **Deputy Director (P&S) DPMU, Ganjam, Berhampur** and authorized representatives of the bidder who wish to be present on the spot at that time. The date of opening of the financial bid of the technically qualified bidders shall be intimated to them in due course of time and will be opened in presence of the authorized representatives of the technically qualified bidder, who wish to be present on the spot at that time. It is mandatory on the part of the tenderer to be present in person or through authorized representative at the time of opening of the Financial bid. The Financial bid can be opened by the concerned authority as per schedule.

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 of the **Deputy Director (P&S) DPMU, Ganjam, Berhampur**.

To assist in the analysis, evaluation and computation of bids, the tender inviting authority i.e. **Deputy Director (P&S) DPMU, Ganjam, Berhampur** ask the bidders individually for clarification of their bids. The request for clarification and the response shall be in writing but no change in the price or substance of the bid offered shall be permitted.

The bidder having the lowest evaluated financial bid (L-1) would be considered for award of the contract subject to fulfilment of the terms and conditions of the bid documents. However, the Tender Inviting Authority is not bound to accept the lowest quoted rate on ground of being unreasonable or not workable.

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

The service provider shall be liable for all kinds of dues payable in respect of manpower deployed / provided under the contract and the authority shall not be liable for any dues for availing the services of the personnel. The Financial bid will be opened in respect of those qualified bidders who qualify in the Technical Bid.

The price comparative statement of the price bid of all, successful qualified technical bid tenderers will be prepared and placed by the concerned Technical Committee before the **Deputy Director (P&S) DPMU, Ganjam, Berhampur** for selection of the out-sourcing agency through an appropriate committee.

The tender inviting authority **Deputy Director (P&S) DPMU, Ganjam, Berhampur** reserves the right to reject any or all bids and terminate the tender process without assigning any reason thereof.

## **SECTION-II**

### **Qualification for engagement as Driver**

1. A driver is must be having a valid light moving vehicle four-wheeler driving license.
2. Minimum qualification: HSC Pass (equivalent to state or central board).
3. Minimum age is in between 18 yrs. to 50 yrs.
4. Able to read, write and speak Odia, English & Hindi.
5. He should have experience of driving a motor car for at least three years from a Govt. organization/PSU/Autonomous body etc.
6. He should have knowledge of motor mechanism (able to repair any minor defects on run) Knowledge of fire extinguisher operation.
7. He should have knowledge of navigation / GPS.
8. He should be in sound health and should be Self Disciplined, Polite and have good communication skills, bearing a pleasant disposition.
9. Sincerity with good conduct certificate of two eminent persons of locality/ previous service.
10. Arrives to work on time and attends work as assigned.
11. Able to keep proper up to date maintenance of the log book.
12. A duty chart must be maintained by the Service Provider which shall contain the regular attendance of the personnel.
13. The Service provider should possess or procure required safety gadgets and other material for smooth services.
14. The driver should be well trained, well conversant with roads and routes and adjourn areas as well as having good eye sight, devoid of bad habits and having proper valid driving license for driving the vehicle.

15. The driver should observe all etiquette and protocol while performing the duty and shall be properly dressed in neat and clean attire, if required the driver should wear uniform of specific colour as per the requirement of Director, E&S, Odisha BBSR and the agency shall provide at his own cost proper uniform and badges as per STATE MOTOR VEHICLE RULES (amended up to date) and photo identity card to the driver.
16. The driver should carry a mobile phone in working condition for which no separate payment shall made by the department.
17. The driver should always remain with the vehicle during entire period of duty. In case of any urgency, the driver may seek permission from the concerned officer.
18. The Driver of the vehicle deployed for the user Department duties maintain polite and courteous behaviour towards Department users as well as the other Departmental Staffs. Following may be construed as "Misbehaviour" and shall be attract penalties as per provisions of the contract. Repeated instances may result in termination of services.
19. The Driver in no case shall report to duty in an inebriated state or consume alcohol while on duty. In such an event user Department shall have full rights to terminate the contract with immediate effect.
20. The Driver shall be reachable at all times during duty hours. In an event that for any reasons the driver changes his contact number during the tenure of the contract then Agency will immediately notify the user Department of the above change.
21. Gossiping with guests and using mobile phone during driving is not allowed. In case of urgency, driver should park the vehicle with permission from the user and talk in the mobile to the minimum duration. As soon as the driver is advised to attend any guest by the administration, the driver should call/SMSs the guest giving his mobile and vehicle details, Charges of calls /SMS will be on agency's account.
22. The vehicle and driver should not be changed frequently. Any such changes should be informed by the agency to the authority well in advance for permission. Police verification for deployed driver shall be ensured by the Agency.

**[NB: All the scopes are tentative & can be modified as per the requirement of the tender inviting authority. Strike out the service which is not required for the purpose]**

**(Prescribed Qualification & Experience of the Manpower)**

<b>SI.No.</b>	<b>Manpower / Nos. of posts</b>	<b>Category</b>	<b>Age Limit</b>	<b>Qualification</b>	<b>Work Experience</b>
1	<b>Driver - 01 Nos.</b>	<b>Semi-Skilled</b>	<b>18 to 50 years</b>	<b>Matriculation or Above</b>	<b>Work Experience 3 years' experience preferably in Govt./Semi Govt. / Private</b>

### **SECTION - III**

#### **Schedule of Requirement:**

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

Sl. No.	Name of the Institution	Name of the Post	No.
1.	Deputy Director (P&S) DPMU, Ganjam, Berhampur (Statistical Wing).	Driver (Semi-Skilled)	1

**N.B.: It may be noted that the requirement given above is tentative only. Actual requirement may vary depending on further requirement / availability of fund etc.**

### **SECTION-IV**

#### **GENERAL TERMS AND CONDITIONS**

1. For all intents and purposes, the Service Provider shall be the "Employer" within the meaning of different Rules & Acts in respect of persons deployed. The persons deployed by the service provider shall not have any claim whatsoever like employer and employee relationship against the Authority under this agreement. The Service Provider shall make them known about their position in writing before deployment under the required service.
2. The Service Provider **must employ adult manpower only**. Employment of child labor will lead to the termination of the contract. Persons to be deployed by the Service Provider should be above 18 years of age and not exceeding 50 years and physically sound to perform the duties.
3. The Service Provider will be overall responsible for the manpower deployed for performing the service. The Authority shall not be responsible for any financial loss or any injury to any person deployed by the Service Provider in the course of their performing the functions/ duties, or for payment towards any compensation.
4. The Service Provider shall exercise adequate supervision to ensure performance of manpower deployed to provide the services in accordance with the requirements. The Service Provider shall depute one full time supervisor in concerned office of the

authority, for overall management of the services to be rendered at the site with permission of the tender inviting authority if it is desired so.

5. The Service provider shall be solely responsible for compliance to the provisions of various Labor and industrial laws, such as, wages, allowances, compensation, EPF & ESI, Bonus and Gratuity etc. relating to manpower to be deployed by it at the tender inviting 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 personal file in respect of all the staff who are deployed in office of the tender inviting authority. The personal file shall invariably consist of personal details such as name, address, date of birth, Gender, residential address (temporary/permanent), Bank Account, EPF/ESIC Detailed.
8. The manpower to be deployed by the Service Provider should not have any adverse Police records / criminal cases against them.
9. The agency should make adequate enquiries about the character and antecedents of the persons whom they are recommending. An undertaking to this respect must be provided by the manpower service provider prior to signing of the agreement.
10. 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 that is not found suitable by the tender inviting authority Director, E&S for any reasons immediately on receipt of such a request.
11. 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.
12. The Service Provider shall provide uniform along with Photo ID Card to its personnel deployed at site at its own cost.
13. The tender inviting Authority **Deputy Director (P&S) DPMU, Ganjam, Berhampur(Statistical Wing)** shall not be liable for any compensation whatever the reason may be or in case of any fatal injury / death caused to any man power while performing/discharging their duties/ for inspection or otherwise.
14. In case of any theft or pilferages, loss or other offences, the service provider will investigate and submit the report to the Tender Inviting Authority and maintain liaison with the police. FIR will be lodged by the concerned Authority, wherever necessary. If need be, joint enquiry comprising of both the parties shall be conducted and responsibility will be fixed.
15. In case of any loss caused to the Tender Inviting Authority due to lapse on the part of the personnel discharging duties, the same shall be borne by the Service Provider. The Tender Inviting Authority shall have the right to deduct appropriate amount from the bill of service provider. In case of frequent lapses on the part of the personnel deployed by the service provider, Tender Inviting Authority shall be within its right to terminate the contract or take any other action without assigning any reason whatsoever.

16. In the event of any personnel being on leave/absent, the service provider shall ensure suitable alternative arrangements to make up for such absence. If a person leaves the job for any reason, the Service provider is liable to provide the suitable replacement within 3 working days.
17. In case of delay in providing required replacement, the amount of penalty calculated at **the rate** of 1% of the annual contract value per week on account of delay, shall be deducted from the monthly bills in the succeeding month.
18. There would be no increase in rates payable to the Service Provider during the Contract period. The service provider will be responsible for deposit of EPF, ESI, GST and other statutory dues as applicable from time to time and submit the proof of deposit to authority for records before payment of the subsequent dues.
19. The Service Provider shall not be allowed to transfer, assign, pledge or subcontract its rights and liabilities under this Agreement to any other agency or organization. Sub-contracting is not allowed under this agreement.
20. The Services Provider shall raise the bill, in **triplicate**, along with attendance sheet duly verified by the officer concerned in respect of the persons deployed and submit the same to the prescribed authority in the first week of the succeeding month. The payment will be released by the second week of the succeeding month. The percentage of GST / IT as applicable and instructed by State Govt. will be deducted from the payment as TDS.
21. The Service Provider will have to deposit the remuneration of the deployed manpower for the concerned billing period in their respective bank account through online transfer and submit the details to the **Deputy Director (P&S) DPMU, Ganjam, Berhampur(Statistical Wing)**for necessary records. 22. In case of dispute resolution relating to rights/ liabilities arising out of the agreement, the same shall be disposed of at the level of Tender inviting authority.
23. In the event of failure of Service Provider to provide Services as per the terms and conditions of the agreement, the Performance Security shall be forfeited. Any violation of instructions/ agreement or suppression of facts will attract termination of contract with 1 month prior notice to the Service Provider.
24. The Service provider should ensure that persons to be deployed are not alcoholic, drug addict and not indulge in any activity prejudicial to the interest of the Tender Inviting Authority.
25. The Tender Inviting Authority **Deputy Director (P&S) DPMU, Ganjam, Berhampur(Statistical Wing)**reserves the right to withdraw or relax any of the terms and condition mentioned above so as to overcome the problem encountered at later stage.
26. In the event of any dispute arising in respect of the clauses of the agreement, the same shall be resolved through negotiation. Alternatively, the dispute shall be referred to the next higher authority or controlling officer for his decision and the same shall be binding on all parties.
27. All disputes shall be under the jurisdiction of the Honorable Berhampur court only.

28. The agreement can be terminated by either party by giving one month's notice in advance. If the agency fails to give one month's notice in writing for termination of the agreement, then one month's wages, etc. and any amount due to the service provider will be recovered by forfeiture of performance security.
29. The contract is liable to be terminated because of non-performance, deviation of any terms and conditions of agreement, non-payment of remuneration of manpower deployed and non-payment of statutory dues. The Tender Inviting Authority **Deputy Director (P&S) DPMU, Ganjam, Berhampur(Statistical Wing)** will have no liability towards non- payment of remuneration to the persons deployed by the Service Provider and the outstanding statutory dues of the service provider to concerned authorities.
30. The Manpower Service Provider will be bound by the details furnished to the Tender Inviting Authority while submitting the tender or at any subsequent stage.
31. Misrepresentation of documents / information, leads to termination of agreement.
32. Any kind of leave as admissible to contractual employees under Government sector shall be applicable to the manpower to be engaged on outsourced basis.
33. Authority means the Tender inviting authority who invites the tender and Director, Directorate of Economics and Statistics, Odisha, Bhubaneswar as the case may be.

#### **SECTION-V**

#### **TECHNICAL BID**

#### **COVERING LETTER**

#### ***(BIDDER LETTER HEAD)***

*Location-*

*Date-*

**To**

**Name of the Tender Inviting Authority**

Sub:- Tender for Outsourcing of..... ..Driver..... [Name of the manpower as per requirement of the concerned institution] etc.

Dear Sir,

I, the undersigned, offer to participate in the tender process to provide services for.....etc.in accordance with your Tender Notice No.....

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

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

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

Yours faithfully,

**Authorized Signatory with Date and Seal**

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

**Address of the Bidder: Phone and Mobile No. & Email address**

**(FORM - T1)**

1.	Name of the Bidder	
2.	Details of Bid Processing Fee and Earnest Money Deposit: (Separate Demand Draft for Bid processing Fees & EMD. Demand Draft Details)	D.D No.:
		Date:
		Amount (Rs.)
		Drawn on Bank:
3.	Name of the Director of the Biding Firm	
4.	Full Address of Registered Office	Postal Address:
		Telephone No.:
		Fax No.
		E-Mail Address:
5.	Name & telephone number of authorized person signing the bid	Name and Designation:
		Mobile Number:
6.	Bank Name of the Service Provider	Account Number:
		Bank and Branch Name
		IFCS 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.	Acceptance to all the terms & Conditions of the tender (Yes/No).	

12.	Power of Attorney authorization letter for signing of the bid documents .	
13.	Please submit an undertaking that no criminal case is pending with the Police at the time of submission of bid.	
14.	Kindly mention the total number of pages in the tender document.	

15. Financial Turnover of the bidder for the last 3 (three) financial years. (\*).

Financial Year *	Turn Over Amount (In INR)	Average Turnover (in INR]
2022-2023		
2023-2024		
2024-2025		

\*from the date of issue of tender

16. **Details of the similarity service provided by the bidder in last 3 (Three) years:**

Sl. No.	Period	Name of Authority With complete Address & Fax No.	Type of services provided with details of manpower / Machinery deployed	Contract Amount (in INR)	Duration	
					From	To
1	2022- 2023					
2	2023- 2024					
3	2024- 2025					

17. **Declaration**

I, Shri \_\_\_\_\_ Son/Daughter \_\_\_\_\_ Wife of \_\_\_\_\_

Shri \_\_\_\_\_ /

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 Authorized Representative with seal)

Place: .....

Date: .....

**Enclosures:**

- Bid Processing Fee in the form of D.D. in original.

- EMD in the form of Demand Draft in original.
- Copy of tender document (each page must be signed and sealed)with paging and an index on the front page of the Technical Bid.
- Duly filled Technical Bid and Financial Bid.
- 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 **has** 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 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)*

**Name and Designation of Signatory Authority Date and Seal**

**Address of the Bidder**

*Location:*

*Date:*

To

**Name of the Tender Inviting Authority**

**Sub: Tender for Outsourcing of.....etc in the..... [Name & address of the institution] as per the requirement.**

**Sir,**

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

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

Yours faithfully,

**Authorized Signatory**

*[In full and initial]*

**(FORM - F1)**

**FINANCIAL BID**

Sl No.	Category of Manpower	Total cost per unit per month (30 days) in INR						
		Wages per unit (for one manpower) per month (30 days)	EPF per Unit one Manpower per month (Govt. Share /Tender inviting authority share) per person for 30 days	ESI per unit (for one manpower per month (Govt. share/Tender inviting authority share) per person for 30 days	Total (3+4+5)	Service charges (on the amount of Col.6)	GST on (6+7)	G.Total (6+7+8)
1	2	3	4	5	6	7	8	9

- Bidder with lowest evaluated Grand total cost taking all together of all the required service per unit manpower as shown in col.9 will be taken into account for determination of L1 bidder.

- The wage remuneration to be quoted must not be less than the latest Minimum Wage as notified by the Govt. of Odisha.
- The bids with "Nil" or very abnormally low quoted services charges will be treated as "Non responsive" and may lead to rejection.

Place: .....

**(Sign and Seal of Bidder  
Authorized Representative)**

**SECTION - VII**

**BID SUBMISSION CHECK LIST**

Sl No.	Description	Submitted (Yes/No)	Page No.
<b>TECHNICAL BID (ORIGINAL)</b>			
1	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 (2022-23, 2023-24, 2024-25)		
8	Copy of Valid EPF & ESI Certificate		
9	Copy of valid PSARA License (in case of Security Services)/Labor 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 3 years		
12	Power of Attorney in favor 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	Bank Pass Book & transaction statement of last Six Months of the Service provider.		
17	Address proof of the office/ local office within the state of Odisha		
<b>FINANCIAL BID (ORIGINAL)</b>			
1	Covering Letter in Bidders Letter Head		
2	Duly Filled in Financial Bid <b>(FORM- F1)</b>		

It is to be ensured that:

- All information has been submitted as per the prescribed format only.
- Each part has been separately bound with no loose sheets and each page of all the three parts are page numbered along with Index Page.
- All pages of the proposal needs to be sealed and signed by the authorized representative.

**Authorized Signatory** [*In full and initials:*  
**Name and Designation with Date and Seal:**

### **SECTION-VIII**

#### **SERVICE AGREEMENT**

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

This **SERVICE AGREEMENT** is made on \_\_\_\_\_ between,

(Here in after called as the "**Authority**") of the 1st Part

And \_\_\_\_\_ its principal place of business at

(Hereinafter called the "**Service Provider**") of the 2nd Part.

#### **WHEREAS**

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

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

1. The following documents attached hereto shall be deemed to form an integral part of this Contract:
  - Appendix A: General Terms and Conditions**
  - Appendix B: Scope of Work;**
  - Appendix C: Contract Price and Payment Term**
2. The mutual rights and obligations of the Authority and the Consultant shall be as set forth in the Contract, in particular:
  - a. The Service Provider shall carry out the service in accordance with the provisions of the Agreement; and
  - b. The Certificate on the satisfactory performance of services by the Agency shall be issued by an Officer authorized by the Client and in consideration of the Certificate of Satisfactory Performance of Services Provider, the Authority shall make such payments and in such a manner as is provided in the Agreement.
3. **Mode of Payment:** - The Service Provider will open a specific Bank Account for payment by the Authority in the beneficiary account towards the Service performed by the service provider. The Service Provider will furnish the details of the Bank Account to the Authority within 7 days of the signing of the contract. This Contract constitutes the agreement between two parties in respect to obligations and supersedes all previous communications between the Parties.
4. **Now this agreement witnesses as below:-** That in consideration of the payment to be made by the "**Authority**" to the "**Service Provider**", the "**Service Provider**" hereby agrees with the "**Authority**" to provide manpower resources to be engaged in the **Deputy Director (P&S) DPMU, Ganjam, Berhampur(Statistical Wing)**. as per the requirement. In conformity with the provisions of the terms and conditions of the contract.
5. That the "**Authority**" hereby further agrees to pay the "**Service Provider**" the contract price at the time and in the manner prescribed in the said terms and conditions.
6. Financial limit under this Contract varies with changes in statutory dues and government taxes as applicable from time to time.
7. That in the event of any dispute that may arise it shall be settled as per the terms and conditions of the contract.
8. That this agreement is valid up to \_\_\_\_\_.

*For and on behalf of [Tender Inviting **Authority**]*

*Witness 1:*

*Witness 2:*

*For and on behalf of [SERVICE PROVIDER]*

*[Name and Designation of the Representative **with seal**]*

*Witness1*

*Witness2:*

**PERFORMANCE BANK GUARANTEE FORMAT**

**To**

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

**WHEREAS** \_\_\_(Name and address of the Service Provider) (hereinafter called "the Service Provider) has undertaken, in pursuance Contract No.\_\_\_\_\_ Dated.\_\_\_\_\_ to undertake the service..... (Description of services) (Herein after called "**the contract**").

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

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

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

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

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

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

**(Signature of the authorized officer of the Bank) Name and designation of the officer**

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

Contract No.

Dated

To undertake the service

(Description of services) (Herein after called "**the contract**").

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

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

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

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

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

This performance bank guarantee shall be valid until the \_\_\_\_\_ day of year. Our branch at \_\_\_\_\_ (Name & Address of the Bank) is liable to pay the guaranteed amount depending on the filing of claim and any part thereof under this Bank Guarantee only and only if you serve upon us a tour \_\_\_\_\_ 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**