



GOVERNMENT OF ODISHA
DEPARTMENT OF WATER RESOURCES
Office of the Superintending Engineer
Quality Assurance Division
Sundargarh

BID DOCUMENT

For

Name of work-"Outsourcing of Human Resources for management
of day to day activities for Quality Assurance Division, Sundargarh
Financial Year-2025-26

Contractor

Superintending Engineer,
Quality Assurance Division,
Sundargarh

Tender Notice No: 01/2025-26

Bids in sealed covers are invited under single bid system from reputed and experienced manpower service provider for providing following Nos. of outsourcing personnel for QA laboratory of Office of the Superintending Engineer, Quality Assurance Division, Sundargarh. The details of bidding process are as follows:-

Sl No.	Bidding Schedule	Dead line
1	Date and time of availability of Bid documents	15.04.2025/7.00 AM
2	Last date and time of bidding	23.04.2025/11.00 AM
3	Date and time of opening of Bid	23.04.2025/11.30 AM

The Bid documents shall be available from official website of Government <https://sundargarh.odisha.gov.in/> from 7.00 AM of dated- 15.04.2025 to 11.00 AM of Dated 23.04.2025.

Complete address of submission of Bid-
O/o the Superintending Engineer, Quality Assurance Division, Sundargarh, Near Banadurga Temple, At/Po-Sankara, 1st floor of Irrigation Office, Sundargarh-770020

Contractor


Superintending Engineer,
Quality Assurance Division,
Sundargarh



GOVT. OF ODISHA,
DEPARTMENT OF WATER RESOURCES
Detailed Tender Call Notice

E-mail: seqadsundargarh@gmail.com

Tender Call Notice No.- 01/2025-26

Date:15.04.2025

1. The Superintending Engineer, Quality Assurance Division, Sundargarh on behalf of Govt. of Odisha invites bid in Single Cover system from eligible manpower service provider as detailed below:
2. Number of Works : 1 No.
3. Estimated Cost : Rs.4,82,944.00 (Excluding GST)
4. Date & Time of availability of Quotation : 15.04.2025/7.00 AM
5. Last Date & Time for acceptance of Quotation : 23.04.2025/11.00 AM
6. Date & Time of Opening of Sealed Quotation : 23.04.2025/11.30 AM
7. The Bidders have to participate in bidding and they are required to send hard copies to this office. Further details can be seen from the website <https://sundargarh.odisha.gov.in/>. Any addendum/corrigendum/cancellation of tender can also be seen in the said site.

Sl No	Name of Work.	Tender Call Notice NO	Cost of Work in Lakhs of Rupees	Paper Cost	E.M.D. in Rupees	Period	Class of Contractor
1	2	3	4	5	6	7	8
01	Outsourcing of Human Resources for management of day to day activities for Quality Assurance Division, Sundargarh	01/2025-26	Rs.4,82,944.00(Rupees Four lakh eighty two thousand nine hundred forty four)only	Rs.2000.00	1% (To deposit amount put to tender)	11 months	Human Resources Supply

Contractor

Omnia
15/04/2025
Superintending Engineer,
Quality Assurance Division,
Sundargarh
Omnia
15/4/25

INDEX

Sl. No.	Section	Description	Page
1.	Section-I	Instruction to Bidder	5-9
2.	Section-II	Scope of the Work	10-12
3.	Section-III	Schedule of Requirement	13
4.	Section-IV	General Terms and Conditions	14-16
5.	Section-V	Technical Bid	17-22
6.		Format for bid security declaration	23
7.	Annexure-I	Details of Outsourcing Persons	24
8.	Annexure-IX	Bank Guarantee form	25
9.		Bill of quantity	26

Contractor


 Superintending Engineer,
 Quality Assurance Division,
 Sundargarh

SECTION-I Instruction to Bidders

A General Information:

1. Superintending Engineer, Quality Assurance Division, Sundargarh requires the services of reputed, well established, financially sound and registered Service Providers to provide adequately trained and disciplined man power at Quality Assurance Laboratories under the Superintending Engineer, Quality Assurance, Sundargarh as per the requirement.
2. The period of contract for providing the aforesaid service will be commencement after drawl of agreement. The contract period may be extended 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 in the office hours to have a thorough knowledge of the work to be performed before preparation and submission of the quotation.

