

## **TENDER DOCUMENT**

TENDER FOR PROVIDING SERVICES FOR MANPOWER & SECURITY  
GUARD ON OUTSOURCING BASIS THROUGH SERVICE PROVIDING  
AGENCY TO DISTRICT RED CROSS SOCIETY, PURI FOR MANAGEMENT  
OF INTEGRATED INFRASTRUCTURE COMPLEX (IIC), AT BANGAR  
UNDER PURI DISTRICT.

**District Red Cross Society, Puri**  
**At-Emergency Section, Collectorate, Puri**  
**Email: [deocpuri.od@gov.in](mailto:deocpuri.od@gov.in)**

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# OFFICE OF THE DISTRICT MAGISTRATE & COLLECTOR, PURI

(District Red Cross Society, District Branch, Puri)

No. 407 Date: 07.07.2026

## TENDER NOTICE

Sealed Tenders in Prescribed format are invited from Registered manpower service providers having valid registration, statutory clearance, service tax registration, EPF registration, ESI registration and PAN No. for providing the manpower as indicated in the scope of work under the establishment of District Red Cross Society, Puri-752001 for the Management of Integrated infrastructure Complex (IIC) for a period of one year from the date of agreement of contract. The contract to Provide Services of Superintendent and supporting staff & Security Guard at Integrated Infrastructure Complex (IIC), Bangar, Gop, Puri as detailed in the tender documents.

Sl No.	Location	Office of the District Emergency Section, Collectorate, Puri PIN-752001
1	EMD	Rs.30,000/- (Thirty Thousand only) in favor of Collector-Cum-Chairman, Indian Red Cross Society, Puri in shape of DD payable at AXIS Bank Ltd, Puri Branch, Badasankha, Grand Road (refundable without interest)
2	Cost Of Tender Paper	Rs.1000/- (Rupees One Thousand) Only (Non Refundable) in shape of DD payable at AXIS Bank Ltd, Puri Branch, Badasankha, Grand Road in favour of Collector-Cum-Chairman, Indian Red Cross Society, Puri. Tender paper available on website <a href="http://puri.odisha.gov.in">puri.odisha.gov.in</a>
3	Date of Issue of Tender	Dt.07.07.2026
4	Last Date & Time of receipts of tenders through Speed Post/Registered Post	Dt.28.07.2026 at 5:00 PM
5	Opening of Technical Bid	Dt.30.07.2026 at 11.00 AM the Office Chamber Of ADM (Gen), Puri
6	Opening of Financial Bid of Qualified Bidder	Dt. 03.08.2026 at 04.00 PM the Office Chamber Of ADM (Gen), Puri

Tender forms can be downloaded from the Puri district Administration website [puri.odisha.gov.in](http://puri.odisha.gov.in). In case of downloading the tender format, the agency shall be required to deposit the cost of tender paper fee Rs.1000/- in shape of bank Demand Draft in the favor of Collector-Cum-Chairman, Indian Red Cross Society, Puri (Non Refundable) along with the tender documents before last date. Incomplete, late application and conditional Tenders shall be summarily rejected. The office of the District Red Cross Society, Puri reserves the right to reject/cancel any or all the tenders at any stage and moment without assigning any reason thereof.

Collector & Chairman,  
District Red Cross Society, Puri

● Memo No. 408 /Emer. Dt. 07.07.2026

Copy to all District level Officers/ All BDOs/All Tahasildars/ DSSO, Puri of Puri District for information necessary action with a request to display the tender call notice in their office notice board for wide publication.

Collector & Chairman,  
District Red Cross Society, Puri

Memo No. 409 /Emer. Dt. 07.07.2026

Copy to DI & PRO, Puri for information necessary action with a request for wide publication.

Collector & Chairman,  
District Red Cross Society, Puri

Memo No. 410 /Emer. Dt. 07.07.2026

Copy to DeGM, Puri for information necessary action with a request to web host the tender call notice in District website immediately.

Collector & Chairman,  
District Red Cross Society, Puri

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## SECTION-1

Instruction to the Bidder & Scope of Work/Date sheet/ Eligibility Criteria/  
documents to be provided with technical bid/ Schedule of Requirement

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### SCOPE OF WORK AND GENERAL INSTRUCTIONS FOR BIDDERS

1. The District Red Cross Society, Puri requires the services of reputed, well established and financially sound Manpower Services Providers to Provide Services of the following category of staff at Integrated Infrastructure Complex (IIC), Bangar, Gop, Puri as indicated in the table below.

Sl. No.	Name of the posts to be engaged	No. of Posts to be engaged	Approx. age / Male / Female	Educational qualification required for the post	Remuneration / Minimum Wages
1	Superintendent	1	25-45 years	Graduate with MBA or equivalent / MSW with 3 years experience	Fixed Rs.50,000/- ( Total Gross Amount)
2	Office Assistant-Cum-DEO	1	21-42 years	Graduate with PGDCA	As per high skilled norms
3	Plumber	1	21-42 years	ITI with 2 years experience	As per skilled norms
4	Electrician	1	21-42 years	ITI with 2 years experience	As per skilled norms
5	Store Keeper-cum-Care Taker	1	21-42 years	Graduate with PGDCA	As per high skilled norms
6	Multi Purpose Worker-cum-Sweeper	2	21-42 years	Class-VIII passed	As per unskilled norms
8	Security Staff	8	21-42 years	10 <sup>th</sup> passed	Fixed Rs.15,000/- per Person ( Total Gross Amount)

2. The contract for providing the aforesaid manpower is likely to commence after signing the agreement for one year. The period of the contract may be curtailed/terminated before completing the period of agreement, in case of owing to deficiency in service or substandard quality of manpower deployed by the selected service provider or because of change in the requirements. The authority however, reserves right to terminate this initial contract at any time after giving one weeks' notice to the selected service provider. The contract may be extended in future as per rule & requirement.

3. The District Red Cross Society, Puri require superintendent, supporting staff & Security guard as indicated in the table for management of Integrated Infrastructure Complex at Bangar, Gop, Puri.

4. The interested bidder may download the tender documents from **puri.odisha.gov.in** and submit to the District Red Cross Society, Puri. The tender paper fee Rs.1000/- (Rupees one thousand only) in shape of Demand Draft must be submitted in favour of Collector-Cum-Chairman, Indian Red Cross Society, Puri along with documents.

5. The interested Manpower services providers may submit the tender document complete in all respects along with Earnest Money Deposit (EMD) of Rs.30,000/- (Rupees Thirty Thousand only) and other requisite documents should be **sent to the Secretary, Indian Red Cross Society, Puri by dt.28.07.2026 upto 5 PM by Registered Post/Speed Post only in favour of the Secretary, District Red Cross Society, Puri, At-Emergency Section, Collectorate, Puri, 752001.**

**Complete address for submission of bid:** The Secretary, District Red Cross Society, Puri  
At- Emergency Section, Collectorate, Puri  
Pin-752001

(a)	Date of Issue of Tender	Dt.07.07.2026
(b)	Last Date & Time of receipts of tenders through Speed Post/Registered Post	Dt.28.07.2026 at 05.00 PM
(c)	Opening of Technical Bid	Dt.30.07.2026 at 11.00 AM the Office Chamber Of ADM (Gen), Puri
(d)	Opening of Financial Bid of qualified Bidder	Dt. 03.08.2026 at 04.00 PM the Office Chamber Of ADM (Gen), Puri

6. The tender has been invited under two bid system i.e. Technical bid & Financial Bid in Double cover. The interested agencies are advised to submit bids in double cover envelope super scribing "**Tender for providing services for manpower & security guard on outsourcing basis through service providing agency to District Red Cross society, Puri for management of integrated infrastructure complex (IIC) at-Bangar under Puri district**". Technical Bid and the Financial Bid must be submitted in separate sealed cover. Person only qualifying in the technical Bid shall be considered for Financial Bid.

7. The Earnest Money Deposit (EMD) of Rs 30,000/- (Rupees Thirty Thousand only) refundable (without interest) should be necessarily accompanied in the Bids of the Service provider in the form of Demand Draft/Pay order drawn in favour of Collector-Cum-Chairman, Indian Red Cross Society, Puri Payable at Axis Bank Ltd, Puri Branch, Badasankha, Grand Road, Puri (UTIB0000464) failing which the tender shall be rejected summarily. Exemption of EMD will be as per Govt. of Odisha provisions. The EMD of unsuccessful bidder will be returned soon after completion of tender process. The EMD of successful bidder will be refunded after submission of finance of bank guarantee and signing of agreement.

8. The Successful tender will have to deposit security money at "5% of the annual contract value as per the stipulation" in the form of Bank Guarantee from any nationalized Bank drawn in favour of Secretary, District Red Cross Society, Puri". This will be released after successful completion of contract.

9. The Tendering Manpower Service Providers are required to enclose self attested photocopies of the following documents along with the technical Bid failing which their bids shall be summarily/out rightly rejected and will not be considered by further.

(a). Registration certificate of the applicant organization/Proprietor/Company/Partnership

(b). Copy of PAN/GIR card.

(c). Copy of the IT return filed for the last three financial years i.e. 2022-23, 2023-24 & 2024-25

(d). Copies of EPF and ESI Registration Certificate;

(e). Copy of GST registration certificate;

(f). Certificate extracts of the Bank Account containing transactions of last FY 2025-26 last 6 months.

(G). Must have one contract of similar nature Rs.25 lakh per annum during last Financial/Calendar Year. Certificate to be enclosed from the concerned organization indicating the amount of contract.

(H). Undertaking for not have been black-listed by any Central/State Govt./any Autonomous bodies during the recent past.

(I). Undertaking for not having any police case pending against the bidder.

(J) Valid PASARA License issued by Home Dept. Gov. of Odisha for security Guard)

10. The conditional bids shall not be considered and will be out rightly rejected in very first instance. The man power service provider (bidder) should submit bid for all category of man power not in particular manner.

11. All entries in the tender form should be legible and filled clearly. If the space for furnishing information is insufficient, a separate sheet duly signed by the authorized signatory may be attached. **No Overwriting or scoring through is permitted in the financial Bid form. In such case, the tender shall be summarily rejected.** However, the scoring through if any in the Technical Bid Application must be initialed by the person authorized to sign tender bids.

12. The Tender documents will be opened in the Office of the ADM (Gen), Puri in presence of the selection committee and the representatives of the Manpower Service providers, if any, who wish to be present on the spot, at the time.

13. The Competent Authority reserves the right to cancel any or all bids without assigning any reason thereof.

**TECHNICAL REQUIREMENTS FOR THE TENDERING MANPOWER SERVICE PROVIDER**

1. The tendering manpower service provider should fulfill the following technical specifications:

- A. They should be registered with the appropriate registration authority;
- B. They should have their own bank account;
- C. They should be registered with appropriate Authority under Employees Provident Fund and Employees State Insurance Acts.
- D. Execution of contracts of one similar type (annual contract of Rs.25 lakh per annum) during preceding last Financial/Calendar Year.
- E. The minimum Qualification of the manpower to be engaged in the IIC, Bangar, Puri by the Manpower service provider indicated in the table.
- F. The bidder has to submit the required documents as cited above at Para-9.
- G. They should be registered with Income Tax and Odisha GST.
- H. They should have at least five years' of experience in providing manpower to Government Department, Public Sector Companies / Banks etc;
- I. The registered office or one of the Branch offices of the manpower service provider should be located within Odisha.

**ELIGIBILITY FOR MANPOWER & SECURITY GUARD TO BE DEPLOYED BY THE  
SUCESSFUL MANPOWER SERVICE PROVIDER IN THE INTEGRATED INFRASTRUCURE  
COMPLEX (IIC), BANGAR**

**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: • 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 31.03.2026 and filed ITR for last three FYs (i.e., 2022-23, 2023-24 & 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 <b>Average Annual Turnover of at least Rs. 1.00 Crore</b> over the last three FYs (i.e., 2023-24, 2024-25 & 2025-26 ). 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 2025-26 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: a. Employee Provident Fund and Miscellaneous Provisions Act, 1952 (EPF Act) and b. Employees' State Insurance Act, 1948 (ESI Act) c. 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 Banking in favour of "Collector-Cum-Chairman, Indian Red Cross Society, 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 to **The Secretary, District Red Cross Society, Puri, At-Emergency Section, Collectorate, Puri so as to reach by Dt.28.07.2026 (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 super scribing:-

**“TECHNICAL BID-** TENDER FOR PROVIDING SERVICES FOR MANPOWER & SECURITY GUARD ON OUTSOURCING BASIS THROUGH SERVICE PROVIDING AGENCY TO DISTRICT RED CROSS SOCIETY, PURI FOR MANAGEMENT OF INTIGRATED INFRASTRUCTURE COMPLEX (IIC) AT-BANGAR UNDER PURI DISTRICT.

and

**“FINANCIAL BID-** TENDER FOR PROVIDING SERVICES FOR MANPOWER & SECURITY GUARD ON OUTSOURCING BASIS THROUGH SERVICE PROVIDING AGENCY TO DISTRICT RED CROSS SOCIETY, PURI FOR MANAGEMENT OF INTIGRATED INFRASTRUCTURE COMPLEX (IIC) AT-BANGAR UNDER PURI DISTRICT

Both sealed envelopes must be kept in a third sealed envelope super scribing “ TENDER FOR PROVIDING SERVICES FOR MANPOWER & SECURITY GUARD ON OUTSOURCING BASIS THROUGH SERVICE PROVIDING AGENCY TO DISTRICT RED CROSS SOCIETY, PURI FOR MANAGEMENT OF INTIGRATED INFRASTRUCTURE COMPLEX (IIC) AT-BANGAR UNDER PURI DISTRICT”.

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

DOCUMENTS TO BE PROVIDED WITH TECHNICAL BID

1. Covering letters as provided in Form-T1 with Application of Technical Bid
2. Bid Processing Fee in shape of Demand Draft (DD) any Nationlized/ 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 year ( FY 2022-23, 2023-25 & 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 six months.
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 service during last 5 years.
14. Undertaking in shape of affidavit regarding non-blacklisting / non-pending of any judicial proceedings for any criminal offences ( 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 documents with each page duly signed and sealed by the authorized signatory of the agency in token in their acceptance.

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



General Terms & Conditions / Legal

**SECTION-II**

## TERMS & CONDITIONS

### GENERAL

1. The Agreement is likely to be commenced from the date of engagement and will continue till 1 (one) year 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 Agreement shall automatically expire after completion of one year from the date of execution of agreement 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 additions/deletions/modifications 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 sub-contract 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.
5. 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 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.
6. The Authority reserves the right to terminate/cancel the agreement during initial period also after giving 15 days notice to the Manpower Service Provider.
7. The Manpower Service Provider shall nominate a coordinator/Supervisor who shall be responsible for immediate interaction with the Secretary, District Red Cross Society, Puri so that optimal services of the persons deployed could be availed without any disruption.
8. The entire financial liability in respect of Manpower Services deployed in the offices concerned shall be that of the Manpower Service Provider and the officers concerned will no way be liable. 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 Secretary, Indian Red Cross Society, Puri.
9. 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 Services Provider shall not have any claim whatsoever like employer and employee relationship against the authority concerned.
10. The Manpower Service Provider shall be solely responsible for the redressal of grievances of resolution of disputes relating to person deployed. The District Red Cross Society, Puri shall in no way be responsible for settlement of such issues whatsoever. In case the grievances of deployed person are not attended to by the Manpower Service Provider the

deployed person can place their grievance before District Red Cross Society, Puri and an authorised representative of the Manpower Service Provider.

11. The Authority 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.

12. The persons deployed by the Manpower Service Provider shall not claim nor shall be entitled to pay, perks and other facilities admissible to regular/confirmed employees during the currency or after expiry of the Agreement.

13. In case of termination of this Agreement on its expiry or otherwise the person deployed by the Manpower Service Provider shall not be entitled to and shall have no claim for any absorption in regular or other capacity in the office of District Red Cross Society, Puri.

14. The person deployed shall not claim any benefit or compensation or absorption or regularization of deployment with office under the provision of rules and Acts. Undertaking from the person deployed to this effect shall be required to be submitted by the Manpower Service Provider.

15. The Manpower Service Provider must be registered with the concerned Govt. Authorities i.e Labour Commissioner, Provident Fund Authorities, Employees State Insurance Corporation, GST, etc. and a copy of the registration should be submitted. The Manpower Service Provider shall comply with all the legal requirements for obtaining License under Contract Labour (Regulation and Abolition) Act 1970 if any, at this own part & cost.

16. 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 contribution towards Provident Fund, Employees State Insurance, wherever applicable.

17. The person deployed by the Manpower Service Provider should have good police records and no criminal case should be pending against them. It shall be submitted by the service provider agency.

18. The persons deployed should be polite, cordial and efficient while handling the assigned of work and their action should be promote good will and enhance the image of the Concerned Office. The Manpower Service Provider shall be responsible for any act of indiscipline on the part of the persons deployed.

**TERMS & CONDITIONS**  
**FOR SECURITY GUARD**

1. The contract for providing Security Guards shall be awarded for a period of one year only.
2. The Security Agency shall be fully responsible for the security / watch in the premises of the Integrated Infrastructure Complex (IIC), Puri.
3. A complete list of the security personnel, engaged by the Agency for deployment in the IIC, will be furnished by the Agency along with complete addresses and other antecedents. The Agency shall deploy only those whose antecedents have been verified by the Police Authorities / District Sainik Board / Record Officers of the Defence services.
4. The Agency shall submit weekly duty chart of the security personnel to the Secretary, District Red Cross Society Puri or Authorized Officer prior to the commencement of the week. He shall also submit the daily attendance sheet of the security personnel for the previous working day to the SSSO, Puri or the Authorized officer. Failure to do so shall result in non-payment for the day/days for which the attendance sheet is not furnished.
5. The Agency shall not replace the security personnel at random. This shall be done with the prior knowledge of the Secretary, District Red Cross Society, Puri or the Authorized Officer and full particulars of the security personnel so deployed shall be given to the Secretary, Indian Red Cross Society, Puri.
6. The Agency shall be liable to make alternate arrangements in case of the absence of the security personnel. Similarly, the Agency shall have to make alternate arrangements in case of National Holiday/Gazetted Holiday/Weekly off; No extra payment shall be payable on this account. The security personnel shall maintain the security check posts and other locations on all weekdays. No short leave or meal relief shall be permitted to the security personnel unless the Agency provides suitable substitute without any extra payment. The Agency shall keep sufficient number of leave reserves.
7. In case of absence of security guard(s) on any particular day compensation @ of Rs.200/- per guard(s) per absence will be recovered from the monthly bill of the Security Agency.
8. The Security Agency shall ensure that, at no time any security point is unmanned. A register shall be maintained by the Agency at every gate where round the clock duty is performed to record the movements. Double Duty shall not be permitted unless specifically approved by the the Authorized Officer.
9. The Secretary, District Red Cross Society, Puri shall arrange to provide locks/seal for stores, godowns and offices etc. to the satisfaction of the Agency and show pilferable items lying in open to the Agency.
10. The main premises, which may be specified by the Secretary, District Red Cross Society, Puri, shall be guarded in all respects. The main building of the IIC shall be closed after working hours and locked in the presence of the representatives of the IIC. The premises in locked condition shall be unlocked the next morning in the presence of the representative of the IIC and Agency, if needed.
11. In case of senior citizens' homes / institutions / Special School hostels accommodated in the IIC building, a negotiable arrangement with all stakeholders will be made for opening

and closing of the main Gate of IIC and accordingly the main entrance will be operated. It may be noted, the senior citizens' homes / institutions / Special School hostels will have their own Security arrangement for the premises allotted in their favour.

12. The Agency shall compensate the Secretary, District Red Cross Society, Puri in full for the loss sustained by the IIC on account of any theft, burglary and any other kind of intrusion in building/areas given for security. The amount of loss to be compensated by the agency shall be determined by the Collector-Cum-Chairman, District Red Cross Society, Puri. It shall be binding on the Agency. The agency shall also be fully responsible for any loss of materials and property etc. of the IIC attributable to the negligence or failure of the security personnel in complying with the prescribed procedure. All losses thus suffered by the IIC shall be compensated in full by the Agency. The decision of Collector, Puri in this regard shall be binding on the Agency.

13. The Agency shall arrange to provide dress/uniform to all the security personnel on duty and ensure good behavior with all the staff of the IIC and as well as with the visitors and beneficiaries accommodated inside the IIC. They shall abstain from taking part in any staff union and association activities. The security personnel shall not be permitted to wear any odd wrappers. The dress shall be of uniform color and design. Each person deployed by the agency shall wear a badge bearing his name and designation.

14. The Secretary, District Red Cross Society, Puri shall not be liable to provide any residential accommodation to the security personnel at IIC building. No cooking or lodging shall be allowed in the premises of the IIC.

15. The Security Agency shall bear all the expenses incurred on the following.

(i) Provision of torches and cells to the Security Guards on night patrol.

(ii) Provision of Lathis /Ballams and other implements to the security personnel.

(iii) Stationery for writing duty charts and registers at the security check points and for making entries of the visitors

(iv) Directors for frisking.

16. The security staff shall be bound to observe all the Instructions issued by the Secretary, District Red Cross Society, Puri and the Authorized Officer concerning general discipline and behavior. In case, any person deployed by the Agency is inefficient, quarrelsome, infirm, and invalid or indulges in unlawful activity or the like, the Agency shall replace such person with a suitable substitute immediately.

17. The Secretary, District Red Cross Society, Puri has also the right to check the various implements/torches etc. The Agency shall maintain these items to the satisfaction of the authorities concerned.

18. The security personnel deployed by the Agency shall be the employees of the Security Agency. The Agency shall bear all expenses in connection with the employment. The Secretary, District Red Cross Society, Puri shall not be responsible financially or otherwise for any injury to the security personnel in the course of performing the security functions.

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19. The Agency shall not be permitted to transfer / assign his rights and obligations under the contract to any other agency or organization or contractor.

20. The initial duration of the contract shall be one year and after the expiry of the said period of one year, the contract may, at the sole discretion of the Collector-Cum-Chairman, DRCS, Puri be extended for a further period of one year on the same rate and terms and conditions.. Collector-Cum-Chairman, DRCS, Puri shall have the absolute right to terminate the contract at any time without assigning any reason thereof, by giving to the Agency 15 days notice of his intention to terminate the contract. The Collector-Cum-Chairman, DRCS, Puri will also have the right to extend the contract on the same terms and conditions until such time, the new security agency take over in case fresh tendering.

21. In case the Agency wishes to terminate the contract, he shall give three months advance notice in writing to this effect to the Secretary, District Red Cross Society, Puri.

22. In case of failure of the Agency to commence work or in the event of breach of any of the terms of the contract, the security deposit of the Agency shall be forfeited. Any sum of money due to the agency, including the Security deposit refundable to him under the contract may owe to the Secretary, DRCS, Puri. The Collector, Puri may after cancellation of the contract get the work done through any other agency for the remaining term of the contract at the risk and costs of the Agency.

23. The duty hours of the security guards will be fixed by the Agency for the time being, until further orders. When the IIC will be fully functional, the duty hours of the Guards will be governed by the instructions of the Secretary, DRCS, Puri and/or the IIC authorities.

#### **DUTIES AND RESPONSIBILITIES OF SECURITY STAFF**

The security staff deployed by the contractor shall perform the following functions:

- (i) The main security / check posts located at the various gates of the IIC premises and other sensitive points specified by the Secretary, DRCS, Puri or the Authorised Officer.
- (ii) To check the material/property going out of the building and outsiders entering the building through the procedures of the gate pass etc. as laid down by the authorities concerned.
- (iii) To perform watch and wards functions including night patrol on the various points of deployment.
- (iv) To operate the street lights and other lamps installed at strategic points.
- (v) To prevent the entry of stray dogs, cattle's antisocial elements, unauthorized persons and vehicles into the building.
- (vi) To prevent unauthorized entry. The security personnel should be able to categorize the legitimate visitors.

- (vii) To allow entry to visitors, only after an entry has been made in the register at the entry gate. This practice is to be followed at each entry gate. Entry of cycles and vehicle such as scooters, motor cycles and motors of strangers /visitors shall not be allowed in the premises, unless otherwise permitted by the authorities or the Authorisd Officer.
  - (viii) The guards will also take round of the backside of all important and sensitive points as specified by the Secretary, DRCS, Puri or the Authorised Officer.
  - (ix) The security guards on patrol duty should take care of all the water taps, valves and water hydrants installed in the open, all over the premises, for horticulture purposes.
  - (x) Security guards should ensure that the flowers, plants, trees and grassy lawns are not damaged either by the staff or inmates or by outsiders.
  - (xi) The security guards will also help the fire fighting staff in extinguishing the fire, if there is a fire or any other natural calamities.
  - (xii) The Security Supervisor will be responsible for overall security arrangement. He will ensure that all instructions of the administration are strictly followed and there is no lapse of any kind.
24. Any other provision as may be deemed appropriate by the Collector-Cum-Chairman, DRCS, Puri or the Authorised Officer shall be incorporated in the arrangement. The same shall also be binding on the Security Agency.
25. For all intents and purpose, the Security Agency shall be the "Employer" within the meaning of different Rules & Acts in respect of security guards so deployed by the Agency shall not have any claim whatsoever like employer and employee relationship against the District.
26. If any information furnished by the Agency is found to be incorrect at any time, the contract is liable to be terminated without any notice and the security deposit is liable to be forfeited by the Institute.
27. All disputes and differences of any kind whatsoever arising out of or in connection with this agreement shall be referred to the arbitration of a sole arbitrator to be appointed by the Collector-Cum-Chairman, DRCS, Puri. The arbitration shall be in accordance with the Arbitration and Conciliation Act, 1996. The place of Arbitration shall be Puri Town, Puri.
28. The Security Agency shall be solely responsible for the redressal of grievances or resolution of disputes relating to guards deployed. The District authority shall, in no way, be responsible for settlement of such Issues whatsoever.
29. In case of the termination of the this agreement on its expire on otherwise the person deployed by the Security Agency shall not be entitled to any privileges or shall have no claim for any absorption in regular or other capacity .
- 30.The Authority reserves the right to withdraw or relax any of the terms and condition mentioned above so as to overcome the problem encountered at a later stage.

## LEGAL

1. 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 Manpower Service Provider as well as the person deployed liable for penal action under the applicable laws besides action for breach of contract.
2. The Manpower Service Provider shall be reasonable for compliance of all statutory provisions relating to minimum wages payable. The Office shall have no liability in this regard.
3. The Manpower Service Provider shall also be liable for depositing all taxes, levies, Cess etc. on account of service rendered by it to the offices 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 Office.
4. The Manpower Service Provider shall maintain all statutory regards under the law and produce the same, on demand to the authority of the department or office concerned or any authority under Law.
5. In case the Manpower Service Provider fails to comply with any liability under appropriate Law, and as a result thereof, the authority or the office concerned is put to any loss/obligation, monetary or otherwise the authority or the office concerned will be entitled to get itself reimbursed out of the outstanding bills or the performance security deposit of the Manpower Service Provider to the extent of the loss or obligation is monetary terms.
6. The Agreement is liable to be terminated because of non performance deviation of terms and condition of contract, nonpayment of remuneration to employed persons and non deposit of statutory dues with the concerned agencies like E.P.F., E.S.I. and Service Tax etc. The District Red Cross Society, Puri will have no liability towards nonpayment of remuneration to the persons employed by the Manpower Service Provider and the outstanding statutory dues of the service provider to statutory authorities. If any loss or damage is caused to the institute by the persons deployed, the same shall be recovered from the unpaid bills or adjusted from the performance security Deposits.
7. All disputes shall be under the jurisdiction of the court at Puri, Odisha.

## FINANCIAL

1. The technical Bid should be accompanied with an Earnest Money Deposit (EMD), refundable without interest of Rs.30,000/- on the form of Demand Draft drawn in favour of Collector-Cum-Chairman, Indian Red Cross Society, Puri payable at Axis Bank Ltd, Puri Branch, Badasankha, Grand Road, Puri(UTIB0000464) failing which, the tender shall be rejected out rightly.
2. The Earnest Money Deposit in respect of the Agencies which do not qualify the Technical Bid (First stage)/Financial Bid (Second Competitive stage) shall be returned to

them without any interest. In case of successful tenderer, if the agency fails to deploy the required manpower against the initial requirement within 30 days from date of placing the order the EMD shall stand forfeited without giving any further notice.

3. Within 10 days of receipt of the letter of Acceptance, the successful bidder shall deliver to the client a performance Security in any forms given below for an amount equivalent to 5% of the Annual contract value as per the stipulation. Performance security shall be submitted in the form of bank guarantee from any scheduled commercial bank in favour of Collector-Cum-Chairman, Indan Red Cross Society, Puri. Failure of the successful bidder to comply with the requirements of Sub-clause 1.11.1 of Finance Dept. letter No.37323 dt.30.11.2018) shall constitute sufficient grounds for cancellation of the award and forfeiture of the EMD. The performance shall be valid for a period for a period of 01 years from the date of effectiveness of the Contract.

4. The Manpower Service Provider should make payment of th such engaged staff on monthly basis upon their absentee statements received from their immediate authority/officers and after disbursement the manpower service provider agency should submit the bill along with EPF, ESI statement to Secretary, District Red Cross Society, Puri for necessary re-imburement.

5. 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.

6. The claim in bills regarding Employees State Insurance, Provident Fund and Service Tax etc. should be necessarily accompanied with documentary proof pertaining to the concerned bill month. A 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 authority.

7. The amount of penalty calculated @Rs.200 per day on account of delay, if any in providing a suitable substitute for the period beyond three working days by the Manpower Service Provider shall be deducted from its monthly bills in the succeeding month.

8. The successful bidder will enter in to an agreement with Secretary, District Red Cross Society, Puri for supply of suitable and qualified manpower as per requirement of this institute on the above terms and conditions.

9. The Employer's share of contribution towards E.P.F. and E.S.I., G.S.T. (If applicable), and service charge of the manpower service provider shall not be deducted from the take home remuneration of the employee. The manpower service provider shall deposit all statutory dues with the concerned authority and claim the same from the concerned Govt. department/office along with its service charge by producing documentary proof of payment.

10. The Employee's share of contribution towards E.P.F. and E.S.I. shall be deducted by the manpower service provider from the minimum take home remuneration of the employee for deposit of the same with the concerned authorities.

11. The Authority reserves right to withdraw or relax any of the terms and conditions mentioned above so as to overcome problems if any encountered at a later stage.

12. In the event of any dispute arising to respect of the clauses of the agreement the same shall be resolved through negotiation. Alternatively the dispute shall be referred to next

higher authority or controlling officer for his decision and the same shall be binding in all parties.

13. All dispute shall be under the jurisdiction under the court at Puri only.

14. The successful bidder will enter into an agreement with the authority for supply of suitable & qualified Manpower as per requirement on the above terms and conditions.

15. The District Red Cross Society, Puri shall arrange to provide locks/seal for stores, godowns and offices etc. to the satisfaction of the Agency and show pilferable items lying in open to the Agency.

16. The main premises, which may be specified by the Indian Red Cross Society, Puri shall be guarded in all respects. The main building of the IIC shall be closed after working hours and locked in the presence of the representatives of the IIC. The premises in locked condition shall be unlocked the next morning in the presence of the representative of the IIC and Agency, if needed.

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

1. List of manpower short listed by agency for deployment at integrated Infrastructure Complex (IIC), Bangar under District Red Cross Society, Puri 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, regularization of service any rule / Act in lieu of their Deployment at integrated Infrastructure Complex (IIC), Bangar under District Red Cross Society, Puri 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. The person shall be submit antecedent certificate and Medical fitness certificate obtaining from appropriate authority.
6. Security deposit.
7. Performance security deposit.

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**SECTION-III**

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 Superintendent, Manpower & Security Guard for IIC, Bangar, Puri under the establishment of District Red Cross Society, Puri.

Sir

I, the undersigned, offer to participate in the tender for providing the services of Superintendent, Manpower & Security Guard for IIC, Bangar, Puri under the establishment of District Red Cross Society, Puri 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



**APPLICATION - TECHNICAL BID FOR PROVIDING SUPERITENDENT, MANPOWER  
SERVICE & SECURITY GUARD TO  
SECRETARY, DISTRICT RED CROSS SOCIETY, PURI**

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.
		E-Mail Address
06	Full address of Operating/ Branch Office	Postal Address:
		Telephone No
		FAX No.
		E-Mail Address
07	Name & telephone no. of the authorized person signing the Bid	Name :
		Mobile No.
08	Bank Account details of the agency/firm ( Transaction copy of last six months)	Account No.
		Bank & Branch Name
		IFSC code
09	PAN / GIR No. (Attach self-attested copy)	
10	GSTIN (Attach self-attested copy)	
11	E.P.F. Registration No. (Attach self-attested copy)	
12	E.S.I. Registration No. (Attach self-attested copy)	
12	Acceptance to all the terms & conditions of the Tender (Yes / No)	
13	Power of Attorney/ authorization letter for signing of the bid documents	
14	Please submit an affidavit at the time of submission of bid. (submitted/not submitted)	
15	Kindly mention the total number of pages in the tender document	
16	Valid PASARA License issued by Home Dept. Gov. of Odisha ( For security Guard) (Attach attested copy )	
17	Additional information, if any	

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18. 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

19. 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(2023-24)		
FY(2024-25)		
FY(2025-26)		

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

Signature of bidder/Authorized Representative with seal)

Place : \_\_\_\_\_

Date : \_\_\_\_\_

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## 20. 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

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**FORM T-2**

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

Tender Notice No:

Date:

To,

The Secretary, District Red Cross Society, Puri  
At- District Emergency Section, Collectorate, 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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FINANCIAL BID

SECTION-IV

**FORM F-1**

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

[Location & Date]

To

The Secretary, District Red Cross Society, Puri  
At-District Emergency Section, Collectorate, Puri  
Pin-752001

Sub- Tender for providing services of Superintendent, Manpower & Security Guard  
for IIC, Bangar, Puri under the establishment of District Red Cross Society, 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****For Providing Services of superintendent ,supporting staff& Security Guard in the Integrated Infrastructure Complex (IIC), Bangar, Gop, Puri**

1

Name of Tendering Manpower Service Provider &amp; Address

Sl. no	Manpower Type	*Take Home Remuneration per day (A)	EPF (B) 13% of (A)	ESI (C) 3.25 % of (A)	Service Charge (D) 3.85 % on (A)	Total Monthly deployment cost (E) (A+B+C+D)	GST (F) 18% on (E)	Total gross amount (G) (E+F)
1	Superintendent							
2	Office Assistant-Cum-DEO							
3	Plumber							
4	Electrician							
5	Store Keeper-cum-Care Taker							
6	Multi Purpose Worker-cum-Sweeper							
7	Security guard							

- 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
- 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.

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Date: \_\_\_\_\_

Signature of authorized person

Place: \_\_\_\_\_

Full Name: \_\_\_\_\_

Seal: \_\_\_\_\_

8. Give details of the similar contracts handled by the tendering Manpower Service Provider during the last 3 financial years ends 2025-26 in the following format.

SL. NO.	Name of client address, telephone & fax no	Type of manpower provided	No	Amount of contract (Rs. Lacs) Annual	From	To

Additional information if any  
(Attach separate sheet if required)

Date: \_\_\_\_\_

Signature of authorized person

Place: \_\_\_\_\_

Full Name:

Seal: \_\_\_\_\_

Mobile No: \_\_\_\_\_

Email ID: \_\_\_\_\_

## DECLARATION

1. I \_\_\_\_\_ Son/Daughter/Wife of Shri \_\_\_\_\_ 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 read & understood all the terms & 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 of any false information/fabricated document would lead to rejection of my tender at any stage besides liabilities towards prosecution under appropriate law.

Date: \_\_\_\_\_

Signature of authorized person

Place: \_\_\_\_\_  
\_\_\_\_\_

Full Name:

Seal: \_\_\_\_\_

Telephone No: \_\_\_\_\_

Mobile No: \_\_\_\_\_

Email Id: \_\_\_\_\_

### Notes:

- 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 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

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**SECTION-V**

**BID SUBMISSION CHECK LIST**

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**BID SUBMISSION CHECK LIST**

Sl. No.	Description	Submitted (Yes/No)	Page No
<b>TECHNICAL BID (ORIGINAL)</b>			
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. 2023-24, 2024-25 & 2025-26 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., 2023 -24 , 2024 -25 & 2025-26)		
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., 2023-24, 2024-25 & 2025-26)		
15	Detailed profile of the firm		
<b>FINANCIAL BID (ORIGINAL)</b>			
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-VI**

Performance Bank Guarantee Format & Service Agreement

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**PERFORMANCE BANK GUARANTEE FORMAT**

To,  
The Secretary, District Red Cross Society, Puri  
At –District Emergency Section, Collectorate, 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 ..... 20 .....our..... 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.



## 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 1<sup>st</sup>Part  
and, \_\_\_\_\_ its principal place of business at  
\_\_\_\_\_ (Hereinafter called the "Service Provider") of the 2<sup>nd</sup>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.

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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:

