



OFFICE OF THE ASSISTANT DIRECTOR OF SERICULTURE, KEONJHAR

ସହକାରୀ ନିର୍ଦ୍ଦେଶକ ରେଶମ ଶିଳ୍ପ କାର୍ଯ୍ୟାଳୟ, କେନ୍ଦୁଝର

At-Park Lane, Po/Dist.- Keonjhar-758001

E Mail ID-adskeonjhar@yahoo.com

TENDER CALL NOTICE

Bid Reference No. 1975 /Dated the-10.12.2024

Assistant Directorate of Sericulture, Keonjhar invites "Tender" in two bids i.e. Technical Bid and Financial bid in sealed cover along with requisite documents from interested and experienced service provider for providing manpower service for O/o of Assistant Directorate of Sericulture, Keonjhar.

The bid documents can be downloaded from the website: <https://kendujhar.odisha.gov.in>. The bidder has to submit the cost of bid document Bid document fee (Non-Refundable) i.e., Rs 1000/- in shape of DD favouring of the Assistant Director of Sericulture, Keonjhar with the technical bid.

The last date of receipt of the sealed offers in the office at Assistant Director of Sericulture, Keonjhar is up to **5.00 PM on dtd. 03.01.2025** by Speed Post /Registered Post/ Courier only. The **Technical Bids** will be opened at **11.00A.M on dtd.04.01.2025** and the **Financial Bids** will be opened at **11.00A.M on dtd.06.01.2025** in presence of the bidders or their authorized representatives. Without the authorization letter, the representative of bidder will not be allowed to attend the opening of the bid.

The bidders must submit documents as specified along with technical bid in conformity with the detail terms & conditions in Tender.

The authority reserves the right to accept or reject any or all the offers without assigning any reason thereof.

Complete address for submission of bids

The Assistant Director of Sericulture, Keonjhar, O/o-Assistant Director of Sericulture, Keonjhar, At-Park Lane, Po/Dist. Keonjhar-758001 (Near New Court)

Handwritten signature
10/12/24

**Asst. Director of Sericulture,
Keonjhar**

DATA SHEET

Sl. No.	Particulars	Details
1	Name of the client	Assistant Director of Sericulture, Keonjhar
2	Method of Selection	Quality-cum-Cost Based Selection (QCBS)
3	Date of issue of Tender	10.12.2024
4	Pre bid meeting	Not Required
5	Deadline for receipt of proposal and time	03.01.2025 by 5.00 PM
6	Date of opening of Technical Proposal	04.01.2025 at 11.00 AM
7	Date of opening of Financial Proposal	06.01.2025 at 11.00 AM
8	Expected date of commencement of assignment	Shall be intimated to the successful bidder after finalization of the Tender process.
9	Bid document fee (Non-Refundable)	Rs. 1000/- only in shape of Demand Draft in favour of the Assistant Director of Sericulture, Keonjhar.
10	Earnest Money Deposit(EMD) *Refundable subject to satisfactory performance & complacence to laid down conditions	Rs. 39,336/- in form of Demand Draft in favour of the Assistant Director of Sericulture, Keonjhar.
11	Contact Person	Smt.Sabita Rani Muduli, Section Officer Mob:8763500261
12	Postal Address for submission of proposal	The Assistant Director of Sericulture, Keonjhar, O/o- Assistant Directorate of Sericulture, Keonjhar , At-Park Lane, Po/Dist. Keonjhar-758001 (Near New Court)
13	Mode of submission of proposal	Speed post/Registered Post/Courier only to the address as specified at Sl. No.12 during the office hour only. Submission of bid through any other mode and late bid will be rejected.
14	Place of opening of proposal	Office Chamber O/O the Asst. Director of Sericulture, Keonjhar.
15	Website to visit for download of bid document	https://kendujhar.odisha.gov.in

DISCLAIMER

This Tender is not an offer by the Asst. Director of Sericulture, Keonjhar, but an invitation to receive offer from the bidders/firms/agencies etc. No contractual obligation whatsoever shall arise from this tender process unless and until a formal contract is signed and executed by duly authorized officers of the Asst. Director of Sericulture, Keonjhar with selected bidder/firm/agency.

TENDER FOR SELECTION OF AN AGENCY FOR PROVIDING MANPOWER SERVICE FOR THE ASSISTANT DIRECTOR OF SERICULTURE, KEONJHAR

TERMS OF REFERENCE

1. Objective

The objective of this Tender is to select an agency for providing manpower service to achieve the following:

Sl. No	Service Required	Scope of Work	Qualification	Terms of Reference
1	Technical Inspector	<ul style="list-style-type: none">Field work in the unit Office of the Assistant Director of Sericulture, Keonjhar with day-to-day Sericulture activity.Any other reasonable work assigned by authority.	<ul style="list-style-type: none">The Minimum Educational Qualification is Degree in any branch of Bio Sciences, Preference shall be given to candidates having degree in Sericulture.Basic Computer knowledge.	Annexure-I
2	Field Assistant	<ul style="list-style-type: none">Field work in the field Office with day-to-day Sericulture activity.Any other reasonable work assigned by authority.	<ul style="list-style-type: none">The Minimum Educational Qualification is Degree in any branch of Bio Sciences, Preference shall be given to candidates having degree in Sericulture.Basic Computer knowledge.	Annexure-I

2. Duration.

The contract period shall be valid for one year from the issue of the work order & is subject to extension of one year on Satisfactory Performance.

3. Edibility Criteria

The bidder/firm/agency registered under the relevant acts, has to fulfil the below mentioned eligibility criteria:

1. The bidder/firm/agency must have valid GST registration number and PAN number. The bidder must be registered under Odisha GST (OGST) Act.
2. The bidder/firm/agencies must have been covered by the labour registration such as EPF, ESI, Contract Labour(R & A Act) and PSARA.

3. The bidder/firm/agency must have cover more than 100 manpower under EPF/ESI during last three years ending FY 2023. The ECR copy must be submitted.
4. The bidder/firm/agency must have minimum Turnover INR 30 lakhs each in **last three years ending FY 2023-24** in manpower service only and in aggregate minimum turnover of **1.5 crore** during the last 3(three) financial years ending FY 2023 in manpower service only.
5. The bidder/firm/agency must have successfully completed at least one contract of similar service with minimum contract value of INR 25 lakh each during **the last five years ending FY 2023-24** with any Govt. of Odisha Organization/PSU, Work order and copy of the agreement to be submitted by the bidder/firm/agency. For ascertaining contract value supporting document must be submitted.
6. The bidder/firm/agency must have at **least 10 years** of experience in similar services with any Govt. of Odisha/PSU Organization. The copy of **work order** and **copy of the agreement** must be submitted by the bidder firm agency.
7. The bidder/firm/agency must be a registered company/partnership firms proprietorship Firms/Pvt. Ltd. in relevant act. The certificate of incorporation memorandum of association as the case must be furnished.

4. Terms and condition for applying

1. This Bid document will be received in scaled cover super scribed "**Tender for selection of Service Provider for Manpower Services of 8 (Eight) Technical Inspector & 3 (Three) Field Assistant (containing sealed technical bid and financial bid in separate sealed covers).**
2. The agencies must submit their proposal by **Speed Post/ Registered Post/Courier only** to the address as specified at **Sl. No. 12 of the DATA SHEET** during the office hour only on or before the last date and time for submission of proposal as specified at SL. No. 5 of the DATA SHEET.
3. Submission of proposal through any other mode and late bid will be rejected. The Asst. Directorate of Sericulture, Keonjhar will not be responsible for postal delay/any consequence in receiving of the proposals.
4. The agency shall deposit Earnest money as prescribed in the Tender as a guarantee of good faith. The amount will be counted towards security for due performance of the contract. In the event of refusal to execute the agreement by the successful bidder in scheduled time, the same will be forfeited. If the offer of the agency is not accepted, the earnest money will be refunded without any interest. **Bids without EMD shall be rejected.**
5. The above deposit of agency shall remain as security for the due rendering of services. On successful completion of the event, the same will be refunded as per agreement.
6. Communication by email from the authorized email address of Asst. Directorate of Sericulture, Keonjhar(Email: adskeonjhar@yahoo.com) would be treated as full and final communication in all respect.

