

**DIRECTORATE OF GEOLOGY (O), BHUBANESWAR**  
**DEPARTMENT OF STEEL & MINES**  
**GOVERNMENT OF ODISHA**  
**TENDER NOTICE**

File No. GIII(C) 2/2020 21978 /DG/Dated. 05.04.2022

Bids in sealed cover are invited under two-bid system from reputed and experienced manpower service provider having valid GSTN for providing the services four (04) drivers for a period of one year w.e.f. date of agreement on contract basis for driving the Govt. vehicles and repair of vehicles and machineries at different zonal offices / fields under Directorate of Geology, Odisha, Bhubaneswar with maximum monthly consolidated remuneration of Rs.11,100/- for each excluding EPF, ESI and other taxes and charges as fixed vide Finance Department Circular No.28090 dated 22.09.2017, Circular No.11835 dated 31.03.2018 and No. 30722/F dt.06.11.2021.

The details of the bidding process are as follows:

Sl. No	Bidding Schedule	Deadline
1	Date of commencement of sale of Tender Document	08.04.2022
2	Last date of sale of Tender Document	25.04.2022
3	Last date of submission of Bid	25.04.2022 (5.30 pm)
4	Date of opening of Technical Bids	26.04.2022 (11.30 am)
5	Date of opening of Financial Bids	26.04.2022 (2.30 pm)

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 envelope (A4 size) super-scribed "Outsourcing of Manpower" must reach the undersigned on or before 25.04.2022 (5.30 pm) by Speed Post/ Registered Post/ Courier or By Hand.

The bid documents containing eligibility criteria, scope of the work, terms and conditions of the tender and draft agreement can be downloaded from website <https://odishaminerals.gov.in/>

**Complete address for submission of Bid**

Director of Geology, Odisha, Bhubaneswar  
 Bhu-Bigyan Bhawan, Heads of Department  
 Bhubaneswar, District- Khurda, Pin No-751001

Encls: **Tender Documents**

Director of Geology, Odisha

Memo No. 21978 /DG/Date: 05.04.2022

Copy along with enclosures (both hard & soft copy) forwarded to the Deputy Director (Advertisement) & Deputy Secretary to Government, I & P.R. Department, Odisha, Bhubaneswar with a request to upload the notice in the Government website of the Department and to publish in at least two local daily newspaper.

Director of Geology, Odisha

Memo No. 22050 /DG/Date: 05.04.2022

Copy forwarded to the F.A.-cum- Special Secretary to Govt., Steel & Mines Dept., Odisha, for information and necessary action.

Director of Geology, Odisha

Memo No. 22017 /DG/Date: 05.04.2022

Copy forwarded to the Director of Mines, Odisha, Bhubaneswar for information with request to advise the in-charge of i3MS to upload the Tender Paper in the Department website.

Director of Geology, Odisha

Memo No. 22002 /DG/Date: 05.04.2022

Copy to DDG (M.V.), Accounts Officer, SO Establishment-I, Eng., Accounts, Budget, Issue and Notice Board of Directorate of Geology, Odisha.

Director of Geology, Odisha



**DIRECTORATE OF GEOLOGY, ODISHA**  
**BHUBANESWAR-751001**  
**TENDER CALL NOTICE**


The Director of Geology, Odisha, Bhubaneswar invites Sealed Tenders (Under two Bid System) on behalf of the Governor of Odisha, from registered manpower service providers fulfilling the terms & conditions for "Providing the services of four (04) drivers for a period of One year from the date of agreement on contract basis to carry out driving the Govt. vehicles and repair of and machineries at different zonal offices / fields under the Directorate of Geology, Odisha, Bhubaneswar" with maximum monthly consolidated remuneration of Rs.11,100/- for each Driver excluding EPF, ESI and other taxes and charges as fixed vide Finance Department Circular No.28090 dated 22.09.2017, Circular No.11835 dated 31.03.2018 and No. 30722/F dated 06.11.2021.

