TENDER CALL NOTICE

Bid Reference No. 463 Dated 29/03/26

Bids in sealed cover are invited under two-bid system from reputed and experienced manpower service provider for providing Non-consultancy manpower(unskilled)services for District Treasury Cuttack, Special Treasury Cuttack, Sub Treasury Athagarh,Mahanga ,Baramba and Narasingpur Sub treasury for a period of one year.The details of the bidding process are as follows:

Sl. No	Bidding Schedule	Deadline
1	Date of Issue	**29-3-2026**
2	Last date of submission of tender paper	**20-4-2026 5:00 PM**
3	Opening of Technical Bid	**21-4-2026 11:00 AM**
4	Opening and Financial Bid	**21-4-2026 3:30 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 cover super-scribed "Bid for Outsourcing of Non Consultancy manpower services" must reach the undersigned on or before 20-4-2026 by 5:00PM by ***Speed Post/Registered Post/ Courier*** only. The corrigendum if any will be communicated through website. The authority reserves the right to reject any/all proposal and cancel tender process without assigning any reason thereof.

The bid documents containing eligibility criteria, scope of the work, terms and conditions of the tender can be downloaded from the website **https://odisha.gov.in/en/all-tenders-quotation**.

Complete address for submission of bid

The Treasury Officer, District Treasury, Cuttack.
Near Orissa High Court. Po:-Chandini Chowk, Dist-Cuttack, Pin:-753002.

29.3.2026

Treasury Officer,
District Treasury, Cuttack.

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SECTION-I

Instruction to Bidders

A. General Information:

1. District Treasury Cuttack requires the service of reputed, well established, financially sound and registered Service Providers to provide Total 6(six) Nos of non-consultancy manpower services (unskilled) by deploying disciplined man power at District Treasury Cuttack, Special Treasury Cuttack, Sub Treasury Athagarh, Mahanga, Baramba and Narasingpur Sub treasury.

2. The period of contract for providing the aforesaid service will be one 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.

3. The interested bidders may visit the location on any working day between the office hours to have a thorough knowledge of the work to be performed before preparation and submission of the bid.

Eligibility criteria:

Sl. No.	Eligibility Criteria	Supporting documents to be furnished along with the Technical Bid
1 I	The bidder should be registered under appropriate authority, such as • Registered under the Companies Act 2013 • Registered under the Indian Partnership Act 1932 • Registered under the Indian Trusts Act 1882 • Registered under the Societies Registration Act 1860. • Registered under the Limited Liability Partnership Act 2008. •	Certificate of Incorporation/ Registration
II	• Valid labour licence from concerned district labour office	Supporting documents to be furnished

Sl. No.	Eligibility Criteria	Supporting documents to be furnished along with the Technical Bid
2	The bidder must have at least three 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 from the previous authorities.
3	The Registered Office / Branch Office of the Service Provider must be located within the jurisdictional area of Cuttack /Bhubaneswar.	Valid address proof of the office (Copy of the Telephone / Electricity Bill)
4	Must have average annual financial turnover of Rs._2650000/_ during the last three financial years as on Dt. 31-3-2025.	Copies of audited Income/ Expenditure Statement and Balance sheet for the concerned period.
5	Must have its own bank account in any scheduled bank situated in Odisha.	Copies of the pass book and transaction statement for the last 6 month.
6	The agency should not have been blacklisted by any Central / State government, or any other public sector undertaking or a corporation as on the date of this RFP	An undertaking to this effect to be furnished by the bidder as per the prescribed format **[Form – T2]**
7	Must not have any pending judicial proceedings for any criminal offence against the proprietor /Director/Persons to be deployed by the Service Provider	An undertaking to this effect to be furnished by the bidder as per the prescribed format. **[Form – T3]**
8	Other Statutory Documents:	Copies of : • PAN, • GSTIN (OGST) • Copies of EPF & ESI Registration Certificate • IT return for the last 3 assessment year

