

**DIRECTORATE OF ECONOMICS AND STATISTICS, ODISHA,
BHUBANESWAR**

(Arthaniti O Parisankyan Bhawan, HOD Building, Unit - V, Bhubaneswar, 751005)

No. **08 / DES/Pur.154/2021**, Bhubaneswar, dated **01.01.2021**

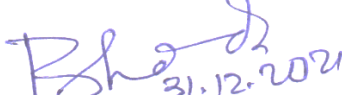
TENDER NOTICE

(For award of contract for outsourcing of services – (1) Sweeping & Cleaning, (2) Security Services for Directorate of Economics and Statistics, Bhubaneswar)

Sealed tenders are invited from intending service providing agencies for outsourcing of services for Directorate of Economics & Statistics, Odisha, Bhubaneswar- (1) Sweeping & Cleaning, and (2) Security Services on contract basis.

The detail information for outsourcing the services of aforesaid work has been given in the tender document which may either be downloaded from the website of DE&S - www.desorissa.nic.in or obtained in person from the office of the Director, Economics & Statistics, Odisha, Bhubaneswar on payment of Rs. 500/- in cash or in shape of Bank Draft for Rs. 500/- (Non-Refundable) in favour D.D.O., DE&S, Odisha, Bhubaneswar on any working day from 01.01.2022 to 21.01.2022 between 11.00 AM to 4.00 P.M. The downloaded Tender document from the website should be submitted along with a Bank Draft/ Bankers Cheque of Rs. 500/- (Non-Refundable).

The tender document will be received only through Speed Post /Registered Post during office hour only. The last date and time for receipt of filled in Tender documents is 21.01.2022 by 5.30 P.M. The office shall not be responsible for any kind of postal delay. The authority reserves the right to cancel any or all the tender without assigning any reason there of.


DIRECTOR

Memo No. **09 / Dated 01.01.2022**

- i.) Copy to the Notice Board/ RIEAPAS/HOD Building
- ii.) Copy to PA to DE&S.
- iii.) Copy to Dy.Director, Computer Center for uploading in DE&S Website.


Joint Director (i) (Admin.)

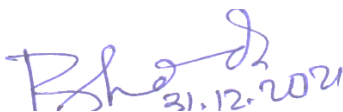
DIRECTORATE OF ECONOMICS AND STATISTICS, ODISHA, BHUBANESWAR
(Arthaniti O Parisankyan Bhawan, HOD Building Campus, Unit - V, Bhubaneswar, 751005)

TENDER DOCUMENTS

Bids in sealed cover are invited under two-bid system from reputed and experienced manpower service provider for providing- (1) Sweeping & Cleaning, and (2) Security Services for the Directorate of Economics and Statistics, Odisha, Bhubneswar - 1

The details of the bidding process are as follows:

Sl. No	Bidding Schedule	Deadline
1	Date of Issue	01.01.2022
2	Bid Due Date and Time	21.01.2022 by 5.30 PM
3	Opening of Technical Bid	24.01.2022 at 11.30 A.M
4	Opening and Financial Bid	28.01.2022 at 11.30.AM
5	Tentative date of commencement of required services	1.2.2022


31.12.2021

Name and Designation of the Authority

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SECTION-I

Instruction to Bidders

A. General Information:

1. **Directorate of Economics & Statistics, Bhubaneswar** requires the service of reputed, well established, financially sound and registered Service Providers to provide (1) Sweeping & Cleaning (2) Security Services) by deploying adequately trained and disciplined man power at Arthaniti o Parisankhyan Bhawan, Bhubaneswar as per the requirement.

2. The period of contract for providing the aforesaid service will be ideally for 1(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	The bidder should be registered under appropriate authority, such as <ul style="list-style-type: none">• 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
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 from the previous authorities.