**IMPORTANT DATES**

1	Date of commencement of Sale of Tender Document	08.04.2022
2	Last date of Sale of Tender Document	25.04.2022
3	Processing Fees	Rs.1000/-
4	Last date of submission of Bid (Only through Regd. Post/Speed Post/Courier/By hand)	25.04.2022
5	Date of Opening of the Technical Bids	26.04.2022 (11.30 am)
6	Date of Opening of the Financial Bids	26.04.2022 (2.30 pm)
7	Place of opening Bids	Conference Hall of Directorate of Geology (O)
8	Address for communication	Directorate of Geology, Bhu-Bigyan Bhawan, Odisha Bhubaneswar-751001

The Tender Paper will be available on the website <https://www.odishaminerals.gov.in> which may be submitted within the stipulated date & time along with a Non-refundable fee of Rs.1,000/- in shape of crossed Bank Draft, drawn in favour of "Director of Geology, Odisha, Bhubaneswar" at any Nationalized Bank, payable at Bhubaneswar.

Bidders are asked to visit the above website for any addition, alteration or change related to this tender.

  
Director of Geology, Odisha

**DIRECTORATE OF GEOLOGY (O), BHUBANESWAR**

**DEPARTMENT OF STEEL & MINES**

**GOVERNMENT OF ODISHA**

**TENDER DOCUMENT**

**FOR PROVIDING THE SERVICES OF 04 (FOUR) DRIVERS**



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## **SECTION-I**

### **Instruction to Bidders**

#### **A. General Information:**

Directorate of Geology, (Odisha) Bhubaneswar requires the service of reputed, well established, financially sound and registered service providers having valid GSTN to provide the services of 04 (Four) drivers by deploying adequately trained and disciplined manpower for a period of one year from the date of agreement, on contract basis for Directorate of Geology, (Odisha) Bhubaneswar.

The period of contract for providing the aforesaid service will be ideally 1 year from the date of effectiveness of the contract. 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.

The interested bidders may visit the office/location on any working day within 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 duly counter signed by the bidder
1	The bidders should be registered under appropriate authority, such as <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	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.	Copies of the work order and completion letter (if any) only from the previous authorities.
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)





4	Must have average annual financial turnover of Rs.10 lakh during the last three financial years.	Copies of audited Income/ Expenditure Statement and Balance sheet for the concerned period / Income Tax return in the name of the firm.
5	Must have its own bank account in any nationalized bank situated in Odisha.	Copies of the passbook and transaction statement for the last 6 months.
6	The agency should not have been black listed 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 [Form-T2]
7	Must not have any pending judicial proceedings or 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 [Form-T3]
8	Other Statutory Documents:	Copies of <ul style="list-style-type: none"> <li>• PAN</li> <li>• GSTIN (GST regd. Certificate, GSTR-1 &amp; 3B)</li> <li>• Copies of EPF &amp; ESI Registration Certificate</li> <li>• IT return for the last 3 assessment years.</li> </ul>

#### B. Submission of Bid:

The proposal complete in all respects as specified must be accompanied with a Non-refundable amount of Rs. 1,000/- towards Bid Processing Fee and EMD of 2% of the estimated cost of the service in form of Demand Draft in favour of "Director of Geology, Odisha, Bhubaneswar" drawn in any nationalized bank and payable at Bhubaneswar failing which the bid will be out rightly rejected. The bid in A4 size envelope should be sent through Speed Post/ Registered Post/ Courier/ By Hand, so as to reach the authority by 25.04.2022 (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" & "Financial Bid" respectively. Both Sealed envelopes must be kept in a third sealed envelopes (A4 size) super-scribing "Outsourcing of Manpower".





## Performance Security

Selected bidder will have to deposit a Performance Security of 10% of the annual contract value in the form of Bank Guarantee from any Nationalized Bank situated within Odisha in favour of "Director of Geology, Odisha, Bhubaneswar" 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.

## List of Documents for submission

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

- 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.
- d. Copy of Certificate of incorporation of the firm /agency.
- e. Copy of GSTIN (GST regd. Certificate, GSTR-1 & 3B).
- 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 3 years.
- k. Copies of work orders from the previous organizations for providing services during last 3 years.
- 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 26.04.2022 (11.30AM) in the Conference Hall situated at Directorate of Geology, (Odisha) Bhubaneswar 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 26.04.2022 (2.30PM) in the Conference Hall situated at Directorate of Geology, (Odisha) Bhubaneswar in presence of the authorized representatives. In the circumstance of tie or same bid amount on service charges, there will be a lottery to finalise.