7. All the pages of the bid must be **signed & sealed** by the bidder/authorized representative. All pages of the bid must have been **numbered**. Any deviation from the prescribed procedures /information/formats/ conditions shall result in outright rejection of the proposal.
8. 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 not be below 21 years of age and not exceeding 40 years and physically sound to perform the duties.
9. 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 frictions/duties or for payment towards any compensation.
10. The service provider shall exercise adequate supervision to ensure performance of manpower deployed to provide the services in accordance with the requirement. The service provider shall depute one full time supervision in concerned office of the authority for overall management of the service to be rendered at the site.
11. 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.
12. 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.
13. 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/ Permanente) Bank Account EPF/FSIC details etc.
14. The manpower to be deployed the service provider should not have any adverse police records/criminal case against them. The agency should make adequate enquires about the character and antecedent 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.
15. 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.
16. 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.

17. 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, it need be joint enquiry comprising of both the purities shall be conducted and responsibility will be fixed.
18. 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.
19. 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.
20. In case of delay in providing required replacement the amount of penalty calculated at the rate of 1% if the annual contract value per week on account of delay, shall be deducted from the monthly bills in the succeeding month.
21. 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.
22. 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.
23. 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.
24. 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.
25. 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 Department.
26. In 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 month prior notice to the service provider.
27. 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.

28. The Authority reserves the right to withdraw or relax any of the norms and condition mentioned above so as to overcome the problem encountered at a later stage.
29. 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.
30. All disputes shall be under the **jurisdiction of the court at Keonjhar.**
31. The agreement can be terminated by either party by giving one months notice in advance, if the agency fails to give one months 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.
32. 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 remuneration to the persons deployed by the service provider and the outstanding dues of the service provider to concerned authorities.
33. 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.

5. Application and Bidding Format

The bidder is required to submit one copy of bid for Technical Offer and one copy for Financial Offer, duly sealed in separate envelopes. Failure to do so will render them ineligible.

5.1. Technical Bid

The bidder must submit the Technical Bid in the prescribed format i.e., covering letter and other information as per the Annexure-II along with following documents fulfilling the eligibility criteria.

1. Demand Draft of **Rs.1000/-** only in favor of **the Asst. Director of Sericulture, Keonjhar** drawn in any scheduled commercial bank payable at Keonjhar towards bid document cost which is **non-refundable** in nature.
2. **Earnest Money** in form of a demand draft of **Rs. 39,336/-** (2% of the estimated cost) in favor of **the Asst. Director of Sericulture, Keonjhar**, drawn in any scheduled commercial banks payable at Keonjhar.
3. The Bid Processing fee and EMD shall be issued by the bidder and not any individual representative of the bidder.
4. The bidder/firm/agency must submit the required valid documents in respect of its eligibility as per clause 5.

5. Copy of documents towards proof of having experience of at least 10 years in providing the services of Technical Inspector & Field Assistant in Government Offices.
6. GST Registration Certificate and up-to-date returns copy of the firms /agency pertaining to the financial year, 2021-22, 2022-23 & 2023-24 and up to date GST e-filing as of November 2024.
7. CA certified Balance Sheet & Documents to be furnished regarding the turnover in manpower service for the last three financial years (i.e., F.Y. 2021-22, 2022-23 & 2023-24) and annual turnover format (Annexure -VI) jointly signed by Statutory Auditor/ Company CA of the firm (having FRN & membership no.) and Bidder/Authorized Signatory with Stamp.
8. Copy of PAN Card and up to date return copy of Income Tax for the last three financial years (i.e., F.Y. 2021-22, 2022-23 & 2023-24).
9. Copy of EPF & ESI Registration Number.
10. Copy of valid license under PSARA Act, 2005 (in case of Security Services).
11. Copy of Bank Account details.
12. Copy of the Income/ Expenditure statement along with Balance Sheet for the last 3 years.
13. Copies of work orders from the previous organizations for providing services during last 3 years.
14. Detailed profile of the bidder including the list of establishment (administrative) manpower & their qualification. The proof of their engagement (i.e. letter of appointment /salary slip etc.) is to be submitted.
15. Power of Attorney in favor of the person signing the bid on behalf of the bidder on bidders' letter head.
16. Undertaking in form of affidavit for the followings (Annexure-IV).
 1. No criminal case is pending with the police at the time of submission of bid.
 2. The bidder/firm/agency must not have been banned/ black-listed/penalized by any Govt. organization / PSUs/ Autonomous Body/any Statutory Bodies at the time of submission of bid. (on stamp paper)
 3. Undertaking regarding non-pending of any judicial proceedings on bidders letter head.
 4. Regarding trueness and correctness of the information submitted by the firm.
 5. The bidder/firm/agency must not have been penalized for EPF & ESI by any Govt. organization/ PSUs/Autonomous Body/ any Statutory Bodies at the time of submission of bid.
 6. The bidder/ firm/agency must follow child labour (Prohibition & Regulation) Act, 1986
17. The bid submission checklist (Annexure-VII), indicating correct page no.

