



# DISTRICT PLANNING & MONITORING UNIT, GAJAPATI.

(Statistical Wing)

E-mail: - [dpmustatistics.gajapati@gmail.com](mailto:dpmustatistics.gajapati@gmail.com) Ph: -.06815-222714

Office Order No 607 /Date 13 / 11 / 2023

## TENDER NOTICE

(For award of contract for outsource the function of 1 (one) number of Peon for DPMU, Statistical Wing, GAJAPATI,

Sealed tenders are invited from intending service providing agencies for outsource the function of services of 1 (one) Number of Peon for DPMU (Statistical wing), GAJAPATI 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 NIC, GAJAPATI or obtained in person from the office of the Deputy Director (P & S), DPMU (Statistical Wing), GAJAPATI on payment of Rs.500/- (Rupees Five hundred Only) in shape of Bank Draft for Tender Document (Non-Refundable) in favour Deputy Director (P & S), DPMU, GAJAPATI on any working day from dt.15.11.2023 to 28.11.2023 between 10.00AM to 5.30 P.M. The downloaded Tender document from the website should be submitted along with a Bank Draft of Rs. 500/- (Non-Refundable). The cost of document shall not be accepted in any other mode except Bank Draft drawn in favour of the Deputy Director (P & S), DPMU, GAJAPATI from any scheduled commercial Bank.

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 28.11.2023 by 5.30 P.M. The office shall not be responsible for any kind of postal delay and the tender document received beyond the stipulated date will summarily be rejected.

*12/11/2023*  
Deputy Director (P & S)  
DPMU, GAJAPATI

Memo No. 608 /Date: 13/11/2023

Copy of the Tender Call Notice (Hard copy and Soft copy) forwarded to District, I & PRO, GAJAPATI with a request to take necessary action for early publication of the Tender Call Notice in two widely circulated Odia daily newspapers and one local edition of English daily newspaper.

*13/11/2023*  
Deputy Director (P & S)  
DPMU, GAJAPATI

Memo No. 609 /Date: 13/11/2023

Copy along with hard copy and soft copy of the Tender Notice and Tender Document forwarded to the District NIC, GAJAPATI for web hoisting in the website of Govt. Portal.

*13/11/2023*  
Deputy Director (P & S)  
DPMU, GAJAPATI

Memo No. 610 /Date: 13/11/2023

Copy forwarded to the Director. E&S, Odisha, Bhubaneswar/Joint Director (Stat.) Northern Range, Sambalpur/ Notice Board/ Collector & District Magistrate, GAJAPATI for information & Necessary action.

*13/11/2023*  
Deputy Director (P & S)  
DPMU, GAJAPATI

**“TENDER FOR OUTSOURCING  
OF  
FUNCTIONS OF PEON”**

**DISTRICT PLANNING & MONITORING UNIT, STATISTICAL WING,  
GAJAPATI**

**TENDER NOTICE**

Bid Reference No. 606 Dated 13/11/2023 /

Bids in sealed cover are invited under two-bid system from reputed and experienced manpower service provider for providing Office Support Services of Peon for the DPMU, Statistical Wing, GAJAPATI The details of the bidding process are as follows:-

Sl. No.	Bidding Schedule	Deadline
1	Date of Issue	15.11.2023
2	Bid Due Date and Time	28.11.2023 up to 5.30 PM
3	Opening of Technical Bid	29.11.2023 at 11AM
4	Opening of Financial Bid	29.11.2023 at 11AM

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 third sealed cover super-scribed “Bid for Outsourcing of services of Peon” must reach the undersigned on or before 28.11.2023 by **Speed Post/Registered Post/Courier** only.

The bid documents containing eligibility criteria, scope of the work, terms and conditions of the tender and draft agreement can be downloaded from the website [gajapati.nic.in](http://gajapati.nic.in), GAJAPATI.

**Complete address for submission of bid**

Office of the Deputy Director (P & S), DPMU, GAJAPATI,  
Srikaran Street,  
Po-Parlakhemundi  
District-GAJAPATI,  
PIN-761200