Sl. No.	Eligibility Criteria	Supporting documents to be furnished along with the Technical Bid
3	The Registered Office / Branch Office of the Service Provider must be located within the jurisdictional area of Odisha.	Valid address proof of the office (Copy of the Telephone / Electricity Bill)
4	Must have average annual financial turnover of Rs.2500000 during the last five financial years as on Dt.31.03.2021.	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 : <ul style="list-style-type: none"> • PAN, • GSTIN, • Copies of EPF & ESI Registration Certificate • IT return for the last 3 assessment year • Valid License under PSARA(Private Security Agencies Regulation Act.2005)(In case of Security Services)

B. Submission of Bid :

The proposal complete in all respect as specified must be accompanied with a Non-refundable amount **Rs 500(Rupees five hundred only** towards **Bid Processing Fee** and Bid Security Declaration **in lieu of Bid Security in the prescribed format** 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 21.01.2022 5.30 P.M.

The authority will not be responsible for any postal delay. Bids without bid processing fee and **Bid Security Declaration** in lieu of Bid Security (Earnest Money Deposit) in the specified proforma accepting that if they withdraw or modify their bids during the period of validity etc. they will be suspended for the time specified in the tender documents

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**" (for providing Cleaning Sweeping & Security services to DE&S, Unit-5, Bhubaneswar, Odisha) and "**Financial Bid**" (for providing Cleaning Sweeping & Security services to DE&S, Unit-5, Bhubaneswar, Odisha. Both sealed envelopes must be kept in a third sealed envelope super-scribing "**Tender for providing Cleaning Sweeping & Security Services to DE&S, Unit-5, Bhubaneswar, Odisha**"

Selected bidder will have to deposit a Performance Security (10% of the annual contract value) in the form of Bank Guarantee from any scheduled Bank situated within Odisha in favour of (Drawing & Disbursing Officer, Directorate of Economics and Statistics, Odisha, Bhubaneswar) as per the prescribed format provided in the tender document at Section - VII for a period of three months beyond the contract period. (i.e. Performance Bank Guarantee must be valid from the date of effectiveness of the contract to a period of three months beyond the contract period) as its commitment to perform services under the contract. Failure to comply with the requirements shall constitute sufficient grounds for forfeiture of the Performance Bank Guarantee. The Performance Bank Guarantee shall be released immediately after three months of expiry of the contract provided that there is no breach of contract on the part of the qualified bidder. No interest shall be paid on the Performance Bank Guarantee. In case, the contract is further extended beyond the initial contract period, the Bank Guarantee will have to be accordingly renewed by the deployed service provider as per the existing terms and conditions of the tender.

C. List of Documents for submission

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

- 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) Bid Security Declaration in the prescribed format.
- d) Copy of Certificate of Incorporation of the firm / agency
- e) Copy of GSTIN
- f) Copy of PAN
- g) Copies of IT returns for the last three assessment years
- h) Copies of EPF&ESI Registration Number
- i) Copy of valid license under PSARA Act, 2005(in case of Security Service)
- j) Copy Bank Account details
- k) Copies of the Income/Expenditure statements along with Balance Sheet for the last 3 years.
- l) Copies of work orders from the previous organizations for providing services during last 3years.
- m) Undertaking regarding non-blacklisting (On stamp paper)
- n) Undertaking regarding non-pending of any judicial proceedings (On bidder's letter head)

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

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

The technical Bid will be opened on 24.01.2022 at 11.30 AM 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 28.01.2022 at 11.30 AM in presence of the authorized representatives.

Tender should be mandatorily accompanied with Bid Security Declaration in lieu of Bid Security (Earnest Money Deposit) in the specified proforma accepting that if they withdraw or modify their bids during the period of validity etc. they will be suspended for the time specified in the tender documents

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 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

A. SECURITY SERVICES

1. The Directorate of Economics & Statistics invites sealed bids from the eligible bidders for providing the security service at **Directorate of Economics and Statistics, Unit-5, Bhubaneswar-1.**
2. The Agency shall provide Security services by deploying adequately trained and well-disciplined security personnel to safeguard the DE&S, Bhubaneswar, buildings, movable and immovable assets, equipment and other items at the above address from any thefts, pilferage or damage and also ensure safety of the employees, visitors, guests or any other persons working in its campus.
3. The man power for the security services shall be round the clock in 3 shifts. One shift is equal to 8 Hours .
4. The Service Provider shall ensure that the security personnel deputed are as per the scope of the work, physically and mentally healthy and not more than 35 years of age or less than 21 years of age.
5. The full particulars of the personnel to be deployed by the service provider including their names and addresses shall be furnished along with testimonials before they are actually deployed for the job.
6. Visitors shall be regulated as per the direction of the Authority and procedure and records thereof shall be maintained as stipulated therein.
7. A senior level representative of the Service provider shall visit the Office premises at least once a week and review the service performance of its personnel. During the weekly visit, Service provider's representative will also meet the representative of the Authority dealing with service under the contract for mutual feedback regarding the work performed and removal of deficiencies, if any, observed in their working.
8. The incidental expenses towards shoes, shocks, caps, torch stick, umbrella and raincoat etc. shall be borne / supplied by the service provider at its own cost.
9. The day to day functioning of the services shall be carried out in consultation with and under direction of the Authority. Proposals for efficient functioning of the security systems shall be discussed, considered and implemented from time to time by the Service provider with the approval of the Authority.
10. Any loss caused to the Authority due to the lapse on the part of the security personnel discharging responsibilities, will be borne by the Service provider and in this connection, the Authority shall have the right to deduct appropriate amount from the bill of the Service provider to make good such loss besides imposition of penalty. In case of frequent lapses on part of the security 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.
11. The Service provider shall ensure that any replacement of the personnel as

required by the Authority for any reason specified or otherwise, shall be effected promptly without any additional cost to the Authority. If the Service provider wishes to replace any of the personnel, the same shall be done with prior intimation to the Authority at the Service provider's cost. The Agency shall keep the DE&S, Bhubaneswar informed of all the matters of security and co-operate in the investigation of any incident relating to security.

12. The security personnel shall be duly trained in Fire Safety Operations.

SWEEPING AND CLEANING

1. Cleaning, sweeping, mopping and wiping of floors, staircase with phenyl, on daily basis or as required by Officer-in-Charge. Cleaning activity shall start in the morning at 7.00 A.M so as to complete all the dusting/cleaning/mopping work before 9.00A.M.
2. Thorough cleaning of all toilets using required detergents (Floor cleaning materials i.e. Phenyl / Harpic etc. to be used in cleaning of the toilets.) by putting naphthalene balls and air purifier in all urinals, wash basins.
3. Cleaning of general toilets daily with phenyl and detergent etc. and maintain the toilet floors dry during office hours. Cleaning of windows and window slits of all toilets to be done regularly. Wash basins, urinals are to be cleaned with suitable detergents. Flushing system of all toilets is to be checked at regular interval every day. Naphthalene balls, air purifier and liquid soap and paper rolls are to be provided by the Service provider regularly to ensure continuous availability of these materials in requisite containers. A duty chart must be maintained by the Service Provider which shall contain the regular attendance of the personnel engaged in cleaning works.
4. Cleaning of attached toilets with phenyl, removing all dust and unwanted materials, keeping dry, cleaning of window sills once in a day. Naphthalene balls is to be provided by the service provider regularly to ensure continuous availability of these materials in requisite containers.
5. Cleaning of office working areas, removing dust from floors, windows, doors, furniture, fixtures, telephones, cupboards, fan, air conditioners, filing Almirah, cabinets, glass panes, computers etc. with dry/wet duster and or with suitable cleaning equipment, mopping of floors with phenyl, wiping of the floors with Dettol/Lizol mixed water.
6. Collection of waste paper from rooms, waste paper baskets, lobbies and putting in bags at the specified location daily at 9 A.M .
7. Cleaning of chockage in sewer and pumping lines, drainage and manholes within the office premises as and when required.
8. Cleaning gully trap and manholes within and surrounding of premises as and when required.
9. Cleaning/removal of any type of stains of ink etc. from the building premises and staircases.
10. Lifting, carrying and disposing the dead birds, animals, rats, insects etc. if found in and around the office building.
11. Removal of beehives and cobwebs/honey webs from the office building and its premises and cleaning and sweeping of open area including balconies and roof tops.
12. The Service provider shall also be responsible for pest control in the office and shall carry out the adequate measures minimum once in a month. The insecticides and pesticides should be sufficient enough to take care of Rats, Mosquitoes, Cockroach,

crawling insects in rooms etc. The insecticide and pesticide sprayed should be of ISI mark and in case the pest control is ineffective the firm shall have to carry out operation more than once in a month.

- 13.** The Service provider should possess or procure required safety gadgets and other material for smooth services.
- 14.** The materials & instruments used for cleaning, sweeping shall be provided by the Service provider at his own cost

SECTION - III

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 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 18 years of age and not exceeding 40 years and physically sound to perform the duties.
3. The Service Provider will be overall responsible for the manpower deployed for performing the service. The Authority shall not be responsible for any financial loss or any injury to any person deployed by the Service Provider in the course of their performing the functions/ duties, or for payment towards any compensation.
4. The Service Provider shall exercise adequate supervision to ensure performance of manpower deployed to provide the services in accordance with the requirements. The Service Provider shall depute one full time supervisor in concerned office of the authority, for overall management of the services to be rendered at the site.
5. The Service provider shall be solely responsible for compliance to the provisions of various Labour and industrial laws, such as, wages, allowances, compensation, EPF & ESI, Bonus and Gratuity etc. relating to manpower to be deployed by it at the Authority’s location.
6. Service Provider shall maintain complete official records of disbursement of wage s/ salary showing details of all supporting documents such as ESI, EPF etc. in respect of manpower deployed for the purpose.
7. The Service Provider shall maintain personal file in respect of all the staff who are deployed in office of the authority. The personal file shall invariably consist of personal details such as name, address, date of birth, sex, residential address (temporary/permanent), Bank Account, EPF/ESIC Details etc.
8. The manpower to be deployed by the Service Provider should not have any adverse Police records/criminal cases against them. The agency should make adequate enquiries about the character and antecedents of the persons whom they are recommending. An undertaking to this respect must be provided by the manpower service provider prior to signing of the agreement.

9. The Service Provider will also ensure that the manpower deployed are medically fit and will keep in record a certificate of their medical fitness. The Service Provider shall withdraw such manpower who are not found suitable by this office for any reasons immediately on receipt of such a request.
10. The Service provider shall ensure that the manpower deployed by it are disciplined and do not participate in any activity detrimental to the interest of the Authority.
11. The Service Provider shall provide uniform along with Photo ID Card to its personnel deployed at site at its own cost.
12. The Authority shall not be liable for any compensation in case of any fatal injury/death caused to any man power while performing/discharging their duties/ for inspection or otherwise.
13. In case of any theft or pilferages, loss or other offences, the service provider will investigate and submit the report to the Authority and maintain liaison with the police. FIR will be lodged by the Authority, wherever necessary. If need be, joint enquiry comprising of both the parties shall be conducted and responsibility will be fixed.
14. In case of any loss caused to the Authority due to lapse on the part of the personnel discharging duties, the same shall be borne by the Service Provider. Authority shall have the right to deduct appropriate amount from the bill of service provider. In case of frequent lapses on the part of the personnel deployed by the service provider, Authority shall be within its right to terminate the contract or take any other action without assigning any reason whatsoever.
15. In the event of any personnel being on leave/absent, the service provider shall ensure suitable alternative arrangements to make up for such absence to meet such eventualities the agency shall make provision for leave reserve. If a person leaves the job for any reason, the Service provider is liable to provide the suitable replacement within 3 working days.
16. The agency shall ensure that security staff appointed by them is fully loyal-to and assist the DE&S, Bhubaneswar during normal periods as well as during strike and other emergencies for the protection of personnel and property both moveable and immovable to the entire satisfaction of the DE&S, Bhubaneswar.
17. As and when DE&S, Bhubaneswar requires additional security strength on temporary or emergent basis, the agency will depute such security personnel under the same terms and conditions. For the same, a notice of two days will be given by the DE&S, Bhubaneswar. Similarly, if the security personnel deployed by the agency any time are found absent from duty or sleeping or found engaged in irregular activities, the DE&S, Bhubaneswar shall deduct the requisite amount at the pro-rata rates from the bill of the agency besides imposition of penalty for non-observance of the terms of contract.
18. The agency shall arrange to maintain at the security desk/post, the daily shift-wise attendance record of the security personnel deployed by it showing their arrival and departure time. The Agency shall submit to DE&S, Bhubaneswar an attested photocopy of the attendance record and enclose the same with the monthly bill. The register so maintained should be duly certified by the designated officer/staff of DE&S.

19. The Income-tax as applicable shall be deducted from the bill unless exempted by the Income-tax Department.
20. The Security personnel deployed by the agency shall have at least the minimum elementary knowledge of reading and writing so as to be able to make entries in the registers kept at the security desk/post whenever required and also to write their names in the attendance register and mark their arrival and departure by signing in the register.
21. In case of noncompliance/non-performance of the services according the terms of the contract, the DE&S, Bhubaneswar shall be at liberty to make suitable deductions from the bill without prejudice to its right under other provisions of the contract.
22. The agency shall be solely liable for all payment/dues of the Workers employed and deployed by it. The agency shall fully indemnify DE&S, Bhubaneswar against all the payments, and liabilities whatsoever incidental or directly arising out of or for compliance with or enforcement of the provisions of any of the labour or other laws to the extent they are applicable to establishment /work in DE&S, Bhubaneswar premises/facility.
23. 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.
24. 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.
25. 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.
26. The Services Provider shall raise the bill, in triplicate, along with attendance sheet duly verified by the officer concerned in respect of the persons deployed and submit the same to the prescribed authority in the first week of the succeeding month. The payment will be released by the second week of the succeeding month.
27. 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.
28. 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.
29. In the event of failure of Service Provider to provide Services as per the terms and conditions of the agreement, the Performance Security shall be forfeited. Any violation of instructions/agreement or suppression of facts will attract termination of contract with 1 month prior notice to the Service Provider.
30. 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.
31. 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.

- 32.** 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.
- 33.** All disputes shall be under the jurisdiction of the court at Bhubaneswar.
- 34.** The agreement can be terminated by either party by giving one month's notice in advance. If the agency fails to give one month's notice in writing for termination of the agreement then one month's wages, etc. and any amount due to the service provider will be recovered by forfeiture of performance security.
- 35.** 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.
- 36.** The Manpower Service Provider will be bound by the details furnished to the authority while submitting the tender or at any subsequent stage. Misrepresentation of documents/ information, lead to termination of agreement.

SECTION - IV

TECHNICAL BID

COVERING LETTER
(BIDDER LETTER HEAD)

[Location, Date]

To

**Director,
Directorate of Economics and Statistics,
"Arthaniti O Parisankhyan Bhawan",Unit-5,
Bhubaneswar-1**

Sub : Tender for Outsourcing of (1) Sweeping & Cleaning, and (2) Security Services at Directorate of Economics and Statistics, "Arthaniti O Parisankhyan Bhawan",Unit-5, Bhubaneswar-1[Technical Proposal]

Dear Sir,

I, the undersigned, offer to participate in the tender process to provide services for [Insert Name of the Service] in accordance with your Tender Notice No.: _____, Dated_____. We are hereby submitting our proposal, which includes Technical Proposal and Financial Proposal sealed in separate envelopes.

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

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

I remain,

Yours faithfully,

Authorized Signatory
with Date and Seal

Name and Designation: _____

Address of the Bidder: _____

(FORM - T1)

1.	Name of the Bidder	
2.	Details of Bid Processing Fee and Earnest Money Deposit: (Demand Draft Details)	DD No.:
		Date:
		Amount (Rs.)
		Drawn on Bank:
3.	Name of the Director /	
4.	Full Address of Registered Office	Postal Address:
		Telephone No.:
		FAX No.:
		E-Mail Address:
5.	Name & telephone number of the authorized person signing the bid	Name and Designation:
		Mobile Number:
6.	Bank Name	Account Number:
		Bank and Branch Name:
		IFSC Code
8.	PAN No. (Attach self-attested copy)	
9.	GSTIN (Attach self-attested copy.)	
10.	E.P.F. Registration No. (Attach self attested copy.)	
11.	E.S.I. Registration No. (Attach self attested copy.) Attach attested copy)	
12.	PSARA Licence No. & Valid up to (Applicable In case of Security Services)	

13	Acceptance to all the terms & conditions of the tender (Yes/No).	
14	Power of Attorney / authorization letter for signing the 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 5 financial years.(*)

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

**from the date of issue of tender*

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

Sl. No.	Period	Name of Authority with Complete Address & Fax no	Type of services provided with details of manpower deployed	Contract Amount (in INR)	Duration	
					From	To
1						
2						
3						
4						

N.B: Only Similar type of Service providing Experience may be submitted.

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. Bid Security Declaration in the enclosed format
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:

UNDERTAKING

Bid Security Declaration

To

The Director,
Directorate of Economics & Statistics,
Bhubaneswar, Odisha

Dear Madam/Sir,

1. I / We M r . / M s _____ authorised person to sign the bid documents for tender for Manpower Service Provider do here by declare that I/We have gone through the entire tender documents including terms and condition mentioned in the tender documents and undertake to comply with them.
2. I/We further declare that we will not withdraw our bid or modify our offer during the period of validity of the bid after the deadline for submission of such documents
3. If I/we withdraw or modify the bids during the period of validity, or if I/We are awarded the contract and fail to sign the contract, or to submit a performance security before the deadline as defined in the tender document, we will be suspended for the period of time specified in the debarment clause in the tender document from being eligible to submit bids/proposals for contracts with Directorate of Economics & Statistics, Bhubaneswar.

Signature of Bidder

With seal of firm
(Name of Bidder)

Place

Date.....

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 the 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 - V

FINANCIAL BID

COVERING LETTER

(BIDDER LETTER HEAD)

[Location, Date]

To

**Director,
Directorate of Economics and Statistics,
“Arthaniti O Parisankhyan Bhawan”, Unit-5,
Bhubaneswar-1**

Sub: Tender for Outsourcing of [(1) Sweeping & Cleaning, (2) Security Services at Directorate of Economics and Statistics, “Arthaniti O Parisankhyan Bhawan”, Unit-5, Bhubaneswar [Financial Proposal]

Sir,

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

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

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

I remain,

Yours faithfully,

Authorized Signatory
[In full and initials]

Name and Designation of Signatory with Date and Seal :

Address of the Bidder :

FINANCIAL BID

**(For Providing Sweeping & Cleaning Service to Directorate of Economics and Statistics,
Odisha)**

Name of tendering Service Provider:

1. Rate per service per month shall be inclusive of all statutory liabilities, taxes, levies, Cess etc.

Monthly Rate for Services

Sl. No.	Service Type	Service requirement	Service charges per month (in Rs.)(Inclusive of all Taxes and Liabilities)
1	2	3	4
1	Sweeping and cleaning	a) Numbers of toilets-19 including 04 ladies toilets b) Approximate carpet area- 20907.10 sq. ft. c) Approximate Campus area for sweeping 11,900 sq. ft. d) Other details as per Point-1 (i) of General terms and Conditions of Tender Document.	

Signature of Authorized person

Date:

Name:

Place:

Seal

Note:

1. The total rates quoted by the tendering agency should be inclusive of all statutory taxation liabilities in force at the time of entering into the contract.
2. The payment shall be made on conclusion of the calendar month only.
3. The rates quoted shall be firm & fixed for the period of contract. No escalation shall be allowed under any circumstances.
4. The total charges should not be quoted in fractions.

FINANCIAL BID

(For Providing Security Guards to Directorate of Economics and Statistics, Odisha)

Nos. Of Requirement:-

1. Security Guards with lathi:- 3(Three)

Note:

1. Total Commission Charges of the agency would be calculated for Per Person /per shift/per month.

Break-up of the rate (should be furnished in the below format) also be provided along with the copy of the Govt. Order on Minimum Wages to facilitate revision of rate whenever minimum wages are revised by the Govt. and all statutory covered as per Contract of Labour Act.

