

# **BIDDINGDOCUMENT**

**Annexure-C**

## **"TENDER FOR OUTSOURCING OF SERVICES OF SAGAR MITRAS UNDER PMMSY"**

**[Hiring of Reputed Manpower Agency/ Service Provider to provide Manpower support SAGAR MITRA to Fisheries & ARD Department under PMMSY programme of Government of India]**

**Error! Filename not specified.**

**FISHERIES & ARD DEPARTMENT  
GOVERNMENT OF ODISHA**

### **TENDER NOTICE**

Bid Reference No. \_\_\_\_\_ Dated \_\_\_\_\_

Bids in sealed cover are invited under two-bid system from reputed and experienced manpower service providers for providing Services of Sagarmitras for Coastal villages of Ganjam under Deputy Director of Fisheries (Ganjam Zone), Khordha and Puri under Deputy Director of Fisheries (Puri Zone), Kendrapara and Jagatsinghpur under Deputy Director of Fisheries (Cuttack Zone), Bhadrak and Balasore under Deputy Director of Fisheries (Balasore Zone). The details of the bidding process are as follows:

<b>Sl. No</b>	<b>Bidding Schedule</b>	<b>Deadline</b>
1	Date of Issue	<b>21.10.2021</b>
2	Bid Due Date and Time	<b>23.11.2021</b>
3	Opening of Technical Bid	<b>25.11.2021</b>
4	Opening of Financial Bid	Within 7 days of opening of Technical Bid.(02.12.21)

Bidders may apply either for one Zone or more than one zones.

Bidders are required to submit the technical and financial bids separately. The bids in sealed Cover-I containing “**Technical Bid**” and sealed Cover-II containing “**Financial Bid**” should be placed in a third sealed cover super-scribed “Bid for Outsourcing of services of Sagarmitras” must reach the undersigned on or before **23.11.2021** by **Speed Post/Registered Post/ Courier** only.

One service provider may apply either for one zone or more than one zone.

The bid documents containing eligibility criteria, scope of the work, terms and conditions of the tender and draft agreement can be downloaded from the website.

([www.fishfedodisha.in/tendersodisha.gov.in/fardodisha.gov.in](http://www.fishfedodisha.in/tendersodisha.gov.in/fardodisha.gov.in))

Complete address for submission of bid

Director of Fisheries,

Directorate of Fisheries, Directorate of AH & VS Campus,

Mangalabag, Cuttack, PIN:753001

## 1. Schedule for Invitation of RFP

Name of Assignment	Hiring of Reputed Manpower Agency/ Service Provider to provide Manpower support “SAGAR MITRA”
Name of the Department & Address	Director of Fisheries, Odisha, Cuttack
Date of issue of RFP	<b>21.10.2021</b>
Submission of Pre-Bid Clarification/Queries	<b>10.11.2021, 5 PM</b>
Date & Time of Pre-Bid Conference	<b>11.11.2021, 11 AM</b>
Last Date & time of submission of RFPs	<b>23.11.2021, 5.30 PM</b>
Date & time of opening of Technical Bid	<b>25.11.2021, 4 PM</b>
Tentative Date & time of opening of Financial Bid	<b>02.12.2021, 11 AM</b>
Period of Contract	<b>Two (2) years</b>
Mode of submission of RFPs	<b>Offline</b>
Date & Time of Pre-Bid Conference	<b>11.11.2021, 11 AM</b>
RFP Downloading Place & Period	<a href="http://www.fishfedodisha.in/tendersodisha.gov.in/fardodisha.gov.in">www.fishfedodisha.in/tendersodisha.gov.in/ fardodisha.gov.in</a>

Validity of the Bid	The Bid shall be valid for a period of 90 days from the last date of submission of RFP
Consortium/ Joint Venture	Not Allowed
RFP submission address & Contact No.	Director of Fisheries, Directorate of Fisheries, Directorate of AH & VS Campus, Mangalabag, Cuttack, PIN:753001
Bid Security (EMD)	Rs.2,00,000/-
Performance Security	Rs. 10,00,000/-

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## SECTION-I

### Instruction to Bidders

#### A. General Information:

1. \_\_\_\_\_ Directorate of Fisheries requires the service of reputed, well established, financially sound and registered Service Providers to provide (name of the service) by deploying adequately trained and disciplined man power at \_\_\_\_\_ (Zone/District) as per the requirement.
2. The period of contract for providing the aforesaid service will be ideally 2 years from the date of effectiveness of the contract and extendable annually up to 2024-25. The contract may be extended for a period, not exceeding the original duration of the contract on mutual consent depending upon the performance of the Service Provider and at the discretion of the authority. The authority reserves the right to terminate the contract at any time after giving 30 days' notice to the service Provider.
3. The interested bidders may visit the Directorate of Fisheries on any working day between the office hours to have a thorough knowledge of the work to be performed before preparation and submission of the bid.

#### Eligibility criteria:

Sl. No.	Eligibility Criteria	Supporting documents to be furnished along with the Technical Bid
1	<p>The bidder should be registered under appropriate authority, such as</p> <ul style="list-style-type: none"><li>• Registered under the Companies Act 2013</li><li>• Registered under the Indian Partnership Act 1932</li><li>• Registered under the Indian Trusts Act 1882</li><li>• Registered under the Societies Registration Act 1860.</li><li>• Registered under the Limited Liability Partnership Act 2008.</li></ul>	Certificate of Incorporation/ Registration
2	<p>The bidder must have at least five years in business (up to the last date of submission of bid) for providing similar type of services to Central/State Government/Autonomous bodies/ agencies / societies / corporate bodies.</p>	Copies of the work order from the previous authorities.

Sl. No.	Eligibility Criteria	Supporting documents to be furnished along with the Technical Bid
3	The Registered Office / 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/ Valid lease agreement)
4	Must have average annual financial turnover of Rs. 5 Crore during the last five financial years as on Dt.31.03.21.	Copies of audited Income/ Expenditure Statement and Balance sheet for the concerned period.
5	The agency should not have been blacklisted by any Central / State government, or any other public sector undertaking or a corporation as on the date of this RFP.	An undertaking to this effect to be furnished by the bidder as per the prescribed format <b>[Form - T2]</b>
6	Must not have any pending judicial proceedings for any criminal offence against the proprietor /Director/Persons to be deployed by the Service Provider.	An undertaking to this effect to be furnished by the bidder as per the prescribed format. <b>[Form - T3]</b>
7	Other Statutory Documents:	Copies of : <ul style="list-style-type: none"> <li>• PAN,</li> <li>• GSTIN,</li> <li>• Copies of EPF &amp; ESI Registration Certificate</li> <li>• IT return for the last3 assessment year</li> </ul>

#### **B. Submission of Bid:**

The proposal complete in all respect as specified must be accompanied with a Non- refundable amount **of Rs.20,000/- (Rupees Twenty Thousand)** only towards **Bid Processing Fee** and **EMD of [2,00,000/- ]** in form of **Demand Draft** in favour of **“Director of Fisheries, Odisha”**, drawn in any scheduled commercial bank and payable at Cuttack failing which the bid will be out rightly rejected. The bid should be sent through Speed Post/Registered Post/ Courier so as to reach the authority by 23.11.2021 5.30 PM.

The authority will not be responsible for any postal delay. Bids without bid processing fee and EMD shall be rejected. Bids submitted after due date will be summarily rejected. EMD of unsuccessful bidders will be returned without interest after the award of Contract.

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**" (name of the service) and "**Financial Bid**" (name of the service). Both sealed envelopes must be kept in a third sealed envelope super scribing "Bid Document- (name of the service)"

Selected bidder will have to deposit a Performance Security of Rs. **10,00,000/-** (Rs. Ten lakh) only per 100 Sagarmitras commensurate with the number of Sagarmitras to be engaged in the form of Bank Guarantee from any scheduled Bank situated within Odisha in favour of **Director of Fisheries, Odisha** as per the prescribed format provided in the tender document at **Section - IX** for a period of three months beyond the contract period. (i.e. Performance Bank Guarantee must be valid from the date of effectiveness of the contract to a period of three months beyond the contract period) as its commitment to perform services under the contract. Failure to comply with the requirements shall constitute sufficient grounds for forfeiture of the Performance Bank Guarantee. The Performance Bank Guarantee shall be released immediately after three months of expiry of the contract provided that there is no breach of contract on the part of the qualified bidder. No interest shall be paid on the Performance Bank Guarantee. In case, the contract is further extended beyond the initial contract period, the Bank Guarantee will have to be accordingly renewed by the deployed service provider as per the existing terms and conditions of the tender.

### **C. List of Documents for submission**

**Bidders are required to furnish the following documents along with the Technical Bid :**

1.
  - a. Covering letter along with power of attorney on the bidder's letterhead
  - b. Demand Draft in support of Bid processing fee as applicable
  - c. Demand Draft in support of EMD as applicable.
  
1.
  - d. Copy of Certificate of Incorporation of the firm /agency
  - e. Copy of GSTIN
  - f. Copy of PAN
  - g. Copies of IT returns for the last three assessment years
  - h. Copies of EPF&ESI Registration Number
  - i. Copy Bank Account details

- j. Copies of the Income/Expenditure statements along with Balance Sheet for the last 3years.
- k. Copies of work orders from the previous organizations for providing services during last3years
- l. Undertaking regarding non-blacklisting (On stamp paper
- m. Undertaking regarding non-pending of any judicial proceedings (On bidder's letterhead)

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

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

The technical Bid will be opened on **25.11.2021 at 4.00 PM** in presence of the authorized representatives of the bidder who wish to be present on the spot at that time. Financial bid of the technically qualified bidders shall be opened on **02.12.2021 at 11 AM** in presence of the authorized representatives.

The EMD shall be forfeited if the successful bidder fails to undertake the work or fails to comply with any of the terms and conditions of the bid.

The bid shall be valid for a period of **90 days** from the date of opening of the bids and no request for any variation in quoted rates and/withdrawal of bids on any ground by the bidder shall be entertained. Validity of the bids can be extended on mutual consent.

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 shall be evaluated on QCBS (Quality and Cost based Selection) as (80: 20)

Technical Evaluation Criteria (100 Marks, Minimum qualifying criteria 60 Marks)

Parameter	Max.Marks	
<b>Organization Strength</b>		<b>50</b>
Turnover (Up to 5 Cr.Rs.:5 marks, 5.0 – 7.5 Cr.Rs.: 10 marks, > 10 Cr.Rs.: 15 marks)	15	
Networth (1.0-2.5 Cr. Rs.: 5 marks, 2.5-5.0Cr. Rs.:7 marks, > 5.0 Cr. Rs.: 10 marks)	10	
Employee base on outsourcing basis with valid license from Labour & ESI department (100-250 Employees: 15 marks, 250-500 employees: 20 marks, >500 employees: 25 marks,	25	
<b>Organization Experience, Statutory Compliance &amp; Quality Certification</b>		<b>50</b>
Office functioning in Odisha for 1- 2 years: 5 marks, >2-3 years: 7 marks, >3 years: 10 marks)	10	
Awarded Govt./PSU labour contracts worth Rs.20 lakh and above 5 - 10: 5 marks, >10- 15: 7 marks,>15:10 marks)	10	
Statutory Compliances of EPFO/ESIC and payment confirmation slips certificate:	15	
Submitted for > 100 and Up to 250 employees: 5 marks,		
> 250 and Up to 500 employees: 10 marks		
> 500 employees: 15 marks		
Obtained ISO 9001:2015 Certification- 5 marks	15	
Obtained ISO 45001:2018 Certification- 5 marks		
Obtained ISO 27001:2013 Certification- 5 marks		
<b>Total</b>		<b>100</b>

The bidder having minimum 60 marks in the technical criteria would be considered for further evaluation on QCBS (Quality & Cost based selection).

QCBS evaluation will be as 80:20 where 80 % weightage shall be to technical score and 20 % weightage shall be to the financial score.

Technical score of individual bidder shall be evaluated as (TS) =

Score in Technical evaluation criteria \* 0.80

Financial score of Individual bidder shall be as (FS):

L1 (Lowest Quote)/Bidder Quote \* 0.20

QCBS score of each of the bidder will be evaluated as QCBS= “TS+FS”

**Bidder with the Highest Score in the QCBS shall be declared as H1 and will be the best qualified bidder for the award of contract.**

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 authority reserves the right to reject any or all bids and terminate the tender process without assigning any reason there of.

## SECTION-II

### SCOPE OF THE WORK

#### A. SERVICES OF SAGAR MITRA

1. Directorate of Fisheries invites sealed bids from the eligible bidders for providing the services of Sagar Mitras at [location of the service-coastal villages].
2. The man power for the Sagar Mitra services shall be round the clock. They have to stay at allotted village/nearby village. However, the deployment of the personnel may be varied with respect to the scope of the service, which can be increased / decreased as per the convenience of the Authority.
3. The Service Provider shall ensure that the personnel deputed are as per the scope of the work, physically and mentally healthy and not more than 35 years of age or less than 21 years of age.
4. The full particulars of the personnel to be deployed by the service provider including their names and addresses shall be furnished along with testimonials before they are actually deployed for the job.
5. Visitors shall be regulated as per the direction of the Authority and procedure and records thereof shall be maintained as stipulated therein.
6. A senior level representative of the Service provider shall visit the Office premises of DFO/Addl. FO (Marine) of the concerned district at least once a week and review the service performance of its personnel. During the weekly visit, Service provider's representative will also meet the representative of the Authority dealing with service under the contract for mutual feedback regarding the work performed and removal of deficiencies, if any, observed in their working.
7. The incidental expenses like small implements/dress or uniform etc. shall be borne / supplied by the service provider at its own cost.
8. The day to day functioning of the services shall be carried out in consultation with and under direction of the Authority. Proposals for efficient functioning of

the security systems shall be discussed, considered and implemented from time to time by the Service provider with the approval of the Authority.

9. Any loss caused to the Authority due to the lapse on the part of the personnel discharging responsibilities, will be borne by the Service provider and in this connection, the Authority shall have the right to deduct appropriate amount from the bill of the Service provider to make good such loss besides imposition of penalty. In case of frequent lapses on part of the personnel deployed by the Service provider, Authority shall be within its right to terminate the contract or take any other action without assigning any reason whatsoever.
10. The entire financial liability in respect of manpower services deployed in the Authority's location shall be that of the Manpower Service Provider and the Authority will in no way be liable for the same. It will be the responsibility of the manpower Service Provider to pay to the person deployed a sum not less than the proposed monthly remuneration as mentioned in the financial bid.
11. 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.
12. 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.
13. The Manpower Service Provider shall be responsible for compliance of all statutory provisions relating to minimum wages payable to the persons deployed at the Authority's location. The service provider should ensure regular payment of monthly salary to the personnel engaged by the service provider by 10th of the succeeding month after deduction of applicable statutory dues. The service provider should credit the monthly salary of its employees in their respective Bank Account.
14. The engagement of outsourced person shall be purely on contract basis. The Service Provider shall at all times make it absolutely clear to the outsourced personnel hired through them. Any outsourced personnel deputed can be removed any time by giving notice to the Service Provider and the Service Provider will have to provide suitable replacement acceptable to Authority within 3 working days.

**Primary roles and responsibilities of Sagar Mitras are:**

1. Act as interface between the Government and fishers and act as first person of contact for any marine fisheries related demands/services of fishers
2. Create awareness among the local fishers on various schemes and programmes.
3. Promote participatory management of fisheries resources,

4. Sensitize the local fishers about the government policies, programmes and regulations,
5. Dissemination of information on weather forecast, natural calamities and Potential Fishing Zone (PFZ) etc.
6. Create awareness about the hygienic handling of fish, personal hygiene, healthy living and working conditions
7. Create awareness on sustainable utilization of fisheries resources and relevant regulation including Code of Conduct for Responsible Fishing (CCRF), importance of ocean and coastal ecosystem conservation, prevention of Illegal, Unreported and Unregulated (IUU) fishing etc.,
8. Promote women empowerment through alternative livelihood, post harvest and marketing activities,
9. Compile information/data on daily fish production, fishing vessels including their entry and exit, fish price and marketing information and provide such data to the government
10. Mobilize fishers for training or impart training
11. Perform any other tasks as may be entrusted by central and State/UT governments.

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

Sl.	Name of the Post	Qualification	No. of Posts	Place of work	Monthly Fee for each Personnel
1	Sagar Mitra	a. Minimum Bachelor degree in Fisheries Science/Marine Biology/Zoology. b. She/he will be preferably a local person of age minimum of 21 years not more than 35 years c. Must be a resident of Odisha. d. She/he should have effective communication skills in local language. e. She/he should have basic computer/ IT knowledge and its operation (Micro Soft Word, Excel & PowerPoint). f. She/he should have a	600 Nos.	Fishermen village/ FH/ FLC/ Field offices of coastal districts of Odisha	Shall be inclusive of EPF, ESI. The GST and administrative charges of Service Provider shall be paid extra.  Additional performance incentive may be given to Sagar Mitras against additional task entrusted from time to time.

		commitment to undertake grassroots level assignment and stay with rural areas. g. She/he shall reside in the village or nearby village.			
		TOTAL			

### **SECTION -III**

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

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

**(To be filled up by the Tender Inviting Authority)**

Sl. No.	Description	Requirement
<b>Manpower</b>		
1		
2		
3		
4		
<b>Machinery</b>		

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

### **SECTION - IV**

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

1. For all intents and purposes, the Service Provider shall be the "Employer" within the meaning of different Rules & Acts in respect of persons deployed. The persons deployed by the service provider shall not have any claim whatsoever like employer and employee relationship against the Authority under this agreement. The Service Provider shall make them known about their position in writing before deployment under the required service.

2. The Service Provider must employ adult personnel only. Persons to be deployed by the Service Provider should be above 21 years of age and not exceeding 35 years and physically sound to perform the duties.
3. The Service Provider will be overall responsible for the manpower deployed for performing the service. The Authority shall not be responsible for any financial loss or any injury to any person deployed by the Service Provider in the course of their performing the functions/ duties, or for payment towards any compensation.
4. The Service Provider shall exercise adequate supervision to ensure performance of manpower deployed to provide the services in accordance with the requirements. The Service Provider shall depute one full time supervisor in concerned office of the authority, for overall management of the services to be rendered at the site.
5. The Service provider shall be solely responsible for compliance to the provisions of various Labour and industrial laws, such as, wages, allowances, compensation, EPF & ESI, Bonus and Gratuity etc. relating to manpower to be deployed by it at the Authority's location.
6. Service Provider shall maintain complete official records of disbursement of wage s/ salary showing details of all supporting documents such as ESI, EPF etc. in respect of manpower deployed for the purpose.
7. The Service Provider shall maintain personal file in respect of all the staff who are deployed in office of the authority. The personal file shall invariably consist of personal details such as name, address, date of birth, sex, residential address (temporary/permanent), Bank Account, EPF/ESIC details etc.
8. The manpower to be deployed by the Service Provider should not have any adverse Police records/criminal cases against them. The agency should make adequate enquiries about the character and antecedents of the persons whom they are recommending. An undertaking to this respect must be provided by the manpower service provider prior to signing of the agreement.
9. The Service Provider will also ensure that the manpower deployed are medically fit and will keep in record a certificate of their medical fitness. The Service Provider shall withdraw such manpower who are not found suitable by this office for any reasons immediately on receipt of such a request.
10. The Service provider shall ensure that the manpower deployed by it are disciplined and do not participate in any activity detrimental to the interest of the Authority.
11. The Service Provider shall provide uniform along with Photo ID Card to its personnel deployed at site at its own cost.
12. The Authority shall not be liable for any compensation in case of any fatal injury/death caused to any man power while performing/discharging their duties/ for inspection or otherwise.
13. In case of any theft or pilferages, loss or other offences, the service provider will investigate and submit the report to the Authority and maintain liaison with the police. FIR will be lodged by the Authority, wherever necessary. If need be, joint enquiry comprising of both the parties shall be conducted and responsibility will be fixed.

14. In case of any loss caused to the Authority due to lapse on the part of the personnel discharging duties, the same shall be borne by the Service Provider. Authority shall have the right to deduct appropriate amount from the bill of service provider. In case of frequent lapses on the part of the personnel deployed by the service provider, Authority shall be within its right to terminate the contract or take any other action without assigning any reason whatsoever.
15. In the event of any personnel being on leave/absent, the service provider shall ensure suitable alternative arrangements to make up for such absence. If a person leaves the job for any reason, the Service provider is liable to provide the suitable replacement within 3 working days.
16. In case of delay in providing required replacement, the amount of penalty calculated **at the rate of 1%** of the annual contract value per week on account of delay, shall be deducted from the monthly bills in the succeeding month.
17. There would be no increase in rates payable to the Service Provider during the Contract period. The service provider will be responsible for deposit of EPF, ESI, GST and other statutory dues as applicable from time to time and submit the proof of deposit to authority for records.
18. The Service Provider shall not be allowed to transfer, assign, pledge or subcontract its rights and liabilities under this Agreement to any other agency or organization. Sub-contracting is not allowed under this agreement.
19. The Services Provider shall raise the bill, in triplicate, along with attendance sheet/performance report duly verified by the officer concerned in respect of the persons deployed and submit the same to the prescribed authority in the first week of the succeeding month. The payment will be released by the second week of the succeeding month.
20. The Service Provider will have to deposit the remuneration of the deployed manpower for the concerned billing period in their respective bank account through online transfer and submit the details to the authority for necessary records.
21. In case of dispute resolution relating to rights/liabilities arising out of the agreement, the same shall be disposed off at the level of Administrative Departments.
22. In the event of failure of Service Provider to provide Services as per the terms and conditions of the agreement, the Performance Security shall be forfeited. Any violation of instructions/agreement or suppression of facts will attract termination of contract with 1 month prior notice to the Service Provider.
23. The Service provider should ensure that persons to be deployed are not alcoholic, drug addict and not indulge in any activity prejudicial to the interest of the Authority.
24. 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.
25. In the event of any dispute arising in respect of the clauses of the agreement, the same shall be resolved through negotiation. Alternatively the dispute shall

be referred to the next higher authority or controlling officer for his decision and the same shall be binding on all parties.

26. All disputes shall be under the jurisdiction of the court at **Cuttack/Bhubaneswar**.
27. The agreement can be terminated by either party by giving one month's notice in advance. If the agency fails to give one month's notice in writing for termination of the agreement then one month's wages, etc. and any amount due to the service provider will be recovered by forfeiture of performance security.
28. The contract is liable to be terminated because of non-performance, deviation of any terms and conditions of agreement, non-payment of remuneration of manpower deployed and non-payment of statutory dues. The Authority will have no liability towards non-payment of remuneration to the persons deployed by the Service Provider and the outstanding statutory dues of the service provider to concerned authorities.
29. The Manpower Service Provider will be bound by the details furnished to the authority while submitting the tender or at any subsequent stage. Misrepresentation of documents/ information, leads to termination of agreement.

## **SECTION - V**

### **TECHNICAL BID**

#### **COVERING LETTER**

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

**To**

**District Fisheries Officer [Office Address and Location]**

*[Location, Date]*

**Sub : Tender for Outsourcing of [SAGAR MITRAS ] at [Coastal villages as per list Insert Name of the Office / Location] [Technical Proposal]**

Dear Sir,

I, the undersigned, offer to participate in the tender process to provide services for [Insert Name of the Service] in accordance with your Tender Notice No.:

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

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

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

I remain,

Yours faithfully,

**Authorized  
Signatory with Date  
and Seal**

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

**Address of the Bidder:** \_\_\_\_\_

**(FORM - T1)**

1.	Name of the Bidder	
2.	Details of Bid Processing Fee and Earnest Money Deposit: (Demand Draft Details)	DD No.:
		Date:
		Amount (Rs.)
		Drawn on Bank:
3.	Name of the Director /	
4.	Full Address of Registered Office	Postal Address:
		Telephone No.:
		FAX No.:
		E-Mail Address:
5.	Name & telephone number of the authorized person signing the bid	Name and Designation:
		Mobile Number:
6.	Bank Name	Account Number:
		Bank and Branch Name:
		IFSC Code
8.	PAN No.(Attach self attested copy)	

9.	GSTIN (Attach self attested copy.)	
10.	E.P.F. Registration No. (Attach self attested copy.)	
11.	E.S.I. Registration No. (Attach self attested copy.) Attach attested copy)	
12	Acceptance to all the terms & conditions of the tender (Yes/No).	
13	Power of Attorney/authorization letter for signing the of the bid documents	
14	Please submit an undertaking that no criminal case is pending with the police at the time of submission of bid.	
15	Kindly mention the total number of pages in the tender document.	

**17. Financial Turnover of the bidder for the last 5 financial years.(\*)**

Financial Year *	Turn Over Amount (In INR)	Average Turnover (in INR]
FY1		
FY2		
FY3		
FY4		
FY5		

*\*from the date of issue of tender*

**18. Details of the similar type service provided by the bidder in last 5 years:**

Sl. No.	Period	Name of Authority with Complete Address	Type of services provided with details of manpower /machinery deployed	Contract Amount (in INR)	Duration	
					From	To

		<b>&amp; Fax no</b>				
1						
2						
3						
4						

**19. Declaration**

I, Shri Son/Daughter/Wife of Shri \_\_\_\_\_,  
 Proprietor/ Director/ Authorized signatory of \_\_\_\_\_  
 (Name of the Service Provider), competent to sign this declaration and execute  
 this tender;

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

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

**(Signature of Authorized Representative with seal)**

Place: .....Date: .....

**Enclosures:**

1.
  1. Bid Processing Fee in the form of Demand Draft in original
  2. EMD in the form of Demand Draft in original
  3. Copy of tender document (each page must be signed and sealed)
  4. Duly filled Technical Bid and Financial Bid
  5. List of Documents as applicable

## **FORM-T2**

### **UNDERTAKING**

*[On the Stamp Paper of appropriate value in shape of affidavit from the Notary regarding non-blacklisting]*

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

Yours sincerely,

*Authorized Signature [In full and initials]*

**Name and Designation of the  
Signatory: Name of the Bidder and  
Address :**

## **FORM-T3**

### **UNDERTAKING**

*[On the Bidder's Letter Head regarding not have any pending judicial proceedings for any criminal offences]*

I, hereby undertake that there is no criminal case pending in any Court of Law against our company or against the Proprietor/Director/Persons to be deployed by our company. I/we further certify that Proprietor/Director/Persons to be deployed by our company of my company have not been convicted of any offence in any Court in India during the recent past. I understand that I am fully responsible for the contents of this undertaking and its truthfulness.

Yourssincerely,

*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 as well as technical criteria and the requisite documents / information have been properly furnished by the bidder or not. Bids qualified the technical evaluation stage, will be considered for opening of the financial bids. The financial bids shall be opened in the presence of the tender committee and bidders' representatives who choose to attend. **QCBS (Quality and Cost based 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 **H1as per QCBS (Quality and Cost based Selection) based.**

### **SECTION - VI**

### **FINANCIAL BID**

#### **COVERING LETTER**

*(BIDDER LETTERHEAD)*

To

**Director of Fisheries, Odisha, Cuttack**

**Sub : Tender for Outsourcing of [Insert Name of the Service] at [Insert Name of the Office / Location] [Financial Proposal]**

Sir,

I, the undersigned, offer to provide the services for *[Insert title of the Service]* in accordance with your Tender No.\_\_\_\_\_, Dated:\_\_\_\_\_. Our attached financial price is ***[Insert amount(s) in words and figures]*** for the proposed service. This amount is inclusive of the taxes applicable as per GST Act. I do hereby undertake that, in the event of acceptance of our bid, the services shall be provided in respect to the terms and conditions as stipulated in the tender document. Our financial proposal shall be binding upon us subject to the modifications resulting from contract negotiations, up to expiration of the validity period of the proposal of **90 days**. I have carefully read and understood the terms and conditions of the tender to provide the services accordingly. I understand that you are not bound to accept any proposal you receive. I remain,

Yours faithfully,

**Authorized Signatory *[In full and initials]***

**Name and Designation of  
Signatory with Date and Seal Address of the Bidder :**

**(FORM -F1)**

**Manpower Details**

<b>Sl No</b>	<b>Category of Manpower (Sagarmit ra)</b>	<b>No of manpower to be provided</b>	<b>Monthly wages of Skilled manpower as per latest Govt.of Odisha notification with 4 days weekly off</b>	<b>EPF (Employ er share) As per latest notification</b>	<b>ESI (Employ er share) As per latest notification</b>	<b>Tot al</b>	<b>GST As applica ble</b>	<b>IT as applica ble</b>	<b>Servi ce charg e of the Agen cy</b>	<b>Grand Total Cost to Govt. per skilled manpower</b>	<b>Monthly take home wages per skilled manpower</b>

Place: .....

Date: .....

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

## SECTION - VII

### BID SUBMISSION CHECK LIST

Sl. No.	Description	Submitted (Yes/No)	Page No.
<b>TECHNICAL BID (ORIGINAL)</b>			
1	Covering Letter in Bidders Letter Head		
2	Bid Processing Fee		
3	EMD		
4	Copy of Incorporation / Registration Certificate of the Bidder		
5	Copy of PAN		
6	Copy of GSTIN		
7	Copies of Income Tax Clearance Certificate for the last three Assessment years		
8	Copy of Valid EPF & ESI Certificate		
9	TECHNICAL BID duly filled in <b>(Covering Letter, FORM- T1, T2 and T3)</b>		
10	Financial details of the bidder along with all the supportive documents such as copies of Income / Expenditure Statement and Balance Sheet for the last 5 years		
11	Power of Attorney in favour of the person signing the bid on behalf of the bidder.		
12	List of completed / on-going assignments of similar nature (Past Experience Details) along with the copies of work orders for the respective from the authorities		
13	Undertaking for not have been black-listed by any Central / State Govt./any Autonomous bodies during the recent past. <b>(FORM- T2)</b>		
14	Undertaking for not having any police case pending against the bidder <b>(FORM- T3 )</b>		
<b>FINANCIAL BID (ORIGINAL)</b>			
1	Covering Letter in Bidders Letter Head		
2	Duly Filled in Financial Bid <b>(FORM- F1)</b>		

It is to be ensured that:

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

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

## SECTION - VIII

### **SERVICE AGREEMENT**

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

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

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

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

**Appendix A: General Terms and  
Conditions Appendix B: Scope of Work;**

**Appendix C: Contract Price and Payment Term;**

2. The mutual rights and obligations of the Authority and the Consultant shall be as set forth in the Contract, in particular:
  - a. The Service Provider shall carry out the service in accordance with the provisions of the Agreement; and
  - b. The Certificate on the satisfactory performance of services by the Agency shall be issued by an Officer authorized by the Client and in consideration of the Certificate of Satisfactory Performance of Services Provider, the Authority shall make such payments and in such a manner as is provided in the Agreement.

### 3. Mode of Payment

The Service Provider will open a specific Bank Account for payment by the Authority in the beneficiary account towards the Service performed by the service provider. The Service Provider will furnish the details of the Bank Account to the Authority within 7 days of the signing of the contract.

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

### 4. Now this agreement witnesses as below:-

- 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 resources to be engaged in the [*Insert the location*] in conformity with the provisions of the terms and conditions of the contract.
- b. That the “**Authority**” hereby further agrees to pay the “**Service Provider**” the contract price at the time and in the manner prescribed in the said terms and conditions.
- c. Financial limit under this Contract 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 contract.
- e. That this agreement is valid up to\_\_\_\_\_.
- f. *For and on behalf of [Tender Inviting Authority]*

*Witness1:*

*Witness2:*

*For and on behalf of [SERVICE PROVIDER*

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

*Witness1:*

*Witness2:*

# PERFORMANCE BANK GUARANTEE FORMAT

To

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

**WHEREAS** \_\_\_\_\_ (Name and address of the Service Provider) (hereinafter called "the Service Provider") has undertaken, in pursuance of

Contract No. \_\_\_\_\_

dated \_\_\_\_\_

to undertake the service .....

(description of services) (herein after called "**the contract**").

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

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

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

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

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

This performance bank guarantee shall be valid until the \_\_\_\_\_ day of \_\_\_\_\_ year. Our branch at \_\_\_\_\_ (Name & Address of the Bank) is liable

to pay the guaranteed amount depending on the filing of claim and any part thereof under this Bank Guarantee only and only if you serve upon us at our \_\_\_\_\_ branch a written claim or demand and received by us at our \_\_\_\_\_ branch on or before Dt \_\_\_\_\_ otherwise bank shall be discharged of all liabilities under this guarantee thereafter.

.....

**(Signature of the authorized officer of the Bank)**

.....

...

**Name and designation of the  
Officer**

.....

.....

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

**END OF DOCUMENT**