



ଓଡ଼ିଶା ସରକାର  
ମିଶନ ଶକ୍ତି ବିଭାଗ

GOVERNMENT OF ODISHA  
DEPARTMENT OF MISSION SHAKTI

Lokaseva Bhavan  
Bhubaneswar - 751001  
Tel: 0674 2974093  
E-mail: missionshakti.od@gov.in,  
prumissionshakti@gmail.com

MS-OE-MISC-0009-2022 603 /MS

Date: 30.3.2022

From

Smt. Minakshi Behera,  
Under Secretary to Govt.

To

The Director,  
I & PR Department, BBSR

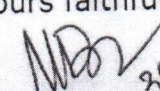
Sub:- Publication of Tender call notice for Service Provider Agency to provide service for deployment of adequate trained and disciplined manpower.

Sir,

In enclosing herewith, the approved Tender Call Notice, No 573 dated 30.03.2022, I am directed to say that the same may be published on 31.03.2022 in one daily leading Odia News Paper and one English National Daily News Paper in Bhubaneswar edition. The soft copy of the Tender Call Notice is enclosed herewith for required action at your end.

Enclosure: Tender call notice

Yours faithfully

  
30.3.2022  
Under Secretary to Govt



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Bhubaneswar - 751001  
Tel: 0674 2974093  
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GOVERNMENT OF ODISHA  
DEPARTMENT OF MISSION SHAKTI

**TENDER CALL NOTICE**

Department of Mission Shakti

NO.MS-OE-MISC-0009-2022 573 /MS Dated- 30.03.2022

Department of Mission Shakti, Lokaseva Bhawan, Bhubaneswar requires the service of reputed, well established, financially sound and registered Service Provider Agency to provide service for deployment of adequately trained and disciplined man power as per the requirement. The Tender document along with all the related information are available in the website <https://missionshakti.odisha.gov.in/> which can be downloaded.

Tender Schedule:-

Last date of submission of Bid - 20.04.2022 by 5 P.M.

Opening of Technical Bid- 21.04.2022 at 11A.M.

Opening of Financial Bid- 22.04.2022 at 11A.M.

The authority reserves the right to modify/change/remove any part of the Tender/the complete Tender at any stage of the Bid without assigning any reasons thereof.

Commissioner-cum-Secretary

Department of Mission Shakti





**ଓଡ଼ିଶା ସରକାର**

**ମିଶନ ଶକ୍ତି ବିଭାଗ**

**GOVERNMENT OF ODISHA  
DEPARTMENT OF MISSION SHAKTI**

**Lokaseva Bhavan**

**Bhubaneswar - 751001**

**Tel: 0674 2974093**

**and**

**Mission Shakti Bhawan, Pokhariput, Bhubnaeswar-751030E-**

**mail: missionshakti.od@gov.in,**

**pmumissionshakti@gmail.com**

**REQUEST FOR PROPOSAL**

**Selection of an Agency for providing "Manpower" in the Department of Mission Shakti, Lokaseva Bhavan, Bhubaneswar – 751001, Tel: 0674 -2974093 and at Mission Shakti Bhawan, Pokhariput, Bhubnaeswar-751030.**

## TENDER CALL NOTICE

### Department of Mission Shakti

**Number**

**Dated- 31.03.2022**

Department of Mission Shakti, Lokaseva Bhavan, Bhubaneswar requires the service of reputed, well established, financially sound and registered Service Provider Agency to provide service for deployment of adequately trained and disciplined man power as per the requirement.

Bids in sealed cover are invited under two-bid system from reputed and experienced manpower service provider agency for **“Providing Manpower” in the Department of Mission Shakti, Lokaseva Bhavan, Bhubaneswar – 751001, Tel: 0674 -2974093 and at Mission Shakti Bhawan, Pokhariput, Bhubaneswar-751030.**

### Tender Schedule

Sl. No	Bidding Schedule	Deadline
1	Date of Issue	31.03.2022
2	Last date of submission of Bid and Time	20.04. 2022, By 5 P.M.
3	Opening of Technical Bid	21.04. 2022, At 11 A.M.
4	Opening of Financial Bid	22.04. 2022, At 11 A.M.
5	Place of Opening of Tender	Conference Hall, Department of Mission Shakti Mission Shakti Bhawan, 1 <sup>st</sup> Floor, Pokhariput, Bhubaneswar. Pin-751030.

The Bid is to be submitted in Two Bid system. The bids in sealed Cover-I containing the **“Technical Bid”** shall be super-scribed as **“Technical Bid”** and sealed Cover-II containing **“Financial Bid”** shall be super-scribed as **“Financial Bid”** & both the sealed Covers shall be placed in a third sealed cover super-scribed as **“Providing Manpower” for the Department of Mission Shakti, Lokaseva Bhavan, Bhubaneswar – 751001, Tel: 0674 and at Mission Shakti Bhawan, Pokhariput, Bhubaneswar-751030**, must reach the undersigned on or before **20.04.2022 by 5P.M.** by Speed Post/Registered Post only.

#### **Delivery of bid through courier or by hand is not acceptable.**

The bid documents containing instruction to Bidders, eligibility criteria, scope of the work, terms and conditions of the tender, bid submission checklist, Technical Bid, Financial Bid and draft agreement can be down loaded from the website <https://missionshakti.odisha.gov.in> The authority reserves the right to modify/change/remove any part of the Tender/the complete Tender at any stage of the Bid without assigning any reasons thereof.

#### **Address for submission of bid.**

Joint Secretary to Government  
Department of Mission Shakti  
Mission Shakti Bhawan, 1<sup>st</sup> Floor,  
Pokhariput, Bhubaneswar.  
Pin-751030.

**Commissioner cum Secretary  
Department of Mission Shakti**

## INDEX

<b>Sl.No.</b>	<b>Section</b>	<b>Description</b>	<b>Page</b>
1.	Section-I	Instruction to Bidders	<b>4-8</b>
2.	Section-II	Scope of the Work & objective	<b>9</b>
3.	Section-III	Schedule of Requirement	<b>10</b>
4.	Section-IV	General Terms and Conditions	<b>11-13</b>
5.	Section-V	Technical Bid	<b>14-19</b>
6.	Section-VI	Financial Bid	<b>20-21</b>
7.	Section-VII	Bid Submission Check list	<b>22</b>
8.	Section-VIII	Service Agreement	<b>23-24</b>

## SECTION-I

### Instruction to Bidders

#### A. General Information:

- i. From the time of Bid advertisement to the time of contract award, if any bidder wishes to contact the Department of Mission Shakti or any designated officer of the Department on any matter related to the bid, it should be done so in writing at the address mentioned in Tender Notice.
- ii. Any bid NOT accompanied with documents as per check list and **Earnest Money Deposit (EMD)** will be rejected by the Department of Mission Shakti as non-responsive.
- iii. The bid security of unsuccessful Bidders shall be returned as promptly as possible upon award of contract and receipt of **Performance Security Deposit** from the successful Bidder. No interest will be payable on the amount of Bid security.
- iv. The Bid security will be forfeited by the Department of Mission Shakti on account of one or more of the following reasons:
  - a. If the Bidder withdraws its bid during the period of bid validity.
  - b. If the successful bidder fails to sign the contract in accordance with Terms & Conditions of this Tender.
  - c. In the case of a successful bidder fails to furnish **Performance Security Deposit** within specified time.
  - d. The period of contract for providing the aforesaid service will be ideally for 3 years from the date of effect of the contract subject to renewal on satisfactory Annual Performance. The period of contract may be extended for a period up to 2 years depending upon the satisfactory performance of the Service Provider on same terms and conditions. The authority reserves the right to terminate the contract at any time after giving 60 days' notice to the Service Provider.
- v. The interested bidders may visit the location of the Offices 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.
- vi. No consortium/ Joint Venture / Associations or Subcontracting / Sub - letting shall be allowed for this project during the agreed period.

**Eligibility criteria:**

Sl. No.	Basic Requirement	Specific Requirement	Documents to be enclosed (Self-attested copy)
1	Legal Entity	Agency should be registered under any of the following: <ul style="list-style-type: none"> <li>• Societies Registration Act 1860</li> <li>• Indian Trust Act 1882</li> <li>• Companies Act 1956</li> <li>• Partnership Firm</li> <li>• Proprietorship</li> </ul>	<ul style="list-style-type: none"> <li>• Certificate of Incorporation</li> <li>• Registration Certificate</li> <li>• PAN copy</li> <li>• TAN copy</li> <li>• EPF &amp; ESI Registration certificate</li> </ul>
2	Relevant Experience	Agency must have minimum 3 years' experience in providing HR services to minimum 3 Government Agencies, banking sector, Public undertakings (Minimum HR support of 20 manpower in each year) in Odisha as on dt.31.03.2021	<ul style="list-style-type: none"> <li>• Details of relevant experience</li> <li>• Work order or certificate from concerned authority</li> </ul>
3	Financial Capacity	Agency should have average annual turnover of at least Rs. 50 lakh during last three Financial Years (2018-19, 2019- 20 & 2020-21).	<ul style="list-style-type: none"> <li>• Last three Financial Years Audited Financial Statement duly signed by a Chartered Accountant</li> <li>• Copy of the ITR for the last 3 Financial Years (2018-19, 2019-20 &amp; 2020-21)</li> </ul>
4	Not Blacklisted	The Agency should not have been blacklisted by any Central/ State Government or Public Sector Undertakings.	<ul style="list-style-type: none"> <li>• Affidavit by the Authorized Signatory stating not blacklisted.</li> </ul> <p>(Form – T2)</p>
5	No pendency of Judicial Proceedings	No criminal case is pending in any Court of Law	<ul style="list-style-type: none"> <li>• Undertaking by the agency in original</li> </ul> <p>(Form – T3)</p>
6	Authorized Representative	A power of Authority/ Board Resolution in the name of the person signing the proposal	<ul style="list-style-type: none"> <li>• Original Power of Attorney or copy of the Board Resolution</li> </ul>
6	<b>Earnest Money Deposit (EMD)</b>	The Agency must submit an EMD of Rs. 20,000/- (Rupees twenty thousand) only in the form of Demand Draft in favour of Commissioner cum Secretary,	Original Demand Draft

		Department of Mission	
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		Shakti, Bhubaneswar, drawn on any nationalized bank payable at Bhubaneswar.	
7	<b>Performance Security Deposit</b>	The Agency must submit an Performance Security Deposit of 10% of the Contract value to be awarded in the form of Demand Draft in favour of Commissioner cum Secretary, Department of Mission Shakti, Bhubaneswar, drawn on any nationalized bank payable at Bhubaneswar.	Original Demand Draft
8	Goods & Service Tax (GST)	Must be Registered under GSTIN	Copy of the Regd. Certificate and GST No.

*NOTE: The copies of documents submitted towards Pre-qualification criteria are to be substantiated through production of originals, as and when required.*

**vii. Submission of Bid:**

The proposal complete in all respect as specified must be accompanied with a Non-refundable amount **Rs.1,000/-** towards **Bid Processing Fee** and **EMD of Rs 20,000/-** in form of **Demand Draft in favour of Commissioner cum Secretary, Department of Mission Shakti, Pokhariput, Bhubaneswar** drawn in any scheduled commercial bank and payable at Bhubaneswar failing which the bid will be out rightly rejected.

The Bid is to be submitted in Two Bid system. The bids in sealed Cover-I containing the **“Technical Bid”** shall be super-scribed as **“Technical Bid”** and sealed Cover-II containing **“Financial Bid”** shall be super-scribed as **“Financial Bid”** & both the sealed Covers shall be placed in a third sealed cover super-scribed as **“Providing Manpower” for the Department of Mission Shakti, Lokaseva Bhavan, Bhubaneswar – 751001, Tel: 0674 and at Mission Shakti Bhawan, Pokhariput, Bhubnaeswar-751030**, must reach the undersigned on or before **20.04.2022 by 5 P.M. by Speed Post/ Registered Post** only.

Delivery of bid through courier or by hand is not acceptable.

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 & submitted through courier or by hand will not be considered.** EMD of unsuccessful bidders will be returned without interest after the award of Contract.

Selected bidder will have to deposit a Performance Security of **@10% of the contract value to be awarded** in the form of Demand Draft in favour of Commissioner cum Secretary, Department of Mission Shakti, Bhubaneswar, drawn on any nationalized bank payable at Bhubaneswar. Failure to comply with the requirements shall constitute sufficient grounds for forfeiture of the **Performance Security Deposit**. The **Performance Security Deposit** 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 Security Deposit**. In case, the contract is further extended beyond the initial contract period, the **Performance Security Deposit** have to be accordingly renewed for the period by the service provider as per the existing

terms and conditions of the tender.

**viii. List of Documents for submission**

**Bidders are required to furnish the following documents (self attested copy wherever required) along with the Technical Bid:**

- a)** Covering letter along with authorisation on the bidder's letter head
- b)** Demand Draft in support of Bid processing fee as applicable
- c)** Demand Draft in support of EMD as applicable
- d)** Copy of Certificate of Incorporation of the firm/agency
- e)** Copy of GSTIN
- f)** Copy of PAN & TAN
- g)** Copies of IT returns for the last three years (2018-19, 2019-20 & 2020-21)
- h)** Copies of EPF & ESI Registration Number
- i)** Copy of Bank Account details
- j)** Copies of the Income/ Expenditure statements along with Balance Sheet for the last 3 years. (2018-19, 2019-20 & 2020-21)
- k)** Copies of work orders or certificate from the previous organizations for providing services during last 3years as on 31.03.2021 & relevant experience certificates.
- l)** Undertaking regarding non-blacklisted (On stamp paper)
- m)** Undertaking regarding non-pending of any judicial proceedings (On bidder's letter head)

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 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 generally for a period of 60 days from the date of opening of the Technical bid 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 clarify any doubt, 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 quoted in the financial bid shall be permitted.

The bidder quoting the lowest price (L-1) in the Financial Bid will be selected for award of the contract subject to fulfilment of the terms and conditions of the bid documents. In case, the lowest bidder (L-1) is disqualified after selection for any reason, then the L-2 bidder will be given the opportunity for award of contract at L-1 price. However, the decision of the Commissioner cum Secretary, Department of Mission Shakti shall be final during the overall selection process.

If there will be tie in the price quoted during financial evaluation between two or among

more bidders, then the bidder having more experience as to supply of more manpower during last 3 years before 31.03.2021 (based on the copy of the work orders or certificate of concerned organizations enclosed in the Technical Bid) will be selected. If undecided, then the Agency having highest Turnover will be selected.

Department of Mission Shakti reserves the right to reject any or all bids and terminate the tender process without assigning any reason thereof.

**SECTION-II**  
**SCOPE OF THE WORK**  
**&**  
**OBJECTIVE**

**A. Responsibility of the Agency**

- 1.The selected agency shall function as per the procedure prescribed in the Guidelines under the Department of Mission Shakti.
- 2.The agency / organization selected shall be responsible for providing manpower and shall take steps for their capacity building initiatives for day to day working of the Office.

**B. Contract Duration:**

The period of contract for providing the aforesaid service will be ideally for 3 years from the date of effect of the contract subject to renewal on satisfactory Annual Performance. The period of contract may be extended for a period up to 2 years depending upon the satisfactory performance of the Service Provider on same terms and conditions. The authority reserves the right to terminate the contract at any time after giving 60 days' notice to the Service Provider.

**C. Manpower to be provided by the Agency:**

Sl. No	Human Resource	Numbers
1	Peon	5

**Note :** The requirement of Peon or other category may change during the agreement period as per the requirement of the Department of mission Shakti.

**Prescribed Qualification & Experience of the Manpower**

**E. For Office Management of Department of Mission Shakti (Qualification experience and others to be changed)**

Sl. No.	Manpower	Age Limit	Qualification	Work Experience	Skill Grade	Fixed Remuneration per month	Job Description
1	Peon	Male 21 years of age or above	Minimum 10 <sup>th</sup> pass	Should have experience in rendering similar service	Semi-skilled	10,650/-	To assist in various office works

**NOTE :** The remuneration is subject to revision of wages of semi-skilled worker as notified by Govt. of Odisha from time to time.

### **SECTION-III**

#### **Schedule of Requirement for Office Management of Department of Mission Shakti:**

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

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

<b>Sl. No.</b>	<b>Description</b>	<b>Requirement</b>
<b>Manpower</b>		
1	Peon	5

***[NB: The requirement is tentative & can be modified as per the requirement of the tender inviting authority.]***

**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 what so ever like employer and employee relationship against the Authority of the Department of Mission Shakti under this agreement. The Service Provider shall make the persons deployed known about their position in writing before deployment under the required service.
2. The Service Provider will be overall responsible for the manpower deployed for delivery of the service. The Authority of the Department of Mission Shakti 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.
3. The Department of Mission Shakti shall not be liable for any compensation in case of any fatal injury/death caused to any manpower while performing/discharging their duties/for inspection or otherwise.
4. The Service Provider shall exercise adequate precaution to ensure performance of manpower deployed to provide the services in accordance with the requirements.
5. The Service Provider shall maintain personal file in respect of all the manpower who are deployed in the Department of Mission Shakti. The personal file shall invariably consist of personal details such as name, address, date of birth, sex, residential address (temporary/permanent), Aadhar number, Bank Account details, contact number etc.
6. 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.
7. 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 the Department of Mission Shakti for any reasons immediately on receipt of such a request & shall make suitable substitution as per the requirement.
8. The Service provider shall ensure that persons to be deployed are not alcoholic, drug addict and not indulge in any activity prejudicial to the interest of the Authority.
9. The Service provider shall ensure that the manpower deployed shall have high moral character and are disciplined and do not participate in any activity detrimental to the interest of the Department of Mission Shakti.
10. In case of any theft or pilferages, loss or other offences, the service provider will investigate and submit the report to the Department of Mission Shakti and maintain liaison with the police. FIR will be lodged by the Agency, wherever necessary. If need be, joint enquiry comprising of both the parties shall be conducted and responsibility will be fixed.

11. In case of any loss caused to the Department of Mission Shakti due to lapse on the part of the personnel discharging duties, the same shall be borne by the Service Provider. Department of Mission Shakti shall have the right to deduct appropriate amount from the bill of service provider or out of the Performance Security Deposit or out of both. 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.
12. 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.
13. 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.
14. The revision of service charges shall commensurate with the revision of wages by the Government of Odisha to the extent of remuneration of the manpower deployed & will be payable to the Service Provider from the effective date during the Contract period.
15. 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.
16. The Services Provider shall raise the bill, in triplicate, along with attendance sheet duly certified by the officer of the Department of Mission Shakti in respect of the persons deployed and submit the same to the prescribed authority i.e. Department of Mission Shakti in the first week of the succeeding month. The payment will be released within 30 days of date of receipt of the bill.
17. Service Provider shall maintain complete official records of disbursement of remuneration in respect of manpower deployed for the purpose & shall raise the claims of service charges of a month certifying that disbursement of remuneration to the manpower deployed at the Department of Mission Shakti for the previous month are settled with concerned manpower & statutory dues have been deposited.
18. Service Provider will have to deposit the remuneration of the deployed manpower for the concerned billing period in the irrespective bank account through online transfer and submit the details to the authority for necessary records.
19. In case of dispute resolution relating to rights/ liabilities arising out of the agreement, the same shall be disposed off at the level of Department of Mission Shakti.
20. In the event of failure of Service Provider to provide Services as per the terms and conditions of the agreement, the Performance Security Deposit shall be forfeited. Any violation of instructions/agreement or suppression of facts will attract termination of the contract with 1 (one) month prior notice to the Service Provider.
21. The Department of Mission Shakti reserves the right to withdraw or relax any of the terms and condition mentioned above so as to overcome the problem encountered at any stage.
22. 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 of the Department of Mission Shakti, Government of Odisha for



decision and the same shall be binding on both the parties.

- 23.** 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 remuneration payable to the persons deployed and any amount due to the service provider will be recovered by forfeiture of performance security deposit.
- 24.** 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.
- 25.** The Manpower Service Provider will be bound by the details furnished to the Department of Mission Shakti while submitting the tender or at any subsequent stage. Fictitious documents/information, will lead to termination of agreement.
- 26.** Prices shall be quoted for one unit of manpower requirement in Department of Mission Shakti only. Selected bidder will be provided with work order by the Department of Mission Shakti as and when required during the contract period.
- 27.** Technical evaluation of the bids will be done by the Committee of the Department of Mission Shakti to determine whether the bids complied to the prescribed eligibility condition and the requisite documents /information along with processing fees & EMD have been furnished by the bidder or not. The Bids shall be opened in the presence of the tender committee and bidders' representatives.
- 28.** Only the Bids qualified in the technical evaluation stage, will be considered for opening of the financial bids. The bidder quoting the lowest price(L-1) in the Financial Bid will be selected for award of the contract subject to fulfilment of the terms and conditions of the bid documents. In case, the lowest bidder (L-1) is disqualified after selection for any reason, then the L-2 bidder will be given the opportunity for award of contract at L-1 price. However, the decision of the Commissioner cum Secretary, Department of Mission Shakti shall be final during the overall selection process.
- 29.** The services of the agency selected in this Tender process may be utilized by the Department of Mission Shakti for providing Manpower support of other categories at the wage notified by Government of Odisha, if any, required in future.
- 30.** All disputes shall be under the jurisdiction of the courts at Bhubaneswar.

**SECTION-V**  
**COVERING LETTER**  
**(BIDDER LETTER HEAD)**

To  
The Commissioner-cum-Secretary to Government  
Department of Mission Shakti,  
Mission Shakti Bhawan,  
Pokhariput,  
Bhubaneswar-751030.

Sub: Tender for Outsourcing of Agency for “providing manpower” in the Department of Mission Shakti, Lokaseva Bhavan, Bhubaneswar –751001 and at Mission Shakti Bhawan, Pokhariput, Bhubaneswar-751030

Dear Sir,

I, the undersigned, offer to participate in the tender process to provide manpower as Outsourcing Agency in the Department of Mission Shakti, Lokaseva Bhavan, Bhubaneswar –751001 and at Mission Shakti Bhawan, Pokhariput, Bhubnaeswar-751030 Odisha in accordance with your **Tender Notice No.**\_\_\_\_\_ **Dated**\_\_\_\_\_ are here by 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 **60 Days from the date of opening of Bid** 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 Tender. 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)****TECHNICAL BID**

<b>Sl. No.</b>	<b>Description</b>	<b>Details</b>	
1.	Name of the Bidder/ Agency		
2.	Full Postal Address of Registered Office		
3.	Land number		
4.	Mobile number		
5.	FAX No		
6.	E-Mail Address		
7.	Name of the authorized person signing the Bid		
8.	Designation		
	Telephone Number		
	Mobile Number		
9.	Details of Tender fee Deposit	DD No.	
		Date	
		Amount (Rs.)	
		Drawn on Bank	
10.	Details of Earnest Money Deposit	DD No.	
		Date	
		Amount (Rs.)	
		Drawn on Bank	
11.	Bank Details	Name of the Bank	
		Branch	
		Account Number	
		IFSC Code	
12.	PAN (Attach self- attested copy)		
13.	TAN (Attach self- attested copy)		
14.	GSTIN/TAN (Attach self attested copy)		
15.	E.P.F. Registration No. (Attach self attested copy)		
16.	E.S.I. Registration No.(Attach self attested copy)		
17.	Copy of the certificate of Incorporation.(Attach self attested copy)		
18.	Acceptance to all the terms &Conditions of the tender (Yes/No).		
19.	Power of Attorney/		

	Authorization letter for signing of the bid documents		
20.	Affidavit of not black listed		
21.	Submission of an undertaking that no criminal case is pending under any Court of Law		
22.	To mention total number of pages in the tender document.		

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

Financial Year	Turn Over Amount [in Rs]	Average Turnover [in Rs]
FY (2018-19)		
FY (2019-20)		
FY (2020-21)		

**17. Details of the similar type of services provided by the bidder in last 3 years:  
(Work Order or Certificate of concerned authority to be enclosed)**

Sl. No.	Period	Name of Authority with Complete Address & e-mail address	Services provided Type of service No. of persons deployed		Contract Amount (in INR)	Duration	
						From	To
1							
2							
3							
4							
5							
6							
7							

## 18. 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:

- a. Bid Processing Fee in the form of Demand Draft in original.
- b. EMD in the form of Demand Draft in original.
- c. Copy of tender document (each page must be signed and sealed).
- d. Duly filled Technical Bid along with supporting documents.
- e. Duly filled Financial Bid.
- f. 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 organisation 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.

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 have not been convicted of any offence in any Court in India. I understand that I am fully responsible for the contents of this undertaking and its truthfulness.

Yours sincerely,

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

**Name and Designation of the Signatory:**

**Name of the Bidder and Address:**

**SECTION-VI**  
**FINANCIAL BID**  
**COVERING LETTER**  
**(BIDDER LETTER HEAD)**

Bhubaneswar, Dt \_\_\_\_\_.

To

**The Commissioner-cum-Secretary to Government,  
Department of Mission Shakti,  
Mission Shakti Bhawan,  
Pokhariput,  
Bhubaneswar-751030.**

Sub: Tender for selection of Outsourcing Agency for providing “Man Power” in the Department of Mission Shakti, Lokaseva Bhavan, Bhubaneswar – 751001 and at Mission Shakti Bhawan, Pokhariput, Bhubnaeswar-751030

Sir,

I, the under signed, offer to provide the man power services in Department of Mission Shakti, Lokaseva Bhavan, Bhubaneswar – 751001 and at Mission Shakti Bhawan, Pokhariput, Bhubnaeswar-751030 in accordance with your Tender No. \_\_\_\_\_

Dated: \_\_\_\_\_. Our attached financial price is Rs. \_\_\_\_\_ (in Words) for the proposed service. This amount is exclusive of GST & inclusive of all other legal & statutory charges 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 **60 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)**

Outsourced agency to “Provide Manpower” in the Department of Mission Shakti, Lokaseva Bhavan, Bhubaneswar – 751001 and at Mission Shakti Bhawan, Pokhariput, Bhubnaeswar-751030

Sl. No.	Manpower Type	Monthly Remuneration of one person	Service charges in proving one person	GST	Other Taxes if any	Total(For one person)
1	2	3 (In Rs)	4 (In Rs)	5 (In Rs)	6 (In Rs)	7 (In Rs)
	Peon					

**Other conditions:**

1. Remuneration, service charges shall be quoted in providing one person.
2. Monthly remuneration of the Manpower in the category of peon shall be at the prevalent Semi Skilled wage notified by Govt. of Odisha. It will be revised as per the revision of wages by Govt. of Odisha.
3. The service charges should not be quoted as nil, minimum amount of valid service charges as per TDS guideline should not be less than 2%.
4. The Grand total of price quoted at column 7 will be taken for final evaluation.
5. The bidder quoting lowest price in financial bid will be selected.
6. In case more than one bidder quoted same price, then the bidder providing highest number of manpower as shown in their experience certificate enclosed with certificate issued by competent authority shall be considered as the lowest bidder.
7. Remuneration, service charges will be payable at the approved rate to the extent of manpower availed by the Department of Mission Shakti.