B. Submission of Bid:

The proposal complete in all respect as specified must be accompanied with a Non- refundable amount of Rs. ***2000/-(Two thousand) only*** towards **Bid Processing Fee**and **EMD** of Rs. 50000***/-(Fifty thousand)*** in form of **Demand Draft** in favour of **TREASURY OFFICER, DISTRICT TREASURY, CUTTACK,** drawn in any scheduled commercial bank and payable at **CUTTACK** failing which the bid will be out rightly rejected. The bid should be sent through Speed Post/Registered Post/ Courier so as to reach the authority by **20-4-2026 5.00.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. Bid securities will be refunded to the successful bidder without interest on receipt of Performance security.

Selected bidder will have to deposit a Performance Security (**5% of the annual contract value**) in the form of Bank Guarantee from any scheduled commercial Bank situated within Odisha in favour of **TREASURY OFFICER, DISTRICTTREASURY, CUTTACK**as per the prescribed format of Odisha Government for a period of sixty days beyond the date of completion contract period. (i.e. Performance Bank Guarantee must be valid from the date of effectiveness of the contract to a period of sixty days beyond the date of completion of 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 sixty days of expiry of the contract provided that there is no breach of contract on the part of the qualified bidder. No interest shall be paid on the Performance Bank Guarantee. In case, the contract is further extended beyond the initial contract period, the Bank Guarantee will have to be accordingly renewed by the deployed service provider as per the existing terms and conditions of the tender.

C. List of Documents for submission

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

a) Covering letter along with power of attorney 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 (Odisha GST)
f) Copy of PAN
g) Copies of IT returns for the last three assessment years

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.
k) Copies of work orders from the previous organizations for providing services during last 3years.
l) Undertaking regarding non-blacklisting (On stamp paper)
m) Undertaking regarding non-pending of any judicial proceedings (On bidder's letter head)
n) Valid labour licence of concerned district labour office.

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 *21.4.2026 at 11.00A.M* in presence of the authorised 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 *21.4.2026 3.30P.M* in presence of the authorized representatives.

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

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

To assist in the analysis, evaluation and computation of bids, the authority may ask the bidders individually for clarification of their bids. The request for clarification and the response shall be in writing but no change in the price or substance of the bid offered shall be permitted.

The bidder 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 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

Non Consultancy manpower services

1. District Treasury, Cuttack invites sealed bids from the eligible bidders to provide – Non Consultancy Manpower (unskilled) at. District Treasury, Cuttack, Special Treasury, Cuttack, sub treasury Athagarh, Mahanga, Baramba and Narasinghpur .(one manpower at each Office i.e. total six number)
2. The manpower service provider should be managed by trained 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, experience& relevant knowledge to perform.
3. It shall be the responsibility of the Service Provider to verify the qualification 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/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 Office attendants Staff so that un-interrupted and continued services can be provided during the period of contract. The service provider should be able to provide additional man power 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 Treasury Officer.
6. The manpower deployed by the service provider shall be required to report for work at scheduled time and leave office after 5.30 PM and may also be required to work beyond 5.30 PM 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 three 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 service provider 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 will be verified by the authorized officer of the Treasuries.
10. The entire financial liability in respect of manpower services deployed in the Authority's location shall be that of the Manpower Service Provider and the Authority will in no way be liable for the same. It will be the responsibility of the manpower Service Provider to pay to the person deployed a sum not less than the proposed monthly remuneration as mentioned in the financial bid.
11. The Manpower Service Provider shall provide a substitute well in advance if there occurs any probability of the person leaving the job due to his/her own personal reasons. The payment in respect of the overlapping period of the substitute shall be the responsibility of the Manpower Service Provider.
12. The persons deployed shall, during the course of their work be privy to certain qualified documents and information which they are not supposed to divulge to third parties. In view of this, they shall be required to take oath of confidentiality and breach of this condition shall make the Manpower Service Provider as well as the person deployed liable for penal action under the applicable laws besides, action for breach of contract.
13. The Manpower Service Provider shall be responsible for compliance of all statutory provisions relating to minimum wages payable to the persons deployed at the Authority's location. The service provider should ensure regular payment of monthly salary to the personnel engaged by the service provider by 10th of the succeeding month after deduction of applicable statutory dues. The service provider should credit the monthly salary of its employees in their respective Bank Account.
14. The engagement of outsourced person shall be purely on contract basis. The Service Provider shall at all times make it absolutely clear to the outsourced personnel hired through them. Any outsourced personnel deputed can be removed any time by giving notice to the Service Provider and the Service Provider will have to provide suitable replacement acceptable to Authority within 3 working days.

(Prescribed Qualification & Experience of the Manpower)

Sl. No.	Manpower	Age Limit	Qualification	Work Experience	Remuneration (Minimum Take Home Remuneration)	Job Description
1	Non consultancy Manpower Services(unskilled)	18 to 40	• 10th Pass	She/he should have 1-3 years experience	As per the notification of Govt. From time to time	• Responsible to carry out Class IV work assigned & other related work • Any other reasonable work assigned by authority

SECTION -III

Schedule of Requirement:

Tentative requirement of Non consultancy Manpower Services (unskilled) to be deployed for the proposed services given here as under:-

Sl. No.	Description	Requirement
Manpower		
1	Non Consultancy Manpower Services (Office Attendant) for District Treasury Cuttack	1
2	Non Consultancy Manpower Services (Office Attendant) for Special Treasury Cuttack	1
3	Non Consultancy Manpower Services (watch and ward with cleaning and sweeping of the premises) Athagarh Sub-Treasury.	1
4	Non Consultancy Manpower Services (watch and ward with cleaning and sweeping of the premises)Mahanga Sub-Treasury.	1
5	Non Consultancy Manpower Services (watch and ward with cleaning and sweeping of the premises)Baramba Sub-Treasury.	1
6	Non Consultancy Manpower Services (watch and ward with cleaning and sweeping of the premises) for Narasinghpur Sub-Treasury.	1
	Total	**6**

SECTION – IV

GENERAL TERMS AND CONDITIONS

1. For all intents and purposes, the Service Provider shall be the "Employer" within the meaning of different Rules & Acts in respect of persons deployed. The persons deployed by the service provider shall not have any claim whatsoever like employer and employee relationship against the Authority under this agreement. The Service Provider shall make them known about their position in writing before deployment under the required service.
2. The Service Provider must employ adult manpower only. Employment of child will lead to the termination of the contract. Persons to be deployed by the Service Provider should be above 18 years of age and not exceeding 40 years and physically sound to perform the duties. All the personnel should be of sound body and mind, possessing a pleasant personality with sympathy toward pensioner and other visitors to Office. The minimum Educational qualification of attendants will be 10th Pass
3. The Service Provider will be overall responsible for the manpower deployed for performing the service. The Authority shall not be responsible for any financial loss or any injury to any person deployed by the Service Provider in the course of their performing the functions/ duties, or for payment towards any compensation.
4. The Service Provider shall exercise adequate supervision to ensure performance of manpower deployed to provide the services in accordance with the requirements. The Service Provider shall depute a supervisor from time to time to concerned office of the authority, for overall management of the services to be rendered at the site.
5. The Service provider shall be solely responsible for compliance to the provisions of various Labour and industrial laws, such as, wages, allowances, compensation, EPF & ESI, Bonus and Gratuity etc. relating to manpower to be deployed by it at the Authority's location.
6. Service Provider shall maintain complete official records of disbursement of remuneration showing details of all supporting documents such as ESI, EPF etc. in respect of manpower deployed for the purpose.
7. The Service Provider shall maintain personal file in respect of all the staff who are deployed in office of the authority. The personal file shall invariably consist of personal details such as name, address, date of birth, sex, residential address (temporary/permanent), Bank Account, EPF/ESIC Details etc.
8. The manpower to be deployed by the Service Provider should not have any adverse Police records/criminal cases against them. The agency should make adequate enquiries about the character and antecedents of the persons whom

they are recommending. An undertaking to this respect must be provided by the manpower service provider prior to signing of the agreement.

9. The Service Provider will also ensure that the manpower deployed are medically fit and will keep in record a certificate of their medical fitness. The Service Provider shall withdraw such manpower who are not found suitable by this office for any reasons immediately on receipt of such a request.

10. The Service provider shall ensure that the manpower deployed by it are disciplined and do not participate in any activity detrimental to the interest of the Authority.

11. The Authority shall not be liable for any compensation in case of any fatal injury/death caused to any man power while performing/discharging their duties/ for inspection or otherwise.

12. In case of any theft or pilferages, loss or other offences, the service provider will investigate and submit the report to the Authority and maintain liaison with the police. FIR will be lodged by the Authority, wherever necessary. If need be, joint enquiry comprising of both the parties shall be conducted and responsibility will be fixed.

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 Service Provider. Authority shall have the right to deduct appropriate amount from the bill of service provider. In case of frequent lapses on the part of the personnel deployed by the service provider, Authority shall be within its right to terminate the contract or take any other action without assigning any reason whatsoever.

14. In the event of any personnel being on 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.

15. 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.

16. There would be no increase in rates payable to the Service Provider during the Contract period. The service provider will be responsible for deposit of EPF, ESI, GST and other statutory dues as applicable from time to time and submit the proof of deposit to authority for records.

17. 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 organisation. Sub-contracting is not allowed under this agreement.

18. The Services Provider shall raise the bill, in duplicate, 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. Income tax, GST and other statutory taxes as applicable will be deducted at source on the billed amount.

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

20. In case of dispute resolution relating to rights/liabilities arising out of the agreement, the same shall be disposed off at the level of Treasury officer

21. In the event of failure of Service Provider to provide Services as per the terms and conditions of the agreement, the Performance Security shall be forfeited. Any violation of instructions/agreement or suppression of facts will attract termination of contract with one-month prior notice to the Service Provider.

22. The Service provider should ensure that persons to be deployed are not alcoholic, drug addict and not indulge in any activity prejudicial to the interest of the Authority.

23. 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.

24. 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.

25. All disputes shall be under the jurisdiction of the court at ***Cuttack.***

26. 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, etc. and any amount due to the service provider will be recovered by forfeiture of performance security.

27. 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.

28. The Manpower Service Provider will be bound by the details furnished to the authority while submitting the tender or at any subsequent stage. Mis-representation of documents/ information, leads to termination of agreement.

SECTION – V

TECHNICAL BID

COVERING LETTER
(BIDDER LETTER HEAD)

[Location, Date]

To

Treasury Officer,
District Treasury, Cuttack.

Sub : Tender for Outsourcing of non-consultancy man power services (unskilled).

Dear Sir,

I, the undersigned, offer to participate in the tender process to provide services for non-consultancy man power services (unskilled) 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 / Proprietor	
4.	Full Address of Registered Office Enclose Address proof	Postal Address:
		Telephone No.:
		FAX No.:
		E-Mail Address:
5.	Name &telephone number of the authorized person signing the bid	Name and Designation:
		Mobile Number:
6.	Bank Name	Account Number:
		Bank and Branch Name:
		IFSC Code
8.	PAN No. (Enclose self-attested copy)	
9.	Odisha GSTIN Enclose self-attested copy.)	
10.	E.P.F. Registration No. (Enclose self-attested copy.)	
11.	E.S.I. Registration No. (Attach self-attested copy.)	
12	Valid labour licence of concerned district labour office.(Attach attested copy)	

13	Acceptance to all the terms & conditions of the tender (Yes/No).	
14	Power of Attorney / authorization letter for signing of the bid documents	
15	Please submit an undertaking that no criminal case is pending with the police at the time of submission of bid.	
16	Kindly mention the total number of pages in the tender document.	

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

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

**from the date of issue of tender*

18. Details of the similar type service provided by the bidder in last 3 years:

Sl. No.	Period	Name of Authority with Complete Address & Fax no	Type of services provided with details of manpower /machinery deployed	Contract Amount (in INR)	Duration	
					From	To
1						
2						
3						

19. Declaration

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

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

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

(Signature of 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)
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 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 during the recent past.

Yours sincerely,

Authorized Signature
[In full and initials]

Name and Designation of the Signatory:

Name of the Bidder and Address:

FORM-T3

UNDERTAKING

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

I, hereby undertake that there is no criminal case pending in any Court of Law against our company or against the Proprietor/Director/Persons to be deployed by our company.

I/we further certify that Proprietor/Director/Persons to be deployed by our company of my company have not been convicted of any offence in any Court in India during the recent past. I understand that I am fully responsible for the contents of this undertaking and its truthfulness.

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)

[Location, Date]

To

Treasury Officer,
District Treasury, Cuttack.

Sub: Tender for Outsourcing of Non-consultancy manpower (unskilled) services.

Sir,

I, the undersigned, offer to provide the services for non-consultancy manpower (unskilled) services in accordance with your Tender No._____, Dated: _____. Our attached financial price is ..... **for the proposed service.** This amount is inclusive of the taxes applicable as per GST Act. I do hereby undertake that, in the event of acceptance of our bid, the services shall be provided in respect to the terms and conditions as stipulated in the tender document.

Our financial proposal shall be binding upon us subject to the modifications resulting from contract negotiations, up to expiration of the validity period of the proposal of **90 days**. I have carefully read and understood the terms and conditions of the tender to provide the services accordingly.

I understand that you are not bound to accept any proposal you receive.

I remain,

Yours faithfully,

Authorized Signatory
[*In full and initials*]

Name and Designation of Signatory with Date and Seal:

Address of the Bidder:

(FORM –F1)

(FINANCIAL BID)

		Monthly rate per person						
Sl No	Manpower category	Basic monthly remuneration (As per govt rate)	EPF Employer contribution	ESI Employer contribution	Service charge	Total 3+4+5+6	GST in %	Total
1	2	3	4	5	6	7	8	9
1	Non Consultancy Manpower Services (unskilled) (6s No)							

- .The Total quoted rate by us is inclusive of all statutory liabilities in force at the time of entering in the contract excluding GST which will be charges at prevailing rate separately.

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

(Sign and Seal of Authorised Representative)

Note:-

- *The bidder will quote service charges as per F.D Odisha letter No 19595/F dated 11-7-2023*
- *In case of multiple bidders quoting the lowest service charge L1 shall be selected through a system of lottery.*

SECTION – VII

BID SUBMISSION CHECK LIST

S. No.	Description	Submitted (Yes/No)	Page No.
TECHNICAL BID (ORIGINAL)			
1	Covering Letter in Bidders Letter Head		
2	Bid Processing Fee		
3	EMD		
4	Copy of Incorporation / Registration Certificate of the Bidder		
5	Copy of PAN		
6	Copy of GSTIN		
7	Copies of Income Tax Clearance Certificate for the last three Assessment years		
8	Copy of Valid EPF & ESI Certificate		
9	TECHNICAL BID duly filled in **(Covering Letter, FORM- TI, T2 and T3)**		
10	Financial details of the bidder along with all the supporting documents such as copies of Income / Expenditure Statement and Balance Sheet for the last 3 years		
11	Power of Attorney in favour of the person signing the bid on behalf of the bidder.		
12	List of completed / on-going assignments of similar nature (Past Experience Details) along with the copies of work orders for the respective 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 police case pending against the bidder **(FORM- T3)**		
FINANCIAL BID (ORIGINAL)			
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 authorized representative.*

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

Name and Designation with Date and Seal: _____