6. Financial Bid

The bidder must submit the Financial Bid in the prescribed format i.e. Covering letter and other information as per the Annexure-V &VI.

The Financial Bid shall be as per the Govt. of Odisha Finance Department Office Memorandum No 19595/F, Dated 11.07.2023 (i.e. Rate of Service Charge in Outsourcing of Services).

7. Scrutinization of the Bids:

A committee will open the bids and scrutinize the supporting documents of the bidders. The committee may seek clarifications from bidders with respect to proposals and may visit the bidder's client site for verification of credentials/ claims/ declarations. All responses shall be evaluated as per Eligibility Criteria and other specific conditions specified in this Tender as at Point 3&5. The bids not complying with any of the documents as at point 3&5 will be out rightly rejected.

8. Technical evaluation

Technical Evaluation will be done by a designated committee only for those bidders, who clear the required as per the eligibility criteria and documents required at point 3.1. The bidders will be required for a presentation in support of their credentials, the date of which will be communicated to them via-email/Telephone. The Technical eligibility of the bidders shall be assessed based on the following criteria & scoring system.

Sl. No.	Specific Requirements	Parameter	Max. Mark
1	No. of Manpower covering under EPF/ESI w.r.t. point-3.4.	Minimum 100 persons:5marks 101 to 500 persons:10 marks 501 to1000 persons: 15marks Above 1000 persons: 20 marks	20 Marks
2	Aggregate Turn Over in manpower service only during last three Financial Year ending 2023 w.r.t. point-3.5.	1.5 crore to 3 crore : 5marks 3 crore and above : 10 marks	10 Marks
3	Aggregate project value of similar service with GoO organization/PSU	25 lakh to1 crore: 10 marks 1 crore to 5 crore :15marks Above 5 crore : 20 marks	20 Marks
4	Must have at least 10 years of experience in similar service w.r.t. point -3.&4.	10 years: 10marks For each additional complete 5 years of experience: 5 marks	20 Marks
5	Organization set up w.r.t. point-3.8.	Proprietorship/partnership: 5marks Pvt. Ltd- :7marks ISO Certificate: 10marks	10 Marks
6	Presentation in support of credentials.		20 Marks

- i. A bid shall have to meet the Minimum Qualifying Marks of 50 (fifty) marks in Technical Evaluation. Bids not meeting the minimum qualifying marks in "**Technical Evaluation**" shall be rejected. The Bids meeting the minimum qualifying marks shall be called "**Qualified Bids**" and shall be eligible for financial evaluation of the bid.
- ii. "**Qualified Bids**" Meeting the minimum Qualifying Marks of in Technical Evaluation and conforming to the technical specifications, terms and conditions stipulated in the bidding document and considered to be responsive after subjecting to Bid Evaluation Criteria shall be considered for further evaluation as per the Evaluation Criteria given below.
 - (a) Price Bids shall be evaluated taking into account the Price quoted for all services including applicable GST (CGST & SGST/UTGST or IGST).
 - (b) Quoted price must include all liabilities and taxes including statutory liabilities but excluding GST, which shall be quoted separately in the Price Bid format.
- iii. To ascertain the Inter-se-ranking of the Bids, the Quality & Cost Based Selection (QCBS) methodology as mentioned below shall be adopted.
 - a) An Evaluated Bid Score (B) will be calculated for each bid which meets the minimum Qualifying Marks of 50 (Fifty) in 'Technical Bid' Evaluation using the following formula in order to have a comprehensive assessment of the Bid price and the Quality of each bid,

$$B = (C_{low}/C) \times 100 \times X + (T/T_{high}) \times 100 \times Y$$

C= Evaluated Bid price of the bidder.

C_{low}= The lowest of the evaluated bid prices among the responsive bids.

T= The total marks obtained by the bidder against "Technical Bid Evaluation"

T_{high}= The highest mark scored against "Technical Bid Evaluation" among responsive bids.

X = 0.3 (The weightage for "Quoted price" is 30%)

Y = 0.7 (the Weightage for "Technical Bid Evaluation" is 70%)

Note: The evaluated Bid Score (B) shall be considered up to two decimal places.

b) Contract shall be awarded to the Bidder with the highest Evaluated Bid Score (B)

c) In the event of two or more bids having with the highest Evaluated Bid Score (B), scoring the highest marks against 'Quality' criteria will be recommended for award of contract. Even if there is a tie, 'draw of lots' will be resorted to arrive at the recommended bidder.

d) To ascertain the inter-se-ranking, the comparison of the responsive bids will be made subject to loading for any deviation.

9. Terms & Conditions for selected bidder:

1. The selected bidder will execute one agreement with the Asst. Director of Sericulture, Keonjhar in Non-Judicial stamp paper of appropriate value.
2. Selected bidder last to abide by any conditions alterations as imposed by the authority time to time.
3. The successful bidder is required to carry out the services in accordance to the Terms of Reference as mentioned in the Annexures.
4. The successful bidder shall ensure that there is sufficient manpower for the required services to meet the committed deployment plan.
5. The successful bidder must employ adult and skilled labour only. Employment of child labour will lead to termination of the contract. Asst. Director of Sericulture, Keonjhar authority will not be responsible for any legal consequences arise if any in this regard.
6. The successful bidder should possess or procure needful infrastructure for smooth deliver of services. No additional cost towards the same will be borne by Asst. Director of Sericulture, Keonjhar.
7. The agencies/prospective bidders are advised to visit and examine the site and obtain for it at then own responsibility and task, all information that may be necessary for submission of the bid and entering the contract.
8. The selected bidder will nominate a coordinator who shall be stationed at Bhubaneswar and shall be responsible for immediate interaction with the office as and when required.
9. Applicable income tax, shall be deducted at source from all accepted payments, in accordance with the provisions of Income Tax Act, 1961 as amended from time to time.
10. Communication by email from the authorized email address of Asst. Directorate of Sericulture, Keonjhar (Email:adskeonjhar@yahoo.com) would be treated as full and final communication in all respect.

The Performance Guarantee (PBG)

1. The selected bidder shall have to sign an agreement in Non-Judicial Stamp paper of appropriate value with deposit of **PBG 10%** of the contract value (including GST as per the Govt. of Odisha Finance Deptt. OM No.8952/18.03.2021 in the form **FD/BG** i.e., hypothecated to D.D.O of the Asst. Director of Sericulture, Keonjhar till completion of the contract period.
2. Failure to comply with the conditions of the agreement shall constitute sufficient ground for the forfeiture of the PBG.
3. No interest shall be paid on the PBG. The PBG shall be refunded after successful completion of the project.
4. In case of breach of any terms & conditions, the performance security deposit of the selected bidder shall be liable to be forfeited besides annulment of the agreement.

11. Governing Law and Penalty Clause

- 1) The agreement would be terminated by issuing one month notice by any and both of the parties.
- 2) The agreement will be terminated if the performance of the selected bidders will be found dissatisfactory by the engaging authority.
- 3) Any complain regarding quality of service will be attended immediately by the service provider.
- 4) Any legal financial problem of the manpower engaged by the service provider will be looked after by the service provider, not by the Asst. Directorate of Sericulture, Keonjhar.
- 5) The decision of the authority placing the contract, whether the delay in development has taken place on account of reasons attributed to the selected bidder shall be final. The authority reserves the right to reject any or all the offers without assigning any reason thereof at any stage of awarding the tender.
- 6) Any dispute arising out of this Tender, the decision of the Asst. Directorate of Sericulture, Keonjhar shall be final & binding to all.
- 7) In case of a dispute, it will be governed by the laws of the court in Keonjhar.