Break-up of the rate of Price Quotation (Per Person per month)

Category of the Employee	Rate per person per month(in Rs)						Requirement in No of Persons per month.	Total Price per month in Rs (Col. 6 Multiplied by Col. 7)
	Basic Wage (Per Person / Per month)	EPF (Per Person/Per month) (Employer contribution)	ESI (Per Person/Per month) (Employer contribution)	GST	Service Charges of Agency (Amount in Rs.) (Per Person/Per month)	Total Price (Per Person/Per month) (Sum of Col. 1 to 4)		
	1	2	3	4	5	6	7	8
Security Guards with lathi							03	
Total Amount								

Grand Total amount Rs..... (In Figure). (In words)

- 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 "Nonresponsive" and will be rejected during the financial evaluation stage.**
- The total charges should not be quoted in fractions

Declaration by the Bidder:

This is to certify that I/We before signing this tender have read and fully understood all the terms and conditions contained herein and undertake myself/ourselves to abide by them.

Note:

- No other charges would be payable by DE&S, Bhubaneswar.
- There would be no increase in rates during the Contract Period except provision under the terms and conditions.

(Signature of Tenderer with seal)

Name:

Address:

Phone No. (0)

Mobile No.

Date:

SECTION – VI

BID SUBMISSION CHECK LIST

Sl. No.	Description	Submitted (Yes/No)	Page No.
TECHNICAL BID (ORIGINAL)			
1	Covering Letter in Bidders Letter Head		
2	Bid Processing Fee		
3	EMD/Bid Security Declaration		
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 Licence (in case of Security Services)/Labour license		
10	TECHNICAL BID duly filled in (Covering Letter, FORM- T1, T2 and 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 5 years		
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)		
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: _____

SECTION – VII

SERVICE AGREEMENT

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

This **SERVICE AGREEMENT** is made on _____ between, Directorate of Economics & Statistics, Bhubaneswar (hereinafter called as the “**Authority**”) of the 1st Part and _____ its principal place of business at _____ (hereinafter called the “**Service Provider**”) of the 2nd Part.

WHEREAS

- (a) the “**Service Provider**”, having represented to the “**Authority**” that he has the required manpower and other resources, has offered to provide the service in response to the Tender Notice No: _____, Dated: _____ issued by the Authority;
- (b) the “**Authority**” has accepted the offer of the Service Provider to provide the required services as per the terms and conditions as set forth in this Service Agreement.

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

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

Appendix A: General Terms and Conditions

Appendix B: Scope of Work;

Appendix C: Contract Price and Payment Term;

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

3. **Mode of Payment**

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

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

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

- a) That in consideration of the payment to be made by the “Authority” to the “Service Provider”, the “Service Provider” hereby agrees with the “Authority” to provide manpower resources to be engaged in the [Insert the location] in conformity with the provisions of the terms and conditions of the contract.
- b) That the “Authority” hereby further agrees to pay the “Service Provider” the contract price at the time and in the manner prescribed in the said terms and conditions.
- c) Financial limit under this Contract varies with changes in statutory dues and government taxes as applicable from time to time.
- d) That in the event of any dispute that may arise it shall be settled as per the terms and conditions of the contract.
- e) That this agreement is valid up to_____.

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:

PERFORMANCE BANK GUARANTEE FORMAT

To

**Director,
Directorate of Economics and Statistics,
“Arthaniti O Parisankhyan Bhawan”,Unit-5,
Bhubaneswar-1**

WHEREAS _____ (Name and address of the Service Provider) (hereinafter called “the Service Provider”) has undertaken, in pursuance of Contract No. _____ dated _____ to undertake the service
(description of services) (herein after called “**the contract**”).

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

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

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

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

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

This performance bank guarantee shall be valid until the _____ day of _____ year. Our branch at _____ (Name & Address of the Bank) is liable to pay the guaranteed amount depending on the filing of claim and any part thereof under this Bank Guarantee only and only if you serve upon us at our _____ branch a written claim or demand and received by us at our _____ branch on or before Dt _____ otherwise bank shall be discharged of all liabilities under this guarantee thereafter.

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

.....
Name and designation of the officer

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