  
Deputy Director (P & S)  
DPMU, GAJAPATI

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## SECTION-I

### Instruction to Bidders

#### A. General Information:-

1. The DPMU (Planning & Statistics), GAJAPATI requires the service of reputed, well established, financially sound and registered Service Providers to provide service of function of **Peon** by deploying adequately trained and disciplined manpower at DPMU, Statistical Wing as per the requirement.
2. The period of contract for providing the aforesaid service will be ideally for one (1) Year from the date of effectiveness of the contract. The contract may be extended for a period, not exceeding the original duration of the contract on mutual consent depending upon the performance of the Service Provider and at the discretion of the authority. The authority reserves the right to terminate the contract at any time after giving 30 days 'notice to the service Provider.
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	<p>The bidder should be registered under appropriate authority, such as</p> <ul style="list-style-type: none"><li>• Registered under the Companies Act 2013</li><li>• Registered under the Indian Partnership Act 1932</li><li>• Registered under the Indian Trusts Act 1882</li><li>• Registered under the Societies Registration Act 1860.</li><li>• Registered under the Limited Liability Partnership Act 2008.</li></ul>	Certificate of Incorporation/ Registration

Sl. No.	Eligibility Criteria	Supporting documents to Be furnished along with the Technical Bid
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.
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.20, 00, 000/- during the last five financial years as on Dt.31/03/2023.	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 black listed by any Central / State Government or any other public sector undertaking or a corporation as on the date of this RFP.	An undertaking to this effect to be furnished by the bidder as per the prescribed format. <b>[Form-T2]</b>
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. <b>[Form-T3]</b>
8	Other Statutory Documents:-	Copies of:- <ul style="list-style-type: none"> <li>• PAN,</li> <li>• GSTIN,</li> <li>• Copies of EPF &amp; ESI Registration Certificate</li> <li>• IT return for the last 3 assessment year.</li> </ul>

#### 4. Submission of Bid:-

The proposal completes in all respect as specified must be accompanied with a Non-refundable amount Rs.500/- towards **Bid Processing Fee** and **EMD** of Rs.5,000/- inform of **Demand Draft** in favor of **“DEPUTY DIRECTOR (Planning & Statistics), DPMU, GAJAPATI”** drawn in any scheduled commercial bank and payable at GAJAPATI, failing which the bid will be out-rightly rejected. The draft towards bid processing fee and EMD

shall be kept in the 3<sup>rd</sup> envelope containing both Technical and Financial Bid. The bid should be sent through Speed Post/ Registered Post/ Courier so as to reach the authority by **28.11.2023 by 5.30PM.**

The authority will not be responsible for any postal delay. Bids without bid processing fee and EMD shall be rejected. Bids submitted after due date will be summarily rejected. EMD of unsuccessful bidders will be returned without interest after the award of Contract.

The bid has been invited under two bid systems i.e. Technical Bid and Financial Bid. The bidders are advised to submit two separate envelopes super-scribing **“Technical Bid” (Outsourcing of functions of Peon)** and **“Financial Bid” (Outsourcing of functions of Peon)**. Both sealed envelopes must be kept in a third sealed envelope super-scribing **“Bid Document” (Outsourcing of functions of Peon)**.

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 **“Deputy Director (P & S), DPMU, GAJAPATI”**, as per the prescribed format provided in the tender document 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.

## **5. List of Documents for submission**

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

- a) Covering letter along with power of attorney on the bidder’s letterhead
- b) Demand Draft in support of Bid processing fee as applicable
- c) Demand Draft in support of EMD as applicable.
- d) Copy of Certificate of Incorporation of the firm/agency
- e) Copy of GSTIN
- f) Copy of PAN
- g) Copies of IT returns for the last three assessment years
- h) Copies of EPF & ESI Registration Number

- i) Copy Bank Account details
- j) Copies of the Income/Expenditure statements along with Balance Sheet for the last 3 years.
- k) Copies of work orders from the previous organizations for providing services during last 3 years.
- l) Undertaking regarding non-blacklisting(On stamp paper)
- m) Undertaking regarding non-pending of any judicial proceedings (On bidder's Letterhead)

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

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

The technical Bid will be opened on **29.11.2023 at 11.30 AM** in presence of the authorized representatives of the bidder who wish to be present on the spot at that time. Financial bid of the technically qualified bidders shall be opened on **29.11.2023 at 11.30 AM** 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 quote dates 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 fulfillment 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 a ward 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

The office of the Deputy Director, DPMU, GAJAPATI, under Planning & Convergence Department, Odisha, Bhubaneswar requires the outsourcing of functions of Peon for DPMU, Statistical wing, GAJAPATI.

#### **Scope of work for Peons**

##### A. Minimum working hours and eligibility

- i. The functional outsourcing agency shall provide the functions of 1 (one) no. of Peon to DPMU, Statistical wing, GAJAPATI.who shall work for 8 (eight) hours per day on regular basis.
- ii. The person deployed by the agency to function as Peon shall have at least passed 8<sup>th</sup> Standard and should have the minimum elementary knowledge of reading and writing for smooth running of the office.
- iii. **Duties of Peons :-**
  - a. To carry files, daks, official Papers and books etc.as and when required in office from the officers to whom attached.
  - b. To attend to the office work of the officer to whom he is attached.
  - c. To attend to any other official duties which may be assigned by the officer to whom he is attached.
  - d. To return the signature pads after signature of the concerned officer to issue Branch.
  - e. To attend to any other official calls of the officer he is attached to.
  - f. To take attendance register from office to officer and back.
  - g. To take files from the officer to office and vice versa.
  - j. To take Diary, Transit register, Log books etc. to desired places as and when required by Officers/ Assistants/ Section officers/ Diarist, etc.
  - k. To Supply of drinking water in office rooms of the office to which he is attached.
  - l. To make dust free of furniture, files and racks kept in office room of the officers concerned.
  - m. To attend to any other official duties as may be assigned to him from time to time by his official superiors.

## **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 what so ever 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 40years and physically sound to perform the duties.
3. The Service Provider will be over all 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 fulltime 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 wages/salary showing details of all supporting documents such as ESI, EPF etc. in respect of man power 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 man power 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 that is 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 manpower 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 contractor 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. If a person leaves the job for any reason, the Service provider is liable to provide the suitable replacement within 3working days.
16. 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.
17. 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.
18. The Service Provider shall not be allowed to transfer, assign, pledge or sub-contract its rights and liabilities under this Agreement to any other agency or organization. Sub-contracting is not allowed under this agreement.

19. The Service 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.
20. 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.
21. In case of dispute resolution relating to rights/liabilities arising out of the agreement, the same shall be disposed of at the level of Administrative Departments.
22. 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 1month prior notice to the Service Provider.
23. 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.
24. 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.
25. 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.
26. All disputes shall be under the jurisdiction of the court at GAJAPATI.
27. 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.
28. 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.
29. The Manpower Service Provider will be bound by the details furnished to the authority while submitting the tender or at any subsequent stage. Miss-representation of ocuments/ information leads to termination of agreement.

**SECTION - IV**

**TECHNICAL BID**

**COVERING LETTER**  
***(BIDDER LETTER HEAD)***

To

**Deputy Director (P & S)**  
**DPMU, GAJAPATI.**

*[Location, Date]*

**Sub: Tender for Outsourcing of Functions of Peon DPMU, GAJAPATI [For outsourcing of Functions of 1 (one) No. Peon]**

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)**

.	Name of the Bidder	
.	Details of Bid Processing Fee and Earnest Money Deposit: (Demand Draft Details)	DD No:
		Date:
		Amount(Rs.)
		Drawn on Bank:
.	Name of the Director/	
.	Full Address of Registered Office	Postal Address:
		Telephone No:
		FAX No:
		E-Mail Address:
.	Name & telephone number of the authorized person signing the bid	Name and Designation:
		Mobile Number:
.	Bank Name	Account Number:
		Bank and Branch Name:
		IFSC Code
.	PAN No. (Attach self attested copy)	
.	GSTIN (Attach self attested copy)	
0	E.P.F. Registration No. (Attach self attested copy)	
1	E.S.I. Registration No. (Attach self attested copy)	
2	Acceptance to all the terms & Conditions of the tender(Yes/No).	

3	Power of Attorney/ Authorization letter for signing the of the bid documents	
4	Please submit an undertaking that no criminal case is pending with the police at the time of sub mission of bid.	
5	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:**

I. No.	Period	Name of Authority with Complete Address & Fax no	Type of services provided with details of manpower/machiner y deployed	Contract Amount (in INR)	Duration	
					From	To

**19. Declaration**

I, Son/Daughter/Wife of Shri \_\_\_\_\_

, Proprietor/Director/Authorized signatory of \_\_\_\_\_  
(Name of the Service Provider), competent to sign this declaration and execute this  
tender;

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

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

**(Signature of Authorized Representative with seal)**

Place:.....

Date:.....

**Enclosures:**

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-black listing]***

I, hereby undertake that, our organization has not been blacklisted / debarred by any of the Central/State Government Department/Office or by any Public Sector Undertaking (PSUs) and not blacklisted by any authority during the recent past.

Yours sincerely,

***Authorized  
Signature [In  
full 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 has any pending judicial proceedings for any criminal offences]***

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

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

Yours sincerely,

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

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

### **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)**

To

**Deputy Director (P & S)  
DPMU, GAJAPATI.**

*[Location, Date]*

**Sub: Tender for Out sourcing of Functions of Peon at DPMU, GAJAPATI [For outsourcing of Functions of 1 (one) no. Peon]**

Sir,

I, the undersigned, offer to provide the service 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 here by 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**

**Nos. Of Requirement:-**

- a. Peon: - 1 (one) Numbers. **(Unskilled)**
- b. Note:
  - 1. Total Commission Charges of the agency would be calculated for Per Person /per month.
  - 2. The Price quoted shall be **exclusive of all taxes.**

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)					Require ment in No of Persons per month.	Total Price per month in Rs (Col. 5 Multipl ed by Col. 6)
	Basic Wage (Per Person/Per month)	EPF (Per Person/Per month) (Employer contribution)	ESI (Per Person/Per month) (Employer contribution)	Commission Charges of Agency (Amount in Rs.) (Per Person/ Per month)	Total Price to be quoted excluding Taxes. (Per Person/Per month) <b>(Sum of Col. 1 to 4)</b>		
	1	2	3	4	5	6	7
Peon						1 (one)	
<b>Total Amount</b>							

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

**Grand Total amount Rs..... (In word).**

**NB:** The agency shall quote their commission charges in reasonable price. In case of any wrong calculation found in the total amount, the unit price shall be considered.

**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:**

- i.No other charges would be payable by DPMU, GAJAPATI.
- ii.There would be no increase in rates during the Contract Period except provision under the terms and conditions.

(Signature of Tenderer with seal)

Date:

Name:  
Address:  
Phone No. (O)  
Mobile No.

**SECTION - VI**

**BIDSUBMISSIONCHECKLIST**

Sl. No.	Description	Submitted (Yes/No)	Page No.
<b>TECHNICALBID(ORIGINAL)</b>			
	Covering Letter in Bidders Letter Head		
	Bid Processing Fee		
	EMD		
	Copy of Incorporation/Registration Certificate of the Bidder		
	Copy of PAN		
	Copy of GSTIN		
	Copies of Income Tax Clearance Certificate for the last three Assessment years		
	Copy of Valid EPF&ESI Certificate		
	TECHNICAL BID duly filled in( <b>CoveringLetter,FORM-T1,T2andT3</b> )		
0	Financial details of the bidder along with all the supportive documents such as copies of Income/Expenditure Statement and Balance Sheet for the last 5years		
1	Power of Attorney in favour of the person signing the bid on behalf of the bidder.		
2	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		
3	Undertaking for not have been black-listed by any Central/State Govt./any Autonomous bodies during the recent past.( <b>FORM-T2</b> )		
4	Undertaking for not having any police case pending against the bidder( <b>FORM-T3</b> )		
<b>FINANCIALBID(ORIGINAL)</b>			
	Covering Letter in Bidders Letter Head		
	Duly Filled in Financial Bid( <b>FORM-F1</b> )		

It is too been sure that:

- All information has been submitted as per the prescribed form at 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 Deputy Director (Planning & Statistics), District Planning & Monitoring Unit, GAJAPATI (here in after called as the **“Authority”**) of the 1<sup>st</sup> Party M/s-Royal Security Services, Bolangir its principal place of business at Bolangir (here in after called the **“Service Provider”**) of the 2<sup>nd</sup>Party.

#### **WHEREAS**

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

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

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

**Appendix A: General Terms and Conditions**

**Appendix B: Scope of Work;**

**Appendix C: Contract Price and Payment Term;**

2. The mutual rights and obligations of the Authority and the Consultant shall be as set forth in the Contract, in particular:
  - (a) The Service Provider shall carry out the service in accordance with the

provisions of the Agreement; and

- (b) The Certificate on the satisfactory performance of services by the Agency shall be issued by an Officer authorized by the Client and in consideration of the Certificate of Satisfactory Performance of Services Provider, the Authority shall make such payments and in such a manner as is provided in the Agreement.

### 3. **Mode of Payment**

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

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*Witness1:*

Witness2:

For and on behalf of **[SERVICE PROVIDER]**

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

Witness1:

Witness2:

**PERFORMANCE BANK GUARANTEE FORMAT**

**To**

**NAME & ADDRESS OF  
THE TENDER INVITING  
AUTHORITY**

**WHEREAS** \_\_ (Name and address of the Service Provider) (here in after called "the Service Provider) has undertaken, in pursuance of Contract No. \_\_\_\_\_ dated \_\_\_\_\_ to undertake the service

(Description of services)( here in after called "**the contract**").

**AND WHEREAS** it has been stipulated by \_\_ (Name of the Authority) in the said contract that the Service Provider shall furnish you with a bank guarantee by a scheduled commercial bank recognized by you for the sum specified there in 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 there in.

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

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

This performance bank guarantee shall be valid until the \_\_\_\_day of \_\_\_\_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 Date\_\_\_\_\_ 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**