Terms of Reference for providing services of different manpower:

The details of services of manpower required along with the remuneration to be provided are as per details given below:

Sl. No	Manpower Type	Age Limit	Qualification	Summary of work to be performed	No. of services	Rate of wages per month (in Rs.)
1	Technical Inspector	21 Years of age and not exceeding 40 Years	<ul style="list-style-type: none"> • The Minimum Educational Qualification is Degree in any branch of Bio Sciences, Preference shall be given to candidates having degree in Sericulture. • Basic Computer knowledge. 	<ul style="list-style-type: none"> • Field work in the unit Office of the Asst. Director of Sericulture, Keonjhar with day-to-day Sericulture activity. • Any other reasonable work assigned by authority. 	08	(Rs.14900/-) As per the Notification of Govt. from time to time
2	Field Assistant	21 Years of age and not exceeding 40 Years	<ul style="list-style-type: none"> • The Minimum Educational Qualification is Degree in any branch of Bio Sciences, Preference shall be given to candidates having degree in Sericulture. • Basic Computer knowledge. 	<ul style="list-style-type: none"> • Field work in the unit Office of the Asst. Director of Sericulture, Keonjhar with day-to-day Sericulture activity. • Any other reasonable work assigned by authority. 	03	(Rs.14900/-) As per the Notification of Govt. from time to time
			Total		11	

TECHNICAL BID COVERING LETTER
(ON BIDDER LETTER HEAD)

[Location Date]

To
[Name and Designation of
Tender Inviting Authority]
(Office Address and Location)

Sub:- Tender for Outsourcing of services of **Eight Technical Inspector and Three Field Assistant in the O/o of Asst. Director of Sericulture, Keonjhar.**

Sir,

I, the undersigned, offer to participate in the tender process to provide services in accordance with your Tender Call Notice No.: _____ Dated. _____. We are hereby submitting our proposal, which includes Technical Proposal, sealed in an envelope.

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 Tender document. In case any provision of this tender is found violated by our agency, then your office shall have the rights to reject our proposal including forfeiture of the earnest money deposit absolutely.

Yours faithfully,

Bidder/Authorized Signatory
with Date and Seal

Name and Designation of the Signatory:

Name of the Bidder and Address:

Details information about the Bidder:

Sl.No.	Specification	Details
1	Name of the Bidder	
2	Details of Bid Document Cost (Demand Draft Details)	DD No.
		Date:
		Amount (Rs.):
		Drawn on Bank:
3	Details of EMD (Demand Draft Details)	DD No:
		Date:
		Amount (Rs.):
		Drawn on Bank:
4	Name of the Director/ Proprietor	
5	Full Address of Registered Office if any	Postal Address:
		Telephone No:
		FAX No:
		E-Mail Address:
6	Name & telephone number of the authorized person Signing the bid	
7	Bank Account details of the agency/firm	Account Number:
		Bank and Branch Name:
		IFSC Code:
8	PAN No.(Attach self-attested copy)	
9	GSTIN(Attach self-attested copy)	
10	Acceptance to all the terms & conditions of the tender(Yes/No)	
11	Power of Attorney/authorization letter for signing of the bid documents (submitted/ not submitted)	
12	Please submit an affidavit as mentioned point 5.1.11 At the time of submission of bid. (submitted/ not submitted)	
13	Kindly mention the total number of pages in the tender document	
14	EPF Registration No. (Attach self attested copy)	
15	ESI Registration No. (Attach self attested copy)	
16	PSARA License No. & Valid up to (Applicable in case of Security Services)	
17	Please submit undertaking that no criminal case is pending with the police at the time of submission of bid.	

14. Details of the similar type service provided by the bidder in last 10 (Ten) years as requested in the eligibility criteria:

Period	Name of Authority with complete address & Phone No.	Type of services provided with details of manpower	Contact Amount (in INR)	Duration	
				From	To

15. Declaration

I, Sri _____,
Son/Daughter/Wife of Sri _____
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 bidder/Authorized Representative with seal)

Place: _____

Date: _____

Enclosures:

- i. Bid processing Fee in the form of Demand Draft in original.
- ii. EMD in the form of Demand Draft in original.
- iii. Copy of tender document (each page must be signed, numbered and sealed).
- iv. Duly filled Technical Bid and Financial Bid.
- v. List of Documents as applicable.

Annexure-III

Financial Turnover of the bidder for the last 3 financial years in manpower services only.

Name of the firm/agency:-

Financial Year	Turnover Amount (in INR)	Total Turnover (in INR)
FY (2021-22)		
FY (2022-23)		
FY (2023-24)		

Signature of Chartered Accountant
With FRN No. and Seal (inked signed)

Signature of bidder/ Authorized representative with seal

Place: _____

Date: _____

AFFIDAVIT

(On the Stamp Paper of appropriate value in shape of affidavit from the Notary regarding undertaking for following)

1. I, hereby undertake that, our agency has not been blacklisted/debarred by any of the Central Government/State Government Department/Off or by any Public Sector undertaking (PSUs) and not blacklisted by any authority during the recent past.
2. That there is no criminal case pending in any Court of Law against our agency or against the Proprietor/ Director/Persons to be deployed by our agency at the time of submission of bid.
3. I/we further certify that Proprietor/Director/Persons to be deployed by our company have not been convicted of any offence in any Court of Law during the recent past and as well as at the time of submission of bid. I understand that I am fully responsible for the contents of this undertaking and its truthfulness.
4. 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.
5. I, hereby undertake that, our agency is abiding all rules and regulation in respect to the Child Labour (Prohibition and Regulation) Act 1986.

Bidder/ Authorized signature
(in full and initials)

Name and Designation of the Signatory:

Name of the Bidder and Address:

FINANCIAL BID COVERING LETTER
(ON BIDDER LETTER HEAD)

[Location Date]

To
[Name and Designation of
Tender Inviting Authority]
(Office Address and Location)

Sub:- Tender for Outsourcing of services of **Eight Technical Inspector and Three Field Assistant in the O/o of Asst. Director of Sericulture, Keonjhar.**

Sir,

I, the undersigned, offer to provide the services for *(insert title of the Service)* in accordance with your Tender Call Notice No. _____ Dt _____. Our attached financial price is *{insert amount(s) in words and figures for the proposed service}*. This amount is exclusive 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. 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.

Yours faithfully,

Bidder/Authorized Signatory
(In Full and initials)

Name and Designation of signatory with Date and Seal: _____

Address of the Bidder: _____

Annexure-VI

FORMAT FOR FINANCIAL PROPOSAL

Sl. No.	Category of Manpower	Monthly remuneration including employee share for EPF & ESI	Employer Share		Service Charge	TOTAL	GST		Grand Total
			EPF	ESI			CGST	SGST	

**Authorized Signatory
(in full and initials)**

Name and Designation of signatory with Date and Seal: _____

Address of the Bidder: _____

BID SUBMISSION CHECK LIST

Sl. No.	Description	Submitted (Yes/No)	Page No.
TECHNICAL BID (ORIGINAL)			
1	Covering letter along with information in Bidders Letter Head		
2	Bid Processing Fee (Demand Draft)		
3	EMD (Demand Draft)		
4	Copy of Incorporation Registration Certificate		
5	GST Registration Certificate and returns copy of the financial years pertaining to the financial year F.Y.2021-22, 2022-23& 2023-24 and up to date GST e-filing as of November 2024.		
6	Copy of PAN Card and up to date return copy of Income Tax for the last three financial years (i.e. 2021-22, 2022-23& 2023-24.)		
7	Audited balance sheet of the firm for last three financial years (i.e., 2021-22, 2022-23 & 2023-24)		
8	Official turnover in manpower services only of the firm for the last three financial years (i.e.. 2021-22, 2022-23& 2023-24)		
9	The copy of completion certificates work orders in support of executing similar kind of projects/assignments for past 10 years up to March 2024 (As mentioned under point 3.7)		
10	Power of Attorney in favour of the person signing the bid on Behalf of the bidder.		
11	Undertaking in affidavit form as per Annexure-IV		
12	Detailed profile of the firm including the list of manpower in Establishment Administration) & their qualification.		
13	Presentation Soft copy & Hard copy		
14	Copy of Valid PSARA License (in case of Security Services) Labour License		
15	Copy of Valid EPF & ESI Certificate		
16	TECHNICAL BID duly filled in Covering letter		
FINANCIAL BID (ORIGINAL)			
1	Covering Letter in Bidders Letter Head		
2	Duly filled in Financial Bid		

It is to be ensured that:

1. All in form action has been submitted as per the prescribed format only.
2. Each part has been separately bound with no loose sheets and each page of all the parts are page numbered along with Index Page.
3. All pages of the proposal need to be sealed and signed by the authorized representative

Authorized Signatory (in full and initials): _____

Name and Designation with Date and Seal: _____