

**TENDER DOCUMENT  
FOR  
SECURITY SERVICE PROVIDER AND MAINTENANCE OF  
LAWN & GARDEN AT RAMCHANDI PROMENADE,  
KONARK, DIST: PURI**



**No. 1765, Date 21.07.2023**

**Managing Director,  
Odisha Tourism Development Corporation (OTDC) Ltd.,  
Panthanivas Old Block, Lewis Road,  
Bhubaneswar-75101**

## **DISCLAIMER**

The information contained in this Tender Document or subsequently provided to Bidder(s) whether verbally or in documentary form by or on behalf of the Odisha Tourism Development Corporation Ltd. or any of their employees or advisors, is provided to the Bidder(s) on the terms and conditions set out in this Tender Document and all other terms and conditions subject to which such information is provided.

This Tender Document is not an agreement and is not an offer or invitation by the Tendering Authority to any party other than the bidder who are qualified to submit the Bids ("Bidders"). The principle of this Tender Document is to provide the Bidder(s) with information to support the formulation of their Bids. This Tender Document does not purport to contain all the information each Bidder may entail. This Document may not be apposite for all persons, and it is not possible for Tendering Authority, its employees, or advisors to consider the investment objectives, financial situation, and needs of each Bidder who reads or uses this Tender Document. Each Bidder should conduct its own investigations and analysis and should check the accuracy, reliability and completeness of the information in this Document and where necessary obtain independent advice from appropriate sources. The Tendering Authority, its employees and advisors make no representation or warranty and shall incur no liability under any law, statute, rules or regulations as to the accuracy, reliability or completeness of this Document. The Tendering Authority may in its absolute discretion, but without being under any obligation to do so, update, improve or supplement the information in this Tender Document.

**Odisha Tourism Development Corporation**

**Tender Notice**

**No. 1765/**

**Date: 21.07.2023**

**Notice Inviting Tender for award of Contract for providing Services of Security Guards and Maintenance of Lawn & Garden at Ramchandi Promenade, Konark.**

Sealed tenders are invited under two bid system from reputed & experienced service providers to provide services of Services of Security Guards and Maintenance of Lawn & Garden at Ramchandi Promenade, Konark for a period of One year w. e. f. the date of effectiveness of the agreement on contract basis.

The detailed information for outsourcing the service of aforesaid services has been given in the Tender Document which may be downloaded from the website <https://dot.odisha.gov.in/>. The downloaded tender document should be accompanied with the Bid Processing Fee in the form of D.D for INR 1000/- (including GST) along with the tender bid. The EMD of INR 80,000/- (Rupees Eighty Thousand only) should also be submitted in shape of Demand Draft in favour of the Managing Director, Odisha Tourism Development Corporation (OTDC) payable at Bhubaneswar along with the technical bid. The last date, time and place for submission of Tender document are 04.08.2023 by 3.00 PM at Odisha Tourism Development Corporation (OTDC) Ltd., Panthanivas Old Block, Lewis Road, Bhubaneswar-75101. The bidder may send their bids through Regd. Post, Speed Post and Courier or by hand at OTDC within the schedule date & time. Bids received after due date shall not be accepted any way.

Any corrigendum(s) shall be communicated through the tender section on the website only.

Sd/-

**Managing Director, OTDC**

**Tender Notice**

**For providing Services of Security Guards and Maintenance of Lawn & Garden at  
Ramchandi Promenade, Konark.**

**Tender Schedule**

Date of issue of Tender Document	21/07/2023
Site Visit	21/07/2023 to 30/07/2023
Last date and time for submission of Tender Documents	04/08/2023 up to 3:00 PM in the office drop box at OTDC.
Date and time for Technical & Financial Bid Opening	04/08/2023 at 4:00 PM in the conference hall of OTDC

Note: Late bid shall be out rightly rejected.

## **1. Introduction**

- 1.1. Odisha Tourism Development Corporation (OTDC) is a Government of Odisha undertaking operating the largest chain of hotel popularly known as “Panthanivas” in the state of Odisha. It provides one stop travel solutions to the tourists visiting the state. It is operating 20 hotels inside the state. All its hotels are strategically located, well maintained and are moderately priced.
- 1.2. OTDC has constructed a Promenade at Ramchandi Beach (hereinafter referred to as Property). This food court consists of Pathways, Kiosks, Public Toilets Lawn & Garden etc.
- 1.3. Pursuant to the above, OTDC intends to invite bids from prospective bidders for Security Service Provider and Maintenance of Lawn & Garden at Ramchandi Promenade on contractual basis for a period of **1 year**, without transfer of any manpower from OTDC.
- 1.4. The eligibility of the bidders to bid in the Tender stage will depend upon their meeting in entirety the Eligibility Criteria as laid down in this Tender document under Clause 2.

## **2. Scope of Work**

The broad scope of work under this Tender is given below:

### **2.1. Scope of Work for Security Service Provider:**

- a) The Service Provider shall provide security services by deploying adequately trained, experienced and well-disciplined security personnel. They will regulate entry and exit of visitors, safeguard the premises, protect movable and immovable assets, equipments and also guard the entire property round the clock against any thefts, pilferage or damage and also ensure safety of the visitors or any other persons working therein.
- b) The security personnel shall be deployed round the clock in 3 shifts at the property to work on 24x7 basis.
- c) The Service Provider shall ensure proper inward and outward movement of men, materials and vehicles, etc as per instructions given from time to time by the OTDC / Authority. The Service Provider should be responsible for maintaining proper traffic at parking and to ensure that there is no congestion whatsoever at any moment of time. Parking of Vehicles at proper place has to be ensured by Security Guards.
- d) To carry out surveillance of the allocated area.
- e) The Security personnel shall keep stray cattle & dogs away from the property and any other services on need basis as and when informed by the OTDC / Authority.
- f) The security personnel deployed shall take regular rounds of the property and

should be vigilant and remain alert to avoid any unforeseen event.

- g) The security personnel must have minimum knowledge on Emergency Response Operations and Fire Safety Operations and should conduct at least 2 Mock drills in a year i.e., once in every six months.
- h) The Service Provider shall keep the OTDC / Authority informed of all the matters relating to security and co-operate in the investigation of any incident relating to security.

## **2.2. Scope of Work for Maintenance of Lawn & Garden:**

- a) The Service Provider shall provide services for maintenance of all the Lawns, Gardens, Indoor and Outdoor plants and trees within the property by deploying adequately trained, experienced and well-disciplined gardening personnel.
- b) The Gardeners must have adequate knowledge on soil, manure, fertilisers preferably Bio-Fertilisers, pesticides/ Insecticide etc.
- c) Cleaning & De-weeding unwanted shrubs, stumps and weeds, disposing thereof to give the area a good look.
- d) Levelling and spreading of garden soil uniformly in the garden area.
- e) Preparation of Beds and planting of seasonal flowers in the prepared beds with application of manure, oil cake, fertilizer etc.
- f) There must be plantation of seasonal flowers three times in a year i.e., during winter, summer & Rainy season.
- g) The Agency shall replace with new plants/ Grass patches in case of wither at its own cost.
- h) Maintenance of all plants including watering (twice a day), pruning etc.
- i) The agency should use Gardening Equipments of its own for satisfactory and timely execution of the work.

## **3. General Instructions to Bidders**

- 3.1. The OTDC (herein after called "Authority") requires the services of reputed, well established and financially sound Security Service Provider and Gardening Service Provider having experience in providing Security Personnel and Trained Gardeners and Gardening Assistants/ Helpers (herein after called "Service Provider") to provide services of Security Guard and Maintenance of all Lawns, Gardens, Indoor as well as outdoor plants and trees within the property at Ramchandi Promenade at Konark.
- 3.2. The contract for providing the aforesaid services is for a period of one year from the date of coming into force of the contract i.e., the date of deployment of the required manpower. The period of the contract may be further extended provided the requirement of OTDC for manpower persists at that time or may be curtailed / terminated owing to deficiency in service or substandard quality of manpower

deployed by the selected Service Provider or because of change in the OTDC's requirements. OTDC, however, reserves right to terminate this initial contract at any time after giving one month's notice to the selected Service Provider, on the basis of default in providing service by the service provider or any other administrative grounds.

3.3. OTDC has tentative requirement of the services of manpower as given below:

<b>Particular</b>	<b>Number</b>	<b>Place of Posting</b>
Security Supervisor	1 person per shift X 3 shifts = 3 persons	Ramchandi Promenade, Konark
Security Guard	5 person per shift X 3 shifts = 15 Persons	Ramchandi Promenade, Konark
Trained Gardener	1 person	Ramchandi Promenade, Konark
Gardening Assistant (Unskilled)	1 person	Ramchandi Promenade, Konark
House Keeping Staffs	6 person per shift X 2 shifts = 12 Persons	Ramchandi Promenade, Konark
<b>Total Manpower: 32</b>		

- 3.4. The interested "Service Providers" may submit the tender document complete in all respects along with Earnest Money Deposit (EMD) of INR 80,000/- (Rupees Eighty Thousand only) along with Application Fee of INR 1000/- (Rupees One Thousand only) and other requisite documents before last date of submission as per the tender schedule at Odisha Tourism Development Corporation (OTDC) Ltd., Panthanivas Old Block, Lewis Road, Bhubaneswar-75101. The bidder may send their bids through Regd. Post, Speed Post, Courier or by hand at OTDC on or before the schedule date & time. Bids received after due date shall not be accepted in any case. No other mode other of submission of documents shall be acceptable.
- 3.5. Bids submitted by E-mail or any other automated form will be summarily rejected. Late bid shall be out rightly rejected.
- 3.6. The tender has been invited under two bid system i.e. Technical Bid and Financial Bid. The interested Service Provider are advised to submit two separate sealed envelopes super scribing "Technical Bid for Security Service Provider and Maintenance of Lawn & Garden at Ramchandi Promenade " and "Financial Bid for Security Service Provider and Maintenance of Lawn & Garden at Ramchandi Promenade". Both sealed envelopes should be kept in a third sealed envelope super scribing " Tender Document for Security Service Provider and Maintenance of Lawn & Garden at Ramchandi Promenade".
- 3.7. The Earnest Money Deposit (EMD), refundable (without interest), should be in the shape of Demand Draft drawn in favour of the Managing Director, OTDC, Payable at Bhubaneswar and it should accompany the Technical Bid failing which the tender application shall be rejected summarily.
- 3.8. The successful Bidder will have to deposit a Performance Security Deposit of 3% of the Contract value in the form of Bank Guarantee from any Nationalized Bank duly pledged in favour of the Managing Director, OTDC covering the period of contract within seven days from the date of issuance of Letter of Award. In case, the contract is further extended beyond the initial period, the Bank Guarantee will

have to be accordingly renewed by the successful Bidder.

- 3.9. The Bidders are required to enclose self-attested photocopies of the following documents along with the Technical Bid, failing which their bids shall be summarily rejected and will not be considered any further:
- a) Copy of registration of applicant organization.
  - b) Copy of the GST Registration certificate
  - c) Copy of PAN card
  - d) Copy of the IT returns filed for the last three consecutive financial years (FY 2020-21, FY 2021-22 & FY 2022-23)
  - e) Copy of the Balance Sheet and P&L Account for the last three consecutive years duly certified by the Chartered Accountant. (FY 2020-21, FY 2021-22 & FY 2022-23)
  - f) Copies of EPF and ESIC registration certificates with up-to-date ECR for deposit.
  - g) Experience certificate / work order of providing security services / providing Gardening services to Government Department, Corporates / PSUs etc.
  - h) Declaration to the effect that the bidder has not been blacklisted by any Dept. Govt. of Odisha/ Any State Govt. / Central Govt.
  - i) Copy of the terms and conditions in Tender Document with each page duly signed and sealed by the authorized signatory of the Bidder in token of their acceptance.
  - j) Copy of Registration Certificate under Odisha Private Security Agencies Rule, 2009 (PSARA).
  - k) Odisha Shop & Commercial Establishment Act.

**Note:** The Technical Bid should be well bounded, properly indexed with Page numbers and submitted in sealed cover. Requisite Documents should be annexed serially for easy evaluation.

- 3.10. Any conditional / unsealed bids shall not be considered and will be summarily rejected in the very first instance.
- 3.11. All entries in the tender form should be legible and filled up-clearly. If the space for furnishing information is insufficient, a separate sheet duly signed by the authorized signatory may be attached. Amounts quoted in figure should be repeated in words and in case of any discrepancy the amounts stated in words shall prevail. No overwriting or striking out is permitted in the Financial Bid Form. In such cases, the tender shall summarily be rejected. However, the striking out of entries, if any, in the Technical Bid Application must be certified by the signature of the person authorized to sign the tender bids. Unsealed Financial Bid Submitted shall summarily be rejected.
- 3.12. The Technical bids would first be taken into consideration by a Committee. The Technical bids shall be opened on the scheduled date and time in presence of the representatives of the Service Providers, if any, who wish to be present on the spot at that time. Only one person authorized for each bidder shall be allowed to be present at the time of opening of the tender. For attending the Bid Opening, no separate intimation shall be given to the Participating Agency.
- 3.13. The Financial Bid of only those Bidders will be opened whose Technical bids are found to be in order and eligible as per Clause 4 of this tender document. The Financial bids shall be opened in the presence of the authorized representatives



of the technically qualified Bidders, if any, who wish to be present on the spot at that time. The lowest bidder (L1) in the financial bid would be considered. In case the lowest bidder (L1) is disqualified after selection for any reason then the second lowest (L2) bidder would be considered by the committee provided he agrees to provide services at the rate quoted by L1.

- 3.14. The quoted rates shall not be inclusive of all taxes / dues fixed / notified by the Government of Odisha and shall include all statutory obligations. The Service provider shall be liable for all kinds of dues payable in respect of the personnel provided under the contract and the Government shall not be liable for any dues for availing the services of the personnel. The monthly bills will not be released until the service provider produces proof of up to date payment of EPF & ESI contribution as well as GST for the previous period as per GST Norms.
- 3.15. The Competent Authority of OTDC reserves the right to cancel / annul any or all bids without assigning any reason thereof.
- 3.16. The Authorized signatory shall submit the letter of authorization.

#### 4. Eligibility Criteria

- a) The bidder must be a sole Proprietorship Firm / partnership (including Joint Venture) under Indian Partnership Act, 1932, company / firm registered under the Companies Act, 2013 or a Limited Liability Partnership registered under the LLP Act, 2008. The bidder must submit a Proof of Registration of the legal entity (Certificate of Incorporation, PAN Card, GSTIN, Udyog Aadhar, etc.)
- b) The Bidder should have prior experience of providing Security Service and Maintenance of Lawn & Garden to State Government Dept. / Corporate Client / Public Sector Undertakings in the last three years from the due date of submission of this proposal. The bidder must have completed work of similar nature during last three consecutive year with following specification:
  - i. One similar work of INR 20 Lakhs or more  
Or
  - ii. Two similar works, each amounting to not less than INR 15 Lakhs  
Or
  - iii. Three similar works, each amounting to not less than INR 10 Lakhs.Work order / contract agreement / completion certificate to be submitted.
- c) The Bidder must have Minimum Average Annual Turnover of INR 50 Lakhs (Fifty) Lakhs for the last 3 (Three) financial years (i.e., FY 2020-21, FY 2021-22, FY 2022-23). CA certificate to be furnished.
- d) The Bidder must have Positive Net-worth as on 31.03.2023 (CA certificate to be furnished)
- e) The bidder shall have the following Registrations:
  - i. EPF Registration.

- ii. ESI Registration.
  - iii. GST Registration.
  - iv. PSARA Registration
  - v. Shop & Commercial Establishment Act Registration.
- f) Consortium not allowed
- g) Applicant must not have been blacklisted by Govt. of India or States / Central or State PSU as on the date of submission of the bid. Self-certification to this aspect must be provided in the technical proposal.
- h) It shall be the primary responsibility of the intending bidders to ensure correct submission of information. Any failure to submit correct information, non-compliance to any of the bid conditions, any suppression of information or mis representation of facts, etc. shall make the bid liable to be declared non-responsive and disqualified. Further, the Authority may forfeit the EMD and may take appropriate action for blacklisting of such bidders for a period of five years after following due process of law. This clause shall remain in force for the entire duration of the contract.

**Note:** *The bidder shall submit the Audited Balance Sheet and Profit & Loss Statement for the last 3 (Three) Financial Years along with CA Certificate duly certified by either Statutory Auditor or Chartered Accountant in the Technical Proposal/Bid*

## 5. Manpower Requirement

The manpower to be provided must meet the following specifications:

<p><b>Security Guard, Gardener and House Keeping staff.</b></p>	<p>He should be of minimum 21 years of age and not exceeding 45 years of age.</p>	<p>(i) The persons to be deployed should be of good physique &amp; stamina.                  (ii) The deployed personnel shall have minimum qualification of Matriculation so as to be able to read &amp; write.                  (iii) The agency will get the antecedent, character and conduct of individual security personnel verified by respective local police and shall produce the same at the time of signing the agreement.</p>
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## 6. Submission of Proposal

The Technical Proposal (Part A) and Financial Proposal (Part B) must be inserted in separate sealed envelopes, along with bidder's name and address in the left-hand corner of the envelope and super scribed in the following manner:

**Part-A:**

**Technical Proposal for "Tender Document for Security Service Provider and Maintenance of Lawn & Garden at Ramchandi Promenade".**

**Part-B:**

**Financial Proposal for "Tender Document for Security Service Provider and Maintenance of Lawn & Garden at Ramchandi Promenade".**

All the Envelopes i.e., Envelope for **Part-A** and Envelopes of **Part-B** must be packed in a separate sealed outer cover and clearly super scribed with the following:

**Technical and Financial Proposal for "Tender Document for Security Service Provider and Maintenance of Lawn & Garden at Ramchandi Promenade".**

The **Bidder's** Name & address shall be mentioned in the left-hand corner of the outer envelope. The inner and outer envelopes shall be addressed to OTDC, Bhubaneswar at the following address through Speed post / Regd. post/ courier/ hand delivery.

**The Managing Director  
Odisha Tourism Development Corporation (OTDC) Ltd.  
Panthanivas Old Block, Lewis Road,  
Bhubaneswar-75101**

**Note:**

- If the outer envelope and the financial proposal envelope is not sealed and marked as mentioned above, then OTDC will assume no responsibility for the tender's misplacement or premature opening. Telex, Email, cable or facsimile tenders will be rejected.
- The opening of the Financial Proposal shall be made after evaluation of technical proposal and as per the scheduled dates which shall be intimated by OTDC to the eligible bidders.
- Bidders are advised to prepare their documents with proper sequence and indexing without which the bid shall be considered non-responsive.

## 7. Other Terms and Conditions

7.1. The Agreement shall commence w.e.f. the date of effectiveness of the agreement unless it is curtailed or terminated by the authority owing to deficiency of service, sub-standard quality of manpower deployed, breach of contract etc. or change in requirements.

7.2. The effectiveness of the agreement commences w.e.f the date when the total manpower required is provided.

7.3. The Agreement shall be for a period of one year w.e.f the date of its effectiveness.

7.4. The rate contract is for one year and OTDC reserves the right to extend the

validity of contract on mutual consent on the same rates and terms & conditions for a maximum of two more years at a time upon the satisfactory performance of the Outsourcing Agency.

- 7.5. The Agreement can be terminated by OTDC by giving one month's notice in advance. If the Agency wants to terminate the same, three months advance notice to be given to the OTDC and if the Agency fails to give one month notice in writing for termination of agreement, then one month's wages etc and any amount due to the service provider will be recovered by forfeiture of performance security.
- 7.6. The agency shall not be allowed to transfer, assign, pledge or subcontract its rights and liabilities under this Agreement to any other agency or organization by whatever name be called without the prior written consent of the Authority.
- 7.7. OTDC, has requirement of 20 (Twenty) numbers of Security Guards and Gardeners. The requirement of OTDC may further increase or decrease marginally, during the period of initial contract also and the Bidder would have to provide additional manpower services, if required, on the same terms and conditions.
- 7.8. The Authority reserves the right to accept or reject any or all bids without assigning any reasons thereof. The Authority also reserves the right to reject any bid which in his opinion is non-responsive or violating any of the conditions / specifications without any liability to any loss whatsoever it may, cause to the bidder in the process.
- 7.9. The entire financial liability in respect of security services deployed in the property shall be that of the agency and OTDC will in no way be liable. It will be the responsibility of the agency to pay to the person deployed a sum not less than the minimum rate quoted in the financial bid which also should not be less than the minimum wages prescribed under the prevailing act and adduce such evidence as may be required by the authority.
- 7.10. The agency shall be solely responsible for the redressal of grievances or resolution of disputes relating to persons deployed. OTDC shall, in no way, be responsible for settlement of such issues whatsoever.
- 7.11. The Authority shall not be responsible for any financial loss or any injury to any person deployed by the agency in the course of their performing the functions / duties, or for payment towards any compensation.
- 7.12. The persons deployed by the agency shall not claim nor shall be entitled to any direct / additional pay, perks and other facilities during the contract period or after expiry of the Agreement.
- 7.13. In case of termination of this Agreement on its expiry or otherwise, the persons deployed by the agency shall not be entitled to and shall have no claim for any absorption in any capacity.
- 7.14. In the event of any security personnel being on leave / absent, the agency shall ensure suitable alternative arrangement to make up for such absence. To meet

such eventualities, the agency shall make provision for leave reserve and provide the same under intimation to the OTDC for reserve personnel police verification report must have been obtained prior to engagement.

- 7.15. The agency shall provide reasonably good uniform with name badges to its personnel at its own cost and ensure that they are used by the personnel deployed and are maintained in good condition. The uniform, accessories such as, belt, shoes, socks, caps, whistle, torch with cell, cane stick etc. shall be borne / supplied by the agency at its own cost. The clothes worn by the security guards / Gardeners while on duty shall be such that it would not hamper in his efficient performance. In particular, it will neither be too tight nor too loose so as to obstruct movement or bending of limbs. Every private security guard will carry a notebook and a writing instrument with him. Every private security guard, while on duty, will wear the photo identity card issued on the outer most garments above waist level in a conspicuous manner.
- 7.16. As per the Orissa Private Security Agencies Rules, 2009, the bidder has to issue uniform and make it obligatory for its security guards to put on.
- 7.17. In case of any theft or pilferages, loss or other offences, the agency will investigate and submit a report to OTDC and maintain liaison with the police. FIR will be lodged by OTDC, wherever necessary. If needed, joint enquiry will be conducted comprising both the parties and responsibility will be fixed.
- 7.18. In case of any loss that might be caused to the OTDC due to lapse on the part of the security personnel discharging security responsibilities, such loss will be borne by the agency and in this connection, the OTDC shall have the right to deduct appropriate amount from the bill of agency to make good such loss to the OTDC besides imposition of penalty. In case of frequent lapses on the part of the security personnel deployed by the agency, OTDC shall be within his right to terminate the contract forthwith or take any other action without assigning any reason whatsoever including blacklisting the Agency.
- 7.19. The persons deployed by the agency should have good police records and no criminal case should have been pending against them on the date of engagement or during engagement.
- 7.20. The persons deployed should be polite, cordial and efficient while handling the assigned work and their actions should promote good will and enhance the image of OTDC. The agency shall be responsible for any act of indiscipline on the part of the persons deployed.
- 7.21. The agency shall be responsible for compliance of all statutory provisions relating to minimum wages payable to different types of workers in respect of the persons deployed by it in the Property. OTDC shall have no liability in this regard. The Bidder should produce the evidence in respect of having made payments to the manpower provided as and when called for by OTDC.
- 7.22. There would be no increase in rates payable to the agency during the Contract period. The 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.

- 7.23. The successful Bidder will have to deposit a Performance Security Deposit of 3% of contract value in the form of Bank Guarantee from any Nationalized Bank in favour of the Managing Director, OTDC covering the period of contract within seven days from the date of signing of the agreement. In case, the contract is further extended beyond the initial period, the Bank Guarantee will have to be accordingly renewed by the successful tenders. The amount of performance security deposit may be revised by the Authority taking into account the contractual obligation of the bidder. Further EMD of the successful bidder will be returned back soon after realization of Performance Security by the bidder.
- 7.24. In case of breach of any terms and conditions attached to this agreement, the Performance Security Deposit of the agency shall be liable to be forfeited besides annulment of the Agreement.
- 7.25. The agency shall raise the bill, in triplicate, along with attendance sheet duly verified by the Administrative Officer in respect of the persons deployed and submit the same to OTDC in the first week of the succeeding month. OTDC shall pay the agreed amount on production of monthly bill. No other charges of any kind shall be payable.
- 7.26. Penalty will be levied and recovered @ Rs.500/- per day per candidate for delay in providing the manpower either on initial deployment or as replacement subsequently.
- 7.27. 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.
- 7.28. The Personnel deployed by the agency at the property shall work under the direct supervision and control of OTDC. The full particulars of the personnel to be deployed by the agency including their names and addresses, Photograph, Aadhaar Card, Voter ID Card shall be furnished to OTDC along with the testimonials and antecedent report from local Police Station before their actual deployment. Besides, the agency shall neither deploy nor withdraw any personnel at any time without the approval of the OTDC.
- 7.29. All disputes shall be under the jurisdiction of the court at Bhubaneswar.

**ANNEXURES**

**Annexure-I**

**Covering Letter**

**(On the letter head of the Bidder)**

**Date-**

**To  
Managing Director  
OTDC Ltd  
Bhubaneswar, Odisha**

**Ref: "Tender Document for Security Service Provider and Maintenance of Lawn & Garden at Ramchandi Promenade"**

Sir,

Having examined the conditions of contract and specifications, the receipt of which is hereby duly acknowledged, we the undersigned offer to execute the work shown in the scope of work and schedule of prices attached herewith and made part of this. We undertake that, if our bid is accepted, we shall execute the work in accordance with specifications, time limits and terms & conditions stipulated in the tender documents. If our bid is accepted, we shall submit the performance security deposit as per the conditions mentioned in the contract.

We agree to abide by this bid for a period of 90 days from the date of bid opening and no requests for any variation in quoted rates and withdrawal of bids in any ground by the bidder shall be entertained. Validity of the bids can be extended on mutual consent.

Dated this \_\_\_\_\_ Day of \_\_\_\_\_ (The month and year)

Yours faithfully,

For and on behalf of (Name of Bidder)

**Duly signed by the Authorized Signatory of the Bidder (Name, Title and Address of the Authorized Signatory)**

**Annexure-II**

**Letter of Authorization for Attending Bid Opening**

To,  
The Managing Director  
OTDC Ltd.  
Bhubaneswar

Sub: Authorization for attending bid opening on \_\_\_\_\_(date) in the Tender for Security Service Provider and Maintenance of Lawn & Garden at Ramchandi Promenade.

Sir,

Following persons are hereby authorized to attend the bid opening for the tender mentioned above on behalf of \_\_\_\_\_(bidder) in order of preference given below:

Order of Preference Name Specimen Signature

1. \_\_\_\_\_
2. \_\_\_\_\_

For and on behalf of:

Signature:

Name:

Designation:

(Authorized Representative and Signatory)

Organization Seal



**Annexure-III  
Application -Technical Bid**

**(Tender Document for Security Service Provider and Maintenance of Lawn & Garden at Ramchandi Promenade)**

**(In separate sealed Cover-I super scribed as Technical Bid)**

Page No. of Document

Name of the Bidder		
Status (Proprietor/Company etc.)		
Details of EMD DD No. Date:		
Details of Tender Paper Cost DD No. Date:		
Full Address of Registered Office		
Telephone No		
E-Mail Address		
PAN Card (Attach attested copy)		
GST Registration No (Attach attested copy)		
E.P.F. Registration No (Attach attested copy)		
E.S.I. Registration No (Attach attested copy)		
Labour License / Registration under The Contract Labour (Regulation & Control)		

Act,,1970 (Attach attested copy)		
Odisha Shop & Commercial Establishment Act Registration (Attach attested copy)		
PSARA Registration No. (Attach attested copy)		
Financial Turnover for FY 2020-21		
Financial Turnover for FY 2021-22		
Financial Turnover for FY 2022-23		
Details of past experience: Including name of the client, period of contract, contract value (in INR),		

**Note:** Use additional sheet if required.

For and on behalf of:  
Signature:  
Name:  
Designation:

Organization Seal

(Authorized Representative and Signatory)

**Annexure-IV**  
**Format for Furnishing Past Experience**

<b>Sl.</b>	<b>Name of the Client</b>	<b>Period of Contract</b>	<b>Contract Value (in INR)</b>	<b>No. of Staffs Deployed</b>	<b>Page No. of Documentary Evidence</b>
1					
2					
3					
4					
5					
6					
7					

For and on behalf of:

Signature:

Name:

Designation:

(Authorized Representative and Signatory)

Organization Seal

**Annexure-V**

**Format for Power of Attorney for Signing of Bid**

POWER OF ATTORNEY

Know all men by these presents, We,.....(name of firm and address of the registered office) do hereby constitute, nominate, appoint and authorize Mr./Ms.....(name and residential address) who is presently employed with us and holding the position of..... as our attorney (hereinafter referred to as "Authorized Representative") to do in our name and on our behalf, all such acts, deeds and things as are necessary or required in connection with or incidental to submission of our proposal in response to the "**Tender Document for Security Service Provider and Maintenance of Lawn & Garden at Ramchandi Promenade**" issued by Odisha Tourism Development Corporation, Government of Odisha (hereinafter referred to as "OTDC") including but not limited to signing and submission of all documents and providing information/responses to OTDC, representing us in all matters in connection with our Bid for the above said project.

We hereby agree to ratify all acts, deeds and things lawfully done by our said attorney pursuant to this Power of Attorney and that all acts, deeds, and things done by our aforesaid attorney shall and shall always be deemed to have been done by us.

Date this \_\_\_\_\_ Day of 2023.

For \_\_\_\_\_

(Name and designation of the person(s) with authority to authorize).

Accepted

\_\_\_\_\_

\_\_\_\_\_ Signature)

(Name, Title and Address of the Attorney)

**Annexure-VI**  
**Format of Bid Affidavit**

I, the undersigned, do hereby certify that all statements made in the Proposal are true and correct to the best of my belief and knowledge.

The undersigned hereby authorize(s) and request(s) any bank, person, firm or corporation to furnish pertinent information deemed necessary and requested by the OTDC to verify this statement or regarding my (our) competence and general reputation.

The undersigned understands and agrees that further qualifying information may be requested and agrees to furnish any such information at the request of OTDC.

**Deponent**

(Signed by Authorized Signatory)

(Title of the Signatory)

(Name of the Organization)

(Date)

**Annexure-VII**

**Financial Bid Format**

(To be submitted on letter head of the applicant duly signed by authorized signatory in Separate Sealed Envelope – II scribed as Financial Bid for Tender Document for Security Service Provider and Maintenance of Lawn & Garden at Ramchandi Promenade)

Date:

**Note:**

1. Manpower Requirement

<b>Particular</b>	<b>Number</b>	<b>Place of Posting</b>
Security Supervisor	1 person per shift X 3 shifts = 3 persons	Ramchandi Promenade, Konark
Security Guard	5 person per shift X 3 shifts = 15 Persons	Ramchandi Promenade, Konark
Trained Gardener	1 person	Ramchandi Promenade, Konark
Gardening Assistant (Unskilled)	1 person	Ramchandi Promenade, Konark
House Keeping Staffs	6 person per shift X 2 shifts = 12 Persons	Ramchandi Promenade, Konark
<b>Total Manpower: 32</b>		

2. One shift is equal to 8 hours

3. The Price quoted shall be exclusive of all taxes.

Tender Document for Security Service Provider and Maintenance of Lawn & Garden at Ramchandi Promenade

Manpower Type	Monthly Rate Per Person (In INR)							
	1	2	3	4	5	6 (sum of Column 1 to 5)	7	8 (product of 6 and 7)
	Take Home Remuneration	EPF (In %)	ESI (In %)	Other Statutory Dues if any	Service charges / Commission Charges of Service Provider	Total amount per person / month (in INR)	No. of Resources	Grand Total
Security Supervisor							3	
Security Guard							15	
Trained Gardener							1	
Gardening Assistant (Unskilled)							1	
House Keeping Staffs							12	
<b>Total</b>								<b>(Grand Total Amount)</b>

Grand Total Amount: INR \_\_\_\_\_ (in figure)

Grand Total Amount: Indian Rupees \_\_\_\_\_ (in words)

- 1) Bidder with lowest evaluated **Grand Total Amount** will be awarded the contract.
- 2) In case, of any wrong calculation found in the total amount, the unit price shall be considered for calculating the Total Amount.