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 PAN		
7	Copy of GSTIN/TAN		
8	Copies of Income Tax return for the last three Assessment Years ((2018-19, 2019-20 & 2020-21 ))		
9	Copy of Valid EPF & ESI Certificate		
10	<b>TECHNICAL BID</b> duly filled in (Covering Letter,FORM-TI,T2andT3)		
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 during last 3 years as on 31.03.2021 (Past Experience Details) along with the copies of work orders or certificate for the respective assignments from the authorities		
13	Undertaking for not have been black-listed by any Central/State Govt./any Autonomous bodies during the recent past. (FORM-T2)		
14	Undertaking for not having any proceeding pending under any Court of Law		
<b>FINANCIAL BID(ORIGINAL)</b>			
1	Covering Letter in Bidders Letter Head		
2	Duly Filled in Financial Bid (FORM-F1)		

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 number d along with Index Page.*
- *All pages of the proposal needs to be sealed and signed by the authorized representative.*

**Authorized Signatory [In full and initials]:** \_\_\_\_\_

**Name and Designation with Date and Seal:** \_\_\_\_\_

**SECTION- VIII**  
**SERVICE AGREEMENT**  
**(To be made on Rs.100.00 Non Judicial Stamp Paper)**

This **SERVICE AGREEMENT** is made on \_\_\_\_\_ between, \_\_\_\_\_  
\_\_\_\_\_(here in after called as the “**Authority**”) of the 1<sup>st</sup> Part  
and \_\_\_\_\_ its principal place of business at  
\_\_\_\_\_(here in after called the “**Service Provider**”) of the 2<sup>nd</sup> Part.

**WHEREAS**

- i. the “**Service Provider**”, having represented to the “**Department of Mission Shakti**” 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 Department;
- ii. the “**Department of Mission Shakti**” 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 here to 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 Department and the Service provider are :
  - (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 Department of Mission Shakti and in consideration of the Certificate of Satisfactory Performance of Services Provider, the Department shall make such payments and in such a manner as is provided in the Agreement.
3. **Mode of Payment**
  - a. The Services Provider shall raise the bill, in triplicate, along with attendance sheet duly verified by the officer concerned in respect of the persons deployed and submit the same to the prescribed authority i.e. Department of Mission Shakti in the first week of the succeeding month. The payment will be released within 15 days of date of receipt of relevant bill.
  - b. Service Provider shall maintain complete official records of disbursement of

remuneration in respect of manpower deployed for the purpose & shall raise the claims of service charges of a month certifying that disbursement of remuneration to the manpower deployed at the Department of Mission Shakti for the previous month are settled with concerned manpower & statutory dues are deposited with competent authority.

- c. Service Provider will have to deposit the remuneration of the deployed manpower for the concerned billing period in the irrespective bank account through online transfer and submit the details to the authority for necessary records.

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

- a) That in consideration of the payment to be made by the “**Department of Mission Shakti**” to the “**Service Provider**”, the “**Service Provider**” hereby agrees with the “**Department of Mission Shakti**” to provide manpower resources to be engaged in the [at Lokaseva Bhawan, Mission Shakti Bhawan, Pokhariput] in conformity with the provisions of the terms and conditions of the contract.
- b) That the “**Department of Mission Shakti**” 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 minimum wages, 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\_\_\_\_\_.

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

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Witness1:

Witness2:

*For and on behalf of [SERVICEPROVIDER]*

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

Witness1:

Witness2: