

TENDER DOCUMENT

**TENDER FOR PROVIDING SERVICES OF 40 (FORTY) NUMBERS OF
GROUP-D MANPOWER ON OUTSOURCING BASIS THROUGH
SERVICE PROVIDING AGENCY IN COLLECTORATE, PURI & ITS
SUB-ORDINATE OFFICES UNDER THE ADMINISTRATIVE
CONTROL OF THE COLLECTOR, PURI**

**District Establishment Section, Collectorate, Puri
Email : dist_estt.puri@yahoo.com**



OFFICE OF THE DISTRICT MAGISTRATE & COLLECTOR, PURI
ESTABLISHMENT SECTION

TENDER CALL NOTICE

NO. 4297 /BBE, DATED. 02.12.2025

TENDER NOTICE FOR AWARD OF CONTRACT FOR PROVIDING THE SERVICE OF PEON/ PROCESS SERVER /
CHAINMAN / KHALASI / DAFTARY / WATCHER -CUM-SWEEPER FOR A PERIOD OF ONE YEAR

District Office, Puri requires the services of reputed, well established, financially sound & registered manpower agencies/ services provider to provide the services of 40 numbers of Group-D manpower in Collectorate, Puri & it's sub-ordinate offices like Sub-Collector Office, Puri & different Tahasils of Puri district under the Administrative control of the Collector, Puri for a period of one year on outsourcing basis for day to day official work.

The bid document can be downloaded from the Puri district website <https://puri.odisha.gov.in>. The last date of receipt of the sealed offers in office of District Establishment Section, Collectorate, Puri, Pin-752001 is upto 5.00 PM on Dt. 31/12/2025 by Speed Post/Registered Post/Courier/ drop Box stationed at District Establishment, Collectorate, Puri. The authority shall not be responsible for any postal delay. Bids without Bid Processing Fee and Bid Security Declaration Form as applicable shall be out rightly rejected. Bids submitted after due date and time will be not be taken into consideration. The "Technical Bids" will be opened at 11.00 AM on dated. 03.01.26 in presence of the bidders or their authorized representatives. Without an authorization letter, the representative of bidder will not be allowed to attend the opening of the bid. The Financial Bids of qualifying bidders will be opened on a suitable date and time under intimation to the qualified bidders.

The bidders have to submit documents as specified, alongwith Technnical Bid and Financial Bid (separately) in conformity with the detail terms & conditions in Tender.

The authority reserves the right to accept or reject any or all the offers without assigning any reason thereof.

DM & Collector, Puri

Memo No. 4298 /BBE Dated. 02.12.2025

Copy alongwith enclosures are forwarded to the DeGM, Collectorate, Puri with a request to upload the notice in the district website.

DM & Collector, Puri

Memo No. 4299 /BBE Dated. 02.12.2025

Copy forwarded to the DI&PRO, Puri for information & necessary action with a request to publish the Notice in his Notice Board.

Copy to the Notice Board.

DM & Collector, Puri

Memo No. 4300 /BBE Dated. 02.12.2025

Copy submitted to the Addl. Secy. to Govt. Revenue & DM Department, Odisha, BBSR for information & necessary action.

DM & Collector, Puri

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INDEX

Sl. No.	Section	Description	Page
1	Section-I	Instruction to the Bidder & Scope of Work / Data Sheet / Eligibility Criteria / documents to be provided with the technical bid	4-13
2	Section-II	Schedule of Requirement	14-15
3	Section-III	General Terms & Conditions / Legal	16-21
4	Section-IV	Technical Bid	22-29
5	Section-V	Financial Bid	30-33
6	Section-VI	Bid submission check list	34-35
7	Section-VII	Service Agreement & Performance Bank Guarantee Format	36-39

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SECTION - I

INSTRUCTIONS TO THE BIDDER & SCOPE OF WORK

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INSTRUCTIONS TO THE BIDDER & SCOPE OF WORK

1. The Collector, Puri requires the services of reputed, well established and financially sound Manpower Service Provider to provide services of PEON/ PROCESS SERVER / CHAINMAN / KHALASI / DAFTARY / WATCHER -CUM-SWEEPER etc. on contract basis for day to day work of office.
2. The period of contract for providing the services will be for one year from the date of effect of contract. The period of the contract may be further extended provided the requirement of the client for the services persists at that time or may be terminated owing to deficiency in service or because of change in the requirement of this district. The Collector, however, reserves right to terminate this contract at any time after giving 30 days' notice to the service provider.
3. The contract for providing the aforesaid manpower is likely to commence from January, 2026 and would continue till December, 2026. The period of the contract may be further extended beyond December, 2026 subject to further requirement & approval of the Govt.
4. Collector, Puri has tentative requirement of total 40 Nos. of Group-D manpower as detailed below. The requirement may be further increased or decreased and it is coterminous with the office.

D) Services of 40 numbers of Group-D manpower on outsourcing basis.

Sl. No.	Manpower Type	No. of services	Qualification	Summary of work to be performed	Rate of wages per day / month (in Rs.)
01	Peon	20	Minimum Educational qualification 7 th pass. Besides, he/she should be well behaved, gentle & obedient in nature.	To attend office & assigned the duty by the Head of office	As per the Notification of Govt. from time to time.
02	Process Server	04			
03	Chainman	04			
04	Khalasi	06			
05	Daftary	02			
06	Watchman / Sweeper	04			

N.B. The age limit in respect of the above manpower must be minimum 21 years of age and not exceeding 50 years.

5. The various crucial dates relating to "Tender for providing Manpower Services to the Collectorate, Puri & it's sub-ordinate offices are cited as under:

Bidding Schedule	Deadline
Date of Issue of Tender	02.12.2025
Last date of submission of Tender	31.12.2025, 5.00 PM
Opening of Technical Bid	03.01.2026, 11.00 AM
Opening of Financial Bid of Qualified Bidder	06.01.2026, 11.00 AM
Likely date for commencement of the service	January, 2026

6. The technical bids will be opened on 03.01.2026 at 11.00 AM at Office Chamber of ADM(Gen), Puri in presence of the Bidders or their authorized representative of the participating bidders (limited to one only) , if any, who wish to present at the meeting. The financial bid



of only those bidders will be opened whose technical bids are found to be in order. The financial bids shall be opened on 06.01.2026 at 11.00 AM at the same venue in presence of the Bidders or their authorized representatives of the qualified bidders, who wish to attend the meeting.

7. Any form of consortium and joint venture is not allowed under this tender.
8. The competent authority reserves the right to reject any/ all the bids and cancel or modify the process or any part thereof or to vary any or the term and condition at any time, without assigning any reason thereof.
9. The Technical bid necessarily accompanied with the **EMD and Tender Paper Cost of the service provider in the form of Demand Draft drawn in favour of Collector Puri** failing which the tender shall be rejected summarily.
10. The Interested Manpower Service Providers may submit the tender document complete in all respects along-with Earnest Money Deposit (EMD) of Rs.20,000/- (Which is refundable without interest) and Tender Paper cost of Rs.1000/- (non-refundable) and other requisite documents by 31.12.2025 upto 05.00 PM at District Establishment Section, Collectorate, Puri, Pin-752001.

Complete Address for submission of bid:

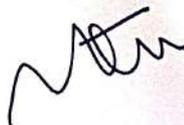
The Collector, Puri

DISTRICT ESTABLISHMENT SECTION, COLLECTORATE, PURI

At/PO/Dist-Puri, Pin-752001

Email: dist_estt.puri@yahoo.com

11. The Tender has been invited under two bid system i.e. Technical Bid and Financial Bid. The interested agencies are advised to submit two separate sealed envelopes super-scribing "**Technical Bid/Financial Bid**". Both sealed envelopes should be kept in a third sealed envelope super scribing. "Tender for providing Manpower Services to Collectorate, Puri & its sub-Ordinate Offices".
12. The successful tenderer will have to deposit a Performance Security Deposit of Rs.35,000/- (Rupees Thirty Five Thousand only) in the form of Bank Guarantee from any Nationalized/ Scheduled commercial Bank drawn in favour of **Collector Puri** covering the period of contract. In case, the contract is further extended beyond the initial period, the Bank Guarantee will have to be accordingly renewed by the successful tenderer.
13. The tendering Manpower Service Providers are required to enclose photocopies of the following documents alongwith the Technical Bid, **failing which their bids shall be summarily/ out rightly rejected and will not be considered further:**
 - a. Registration certificate of the applicant or organization;
 - b. Copy of PAN/ GIR card;
 - c. Copy of the IT return filed for the last three financial years;
 - d. Copy of the Odisha GST registration certificate;
 - e. Certified extracts of the Bank Account containing transactions during last three years.
 - f. EPF & ESI Registration Certificate.
14. The conditional bids shall not be considered at any cost and will be out rightly rejected in very first instance.

6 

15. All entries in tender form should be legible and filled up 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.
16. The Collector, Puri reserves the right to reject all bids without assigning any reason thereof.



DATA SHEET

Sl. No.	Particulars	Details
01	Name of the Client	Collector, Puri
02	Method of Selection	Least Cost Selection Method
03	Date of Issue of Tender	02.12.2025
04	Pre bid Meeting	NR
05	Deadline for receipt of Proposal and time	31.12.2025, 5.00 PM
06	Date of opening of Technical Proposal	03.01.2026, 11.00 AM
07	Date of opening of Financial Proposal	06.01.2026, 11.00 AM
08	Expected date of commencement of service	During month of January, 2026
09	Bid document Fee (Non-Refundable)	Rs.1000/- only in the shape of Demand Draft in favour of Collector, Puri
10	Earnest Money Deposit (EMD)* *Refundable subject to satisfactory performance & compliance to laid down conditions.	Rs.20,000/- in form of Demand Draft in favour of Collector, Puri.
11	Postal Address for submission of Proposal	The Collector, Puri District Establishment Section, Collectorate, Puri, At/Po/Dist-Puri, Pin-752001
12	Mode of Submission of proposal	Speed Post/ Registered Post/ Courier / drop Box stationed at District Establishment, Collectorate, Puri to the address as specified at No. 11 during the office hour only. Submission of bid through any other mode and late bid will be rejected.
13	Place of opening of proposal	Office Chamber of the Additional District Magistrate (Gen), Puri
14	Website to visit for download of Bid Document.	https://puri.odisha.gov.in

DISCLAIMER:

This Tender is not an offer by Collector, Puri, but an invitation to receive offer from the bidders/firms/agencies etc. No contractual obligation whatsoever shall arise from this tender process unless and until a formal contract is signed and executed by duly authorized Officers of the Collectorate, Puri with selected bidder/firm/agency.

TECHNICAL, REQUIREMENTS FOR THE TENDERING MANPOWER, SERVICE PROVIDER

- 1) The tendering manpower service provider should fulfill the following technical specification.
 - a) The registered office or one of the Branch offices of the manpower service provider should be located within Odisha.
 - b) They should be registered with the appropriate registration authority:
 - c) They should have at least five years' of experience in providing manpower to Government Department, Public Sector Companies / Banks etc;
 - d) They should have their own Bank Account;
 - e) They should be registered with Income Tax and Odisha GST.
 - f) They should be registered with appropriate authorities under Employees Provident Fund and Employees State Insurance Acts.
 - g) Execution of contracts of similar type during preceding 3 years of value equal or more than 60% of the estimated cost of the present contract.

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**ELIGIBILITY FOR MANPOWER TO BE DEPLOYED BY THE
SUCCESSFUL MANPOWER SERVICE PROVIDER IN THE COLLECTORATE, PURI & ITS
SUB-ORDINATE OFFICES**

al

**PEON/PROCESS SERVER / CHAINMAN / KHALASI / DAFTARY /
NIGHT WATCHER -CUM-SWEEPER**

1. He should be above 21 years of age and not exceeding 50 years.
2. Must have passed 7th Class (ME Standard).
3. Must not be physically challenged.
4. Must know cycling /Motor Cycle riding.

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Eligibility Criteria

The bidder/firm/agency, registered under the relevant acts, has to fulfill the below mentioned eligibility criteria.

Sl. No.	Basic Requirement	Specific Requirement	Documents Required to be submitted along with the Technical Bid
1	Legal Entity	The Agency shall be a not-for-profit organization registered under: <ul style="list-style-type: none"> • Companies Act 1956 • Societies' Registration Act 1860 • Indian Trust Act 1882 • Indian Partnership Act 1932 • Limited Liability Partnership Act 2008 	Copy of Certificate of incorporation/ Registration Certificate/ Partnership Deed/ 12A Certificate along with PAN Card, Odisha GST registration certificate (Form GST REG-06)
2	Operation	The Agency shall have been in operation for past 3 years as on 31/03/2025 and filed ITR for last three FYs (i.e., 2022-23, 2023-24 and 2024-25).	Last three financial years Audited Financial Statements duly sealed & signed by a Chartered Accountant in practice along with ITR for the said periods.
3	Financial Capacity	The Agency shall have an Average Annual Turnover of at least Rs. 1.00 Crore over the last three FYs (i.e., 2022-23, 2023-24 and 2024-25). This must be the individual Agency turnover and not the group companies/ organisation.	Annual Average Turnover details of the bidder out of manpower providing services duly sealed and certified by a CA in practice and the authorized representative of the bidder/ vendor.
4	Location of office	The Registered/Branch office of the service provider must be located within the jurisdictional area of Odisha.	Valid Address proof of the Office (Copy of the Telephone/ Electricity Bill / Lease agreement of the rented premises)
5	Not Blacklisted	Applying agency shall not have been blacklisted in last 5 years by any Central/State Government Ministry in India or Public Sector Undertaking or any Government Agency or any authority in India.	Undertaking in form of affidavit to this effect should be furnished by the bidder as per prescribed format (FORM-T3) (Original Notarized Copy on Rs.10 Non-Judicial Stamp Paper)
6	No Pending Judicial Proceedings	Applying agency must not have any pending judicial proceedings for any criminal offence against the proprietor/ Director/Persons to be engaged by the service provider	
7	Experience	Applying agency should possess prior experience of at least three years in the similar business of providing services of manpower deployment (up to the last date of submission of the bid) to any Central/State Government/Autonomous bodies/ Agencies/ Societies/ Public Sector undertaking/Corporate bodies. The bidder/firm/agency must have successfully completed more than two contracts of similar service with minimum contract value of INR 50 lakh each during the last five years ending FY 2024-25 with any Govt. of Odisha Organization/PSU. Work order and copy of the agreement to be submitted by the bidder/firm/agency.	Copies of Work Order/ LOA/Sanction Orders /MOUs/ MOAs/ Engagement Letters / Completion Certificates or equivalent documentary evidence shall be provided as proof.
8	Authorized Representative	A power of Attorney in the name of the person signing the proposal.	Original Notarized Copy of Power of Attorney on Rs.10 Non-Judicial Stamp Paper
9	Registration under EPF & ESI Act, etc.	Applying agency should have been registered its establishment as an employer under: <ol style="list-style-type: none"> Employee Provident Fund and Miscellaneous Provisions Act, 1952 (EPF Act) and Employees' State Insurance Act, 1948 (ESI Act) Contract Labour (R&A) Act, 1970 & PSARA 	Copy of the certificate with EPF, ESI and Labour Act with Registration No.

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Bidders should submit the required documents as mentioned above. Bids not conforming to the eligibility criteria and non-submission of required documents as listed above will lead to outright rejection of the bid. Submission of forged documents will also result in rejection of the bid.

Bidders are advised to study all instructions, forms, terms & conditions and other information as mentioned in the tender document. The bid must be complete in all respect, indexed and hard bound. Each page should be numbered and certified by the Bidders or his/her authorized representative. Failure to comply with the tender requirements will result in outright rejection of the bid.

Submission of BID

The bid completes in all respect as specified in the tender document must be accompanied with a non- refundable amount of Rs.1000/- (Rupees One Thousand Only) in shape of Demand Draft from Nationalized/ Scheduled commercial Bank in favour of "COLLECTOR, PURI" towards Bid Processing Fee and a "Bid Security Declaration Form" as per the format at FORM – T2 accepting that if the bidder withdraw or modify his/her bids during the period of its validity, he/she will be suspended for a period of three years by the Authority. The bid complete in all respect should be submitted through Speed Post/ Registered Post / Courier / drop Box stationed at District Establishment, Collectorate, Puri so as to reach to the O/o the Collector & District Magistrate, Puri by 31.12.2025 (up to 5.00 PM).

The authority shall not be responsible for any postal delay. Bids without Bid Processing Fee and Bid Security Declaration Form as applicable shall be out rightly rejected. Bids submitted after due date and time will be not be taken into consideration.

The bid has been invited under two bid systems i.e., Technical Bid and Financial Bid. The bidders are advised to submit two separate envelopes superscribing :-

"TECHNICAL BID - TENDER FOR PROVIDING SERVICES OF 40 NUMBERS OF GROUP-D MANPOWER ON OUTSOURCING BASIS THROUGH SERVICE PROVIDING AGENCY TO COLLECTORATE, PURI AND ITS SUB ORDINATE OFFICES UNDER PURI DISTRICT"

and

"FINANCIAL BID - TENDER FOR PROVIDING SERVICES OF 40 NUMBERS OF GROUP-D MANPOWER ON OUTSOURCING BASIS THROUGH SERVICE PROVIDING AGENCY TO COLLECTORATE, PURI AND ITS SUB ORDINATE OFFICES UNDER PURI DISTRICT".

Both sealed envelopes must be kept in a third sealed envelope superscribing "TENDER FOR PROVIDING SERVICES OF 40 NUMBERS OF GROUP-D MANPOWER THROUGH SERVICE PROVIDING AGENCY ON OUTSOURCING BASIS TO COLLECTORATE, PURI AND ITS SUB ORDINATE OFFICES UNDER PURI DISTRICT".

The name of the Agency shall be mentioned in both Technical Bid and Financial Bid.



DOCUMENTS TO BE PROVIDED WITH THE TECHNICAL BID

1. Covering letter as provided in FORM –T1 with Application of Technical Bid
2. Bid Processing Fee in shape of Demand Draft (DD) any Nationalized / scheduled Commercial bank
3. Bid Security Declaration Form (FORM – T2)
4. EMD (Demand Draft)
5. Copy of Certificate of Incorporation/ Registration of the service provider;
6. copy of OGST registration certificate (Form GST REG-06),
7. copy of PAN/GIR card
8. copy of latest IT returns for the last three Financial years (FY 2022-23, 2023-24, 2024-25)
9. copy of the P.F. registration letter/ certificate
10. copy of E.S.I. registration letter/ Certificate
11. Certified copy the Statement of bank account of agency for the last three Financial years.
12. Copies of the financial audited statements for the last 3 financial years (2022-23, 2023-24 & 2024-25)
13. Copies of work orders from the previous clients for providing similar type of services during last 5 years.
14. Undertaking in shape of affidavit regarding non-blacklisting / non-pending of any judicial proceedings for any criminal offenses (On Stamp paper of Rs.10.00 in shape of affidavit from the Notary (FORM T-3)
15. Self Certified documents in support of financial turnover of the agency
16. Self Certified documents in support of entries in Technical Bid application;
17. Self certified copy of terms and conditions of in Tender Document with each page duly signed and sealed by the authorized signatory of the agency in token in their acceptance.

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.

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SECTION - II

SCHEDULE OF REQUIREMENT

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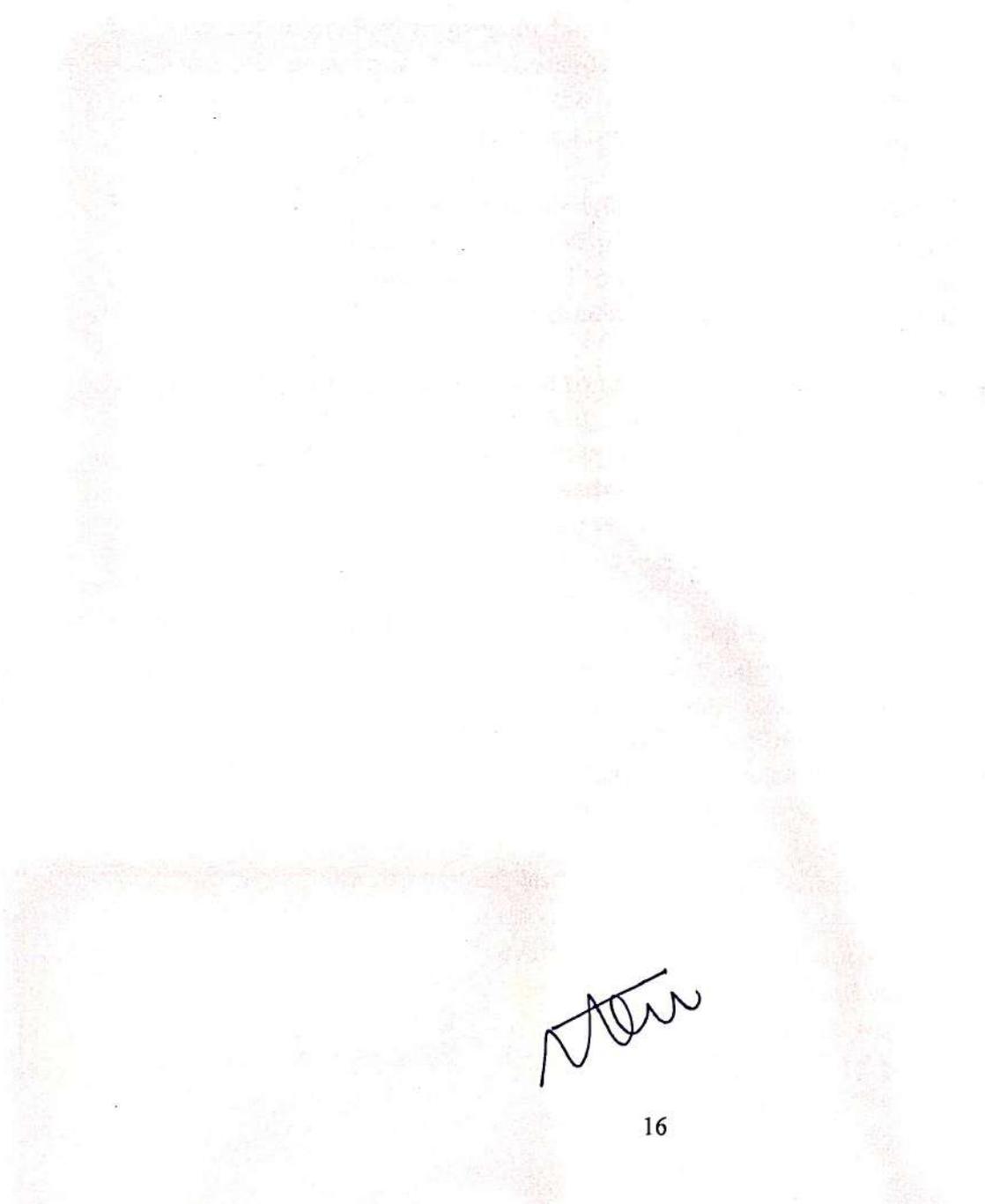
The tentative requirement along with other details of the required manpower to be deployed by the selected service provider at Collectorate, Puri & its sub-Ordinate offices for the proposed services is given here under:

Sl. No.	Manpower Type	No. of services	Qualification	Summary of work to be performed	Rate of wages per day / month (in Rs.)
01	Peon	20	Minimum Educational qualification 7 th pass. Besides, he/she should be well behaved, gentle & obedient in nature.	To attend office & assigned the duty by the Head of office	As per the Notification of Govt. from time to time.
02	Process Server	04			
03	Chainman	04			
04	Khalasi	06			
05	Daftary	02			
06	Watchman / Sweeper	04			

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SECTION – III

GENERAL TERMS AND CONDITIONS



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TERMS AND CONDITIONS

1. The Agreement shall commence from January, 2026 and shall continue till December, 2026 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 requirement.
2. The Agreement shall automatically expire on December, 2026 unless extended further by the mutual consent of the Manpower Service Provider and the authority.
3. The agreement may be extended, on the same terms and conditions or with some addition/ deletion/ modification, for a further specific period mutually agreed upon by the Manpower service provider and the authority.
4. The manpower 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 authority.
5. The Collector, Puri at present has tentative requirement for engagement 40 Nos of Group-D post though outsourced. The requirement may be further increased or decreased marginally, during the period of initial contract also and the tenderer would have to provide additional manpower services, if required, on the same terms and conditions.
6. The Manpower 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 document so furnished by found to be false at any stage, it would be deemed to be breach of terms of Agreement making it liable for legal action besides termination of the Agreement.
7. The Authority reserves the right to terminate the agreement during initial period also after giving 30 days' notice to Manpower Service Provider.
8. The Manpower Service Provider shall nominate a coordinator who shall be responsible for immediate interaction with the Collector, Puri so that services of the persons deployed could be availed without any disruption / work dislocation.
9. The entire financial liability in respect of manpower services deployed in the Collectorate, Puri & its sub-Ordinate offices shall be that of the Manpower Service Provider and the Department concerned shall in no way be liable or responsible. It will be the responsibility of the Manpower Service Provider to pay to the person deployed a sum not less than the minimum rate quoted in the financial bid and adduce such evidence as may be required by the Department.
10. For all intents and purposes, the Manpower Service Provider shall be the "Employer" within the meaning of different Rules & Acts in respect of manpower so deployed. The persons deployed by the Manpower Service Provider shall not have any claim whatsoever like employer and employee relationship against the Department concerned.
11. The Manpower Service Provider shall be solely responsible for the redressal of grievances or resolution of disputed relating to persons deployed. The Department shall, in no way, be responsible for settlement of such issues whatsoever. In case the grievances of the deployed person are not attended to by the Manpower Service

Provider the deployed person can place their grievance before a Joint Committee consisting of a representative of the Department concerned and an Authorised representative of the Manpower Service Provider.

12. The Department shall not be responsible for any financial loss or any injury to any person deployed by the Manpower Service Provider in the course of their performing the functions/ duties or for payment towards any compensation.
13. The persons deployed by the Manpower Service Provider shall not claim nor shall be entitled to receive any pay, perks and other facilities admissible to regular/ confirmed employees whatsoever at any time during or after expiry of the Agreement.
14. In case of termination of this Agreement on its expiry or otherwise, the persons deployed by the Manpower Service Provider shall not be entitled to and shall have no claim for any absorption in regular service or other capacity.
15. The person deployed shall not claim any benefit or compensation or absorption or regularisation of deployment with Department under the provision of any rules and Acts. Undertaking from each person to be deployed shall be submitted by the Manpower Service Provider.
16. The Manpower Service Provider must be registered with the concerned Government Authorities, i.e. Labour Commissioner, Provident Fund Authorities, Employees State Insurance Corporation etc. and a copy of all the registration should be submitted. The Manpower 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. The Manpower Service Provider shall provide a substitute well in advance if there occurs any probability of the person leaving the job due to his / her own personal reasons. The payment in respect of the overlapping period of the substitute shall be the responsibility of the Manpower Service Provider. The Manpower Service Provider shall be responsible for contributions towards Provident Fund and Employees State insurance, etc. wherever applicable.
18. The persons deployed by the Manpower Service provider should have good antecedent and no criminal case should be pending against them. An under taking to this effect shall be submitted prior to deployment of Manpower.
19. The persons deployed should be polite, cordial and efficient while handling the assigned work and their actions should promote good will and enhance the image of the Department. The Manpower Service Provider shall be responsible for any act of indiscipline on the part of the persons deployed.
20. The payment will be made to the service providing Agency on monthly basis but not in the name of candidate.
21. The candidate should have to discharge his duties during working hour. He/she will attend the office work beyond the office hour & even on Government holidays if required.

LEGAL

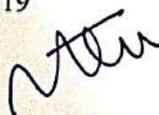
22. The persons deployed shall, during the course of their work, maintain privacy to certain qualified documents and information which they are not supposed to divulge to third parties. In view of this, they shall be required to take oath of confidentiality and breach of this condition shall make the power Service Provider as well as the

person deployed liable for penal action under the laws besides, action for breach of contract.

23. The Manpower Service Provider shall be responsible for compliance of the statutory provisions relating to minimum wages payable to different types of worker in respect of the persons deployed by it in the Collectorate, Puri & it's Sub-Ordinate Offices. The office concerned shall have no liability in this regard.
24. The manpower Service Provider shall also be liable for depositing all taxes, Levies, Cess etc, on account of service rendered by it to the Collector, Puri to the appropriate tax collection authorities, from time to time, as per the rules and regulations in the matter. Attested photo copies of such documents shall be furnished to the Collector, Puri for Official Record.
25. The Manpower Service Provider shall maintain all statutory registers under the Law and shall produce the same, on demand, to the authority of the Department or any other authority under Law.
26. The Tax deduction at Source (TDS) shall be done as per the provisions of Income Tax Act/ Rules, as amended, from time to time and certificate to this effect shall be provided to the Department concerned.
27. In case, the Manpower Service Provider fails to comply with any liability under appropriate Law, and as a result thereof, the Department concerned is put to any loss/ obligation, monetary or otherwise, the Department concerned will be entitled to get the same reimbursed out of the outstanding bills or the performance Security Deposit of the Manpower Service Provider, to the extent of the loss or obligation in monetary terms.
28. The Agreement is liable to be terminated because of non-performance, deviation of terms and conditions of contract, non-payment of appropriate remuneration to the deployed persons and non-payment of statutory dues as per law. The Department concerned shall have no liability towards non-payment of Remuneration to the persons deployed by the Manpower Service Provider as well as outstanding statutory dues of the service provider to statutory authorities. If any loss or damage is caused to the deployed offices by the persons deployed, the same shall be recovered from the unpaid bills or adjusted from the performance Security Deposit.
29. All disputes shall be under the jurisdiction of the court at Puri, Odisha.

FINANCIAL

30. The Technical Bid should be accompanied with an Earnest Money Deposit (EMD of Rs.20,000/- (Rupees Twenty thousand) refundable without interest and Tender paper cost of Rs. 1000/- (Rupees One thousand only (non-refundable) in the form of Demand Draft drawn in favour of Collector, Puri failing which the tender shall be rejected out rightly.
31. The Earnest Money Deposit in respect of the agencies which do not qualify the Technical Bid (First Stage)/ Financial Bid (Second competitive stage) shall be returned to them without any in interest. In case of successful tenderer if the agency fails to deploy the required manpower against the requirement within 30 days from date of placing the order, the EMD shall stand forfeited automatically without giving any further notice.
32. The successful tenderer will have to deposit a performance security Deposit of



- Rs.35,000/- (Rupees Thirty Five Thousand only) in the form of Bank Guarantee from any Nationalized/ Scheduled commercial Bank drawn in favour of the Authority covering the period of contract. In case, the contract is further extended beyond the initial period, the Bank guarantee will have to be accordingly renewed by the successful tenderer. The amount of performance security deposit is to be determined by the Authority taking into account the contractual obligation of the manpower service provider.
33. In case of breach of any terms and conditions attached to this agreement, the Performance Security Deposit of the Manpower Service Provider shall be liable to be forfeited besides annulment of the Agreement.
 34. The Manpower Service Provider shall raise the bill, in triplicate, along with attendance sheet duly verified by the appropriate authority of the in respect of the persons deployed and submit the same to the prescribed authority in the first week of the succeeding month. As far as possible the payment will be released by the second week of the succeeding month.
 35. The claims in bills regarding Employees State Insurance, Provident Fund and GST etc. should be necessarily accompanied with documentary proof pertaining to the concerned bill each month. Otherwise requisite portion of the bill or whole of the bill amount shall be held up till such proof is furnished, at the discretion of the Department concerned.
 36. The amount of penalty calculated @ RS.100 per day on account of delay, if any providing a suitable substitute for the period beyond three working days by the Manpower Service Provider shall be deducted from its monthly bill in the succeeding month for which sole responsibility lies with the Manpower Service Provider.
 37. The authority reserves the right to withdraw or relax any of the terms and condition mentioned above showing reason thereto, so as to overcome the problem encountered at a later stage.
 38. In the event of any dispute arise 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 final decision and the same shall be binding on all parties.
 39. Any legal dispute arising out of this agreement is subject to Puri jurisdiction only.
 40. The successful bidder will enter into an agreement with the Collector, Puri for supply of suitable and qualified manpower as per requirement on the above terms and conditions.

Handwritten signature

**DOCUMENTS TO PROVIDE BY THE SUCCESSFUL AGENCY BEFORE
DEPLOYMENT OF MANPOWER**

1. List of manpower short listed by agency for deployment in Collectorate, Puri & it sub-Ordinate Offices, containing full details i.e. date of birth, marital status, address, educational qualification etc.
2. Bio-Data of all persons
3. Undertakings of each person to be deployed regarding no future claim for any benefit, absorption, regularisation of service any rule / Act in lieu of their Deployment at Collectorate, Puri & it sub-Ordinate Offices like Sub-Collector Office, Puri, different Tahasils or other offices under Puri District Revenue Establishment by the _____(Name of the Manpower Service Provider).
4. Any other document considered relevant.
5. Undertaking from each person to be deployed, regarding good police record and no criminal case is pending against them.
6. Security deposit.
7. Performance security deposit.

NTM

SECTION – IV

TECHNICAL BID

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FORM T-1

**TECHNICAL BID COVERING LETTER
(ON BIDDER LETTER HEAD)**

[Location & Date]

To

[Name and Designation of Tender Inviting Authority]
(Office Address and Location)

Sub :- Tender for providing services of 40 numbers of Group-D Manpower for
Collectorate, Puri & its Sub-Ordinate Offices.

Sir

I, the undersigned, offer to participate in the tender for providing the services of 40 numbers of Group-D Manpower through outsourcing basis through service providing agency in accordance with your Tender Call Notice No. _____ Dt. . We are hereby submitting our bid, which includes Technical Proposal sealed in an envelope.

I, hereby declare that all the information and statements provided in the technical proposal are true and correct and I accept that any misinterpretation contained in it may lead to disqualification of our proposal.

I, hereby unconditionally undertake to accept all the terms and conditions as stipulated in the Tender document. In case any provision of this tender is found violated by our agency, then your office shall have the rights to reject our proposal including forfeiture of the Earnest Money Deposit absolutely.

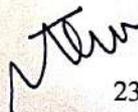
I remain,

Yours faithfully,

Bidder/Authorized Signatory
with Date and Seal

Name and Designation of the Signatory

Name of the Bidder and Address


23

**APPLICATION - TECHNICAL BID FOR PROVIDING MANPOWER SERVICE TO
COLLECTORATE, PURI AND ITS SUB-ORDINATE OFFICES :**

Sl. No.	Specification	Details
01	Name of the Bidder	
02	Name of the proprietor/ Partner/Director	
03	Details of Bid Document Cost (Demand Draft Details)	DD No.
		Date
		Amount (Rs.)
		Drawn on Bank
04	Details of EMD:(Demand Draft Details)	DD No.
		Date
		Amount (Rs.)
		Drawn on Bank
05	Full Address of Registered Office, if any	Postal Address:
		Telephone No
		FAX No.
06	Full address of Operating/ Branch Office	E-Mail Address
		Postal Address:
		Telephone No
07	Name & telephone no. of the authorized person signing the Bid	FAX No.
		E-Mail Address
08	Bank Account details of the agency/firm	Postal Address:
		Telephone No
09	Name & telephone no. of the authorized person signing the Bid	Name :
		Mobile No.
10	Bank Account details of the agency/firm	Account No.
		Bank & Branch Name
		IFSC code
11	PAN / GIR No. (Attach self-attested copy)	
12	GSTIN (Attach self-attested copy)	
13	E.P.F. Registration No. (Attach self-attested copy)	
14	E.S.I. Registration No. (Attach self-attested copy)	
15	Acceptance to all the terms & conditions of the Tender (Yes / No)	
16	Power of Attorney/ authorization letter for signing of the bid documents	
17	Please submit an affidavit at the time of submission of bid. (submitted/not submitted)	
18	Kindly mention the total number of pages in the tender document	
19	Additional information, if any	

Steer 24

17. Details of the similar type service provided by the bidder during the last 5 years as requested in the eligibility criteria:

Sl. No.	Period	Name of Client with complete Address & Phone No.	Type of services provided with details of manpower deployed	Contract Amount (in INR)	Duration	
					From	To

18. Declaration

I, Shri _____, Son/Daughter/wife of Shri _____, Director / Authorised 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 bidder/Authorized Representative with seal)

Place : _____

Date : _____

Enclosures:

- i. Bid processing Fee in the form of Demand Draft in original.
- ii. EMD in the form of Demand Draft in original.
- iii. Copy of tender document (each page must be signed, numbered and sealed)
- iv. Duly filled Technical Bid & Financial Bid
- v. List of required Documents as applicable.

Handwritten signature

Financial Turnover of the bidder for the last 3 financial years in manpower services only.

Name of the firm/agency: -

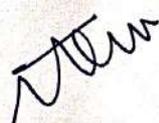
Financial Year	Turn over Amount (in INR)	Total Turnover (in INR)
FY(2022-23)		
FY(2023-24)		
FY(2024-25)		

Signature of Chartered Accountant
with FRN No and Seal (inked signed)

Signature of bidder/Authorized Representative with seal)

Place : _____

Date : _____



FORM T-2

**Bid Security Declaration Form
(On Bidder's Letter Head)**

Tender Notice No:

Date:

To,

The Collector, Puri
At/Po/Dist-Puri
Pin-752001

I, _____ the _____ (Designation) of (Name of the Organisation) in witness whereof agree to submit this Bid Security Declaration Form as a part of or Technical Proposal. We understand that we shall be liable under this declaration to comply with all terms and conditions of the tender document. This declaration shall be in force, until the Selected Bidder is announced by the Client or in case we are declared as the Selected Bidder, this declaration shall be in force till we submit the Performance Bank Guarantee as per the provisions of the tender document.

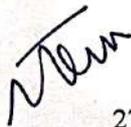
While this declaration is in force, we understand that the authority may reject our Proposal and / or blacklist us from participating in any further tendering process for a period of three years as may be deemed fit under the following reasons:

1. We withdraw our Proposal during the bid validity period as specified in the tender document.
2. We do not respond to requests for clarification on our Proposal.
3. We fail to provide required information during the evaluation process or are found to be nonresponsive or have provided false information in support of our qualification.
4. If we fail to:
 - a) Provide any clarifications to client:
 - b) Agree to the decisions taken during any contract negotiations.
 - c) Sign the Services Agreement within the prescribed time period (15 days)
 - d) Furnish the required Performance Bank Guarantee in time
5. Any other circumstance which holds the interest of the client during the overall tender process.

Name of the Authorised Representative:

Signature of the Authorised Representative with Date and Seal

Address of the Bidder:



FORM T-3

AFFIDAVIT

(On the Stamp Paper of appropriate value in shape of affidavit from the Notary regarding undertaking for following)

1. I, hereby undertake that, our agency has not been blacklisted/debarred by any of the Central Government/State Government Department/Office or by any Public Sector undertaking (PSUs) and not blacklisted by any authority during the recent past (for last 3 years).
2. That there is no criminal case pending in any Court of Law against our agency or against the Director/Persons to be deployed by our agency at the time of submission of bid.
3. I/we further certify that Director/Persons to be deployed by our company have not been convicted of any offence in any Court of Law, under the Prevention of Corruption Act, 1988, or IPC or any other law for the time being in force, for causing any loss of life or property or causing a threat to public health as part of execution of a public procurement contract, during the recent past and as well as at the time of submission of bid. I understand that I am fully responsible for the contents of this undertaking and its truthfulness.
4. 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.
5. I, hereby undertake that, our agency is abiding all rules and regulation in respect to the Child Labour (Prohibition and Regulation) Act 1986.

Bidder/Authorized Signature
(in full and initials)

Name and Designation of the Signatory

Name of the Bidder and Address



TECHNICAL BID EVALUATION

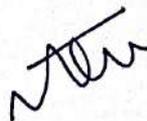
Technical evaluation of the bids will be done to determine whether the bids complied to the prescribed eligibility conditions and the requisite documents / information have been properly furnished by the bidder or not.

Bids qualified in 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**.

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SECTION – V

FINANCIAL BID

A handwritten signature in black ink, appearing to be 'N. S. S.', is located in the bottom right area of the page.

FORM F-1

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

[Location & Date]

To

The Collector, Puri
At/Po/Dist-Puri
Pin-752001

Sub- Tender for providing services of 40 numbers of Group-D Manpower for
Collectorate, Puri & its Sub-Ordinate Offices under the administrative of the
Collector, Puri.

Sir,

I, the undersigned, offer to provide the services for (**insert title of the Service**) in accordance with your Tender Call Notice No. _____ Dt. _____. Our attached financial price is {**insert amount(s) in words and figures**} for the proposed service}. This amount is exclusive 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. I have carefully read and understood the terms and conditions of the tender to provide the services accordingly.

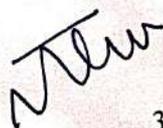
I understand that you are not bound to accept any proposal you receive.

Yours faithfully,

Bidder/Authorized Signatory
(in full and initials)

Name and Designation of Signatory with Date and Seal :

Address of the Bidder



FORM F-2

FORMAT FOR FINANCIAL PROPOSAL

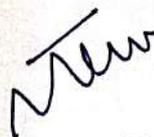
Sl. No.	Type of services	Monthly rate per resource in INR.			
		Minimum take home remuneration	EPF	ESI	Total monthly deployment cost in Rupees (C+D+E)
A	B	C	D	E	F
1	Services of Group-D manpower	Rs.	Rs.	Rs.	Rs.
2.	Service Charge @ _____ % (percentage) on monthly take home remuneration (as at Col. C)			Rs.	
3.	Total (Monthly Deployment Cost + Service Charge) in INR			Rs.	
4.	GST as applicable (@ of _____ %) on Sl. No. 3 in INR			Rs.	
5.	Monthly Administrative Charges in INR (Sl. No. 3 + 4)			Rs.	

- *Minimum take Home remuneration per person should be Rs.12,600/- (including employee's share of contribution towards EPF and ESI per month for above mentioned posts.*
- *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*
- *The bidders will have to quote their "Service Charges" in percentage at Sl. No 2 and service charge amount on monthly take home remuneration by considering its administrative expenditure and other statutory liabilities. In this context, Office Memorandum No. 19595/F, dated 11.07.2023 of the Finance Deptt., Govt. of Odisha may be referred to.*
- *Least Cost Selection Method will be followed during the tender process to determine the successful bidder. The tender inviting authority will award the contract to the bidder whose bid has been determined as the lowest and competitive subject to fulfilment of the terms and conditions of the tender. In case, the lowest bidder (L-1) fails to render services after selection for any reason, then negotiation will be made with the second lowest (L-2) bidder for award of contract at L-1 price. However, the decision of the authority shall be final during the overall selection process.*
- *In case of tie in financial quote among the multiple qualified bidders, selection will be made by adopting draw of Lots.*

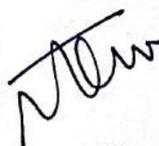
Authorized Signatory
(in full and initials)

Name and Designation of Signatory with Date and Seal : _____

Address of the Bidder : _____



- The Financial Bids shall be evaluated on the basis of Least Cost Selection Method.
- To assist in the analysis, evaluation and computation of Bids, the Authority may ask the Bidders individually for clarification of their bids. The request for clarification and the response shall be in writing but no change in the price or substance of the bid offered shall be permitted.
- The bidder having the lowest evaluated Financial Bid (L1) would be considered for award of the contract subject to fulfillment of the terms and conditions of the bid documents. In case, the lowest bidder (L1) is disqualified after selection for any reason, then negotiations will be made with the L2 bidder (second lowest) for award of contract at the price quoted by L1 bidder. Further, if the negotiation with L2 bidder fails, then the TON shall stand cancelled and fresh Tender Process shall be initiated. However, the decision of the Authority shall be final in the overall selection process
- The minimum rate of service charge shall be 3.85% (3% profit plus transaction charge) as per Govt. in Finance Dept Office Memorandum No.19595/F Dated.11.07.2023.
 - Note 1 : In case of multiple bidders quoting the lowest service charge, LI shall be selected through a transparent system of lottery.
 - Note 2: While calculating the service charge, statutory dues including EPF, ESI, GST, etc. shall not be included in the price.
- The monthly remuneration structure of proposed outsourced positions (Sl. No. 1 & 2 of Annexure-1) expected to be provided by the successful bidder is to be quoted as per Resolution No. 7982/GAD dated 07.03.2024 of GA & PG Department
- 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 service provider shall pay all kinds of dues payable in respect of manpower deployed/provided under the contract in advance to the outsourced personnel and reimburse the same from the Authority.
- The Authority reserves the right to reject any or all bids and terminate the tender process without assigning any reason thereof.
- All efforts should be made by the service providers, to adhere to the recent guidelines/circulars/Office Memorandums issued by Finance Department, Government of Odisha with respect to service charge in outsourcing of services, while submitting technical and financial bids



SECTION – VI

BID SUBMISSION CHECKLIST

NTM

BID SUBMISSION CHECK LIST

Sl. No.	Description	Submitted (Yes/No)	Page No
TECHNICAL BID (ORIGINAL)			
1	Covering letter along with application of Technical bid in Bidders Letter Head		
2	Bid Processing Fee (Demand Draft)		
3	Bid Security Declaration Form (FORM – T2)		
4	EMD (Demand Draft)		
5	Copy of Incorporation/ Registration Certificate		
6	GST Registration Certificate and returns copy of the financial years pertaining to the financial year F.Y. 2022-23, 2023-24 & 2024-25 along with update GST e-filing.		
7	Copy of PAN Card and up to date return copy of Income Tax for the last three financial years (i.e. 2022-23, 2023-24 & 2024-25)		
8	copy of the P.F. registration letter/ certificate		
9	copy of E.S.I. registration letter/ Certificate		
10	Certified copy the Statement of bank account of agency for the last three Financial years		
11	Audited balance sheet of the firm for last three financial years (i.e., 2022-23, 2023 -24 & 2024 -25)		
12	The copy of completion certificates / work orders in support of executing similar kind of projects/ assignments		
13	Undertaking in affidavit form in the Form T3		
14	Official turn over in manpower services only of the firm for the last three financial years (i.e., 2022-23, 2023-24 & 2024-25)		
15	Detailed profile of the firm		
FINANCIAL BID (ORIGINAL)			
1	Covering Letter in Bidders Letter Head		
2	Duly filled in Financial Bid		

It is to be ensured that :

All Forms have been submitted as per the prescribed format only.

Each part is separately bound with no loose sheets, and all pages, including the index, are sequentially numbered.

All pages of the proposal need to be sealed and signed by the authorized representative.

Authorized Signatory (in full and initials): _____
Name and Designation with Date and Seal : _____



SECTION – VII

SERVICE AGREEMENT AND PBG FORMAT

Stev

SERVICE AGREEMENT

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

This **SERVICE AGREEMENT** is made on _____ between,
_____ (Hereinafter 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, has offered to provide the service in response to the Tender Notice No: _____, Dated: _____ issued by the Authority;
- (b) the "Authority" has accepted the offer of the Service Provider to provide the required services as per the terms and conditions as set forth in this Service Agreement.

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

1. The following documents attached hereto shall be deemed to form an integral part of this Contract:

Appendix A: The General Conditions of Agreement;

Appendix B: The Scope of Work;

Appendix C: Agreement Price and Payment Term;

2. The mutual rights and obligations of the Authority and the Service Provider shall be as set forth in the Agreement, in particular:
 - (a) The Service Provider shall carry out the service in accordance with the provisions of the Agreement; and
 - (b) The Certificate on the satisfactory performance of the services by the Service Provider shall be issued by an officer authorized by the Authority and in consideration of the Certificate of the satisfactory performance of Service Provider, the Authority shall make such 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 services performed by the service provider. The Service Provider will furnish the details of the Bank Account to the Authority within 7 days from the signing of the Agreement.

This Agreement 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:

- a) That in consideration of the payment to be made by the "Authority" to the "Service Provider", the "Service Provider" hereby agrees with the "Authority" to provide manpower to be engaged in the [Insert the location] in conformity with the provisions of the terms and conditions of the Agreement.
- b) That the "Authority" hereby further agrees to pay the "Service Provider" the Agreement price at the time and in the manner prescribed in the said terms and conditions.
- c) Financial limit under this Agreement varies with changes in statutory dues and government taxes as applicable from time to time.
- d) That in the event of any dispute that may arise it shall be settled as per the terms and conditions of the Agreement.
- e) That this agreement is valid up to _____

For and on behalf of [Authority]

Witness 1:

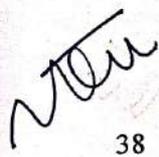
Witness 2:

For and on behalf of [SERVICE PROVIDER]

[Name and Designation of the Representative with seal]

Witness 1:

Witness 2:


38

PERFORMANCE BANK GUARANTEE FORMAT

To,
The Collector, Puri
At /Po/ Dist- Puri
Pin-752001

WHEREAS (Name and Address of the Service Provider) (herein after called "the Service Provider") has undertaken, in pursuance of Contract No. Dated to provide (description of service) (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 Nationalized/ 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 the 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 anyway 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 20our..... Branch at "(Name and Address of the..... bank) is liable to pay the guaranteed amount depending on filing of claim and any part thereof under this Bank Guarantee only and only if you serve up on us at our*. Branch a written claim or demand and received by us a tour * branch on or before dated. otherwise bank shall be discharged of all liabilities under this guarantee thereafter.

Signature of the authorized officer of the Bank
Name and designation of the officer
Name & Address of the bank & Branch Seal

*Preferably at the headquarters of the authority.