Eligibility criteria:

Sl. No.	Eligibility Criteria	Supporting documents to be furnished along with the Bid
1	<p>The bidders should be registered under appropriate authority, such as</p> <ul style="list-style-type: none"> • Registered under the Companies Act 2013/1956 • Registered under the Indian Partnership Act1932 • Registered under the Indian Trusts Act 1882 • Registered under the Societies Registration Act1860. • Registered under the Limited Liability Partnership Act2008. • The firm/Organization should be registered under ISO 9001:2015, ISO 45001:2018, ISO 14001:2015 • The firm should submit a valid solvency certificate to the extent of least two times of the amount put to tender issued by the competent authority of Government of Odisha. 	Certificate of Incorporation/Registration
2	The bidders must have at least five years in business (up to the last date of submission of quotation) for providing similar type of services to Central/State Government/Autonomous bodies/ agencies / societies / corporate bodies.	Experience certificate from the previous authorities mentioning the period of service up-to 31 st March 2025 (March 2020 to March 2025).

Contractor


 Superintending Engineer,
 Quality Assurance Division,
 Sundargarh

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 State of Odisha.	Valid address proof of the office (Copy of latest Telephone / Electricity Bill/Aadhar)
4	Must have average annual financial turnover of Rs. 10 Lakhs during the last five financial years as on Dt. 31.03.2025 <i>[The average annual financial turnover should be twice the estimated cost of the service]</i>	Copies of audited Income/ Expenditure Statement and Balance sheet for the concerned period. (2020-21, 2021-22 & 2022-23,2023-24 & 2024-25).
5	Must have its own bank account in any scheduled bank situated in Odisha.	Copies of the bank pass book and transaction statement for the last 6 month. (October 2024 to March 2025).
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 5 assessment year (2020-21, 2021-22 & 2022-23,2023-24 & 2024-25). • Form T1 must be filled up correctly.

Contractor


 Superintending Engineer,
 Quality Assurance Division,
 Sundargarh

B. Submission of Bid:

The proposal complete in all respect as specified must be accompanied with a Non-refundable amount **Rs. 2,000.00 (Rupees Two Thousand)** towards **Paper Cost, through** demand drafts, issued from any Scheduled /Nationalized Bank, drawn in favour of the Superintending Engineer, Quality Assurance Division, Sundargarh, payable at Sundargarh. **The Bid must be accompanied with original copies of financial documents towards Bid security/EMD of 1% of the tendered amount to Rs.4829.00(Rupees Four thousand eight hundred twenty nine)only.** This bid security should be in shape of fixed deposit receipt from any scheduled/Nationalized bank/N.S.C/K.V.P/P.O.S.B account/P.O.T,D account/Bankers cheque/Bank guarantee of any schedule bank only duly pledged in favour of Superintending Engineer, Quality Assurance Division, Sundargarh Payable at Sundargarh, as per the terms and condition laid down in OGFR and in no other form. The tenders received without bid security in original as specified above shall be summarily rejected. Adjustment of EMD submitted with other tenders previously shall not be entertained.

Selected bidder will have to deposit a Performance Security (**3 % of the annual contract value**) in the form of Bank Guarantee from any scheduled Bank situated within Odisha in favour of **Superintending Engineer, Quality Assurance Division, Sundargarh** as per the prescribed format provided in the tender document at Section - IX for a period of three months beyond the contract period. (i.e. Performance Bank Guarantee must be valid from the date of effectiveness of the contract to a period of three months beyond the contract period) as its commitment to perform services under the contract. Failure to comply with the requirements shall constitute sufficient grounds for forfeiture of the Performance Bank Guarantee. The Performance Bank Guarantee shall be released immediately after three months of expiry of the contract period 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 (if required) on the quationer's letterhead
- b) Copy of Certificate of Incorporation of the firm /agency
- c) Copy of GSTIN

Contractor


 Superintending Engineer,
 Quality Assurance Division,
 Sundargarh

- d) Copy of PAN
- e) Copies of IT returns for the last five assessment years
- f) Copies of EPF & ESI Registration Number
- g) Copy Bank Account details
- h) Copies of the Income/Expenditure statements along with Balance Sheet for the last 5 years.
- i) Copies of experience certificate from the previous organizations for provided services during last 5 years.
- j) Undertaking regarding non-blacklisting (On stamp paper)
- k) 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 quotation. 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 bidder or authorized representative. If the space for furnishing information is insufficient, a separate sheet duly signed by the authorized signatory should be attached.

The tender will be opened on 23.04.2025 at 11.30 AM in presence of the bidder or authorized representatives of the bidder who wish to be present on the spot at that time.

Successful bidder will be debarred in future from participating in tender for 3 years and will be blacklisted by competent authority, if he fails to undertake the work or fails to comply with any of the terms and conditions of the quotation.

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

To assist in the analysis, evaluation and computation of quotations, the authority may ask the bidders individually for clarification of their bidders. 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 bid 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 award of contract at L-1 price. However, the decision of the authority shall be final during the overall selection process. **In case two or more bidders having lowest evaluated bid (L-1), fulfilled all terms and conditions of bid document, then the bidder will be selected through a transparent Lottery.**

Contractor


 Superintending Engineer,
 Quality Assurance Division,
 Sundargarh

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 payments towards outsourced persons shall not be less than the minimum wages fixed/notified by the Government of odisha including all statutory obligation.

The bidder shall quote there rates only for service charges under same rate should not be less than 3.85% and not more than 7% of basic remuneration. However the service charge quoted more than 3.85% given a proper justification for the same should be furnish by the bidder in the separate sheet along with the bid document

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.

Contractor


Superintending Engineer,
Quality Assurance Division,
Sundargarh

SECTION-II
SCOPE OF THE WORK

A. Outsourcing Personnel

1. Superintending Engineer, Quality Assurance Division, Sundargarh invites sealed bids from the eligible bidders to provide the Outsourcing Personnel to Quality Assurance Laboratories under the Superintending Engineer, Quality Assurance Division, Sundargarh.
2. The manpower service provider should be managed by trained support staff to execute and perform the job and work assignment of such nature efficiently. The manpower to be deployed for this purpose should be registered under the service provider and must have the required qualifications, experience & relevant knowledge to perform Outsourcing personnel.
3. **The Superintending Engineer, Quality Assurance Division, Sundargarh shall verify the qualification and experience of the Candidates for performing the defined responsibilities assigned by the authority from time to time. The Superintending Engineer, Quality Assurance Division, Sundargarh will select the deserving candidate to work in the above.**
4. The manpower service provider should have an empaneled list of trained/experienced Outsourcing personnel 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 both the party.
6. The manpower deployed by the service provider will required to report for work at 10.00 AM and leave office at 5.30 P.M. in normal case and may also be required to work beyond 5.30 PM in exceptional case for which he would not be paid any extra remuneration.
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 for the personnel deployed by the Service Provider at the premises of Authority shall be provided by the Manpower Service Provider and it shall be monitored by the Service Provider on regular basis. These attendance rolls shall be signed by the authorized representative of Manpower Service Provider who shall get it verified from the designated officer.

Contractor


Superintending Engineer,
Quality Assurance Division,
Sundargarh

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.

Contractor


Superintending Engineer,
Quality Assurance Division
Sundargarh

(Prescribed Qualification & Experience of the Manpower)

Sl. No.	Manpower	Age Limit	Qualification	Work Experience	Remuneration (Minimum Take Home Remuneration)	Job Description
1	Semi-Skilled Mulia	Minimum 18 years	<ul style="list-style-type: none"> Minimum Matriculate or equivalent from any Govt. recognized School /Institution. Sound knowledge to handle the basic testing kits and tools in both physical and digital mode. 	She/he should have 1-3 years post qualification working experience.	As per the notification of Govt. From time to time	<ul style="list-style-type: none"> Assist available technical personnel in Quality control laboratory for quality control tests of various construction material.
2	Un-Skilled Mulia	Minimum 18 years	<ul style="list-style-type: none"> Sound knowledge to handle the basic testing kits and tools in both physical and digital mode. 	She/he should have 1-3 years post qualification working experience.	As per the notification of Govt. From time to time	<ul style="list-style-type: none"> Assist available technical personnel in Quality control laboratory for quality control tests of various construction material

Contractor


 Superintending Engineer,
 Quality Assurance Division
 Sundargarh

SECTION-III**Schedule of Requirement :**

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

Sl. No.	Description	Requirement
Manpower		
1	Semi-Skilled Mulia	1 No.
2	Un-Skilled Mulia	2 No.

Contractor


Superintending Engineer,
Quality Assurance Division
Sundargarh

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. Persons to be deployed by the Service Provider should be above 18 years of age 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 be solely responsible for compliance to the provisions of various Labour and industrial laws, such as, wages, allowances, compensation, EPF & ESI, Bonus and Gratuity etc. relating to manpower to be deployed by it at the Authority's location.
5. 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 manpower deployed for the purpose.
6. 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.
7. 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.
8. The Service Provider shall withdraw such manpower who are not found suitable by this office for any reasons immediately on receipt of such a request.
9. The 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.
10. 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.

Contractor


 Superintending Engineer,
 Quality Assurance Division
 Sundargarh

11. 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.
12. 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.
13. 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 3 working days.
14. 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.
15. The service provider will be paid as per the rates approved during finalization of bid. The rates payable to the manpower engaged will be governed by the government notification from time to time 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. The rates quoted by the bidder are GST mentioned. GST as applicable shall be paid over labour charge and service charge.
16. 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 organization. Sub-contracting is not allowed under this agreement.
17. 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 first week of the succeeding month.
18. 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.
19. 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.

Contractor


 Superintending Engineer,
 Quality Assurance Division
 Sundargarh

20. 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.
21. 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.
22. 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.
23. 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.
24. 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.
25. 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.
26. 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, leads to termination of agreement.

Contractor


Superintending Engineer,
Quality Assurance Division
Sundargarh

SECTION – V**TECHNICAL BID**COVERING LETTER
(BIDDER LETTER HEAD)Sundargarh
Date :-

To

Superintending Engineer,
Quality Assurance Division,
Sundargarh

Sub: Tender for Engagement of Service Personnel's through service provider on outsourcing basis for Quality Control Laboratory under the Superintending Engineer, Quality Assurance Division, Sundargarh for the year 2025-26.

Ref- Bid Identification no.01/2025-26

Dear Sir,

I, the undersigned, offer to participate in the tender process to provide services for Manpower in accordance with your Tender Notice No.: _____/2025-26.

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,

Signature of bidder

Name:

Address of the Bidder:

Contractor


 Superintending Engineer,
 Quality Assurance Division
 Sundargarh

(FORM - T1)

1.	Name of the Bidder	
2.	Details of Bid Processing Fee and Earnest Money Deposit: (Demand Draft Details)	No.:
		Date:
		Amount (Rs.)
		Drawn on Bank:
3.	Full Address of Registered Office	Postal Address:
		Telephone No.:
		FAX No.:
		E-Mail Address:
4.	Name & telephone number of the authorized person signing the bid	Name and Designation:
		Mobile Number:
5.	Bank Name	Account Number:
		Bank and Branch Name:
		IFSC Code
6.	PAN No. (Attach self attested copy)	
7.	GSTIN (Attach self attested copy.)	
8.	E.P.F. Registration No. (Attach self attested copy.)	
9.	E.S.I. Registration No. (Attach self attested copy.) Attach attested copy)	
10.	Acceptance to all the terms & conditions of the tender (Yes/No).	
11.	Power of Attorney/ authorization letter for signing the of the bid documents	

Contractor


 Superintending Engineer,
 Quality Assurance Division
 Sundargarh

12	Please submit an undertaking that no criminal case is pending with the police at the time of submission of bid.	
13	Kindly mention the total number of pages in the tender document.	

14. 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*

15. Details of the similar type service provided by quationer in last 5 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						
4						
5						

Contractor


 Superintending Engineer,
 Quality Assurance Division
 Sundargarh

16. 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 Authorized Representative with seal)

Place:

Date:

Enclosures:

- Bid processing Fee in the form of Demand Draft in original
- EMD in form of Demand draft in original
- Copy of Tender document (each page must be signed and sealed)
- Duly filled Technical Bid and Financial Bid
- List of documents as applicable

Contractor


 Superintending Engineer,
 Quality Assurance Division,
 Sundargarh

FORM-T2
UNDERTAKING

[On the Stamp Paper of appropriate value in shape of affidavit from the Notary regarding non-blacklisting]

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

Yours sincerely,

Authorized Signature
[In full and initials]

Name and Designation of the Signatory:

Name of the Bidder and Address:

Contractor


Superintending Engineer,
Quality Assurance Division
Sundargarh

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:

Contractor


Superintending Engineer,
Quality Assurance Division
Sundargarh

FORMAT FOR BID SECURITY DECLARATION**(On Bidders Letter Head)**

I _____ the (Designation) of (Name of the Organization) in witness whereof agree to submit this Bid security Declaration Form as a part of our technical proposal. We understood that we shall be liable under this declaration to comply with all terms and conditions of the bid. This declaration shall be in force, until the selected bidder is announced by the client or in case our bid is selected, this declaration shall be in force till the end date of the contract as per the provisions of this bid document.

While this declaration is in force, we understood that the client may cancel our empanelment and / or blacklist us from participating in any further tendering process in the state under the following reasons:

1. We withdraw our proposal during the bid validity period as specified in the Bid document.
2. We do not respond to requests for clarification on our proposal.
3. We fail to provide required information during the evaluation process or are found to be non-responsive or have provided false information in support of our qualification.
4. If we fail to
 - a. Provide any clarification to client
 - b. Agree to the decisions of the contract negotiation meeting
 - c. Sign the contract within the prescribed time period(15 days)
 - d. Execute formal contract agreement within the given time line or I/we commit any breach of terms and conditions as mentioned in the contracts which attracts penal action.
5. Any other circumstance which holds the interest of the client during the overall selection process.

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

Contractor


 Superintending Engineer,
 Quality Assurance Division
 Sundargarh

ANNEXURE-I

Sl No.	Manpower	Requirement	Name & Address	Educational Qualification
1	Semi-Skilled Mulia	1 No.		
2	Un-skilled Mulia	2 No.		

Contractor


Superintending Engineer,
Quality Assurance Division
Sundargarh

Annexure-IX

BANK GUARANTEE FOR PERFORMANCE SECURITY (PS)

To _____ (name of Employer)

WHEREAS the bid of _____ (name and address of Contractor) (hereinafter called "the Contractor") has been accepted vide letter of acceptance (LOA) No. _____ dated _____ of _____ of Superintending Engineer, _____ to execute the work _____ (name of work) (hereinafter called "the contract")

AND WHEREAS it has been stipulated by you for the said Contract that the Contractor shall furnish you with a Bank Guarantee by a Nationalized/Scheduled Bank in India, counter guaranteed by its local branch at Bhubaneswar towards Performance Security (PS), for compliance with his obligations in accordance with the conditions of Contract.

AND WHEREAS we have agreed to give the Contractor such a Bank Guarantee.

NOW THEREFORE we hereby affirm that we are the Guarantors and responsible to you, on behalf of the Contractor, up to a total of Rs _____ [amount of guarantee] _____ [in words], such sum being payable in the types and proportions of currencies in which the contract price is payable, and we undertake to pay you upon your first written demand declaring the Contractor 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 for the sum specified therein. We hereby waive the necessity of your demanding the said debt from the Contractor before presenting us with the demand.

We further agree that no change or addition to or other modification of the terms of the Contract or of the Works to be performed there under or of any of the contract documents which may be made between you and the Contractor 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 guarantee shall be valid up to _____ day of _____ 20____ i.e. up to 3 (three) months beyond the date stipulated for completion of work. We also agree for extension of this guarantee for a further period in response to the Employer's written request for such extension, which should be presented to us before the expiry of the guarantee.

We _____ (Name of Bank) hereby also undertake to have it counter guaranteed by our local branch at Bhubaneswar, _____ (name and address of Local Branch at Bhubaneswar, Odisha).

(Signature of the authorized officer of the Bank)

.....
..... Name and designation of the officer
..... Seal, name & address of the Bank and address of the Branch

We _____ (name and address of Local Branch at Bhubaneswar, Odisha) are liable to pay the guaranteed amount or any part thereof under this Bank Guarantee depending on the filing of claim and only if it is served upon to us by the employer at our Bhubaneswar Branch by a written claim or demand and received by us at our Bhubaneswar branch on or before Dt. _____ (subject to further extension on the Employer's written request for such extension before expiry of this guarantee), 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 and address of the Branch

Bill of Quantity**Tender Inviting Authority-** Superintending Engineer, Quality Assurance Division, Sundargarh**Name of work-** Outsourcing of Human Resources for management of day to day activities for Quality Assurance Division, Sundargarh f.y. 2025-26
Bid Identification No.01/2025-26

Sl No	Items of Description	No. of Mulla	Basic rate of Mulla per month per person (In Rs.)	Service Charge@..... % on Col.4 per month per person (In Rs.)	Total amount per person per month (Basic rate +service charge) in Rupees.	Total amount per person per month (Basic rate+service charge) in words
1	2	3	4	5	6	7
1	Supply of 01 No. of Semi-skilled mulla at laboratory under Superintending Engineer, Quality Assurance Division, Sundargarh on a monthly basis during the financial year 2025-26 with all costs confirming to minimum basic remuneration as per relevant labour rules and as directed by Engineer-in-charge.	1	13052.00			
2	Supply of 02 No. of Unskilled mulla at laboratory under Superintending Engineer, Quality Assurance Division, Sundargarh on a monthly basis during the financial year 2025-26 with all costs confirming to minimum basic remuneration as per relevant labour rules and as directed by Engineer-in-charge.	2	11752.00			
					Total	

N.B- EPF (13%) and ESI (3.25%) on basic rate is to be paid. GST will be paid extra as per Govt. norm.

Contractor

Deviya
15/04/2025
Superintending Engineer,
Quality Assurance Division
Sundargarh

Ravi S
15/4/25