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 30 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 having the lowest evaluated financial bid (L-1) would be considered 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 negotiations 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.

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 thereof.





**SECTION-II**  
**Scope of the work**



1. Director of Geology, Odisha, Bhubaneswar invites sealed bids from the eligible bidders to provide 04 (four) drivers.
2. The manpower service provider should be managed by trained support staff to execute and perform the job and work assignment of such nature efficiently. The manpower to be deployed for this purpose should be registered under the service provider and must have the required qualifications/credential, experience & relevant knowledge to perform to be assigned duty.
3. It shall be the responsibility of the Manpower Service Provider to verify the qualification/credential and experience of the outsourced manpower. Candidates will be liable for performing the defined responsibilities assigned by the authority from time to time. The authority reserves the rights to verify and check the credentials and qualification of the outsourced manpower. If during the course of engagement of any outsourced personnel, it comes to notice of authority that he/she has misrepresented the fact about his/ her qualification/ credential, experience, the Service Provider will have to terminate the service of such staff immediately.
4. The manpower service provider should have an empanelled list of trained / experienced staff so that un-interrupted and continued services can be provided during the period of contract. The manpower service provider should be able to provide additional manpower support whenever required by the authority under the same terms and condition.
5. 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 Director of Geology, Odisha, Bhubaneswar.
6. The manpower deployed by the service provider shall be required to report for work at different mineral investigation projects throughout the state of Odisha. One driver each for Dhenkanal, Keonjhar and Two Drivers for Bhubaneswar. Generally the working hours for the deployed manpower is 08 hours. However he may be required to work beyond 08 hours for which he would not be paid any extra remuneration. In case, the person deployed remains absent on a particular day or comes late / leaves early on these occasions, proportionate deduction from the remuneration for one day will be made.
7. The manpower deployed for the purpose must have good moral character and cordial attitude and should not reveal the official information to outsiders and must maintain confidentiality.
8. The manpower service provider/ agency shall nominate a coordinator who shall be responsible for periodic interaction with the Authority so that optimal services of the persons deployed could be availed without any disruption.
9. The attendance rolls for the personnel deployed by the manpower service provider/ agency at the premises of Authority shall be provided by the Manpower Service Provider and it shall be monitored



by the Service Provider on regular basis. These attendance rolls shall be signed by the authorized representative of Manpower Service Provider who shall get it verified from the designated officer.

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 10<sup>th</sup> 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 deployed/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.







### **SECTION-III**

#### **General Terms and Conditions**

1. For all intents and purposes, the Manpower 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 Manpower Service Provider must employ adult labour only. Employment of child labour will lead to the termination of the contract. Persons to be deployed by the Service Provider should be above 21 years of age and not exceeding 40 years and physically sound to perform the duties.
3. The Manpower 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 Manpower 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.
5. The Manpower Service Provider/ Agency shall maintain complete official records of disbursement of wages/ salary showing details of all supporting documents such as ESI, EPF etc. in respect of manpower deployed for the purpose.
6. The Manpower Service Provider/ Agency 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.
7. The manpower to be deployed by the Manpower Service Provider/ Agency 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.
8. The Manpower Service Provider/ Agency 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.
9. The Manpower Service Provider/ Agency shall ensure that the manpower deployed by it are disciplined and do not participate in any activity detrimental to the interest of the Authority.
10. The Manpower Service Provider/ Agency shall provide uniform along with Photo ID Card to its personnel deployed at site at its own cost.
11. The Authority 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.
12. In case of any theft or pilferages, loss or other offences, the Manpower Service Provider/ Agency 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.
13. 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 Manpower Service Provider/ Agency. Authority shall have



the right to deduct appropriate amount from the bill of Manpower Service Provider/ Agency. 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 what so ever.

14. In the event of any personnel being on leave / absent, the Manpower Service Provider/ Agency shall ensure suitable alternative arrangements to make up for such absence. If a person leaves the job for any reason, the Manpower Service Provider/ Agency is liable to provide the suitable replacement within 3 working days.
15. In case of delay in providing required replacement, the amount of penalty calculated at the rate of 0.1% of the annual contract value per week on account of delay, shall be deducted from the monthly bills in the succeeding month.
16. There would be no increase in rates payable to the Manpower Service Provider/ Agency during the Contract period. The Manpower Service Provider/ Agency 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.
17. TDS as applicable / admissible towards GST will be deducted from the bill in monthly basis, if the net value of the contract exceeds Rs. 2.5 Lakhs (Rupees Two Lakh Fifty Thousand Only) under section-51 of GST Act.
18. The Manpower Service Provider/ Agency shall not be allowed to transfer, assign, pledge or subcontract its rights and liabilities under this Agreement to any other agency or organisation. Sub-contracting is not allowed under this agreement.
19. The Manpower Service Provider/ Agency 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 in the first week of the succeeding month. The payment will be released by the second week of the succeeding month.
20. The claim bills regarding ESI, EPF, 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 DG (O), Bhubaneswar.
21. The Manpower Service Provider/ Agency 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.
22. 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.
23. In the event of failure of Manpower Service Provider/ Agency 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 one month prior notice to the Service Provider.
24. The Manpower Service Provider/ Agency 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.
25. 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.
26. 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.





27. All disputes shall be under the jurisdiction of the court at the place where the Headquarters of the authority, who has executed the agreement, is located.
28. 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 Manpower Service Provider/ Agency will be recovered by forfeiture of performance security.
29. 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.
30. The Manpower Service Provider/ Agency 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.





## TECHNICAL BID EVALUATION

Technical evaluation of the bids will be done to determine whether the bids complied to the prescribed eligibility condition 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 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.





**SECTION-IV**  
**Schedule of Requirement**

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

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

Sl No.	Description of Manpower	Requirement
1	Driver	04

[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]





**Prescribed Qualification & Experience of the Manpower**

Sl No	Manpower	Age Limit	Qualification	Work Experience	Remuneration (Minimum Take Home Remunerations)	Job Description
1	Driver	21 to 40 years	1. 10 <sup>th</sup> Board recognized by Govt. 2. Training on driving of four wheelers and having valid Driving License	He should have at least 03 years innotification of driving light vehicle.	As per the of time Govt. from time to time	To drive Govt. vehicles (Light & Heavy) as and when required with due sincerity and responsibility without causing any harm to the public property and to be obedient to the officers to whom attached.





**SECTION-V**  
**Technical Bid**  
**Covering Letter**

(Bidder Letterhead) [Location, Date]

To

The Director of Geology, Odisha  
Bhubaneswar-751001

Sub: - Tender for Outsourcing of four drivers by Directorate of Geology, Odisha, Bhubaneswar.

Dear Sir,

I, the undersigned, offer to participate in the tender process to provide services for four drivers 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.: Email Address:
5	Name & telephone number of the authorized Person signing the bid	Name and Designation: Mobile Number:
6	Bank Name of the Service Provider	Account Number: Bank and Branch Name: IFSC Code:
7	PAN No, (Attach self-attested copy)	
8	GSTIN (Attach self-attested copy)	
9	E.P.F. Registration No. (Attach self-attested copy)	
10	E.S.I. Registration No. (Attach self-attested copy)	
11	PSARA License No. & Valid Up to (Applicable In case of Security Service)	
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.	





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

Financial Year	Turn Over Amount (In INR)	Average Turnover (in INR)
FY (2019-20)		
FY (2020-21)		
FY (2021-22)		

\*from the date of issue of tender

17. Details of the similarity service provided by the bidder in last 3 (Three) years:

Sl. No.	Period	Name of Authority with Complete Address & Fax No	Type of services provided with details of manpower machinery deployed	Contract Duration	
				From	To
1					
2					
3					

18. Declaration

I, Shri/ Smt. \_\_\_\_\_ 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 under take 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 Authorised Representative with seal)

Place:

Date:

Enclosures:

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) with paging and an index on the front page of the Technical Bid
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 & initials)

Name and Designation of the Signatory:

Name of the Bidder and Address:



[FORM-T3]

UNDERTAKING

(On the Bidder's Letter Head regarding not has 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.

Yours sincerely,

(Authorized Signature)  
(in full & initials)

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





**SECTION-VI**  
**Financial Bid**  
**Covering Letter**

(BIDDER LETTER HEAD)

From

Name and Designation of Signatory Authority:

Date and Seal:

Address of the Bidder:

To

The Director of Geology, Odisha  
Bhubaneswar-751001

Sub: Tender for outsourcing of four drivers by Directorate of Geology Odisha, Bhubaneswar

I, the undersigned, offer to provide the services of four drivers in accordance with your Tender No. \_\_\_\_\_, Dated: \_\_\_\_\_. Our attached financial price is Rs. \_\_\_\_\_ in words (\_\_\_\_\_) 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 Signature)  
(In full & initials)

**[FORM-F1]**  
(Administrative Charge)

<b>Manpower Details</b>					
Sl. No.	Category of Manpower	Requirement	Cost per Unit in INR(Inclusive of Remuneration and all statutory dues)	GST (as applicable)	Total in INR
1					
2					
3					
A. Sub-Total(Manpower Cost) in INR					
<b>Equipment Details</b>					
Sl. No.	Description of Equipment	Requirement	Cost per Unit in INR	GST (as applicable)	Total in INR
1					
2					
3					
B. Sub-Total(Equipment Cost) in INR					
<b>Consumables/Recurring Materials Details</b>					
Sl. No.	Description	Requirement	Cost per Unit in INR	GST (as applicable)	Total in INR
1					
2					
3					
C. Sub-Total(Consumable Cost) in INR					
D. Total in INR(A+B+C)					
E. Service Charges@					
F. Total Administrative Charges (D+E) in INR					

- Bidder with lowest evaluated competitive administrative charges for the required service will be awarded with contract.
- The bids with "Nil" or very abnormally low quoted service charges will be treated as "Non responsive" and will be rejected during the financial evaluation stage.

Place:

Date:



(Sign and Seal of Authorised 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	Copy of valid PSARA License (in case of Security Services)/ Labour license		
10	TECHNICAL BID duly filled in(Covering Letter, FORM-TI, T2 & T3)		
11	Financial details of the bidder along with all the supportive documents such as copies of Income / Expenditure Statement and Balance Sheet for the last 5years		
12	Power of Attorney in favour of the person signing the bid on behalf of the bidder.		
13	List of completed/on-going assignments of similar nature(Past Experience Details) along with the copies of work orders for the respective assignments from the authorities		
14	Undertaking for not have been black-listed by any Central/ State Govt./ any Autonomous bodies during the recent past. (FORM-T2)		
15	Undertaking for not having any police case pending against the bidder (FORM-T3)		
	<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 numbered along with index Page.
- All pages of the proposal needs to be sealed and signed by the authorised representative.

Authorised Signature [In full & initials]  
Name and Designation with Name & Seal





## SECTION-VIII

### SERVICE AGREEMENT

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

This SERVICE AGREEMENT is made on \_\_\_\_\_ between \_\_\_\_\_ (herein after called as the "Authority") of the 1<sup>st</sup> Part And \_\_\_\_\_ with its principal place of business at \_\_\_\_\_ (herein after 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 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 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 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)

Witness 1:

Witness 2:

For and on behalf of (Service Provider)

Name and Designation of the Representative with seal

Witness 1:

Witness 2:



## SECTION-IX

### PERFORMANCE BANK GUARANTEE FORMAT

To

The Director of Geology, Odisha  
Bhu-Bigyan Bhawan, Bhubaneswar-751001.

**WHEREAS** \_\_\_\_\_ (Name and Address of the Service Provider) (here in after called "the Service Provider") has undertaken, in pursuance of Contract No \_\_\_\_\_ Dated \_\_\_\_\_ to \_\_\_\_\_ (description of services) (here in 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 Rs. \_\_\_\_\_ (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 there in.

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 \_\_\_\_\_ the year. 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 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 discharge do fall 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

Contract No:





## AGREEMENT

This SERVICE AGREEMENT is made on \_\_\_\_\_ between \_\_\_\_\_ (herein after called as the "Authority") of the 1<sup>st</sup> Part And \_\_\_\_\_ with its principal place of business at \_\_\_\_\_ (herein after 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 to provide four (04) drivers 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:

5. 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

6. 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.

### 7. 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.

### 8. 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 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)

Witness 1:

Witness 2:

For and on behalf of (Service Provider)

Name and Designation of the Representative with seal

Witness 1:

Witness 2:

