



Bid Reference No. 4527 /RTA

Date: 19.05.2026

**TENDER NOTICE**

Bids in sealed cover are invited under **Two-Bid System** from reputed, experienced and financially sound **Manpower Service Providers** for **engagement of Traffic Wardens in Ganjam District**, preferably by deployment of Ex-Servicemen, for traffic regulation, road safety support, pedestrian guidance, crowd management and allied road safety duties at identified locations in Ganjam district. The maximum requirement under the contract shall be **up to 120 Traffic Wardens** during the contract period, out of which **50 Traffic Wardens** are proposed for deployment in the first phase.

The details of the bidding process are as follows:

Sl.	Particulars	Date & Time
1	Date of Issue of Tender Document	20/05/2026
2	Pre-Bid Meeting	29/05/2026 at 11.00 A.M.
3	Bid Due Date & Time	05/06/2026 upto 05.00 P.M.
4	Technical Bid Opening Date & Time	08/06/2026 at 03.30 P.M.
5	Financial Bid Opening	To be intimated separately

Bidders are required to submit the Technical Bid and Financial Bid separately in two sealed covers. The cover containing the Technical Bid shall be superscribed as: **"TECHNICAL BID FOR ENGAGEMENT OF TRAFFIC WARDENS IN GANJAM DISTRICT"**. The cover containing the Financial Bid shall be superscribed as: **"FINANCIAL BID FOR ENGAGEMENT OF TRAFFIC WARDENS IN GANJAM DISTRICT"**. Both the above sealed covers shall be placed in a third sealed cover superscribed as: **"TENDER FOR SELECTION OF MANPOWER SERVICE PROVIDER FOR ENGAGEMENT OF TRAFFIC WARDENS IN GANJAM DISTRICT"**.

The tender document containing eligibility criteria, scope of work, technical evaluation criteria, financial bid format, statutory obligations, contract conditions and draft agreement can be downloaded / obtained from the official website <https://ganjam.odisha.gov.in>.

The complete address for submission of bid is:

To

**The Regional Transport Officer, Ganjam**

At/Po-Chatrapur, Dist-Ganjam, Odisha

PIN-761020

The authority reserves the right to cancel or reject any or all bids without assigning any reason thereof.

**Collector-cum-Chairman,  
DRSC, Ganjam, Chatrapur**



REGIONAL TRANSPORT OFFICE,

GANJAM, CHATRAPUR

Office: 06811-263974

E-mail : [rto\\_ganjam@yahoo.co.in](mailto:rto_ganjam@yahoo.co.in)

Tender No. 4538

Dated 19.05.2026

TENDER FOR SELECTION OF A SERVICE PROVIDER FIRM

FOR

ENGAGEMENT OF TRAFFIC WARDENS IN GANJAM DISTRICT

DATE OF SALE OF TENDER PAPER / DOCUMENT (AVAILABILITY IN PORTAL)	: On Dt. 20/05/2026 to 03/06/2026
DATE & PLACE OF PRE-BID MEETING ON TENDER PAPER / DOCUMENT FOR ANY CLARIFICATION	: On Dt. 29/05/2026 at 11.00 A.M. in the Office of Chamber of RTO, Ganjam, Chatrapur
LAST DATE FOR SUBMISSION OF SEALED TENDER PAPER / DOCUMENT	: On Dt. 05/06/2026 up to 05.00 P.M.
DATE AND TIME FOR OPENING OF BIDS	: On Dt. 08/06/2026 at 03.30 P.M.
DATE AND TIME FOR TECHNICAL PRESENTATION	: On Dt. 08/06/2026 at 04.30 P.M. (or) Will be informed later
OPENING OF FINANCIAL BID	To be informed to the Technically Qualified Bidders
SIGNING OF AGREEMENT	Within 07 days of acceptance of LoA
METHOD OF SELECTION	Quality Cum Cost Based Selection (QCBS) Technical: Financial 70:30

The sealed tender paper should reach in the Office of the Regional Transport Officer, Ganjam At/Po-Chatrapur, Dist-Ganjam on or before 05/06/2026 by 05:00 P.M. through Registered Post / Speed Post / Courier / By Hand to be received at Regional Transport Office, Ganjam, Chatrapur.

**BIDDER'S COVERING LETTER**

To,

**The Regional Transport Officer,**

**Ganjam, Chatrapur**

**Dear Sir,**

Ref: Tender No. \_\_\_\_\_ Dated \_\_\_\_\_

Having examined the conditions of contract and specifications, the receipt of which is hereby duly acknowledged, I/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.

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

I/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 me/us is properly prepared and sealed so as to prevent any subsequent alteration or replacement.

Dated this ..... Day of ..... (The month and year)

**Signature of Authorized Signatory .....**

**In capacity of .....**

**Duly authorized to sign the bid for and on behalf of .....**

**LETTER OF AUTHORIZATION FOR ATTENDING BID OPENING**

To,

The Regional Transport Officer,  
Ganjam, Chatrapur

Dear Sir,

Subject: (Authorization for attending bid opening on ..... (Date) in the Tender for Engaging Service Provider for providing Traffic Wardens. (Tender No: ..... Dated .....)

Following persons are hereby authorized to attend the bid opening for the tender mentioned above on behalf of ..... (Bidder) in order of preference given below.

Order of Preference	Name of Authorized Person	Specimen Signature
---------------------	---------------------------	--------------------

1.

2.

Signature of Bidder

or

His authorized Representative

Note:

1. Only one representative shall be allowed.
2. Permission for entry to the hall, where bids will be opened, will be refused in case authorization as prescribed above is not produced.

**PERFORMANCE BANK GUARANTEE FORMAT**

To,

**The Regional Transport Officer,**

Ganjam, Chatrapur

WHEREAS..... (Name and address of the Agency) (hereinafter called "the Agency") has undertaken, in pursuance of RFP No..... Dated ..... to undertake the service of ..... (description of the services) (herein after called "the contract").

AND WHEREAS it has been stipulated by \_\_\_\_\_(Name of the Client) in the said contract that the Agency 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 supplier such a bank guarantee;

NOW THEREFORE we hereby affirm that we are guarantors and responsible to you, on behalf of the Agency, 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 consultant 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 consultant 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 consultant 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 DD/MM/YYYY

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

### Appendix-A

## TENDER DOCUMENT FOR SELECTION OF MANPOWER SERVICE PROVIDER FOR PROVIDING THE SERVICES OF TRAFFIC WARDENS TO GANJAM DISTRICT

### **SCOPE OF WORK AND GENERAL INSTRUCTIONS FOR BIDDERS**

1. The District Road Safety Committee, Ganjam has taken decision for engagement of Traffic Wardens on outsourcing basis through a manpower service provider as per the list enclosed in Appendix-C for traffic regulation, road safety support, crowd / pedestrian guidance and associated works in Ganjam district.
2. Accordingly, the Regional Transport Office requires the services of reputed, well established and financially sound Manpower Service Providers to provide services on contract basis for the above works, preferably by deploying Ex-Servicemen as Traffic Wardens.
3. The contract for providing the aforesaid Traffic Wardens is likely to commence from Jun 2026 and would continue for a period of one year, which may extend by order of the competent authority as per terms and conditions in the agreement to be made.
4. Tentatively, a total of 120 Traffic Wardens is required. Out of these, 50 will be deployed in the first phase, and the remaining will be deployed subsequently as directed by the competent authority. The authority reserves the right to vary the number of personnel at any stage.
5. **Two-Bid system:** The tender has been invited under two bid systems i.e. **Technical Bid** and **Financial Bid**. The interested agencies are advised to submit two separate sealed envelopes super-scribing "**TECHNICAL BID FOR PROVIDING TRAFFIC WARDEN SERVICES TO GANJAM DISTRICT**" and "**FINANCIAL BID FOR PROVIDING TRAFFIC WARDEN SERVICES TO GANJAM DISTRICT**". Both

sealed envelopes should be kept in a third sealed envelope super-scribing "TENDER FOR PROVIDING TRAFFIC WARDEN SERVICES TO GANJAM DISTRICT". The Bids should remain valid till 90 days from the date of opening of the Bids.

6. The tenderer shall deposit **Rs. 11,800/-** (Rupees Eleven Thousand Eight Hundred) including **GST** only in form of demand draft (**non-refundable**) in favour of Regional Transport Officer, Ganjam, Chatrapur payable at Chatrapur from any Nationalized or Scheduled Bank towards cost of tender paper. The same demand draft shall be kept inside the sealed envelope meant for Technical Bid.
7. The successful tenderer shall provide a performance security of 2% of the total cost of the contract in shape of a Performance Bank Guarantee or in shape of TDR of equivalent value pledged to the Regional Transport Officer, Ganjam, Chatrapur from any Nationalized or Scheduled Bank.
8. The Performance Security will be submitted by the successful tenderer within Seven Days of receipt of work order.
9. The tendering Service Providers are required to enclose photocopies of the following documents (duly self-attested) along with the Technical Bid, failing which their bids shall be summarily rejected and will not be considered any further:
  - a. Copy of the GSTIN Registration certificate of the Service Provider issued by the competent authority;
  - b. Copy of PAN / GIR card;
  - c. Copy of Registration Certificate of Company / Firm / Agency;
  - d. Copy of the IT returns filed and Audit Certificates for the last three consecutive financial years duly certified by the Chartered Accountant. (2023-24 to 2025-26);
  - e. Copy of the Audited Balance Sheet and P&L Account for the last three consecutive years certified by the Chartered Accountant. (2023-24 to 2025-26);
  - f. Certified extracts of the Bank Account containing transactions during last three years;
  - g. Copies of EPF and ESI certificates
  - h. Copy of the valid Labour License / Registration under the Contract Labour (Regulation & Control) Act, 1970.
  - i. The Bidder should submit an EMD of **Rs. 5,00,000/- (Rupees Five Lakh)** only in shape of Demand Draft drawn in favor of Regional Transport Officer, Ganjam, Chatrapur from any Nationalized or Scheduled Bank;
  - j. The rate of service charge fixed by the Finance Department, Government of Odisha

in O.M. No. 19595/F dated 11.07.2023 or any subsequent instruction / amendment shall be followed strictly;

- k. Average Annual Turnover during the preceding 3 (three) years i.e. 2023-24, 2024-25 & 2025-26 should be at least **Rs. 5,00,00,000/- (Rupees Five Crore only)**;
- l. Copy of Work Order of providing manpower / security / traffic support / traffic warden / Ex-Servicemen services to any Central Government / State Government Departments/ Municipal Corporation / Municipality / NAC / Govt. Undertakings / PSU organizations in a **single contract involving minimum 100 manpower / security personnel / Traffic Wardens engaged each year during last three years**;
- m. Copy of the tender terms and conditions must be agreed by the tenderer while submitting the Tender Document by filling up the required fields and putting seal and signature on each page by the authorized signatory of the agency in token of their acceptance, **failing which the bid will be summarily rejected.**

**Note: Submission of any forged document will attract legal action including rejection of tender or cancellation of contract at the risk and cost of the agency, if awarded.**

10. All entries in tender form should be legible and filled out clearly. If the space for furnishing information is insufficient, a separate sheet duly signed by the authorized signatory may be attached. **No overwriting or cutting is permitted in the Financial Bid Form. In such cases, the tender shall be summarily rejected.** However, the cutting, if any, in the Technical Bid Application must be initialed by the person authorized to sign the tender bids.
11. The contract for providing the aforesaid Traffic Wardens is for a period of one year from the date of effectiveness of the contract i.e. the date of deployment of the required manpower. The period of the contract may be further extended provided the requirement of the Regional Transport Office persists at that time or may be curtailed / terminated owing to deficiency in service or substandard quality of manpower deployed by the selected Service Provider or because of change in the Regional Transport Office requirements. **The Regional Transport Office, however, reserves right to terminate this initial contract at any time after giving one month's notice to the selected Service Provider.**
12. E-mail / Fax bids will be summarily rejected. Late submission bid shall be outrightly rejected.
13. **Any conditional bids shall not be considered and will be outrightly rejected in the very first instance.**
14. Technical bids would first be taken into consideration for evaluation by a committee.

• **Evaluation of Technical Bids:**

- The Technical Bids shall be evaluated on the basis of the **eligibility criteria** and the

**technical evaluation criteria** prescribed in the bid document.

- Only those Bidders who secure a minimum of **70 (seventy) marks out of 100 (one hundred)** in the Technical Evaluation shall be treated as **technically qualified** and their Financial Bids shall be considered for opening and evaluation.

**15. Opening of Financial Bid and Final Evaluation:**

- **Opening of Financial Bids:**

The Financial Bids of only those Bidders who are declared technically qualified shall be opened, on the date and time notified by the Tender Inviting Authority, in the presence of such representatives of the technically qualified Bidders as may choose to attend.

- **Method of Selection:**

The selection of the Successful Bidder shall be made under the Quality-cum-Cost Based Selection (QCBS) method.

Under the QCBS method:

- Weightage for Technical Score: 70%
- Weightage for Financial Score: 30%

- **Financial Score:**

The Bidder quoting the lowest evaluated Financial Bid shall be assigned a Financial Score (SF) of 100.

The Financial Scores of the other technically qualified Bidders shall be calculated proportionately in inverse ratio to their quoted prices, using the following formula:

$$SF = 100 \times (FM / F)$$

Where:

- SF = Financial Score of the Bid under consideration
- FM = Lowest Evaluated Financial Bid among technically qualified Bidders
- F = Financial Bid of the Bid under consideration

- **Technical Score:**

The Bidder securing the **highest Technical Score** shall be assigned a **normalized Technical Score (ST) of 100**.

The normalized Technical Scores of the other technically qualified Bidders shall be calculated proportionately using the following formula:

$$ST = 100 \times (T / TH)$$

Where:

- **ST** = Normalized Technical Score of the Bid under consideration
- **T** = Technical Score obtained by the Bid under consideration
- **TH** = Highest Technical Score obtained by any technically qualified Bidder
- **Combined Score:**

The combined score of each technically qualified Bidder shall be calculated by applying the prescribed weightages to the normalized Technical Score and Financial Score, as follows:

$$S = (ST \times 0.70) + (SF \times 0.30)$$

Where:

- **S** = Combined Score
- **ST** = Normalized Technical Score
- **SF** = Financial Score
- **Ranking of Bids:**

The Bidders shall be ranked on the basis of the **Combined Score (S)** obtained under the QCBS evaluation.

- The Bidder securing the **highest Combined Score** shall be ranked as **H-1**
- The Bidder securing the next highest Combined Score shall be ranked as **H-2**

The Bidder securing the third highest Combined Score shall be ranked as **H-3**, and so on.

The Bidder ranked **H-1** shall be declared the **Successful Bidder** and shall be considered for award of contract, subject to fulfillment of all other conditions of the bid

document.

- **Tie-Breaking:**

In the event that two or more Bidders secure the same Combined Score in the final ranking, the Bidder having the **higher actual Technical Score** in the technical evaluation shall be ranked higher.

In the event that two or more Bidders also secure the same Technical Score, the Tender Inviting Authority / the Committee shall reserve the right to decide the Successful Bidder in such manner as it may deem appropriate, and its decision shall be final and binding on all Bidders.

16. **The competent authority reserves the right to annul all bids without assigning any reason.**
17. The registered office or one of the branch offices of the Service Provider should be located within the State of Odisha.
18. The Service Provider will be responsible for any casualty or accident of his Manpowers or Agents and liable to pay due compensation as decided by the competent authority.
19. Manpower to be engaged should have good moral character and antecedents. As such anybody employed for the job should have a satisfactory Police Verification Report (PVR). The Service Provider will submit PVR and Bio-data of all Traffic Wardens to be engaged in the organization. In case of any kind of wrong doing by his manpower, Service Provider will be responsible for the same.
20. Statutory charges like **EPF / ESI** should be deposited in due / scheduled time and will be reimbursed to the Service Provider at the prevailing rate on producing proof of payment of the same. Any late deposit will be levied hard some penalty.
21. The Service Provider shall provide the services of Traffic Wardens in numbers and at places as narrated in the Schedule of Contract as mentioned in **Annexure-I (Table-I)**.
22. The wages of the Traffic Wardens shall be paid by the Service Provider after deducting statutory obligation towards employees' contribution and service charges as mentioned in **Table-II**.
23. The Service Provider shall pay the wages to the persons engaged after deducting statutory obligation towards employee's contribution and service charges by **10th of each succeeding month** and accordingly the bills shall be sent to the Office of the Regional Transport Officer, Ganjam, Chatrapur by **5th of each succeeding month** against the payment made to the persons for release of funds. The Service Provider must pay the wages to the Traffic Wardens by 5th of every succeeding month without waiting release of payment from the RTO, Ganjam.
24. All documents required to be enclosed shall be self-attested.

25. **No exemption of tender cost, EMD or price preferences is allowed.**

26. The bidder shall properly index the documents in a systematic manner. Without index and page numbers the bid may be rejected.

## Appendix-B

### TECHNICAL REQUIREMENT FOR THE TENDERING SERVICE PROVIDER

The tendering Service Provider should fulfill the following technical specifications:

1. The Bidder may be a proprietary firm, partnership firm, limited Company, Corporate Body or registered agency legally constituted.
2. The Service Provider should have at least three years' experience in providing Manpower Services / Security Services / Traffic Support Services / Ex-Servicemen deployment services to Government Municipal Corporations / Government Undertakings / Public Sector Undertakings / Police / Transport / ULBs. The Service Provider should have executed a minimum of three such manpower deployment contracts in Odisha during the preceding three years' period.
3. The Service Provider must have a minimum average annual turnover of **Rs. 5.00 Crore** for the last three consecutive years as per the audited statement of accounts.
4. There should be no civil / criminal case pending with the authority / Police against the Proprietor / Firm / Partner or the Company (Service Provider) and the Service Provider shall not have been blacklisted otherwise to be evidenced by attachment of one notarized affidavit in this regard. The Agency / Bidder shall submit two separate affidavits duly notarized regarding the same on non-judicial stamp paper of Rs.100/-.
5. The Service Provider should be duly registered with the Service Tax Authorities (GST) and having valid Labour License under the contract labour (Regulation & Contract) Act, 1970.
6. The Service Provider should be registered with the appropriate authorities under employee provident fund & Employee State Insurance Acts.
7. The Service Provider should have its own surplus balance account.
8. The registered office or one of the branch offices of the Service Provider should be located within the jurisdiction of the user Regional Transport Office / Office. In case there is no branch office, the successful bidder will have to open branch office within two months of the signing the agreement or else the manpower service provider should provide the name, designation and contact number of the person to liaise with the said Field Office(s).
9. The Bidder should give certificate / undertaking that they will provide trained Traffic

Wardens preferably from among Ex-Servicemen having suitable physical fitness, discipline, character, antecedent verification, qualification and experience as per prescribed Government guideline / rule / act / regulation / instruction on requirement of the Regional Transport Office, Ganjam, Chatrapur.

Technical Bid Evaluation Parameters

SL No	Parameters	Max Marks	Documents / Evidence Required
1	Registered office/Branch office located within state of Odisha preferably Local District – 5 Mark  (Maximum – 5 Marks)	5 marks	Local Address Proof of Office / Branch
2	Manpower Deployment Experience (MDE)-copy of Experience Certificate or Work order for providing manpower service to any Central / State Government Department / Government Organization /Odisha Govt. undertaking / PUSs organization for the last three year  i. 200 to 250 nos. of Manpower-10 Mark  ii. Above 250 up to 300 nos. of Manpower - 20 Mark  iii. More than 300 nos of Manpower - 30 Mark  (Maximum – 30 Marks)	30 marks	Certificate / Declaration from client confirming the total strength of personnel deployed in a single project
3	If Minimum Average Contract Value for the last three financial year (Rs in Crore)  (i) 01 crores to <=03 crores – 5 marks  (ii) 03 crores to <=05 crores -10 mark  (iii) Above 5 Cr-20 mark  (Maximum – 20 Marks)	20 marks	Work Order / LOA, Agreement & Completion Certificate (Contract Value, Scope of Work to be mentioned)
5	Maximum Year of experience in business (on the last date of submission of bid) for providing similar type of services to Central / State Government/ Court Complexes /Law Universities/bodies/agencies/societies/corporate bodies.  i. 5 year to 10 year - 10 mark	20 marks	Work Order / LOA, Agreement & Completion Certificate (Contract Value, Scope of Work to be mentioned)

	<p>ii. 10 year to 15 year - 15 mark</p> <p>iii. Above 15 year - 20 mark</p> <p>(Maximum – 20 Marks)</p>		
6	<p>During technical presentation, the bidder shall be evaluated on the following:</p> <ul style="list-style-type: none"> <li>• Understanding of the assignment – 5 marks</li> <li>• Approach and Methodology – 5 marks</li> <li>• Standard operation procedures adopted including demonstration in handling emergency situations – 5 marks</li> <li>• Technological solutions – 5 marks</li> <li>• Training to personnel – 5 marks</li> </ul> <p>(Maximum – 25 Marks)</p>	25 marks	Technical Presentation to be submitted on the day of technical presentation which will be conveyed by the competent authority.
	<b>Total</b>	<b>100</b>	
	Qualify	70	

N.B.: -

A. Bidder who scores more than 70% Marks shall be considered for further evaluation.

B. The bidder must have experience to supply manpower / security personnel / traffic support personnel in Central Government Dept. / State Government Dept. /Government Organization /Odisha Govt. undertaking / PUSs organization / Municipal Corporation / Municipality / NAC / PSUs / Transport / Police related offices within last three years.

C. Bidder must submit EPF & ESIC registration copy with last 6-month challan.

**Appendix-C**

**REQUIREMENT OF TRAFFIC WARDENS TO BE DEPLOYED BY THE  
SUCCESSFUL SERVICE PROVIDER IN GANJAM DISTRICT**

Sl. No.	Category of Manpower	Requirement
1	Traffic Warden (Skilled Manpower)	50 in first phase out of total requirement of 120

**Note: This is tentative requirement and may change as per requirement of the Authority.**

**Appendix-D**

**APPLICATION - TECHNICAL BID**

**For Bidding as a Service Provider for Providing the Services of Traffic Wardens to Ganjam District**

1. Name of Tendering Service Provider:

.....  
.....

2. Status (Proprietorship/Partnership/Private Limited):

.....

3. Full Address of Registered office:

.....  
.....

Office Telephone No. / Fax No. / Email ID:

.....

.....  
.....  
.....  
4. Full Address of operating / Branch Office:

.....  
.....  
.....

Telephone  
No.....

/ Fax  
No.....

/ E-mail address:  
.....

5. Name & Telephone No. of Authorized Officer / person to liaise with field Officer(s):

.....  
.....

6. Banker of the Service Provider (Attach certificate copy of statement of A/c for the last 3 consecutive years):

.....  
.....

7. PAN / GIR No. (Attach attested copy):

.....  
.....

8. GST Registration No. (Attach attested copy):

.....  
.....

9. Service Tax Registration No., if any (Attach attested copy):

.....  
.....

10. E.P.F. Registration No. (Attach attested copy):

11. E.S.I. Registration No. (Attach attested copy):

12. Labour License / Registration under The Contract Labour (Regulation & Control) Act, 1970 (Attach attested copy):

13. Financial turnover of the tendering service provider for the last 3 consecutive financial years

**Details of Financial Turnover:**

Financial Year	Total Annual Turnover (Rs. in Lakh)	Average annual turnover (Rs. in Lakh)
2025-26		
2024-25		
2023-24		

14. Details of organization where more than 100 Traffic Wardens / Security personnel / Worker / Any Manpower have been deployed in a particular work order:

(Attach a separate sheet)

Name of Organization	Work order No. and date	Category of Manpower	Year wise number of Persons deployed			Whether work with same manpower renewed by organization in subsequent financial years (Yes/No)
			2022-23	2023-24	2024-25	


15. Tender Cost Demand Draft No. .... Dt. .... of Rs.  
 .....EMD Cost Demand Draft No. .... Dt. .... of Rs.  
 .....

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

**DECLARATION**

1. I, ..... Son / Daughter / Wife of Sri ....., Age ....., Proprietor / Director / Authorized Signatory of the Service Provider, mentioned above, am competent to sign this declaration and execute this tender document.

2. I have carefully gone through and understood all the terms and conditions of the tender and undertake to abide by them.

3. The information / documents furnished along with the above application are true and authentic to the best of my knowledge and belief.

I/We, am/are well aware of the fact that furnishing any false information / fabricated document would lead to rejection of my tender at any stage besides liabilities towards prosecution under appropriate law.

**DATE:**

**PLACE:**

**Signature of Authorized Person of Service Provider**

**(With Organization's Seal)**

**Name & Address**

**Appendix-E**

**APPLICATION - FINANCIAL BID**

**For Bidding as a Service Provider for Providing the Services of Traffic Wardens to Ganjam District**

1. Name of tendering Service Provider:

.....

Description	% in words	% in figures
Service Charge as % of the deployed Manpower Cost for Traffic Warden Services (General Administration, Housekeeping Services, Hospitality Services, Maintenance Services, Additional Support Services)	To be quoted	To be quoted

**Note:**

- A. In case of disagreement between price in figure and word, price in words will prevail over price in figure.
- B. The minimum rate of service charge shall be 3.85% and the service charge should not exceed 7% in any case, as per OGFR 2023, Finance Department, Government of Odisha Rule No 264 Sub Point (iv).

**Date:**

**Place:**

**Name:**

**Signature of Bidder**

or

**Authorized Person of Service Provider**

**(With Seal)**

**Annexure-I**  
**SCHEDULE OF CONTRACT**

Table-I: No. of Traffic Wardens / Manpower to be engaged

SI. No.	Category	To be engaged at
1	Traffic Warden (Skilled Manpower) for traffic regulation support, pedestrian guidance, road safety support, barricade / cone management assistance, accident reporting assistance and associated field-level support work under supervision of Traffic Police / Transport Authority / District Administration.	Identified traffic points / junctions / school & college zones / market areas / bus stands / accident-prone locations / road safety enforcement support points in Ganjam district as approved by the Authority.

Table-II: Minimum Daily Wages and Statutory Employer payments to be made by the Authority (in Rupees)

SI. No.	Name of the Work	Minimum Daily Wages (without statutory payment)
1	Traffic Warden (Skilled Manpower) to be engaged as per Table-I.	The wages will be paid as fixed by the Labour & ESI Department, Govt. of Odisha / competent authority from time to time, or as approved by the Authority.

The number of Traffic Wardens to be engaged in different work is about 50 in the first phase out of the total requirement of 120.

## TERMS & CONDITIONS

### GENERAL

1. The Agreement shall commence w.e.f. the date of effectiveness of the agreement unless it is curtailed or terminated by the Authority owing to deficiency of service, sub-standard quality of manpower deployed, breach of contract etc. or change in requirements.
2. The effectiveness of the agreement commences w.e.f. the date when the total manpower required is provided.
3. The Agreement shall be for a period of one-year w.e.f. the date of its effectiveness unless extended further by the mutual consent of the Service Provider and the Authority.
4. The Agreement may be extended, on the same terms and conditions or with some additions / deletions / modifications, for a further specific period mutually agreed upon by the Service Provider and the Authority.
5. The Service Provider shall not be allowed to transfer, assign, pledge or subcontract its rights and liabilities under this Agreement to any other agency or organization by whatever name be called without the prior written consent of the Authority.
6. The Service Provider will be bound by the details furnished by it to the Authority while submitting the tender or at subsequent stage. In case, any of such documents furnished by it is found to be false at any stage, it would be deemed to be a breach of terms of Agreement making it liable for legal action besides termination of the Agreement.
7. **The Authority reserves the right to accept or reject any or all bids without assigning any reasons thereof. The Authority also reserves the right to reject any bid which in his opinion is non-responsive or violating any of the conditions / specifications without any liability to any loss whatsoever it may cause to the bidder in the process.**
8. The Service Provider shall nominate a coordinator who shall be responsible for immediate interaction with the Regional Transport Office so that optimal services of the persons deployed could be availed without any disruption. The coordinator shall be answerable to the deployed persons.
9. The entire financial liability in respect of manpower services deployed in the Ganjam

district through RTO, Ganjam concerned shall be that of the Service Provider and the Regional Transport Office concerned will in no way be liable. It will be the responsibility of the Service Provider to pay to the person deployed a sum not less than the minimum rate quoted in the Financial Bid which also should not be less than the minimum wages prescribed under the prevailing Act and adduce such evidence as may be required by the Regional Transport Office concerned.

10. For all intents and purposes, the Service Provider shall be the "Employer" within the meaning of different Rules & Acts in respect of manpower so deployed. The persons deployed by the Service Provider shall not have any claim whatsoever like employer and employee relationship against the Regional Transport office concerned.
11. The Service Provider shall be solely responsible for the redressal of grievances or resolution of disputes relating to persons deployed. The Regional Transport Office, Ganjam shall, in no way, be responsible for settlement of such issues whatsoever.
12. 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.
13. The persons deployed by the Service Provider shall not claim or shall not be entitled to pay, perks and other facilities admissible to regular / confirmed employees during the current or after expiry of the Agreement period.
14. In case of termination of this Agreement on its expiry or otherwise, the persons deployed by the Service Provider shall not be entitled to and shall have no claim for any absorption in regular or other capacity.
15. The person deployed shall not claim any benefit or compensation or absorption or regularization of deployment with this office under the provision of rules and Acts. Undertaking from the person deployed to this effect shall be required to be submitted by the Service Provider.
16. The Service Provider must be registered with the concerned Govt. Authorities, i.e. Labour Commissioner, Provident Fund Authorities, Employees State Insurance Corporation etc., and a copy of the registration should be submitted. The Service Provider shall comply with all the legal requirements for obtaining License under Contract Labour (Regulations and Abolition) Act, 1970, if any, at his own part and cost.
17. In the event of any engaged Traffic Warden / Manpower being on leave / absent, the Service Provider shall ensure suitable alternative arrangement to make up for such absence. To meet such eventualities, the agency shall make provision for leave reserve and provide the same under intimation to the concerned Authority.
18. The persons deployed should be polite, cordial and efficient while handling the assigned work and their actions should promote good will and enhance the image of the Regional Transport Office or the Office concerned. The Service Provider shall be responsible for any act of indiscipline on the part of the persons deployed.

19. The Traffic Wardens / Manpower provided by the Service Provider shall have to maintain highest standard of ethics in their work. They should not under any circumstances take any official data / instructions / documents outside the office or duty system under any circumstances or share with anybody except as they may be specifically authorized to carry out their assigned works. If any person is found to involve in activities in violation of this, the Service Provider will be liable for the criminal action as well as other civil actions for such lapses as may be deemed appropriate by the **“Authority”**.
20. The Traffic Wardens / Manpower provided by the Service Provider shall be regular and punctual in their work as per working hours fixed by the Authority. They will attend to the work beyond office hours and even on Sundays and Government Holidays, if required as directed by the Authority.
21. The **“Authority”** shall have right to ask the Service Provider to withdraw / replace any Traffic Warden / Manpower who has been reported by the **“Authority”** as disobedient or incompetent towards his / her services being rendered. The **“Service Provider”** agrees to act promptly on such request by the **“Authority”**.
22. Selection of person(s) in various categories requisitioned by the Authority will be the responsibility of the Service Provider at their own cost. The Service Provider will send CVs / bio-data of a panel of suitable persons having requisite qualification / experience / Ex-Servicemen status / physical fitness / antecedent verification to the Authority for selection and acceptance.
23. **The Agreement may be terminated on a written notice of one month from either side, and both parties agree not to move Court of Law on such termination.**
24. The service of the Traffic Warden / Manpower deployed under the contract shall not be withdrawn suo motu, without consulting the Regional Transport Officer, Ganjam, Chatrapur or his authorized representative. In case any Traffic Warden / Manpower whose services have been deployed desires to discontinue the work, the Service Provider will inform the same 15 days in advance and arrange for suitable replacement with persons having similar or better qualification and experience.
25. **Violation of Clause-24** will amount to penalty of 15 days wages of the Traffic Warden / Manpower disengaged which shall be recovered from the Security Deposit of the Service Provider.
26. The selection of the services of Traffic Wardens / Manpower as requisitioned by the Authority shall be the responsibility of the Service Provider. The Service Provider will send the CVs / Bio-data of a panel of suitable persons having requisite qualifications and experience, not less than two times the number of Traffic Wardens / Manpower requisitioned to the concerned Office / Section for selection and acceptance.

## SPECIAL CONDITIONS FOR TRAFFIC WARDENS

26A. The Traffic Wardens shall preferably be Ex-Servicemen. If adequate Ex-Servicemen are not available, other disciplined, physically fit and verified personnel may be deployed only with prior approval of the Authority.

26B. Traffic Wardens shall assist Traffic Police / Transport Authority / District Administration in traffic regulation support, public guidance, pedestrian assistance, road safety support and allied duties only.

26C. Traffic Wardens shall not exercise any statutory police power, enforcement power, challan power, seizure power, compounding power or detention power.

26D. Traffic Wardens shall not collect fines, demand money, misbehave with public or represent themselves as police / enforcement officers.

26E. The Service Provider shall provide uniform, reflective jacket, identity card, whistle, raincoat and such other articles as may be approved by the Authority.

26F. The eligibility criteria for engagement as Traffic Wardens shall include an age limit of **not less than 25 years and not more than 55 years** at the time of deployment.

### **26G. Training & Yearly Refresher Training of Traffic Wardens:**

The Service Provider shall ensure that all deployed Traffic Wardens undergo mandatory induction training prior to deployment, covering basic traffic management, public interaction, road safety protocols, emergency response, and coordination with Traffic Police / Transport Authority. In addition, the Service Provider shall conduct at least one refresher training program annually for all Traffic Wardens to update their knowledge, reinforce discipline and standard operating procedures, and incorporate any new guidelines issued by the Authority. Proper records of such trainings, including attendance and training modules, shall be maintained and produced for inspection by the Authority as and when required.

## LEGAL

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

28. The Service Provider shall be responsible for compliance of all statutory provisions relating to minimum wages payable to Traffic Wardens in respect of the persons deployed by it in the Ganjam district through Regional Transport Office concerned.

The Regional Transport Office concerned shall have no liability in this regard. The Bidder should produce the evidence in respect of having made payments to the manpower provided as and when called for by the Authority.

29. The Service Provider shall also be liable for depositing all taxes, levies, cess etc. on account of service rendered by it to the Authority / office concerned 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 Regional Transport Office, Ganjam concerned.
30. The Service Provider shall maintain all statutory registers under the Law and shall produce the same, on demand, to the Authority of Regional Transport Office or any other authority under Law.
31. The Tax deduction at Source (T.D.S.) shall be done as per the provisions of Income Tax & GST Act / Rules, as amended from time to time and a certificate to this effect shall be provided by the Regional Transport Office or Office concerned.
32. In case, the Service Provider fails to comply with any liability under appropriate law, and as a result thereof, the Regional Transport Office or the office concerned is put to any loss / obligation, monetary or otherwise, the Authority will be entitled to get itself reimbursed out of the outstanding bills or the Performance Security Deposit of the Service Provider, to the extent of the loss or obligation in monetary terms.
33. The Agreement is liable to be terminated because of non-performance, deviation of terms and conditions of contract, non-payment of wages of employed Traffic Wardens / manpower and non-payment of statutory dues. The Authority will have no liability towards non-payment of wages to the persons employed by the Service Provider and the outstanding statutory dues of the Service Provider to statutory authorities. If any loss or damage is caused to the Regional Transport Office or Office concerned by the persons deployed, the same shall be recovered from the unpaid bills or adjusted from the Performance Security Deposit.
34. The decision of Authority in regard to interpretation of the Terms & Conditions and the Agreement shall be final and binding on the Service Provider.

### **FINANCIAL**

The Service Provider shall execute an agreement with the Regional Transport Officer, in line with the terms and conditions laid down in **Annexure-II** and Appendixes-A, B, C, D & E in the Tender Document and shall furnish a **Performance Security Deposit @ 2%** of the Contract value drawn on any Nationalized Bank / Scheduled Bank at the place of tender in shape of Bank TDR or Bank Guarantee duly pledged to the Regional Transport Officer, Ganjam, At/Po/Ps-Chatrapur for faithful implementation of the provisions of the agreement. This EMD / security deposit of the finalized tenderer shall be retained by the Authority, whereas

the EMD Security Deposit of the remaining tenderers shall be returned to the respective tenderers after the completion of signing of the agreement by the successful tenderer.

35. Signing of the Tender Document shall mean that the parties participating in the tender process agree to the terms and conditions of the Tender Document.
36. In case of breach of any terms and conditions attached to this agreement, the Performance Security Deposit of the Service Provider shall be liable to be forfeited besides annulment of the Agreement.
37. The payment in respect of all categories of Traffic Wardens / Manpower towards Minimum Daily Wages and Statutory Employer payments to be made by the Authority shall be at the rate given in the Table-II of Annexure-I in account payee mode.
38. The Service Provider will deploy Traffic Wardens / Manpower with desired appropriate / suitable qualification / experience / Ex-Servicemen status / physical fitness / antecedent verification as detailed in the technical requirement for manpower to be deployed by the successful Service Provider.
39. The Service Provider shall raise the bill, in triplicate, after the receipt of absentee statement sheet submitted by the Office of Regional Transport Officer, Ganjam, Chatrapur in first week of the succeeding month.
40. The agency shall be solely responsible for compliance to the provisions of various labour and industrial laws, such as wages, allowances, compensations, EPF, Bonus, Gratuity, ESI etc. relating to Traffic Wardens / Manpower deployed by it or for any accident caused to them and the Authority shall not be liable to bear any expense in this regard. The Agency shall make payment of wages of a month to the Traffic Wardens / Manpower engaged by him / them by **10th of each succeeding month** through account payee mode (NEFT / RTGS / IMPS) and accordingly the bills shall be sent to the Office of Regional Transport Officer, Ganjam, Chatrapur by **5th of each succeeding month** against the payment made to the Traffic Wardens / Manpower for release of funds.
41. The Service Provider shall deposit the statutory dues like EPF and ESI or Insurance in respect of the service of each employee as per the provisions of the relevant Acts / Rules and submit the necessary receipt or challan to the office in support of proof of payment with a statement by **5th** of each succeeding month.
42. **The Authority reserves the right to withdraw or relax any of the terms and conditions mentioned above so as to overcome the problem encountered at a later stage.**
43. In the event of any dispute arising in respect of the clauses of the agreement the same shall be resolved through negotiation.
44. The Traffic Wardens / Manpower deployed by the Service Provider shall work under

the direct supervision and control of the Authority and officers concerned. Besides, the Service Provider shall neither deploy nor withdraw any Traffic Warden / Manpower at any time without the approval of the Authority.

45. The registered office or one of the branch offices of the Service Provider should be located within the jurisdiction of the user office. In case there is no branch office, the successful bidder will have to open branch office / liaison arrangement within one month of the signing the agreement.
46. The successful bidder will enter into an agreement with this office for supply of suitable qualified and experienced manpower as per requirement of this office on the above terms and conditions.
47. The Service Provider will intimate the Authority regarding enhancement of wages by Labour Department from time to time and bill may be raised on enhanced wages with statutory charges after due approval of competent authority.
48. Any dispute arising relating to this tender shall be subject to judicial jurisdiction of the competent court at Chatrapur only.



**Collector & D.M.-cum-Chairman,  
DRSC, Ganjam, Chatrapur**