



INTEGRATED TRIBAL DEVELOPMENT AGENCY, KENDUJHAR
(ST&SC DEVELOPMENT, M&BCW Department, Govt. of Odisha)

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Bid Reference No. 1143 / ITDA(K)/ Dated 02nd July , 2026

SHORT TENDER NOTICE

Sealed Tenders are invited from reputed Registered Manpower Agencies / Service Providers for engagement of Cook-cum-Attendants against the vacancies (approximately 10 nos.) at different hostels under ST & SC Development, M&BCW Department in Kendujhar District on outsourcing basis with reference to Finance Department Office Memorandum No.37323/F/ dated 30.11.2018, letter No.11835/F/ dated 13.03.2018 & Letter No.21812/SSD/ dated 08.09.2025, Letter No.4613/SSD/ dated 21.02.2026, Letter No.8490/SSD/ dated 08.04.2026 of ST & SC Development, M&BCW Department.

Tender should be accompanied with refundable Earnest Money Deposit (EMD) of Rs.50,000/- (Rupees Fifty thousand) only in shape of Demand Draft drawn in favour of the Project Administrator, ITDA, Kendujhar in any Nationalized Bank payable at Kendujhar failing which the tender shall be rejected.

The detailed Tender Document and information can be downloaded from the websites (<https://kendujhar.odisha.gov.in>).

The intending Registered Firms/ Outsourcing Agencies may submit Tenders along with other supporting documents to **the Project Administrator, ITDA, Kendujhar** latest **by 5.30 PM of dated 18.07.2026** through **Speed Post only**. Tender documents received beyond the stipulated period shall not be entertained.

The authority reserves the right to cancel all bids without assigning any reason thereof.

By order of the Collector, Kendujhar


Project Administrator,
ITDA, Kendujhar

Memo No. 1144 / ITDA(K)/ Dated 02nd July, 2026

1. Copy to Office Notice Board for wide publication.
2. Copy forwarded to the DeGM, Collectorate, Kendujhar for information and necessary action. It is requested to upload the tender document in the website (<https://kendujhar.odisha.gov.in>) till 18.07.2026 for wide publication.
3. Copy to all Sub-Collector/BDOs/Tahsildars of Kendujhar District/ Executive Officer, Municipality, Kendujhar /Anandapur/Barbil/Joda/NAC, Champua/ DI&PRO, Kendujhar for information and necessary action. They are requested to display the same in their respective office notice boards for wide publicity of the tender notice.
4. Copy submitted to the CDO- cum EO, Zilla Parishad, Kendujhar for favour of kind information with request to display the same in the office notice boards for wide publicity of the tender notice.
5. Copy forwarded to the PA to Collector for favour of kind information of Collector, Kendujhar /Steno to ADM(General), Kendujhar for favour of kind information of ADM(Gen.), Kendujhar.


Project Administrator,
ITDA, Kendujhar

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Section - I

Instruction to Bidders

A. General Information:

- The office of the PA, ITDA, Keonjhar requires the service of reputed, well established, financially sound and Registered Service Providers for engagement of vacancies (approximately 09 nos.) Cook-cum-Attendants at different hostels under ST & SC Development, M&BCW Department in Keonjhar District on outsourcing basis with reference to Finance Department Office Memorandum No.37323/F dated 30.11.2018, letter No.11835/F dated 13.03.2018 & Letter No.21812/SSD dated 08.09.2025, Letter No.4613/SSD dated 21.02.2026, Letter No.8490/SSD dated 08.04.2026 of ST & SC Development, M&BCW Department.
- Sealed Tender is invited under two bid system from reputed Manpower Agencies/Service Providers to provide the services of **Cook-cum-Attendants at different hostels under ST & SC Development, M&BCW Department in Keonjhar District** w.e.f. the date of execution of agreement. The authority reserves the right to terminate the contract at any time after giving 30 days' notice to the Service Provider(s).
- Bidders are required to submit the technical & financial bids separately. The bids in Sealed Cover-I containing '**Technical Bid**' and Sealed Cover-II containing '**Financial Bid**' should be placed in a Third Sealed Cover Super- Scribed "**Bid for Cook-cum-Attendants / Lady Cook-cum-Attendants at different hostels under ST & SC Development, M&BCW Department in Keonjhar District for engagement** on an outsourced basis must reach the undersigned **on or before 18-07-2026 by 5.30P.M by Speed Post only.**

Eligibility criteria:

Sl. No.	Eligibility Criteria	Supporting documents to be furnished along with the Technical Bid
1	The bidder should be registered under appropriate authority, such as - Registered under the Companies Act 2013 - Registered under the Indian Partnership Act 1932. - Registered under the Limited Liability Partnership Act 2008.	Certificate of Incorporation / Registration Certificate or Commercial Establishment Registration
2	The bidder must be at least 3 years in business (up to the last date of submission of bid) for providing similar type of services to Central/ State Government/Autonomous Bodies/ Corporate bodies.	Copies of the work order from the previous authorities and agreement copy.
3	The Registered Office or Branch Office of the Service Provider must be located within the jurisdictional area of the State of Odisha.	Valid address proof of the office (Copy of the Telephone or Electricity Bill or any Govt. order/certificate)
4	Must have average annual financial turnover of Rs.2 Crores during the last three (3) consecutive financial years as on dated 31.03.2026.	Copies of audited Income/ Expenditure Statement and Balance Sheet for the concerned periods by a Chartered Accountant.
5	Must have its own bank account in any scheduled bank situated in Odisha.	Supporting documents of transaction for last six(6)Months
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 affidavit in Rs.10/- non-judicial stamp paper to this effect to be furnished by the bidder as per the prescribed format. [Form – T2]
7	Must not have any pending criminal offence against the Proprietor/ Director/ Persons to be deployed by the Service Provider.	An affidavit in Rs.10/- non-judicial stamp paper to this effect to be furnished by the bidder as per the prescribed format. [Form – T3]
8	Other Statutory Documents:	Copies of : - PAN, - TAN, - GSTIN, - Valid Contract Labour License for the minimum 100 hundred labours in a single order.

		Valid ISO Certificates i.e. • ISO 9001:2015 • ISO 14001:2015 • ISO 45001: 2018 • ISO 27001:2013 or ISO 27001:2022 • Copies of EPF & ESI Registration Certificate. • Copy of Commercial Establishment Registration Certificate. • IT returns for the last 3 consecutive financial years as on 31-03-2026.
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B. Submission of Bid:-

The proposal complete in all respect as specified above must be accompanied with a Non-refundable amount Rs. 1,000/- (Rupees one thousand) only towards Bid Processing Fee and EMD of Rs. 50,000/- (Rupees fifty thousand only) in the form of Demand Draft in favour of **Project Administrator, ITDA, Keonjhar** drawn in any scheduled commercial bank and payable at Keonjhar failing which the bid will be out rightly rejected. The relaxation to MSME entities as per Govt. norms is also applicable subject to following Notification No.MSME-IPE-MISC-0060-2019/566/MSME dated 24.01.2024 of Micro, Small & Medium Enterprises Department of Govt. of Odisha. The bid should be sent through Speed Post (through Govt. of India, Department of Post) so as to reach the authority **18-07-2026 by 5.30 P.M** to the office of Project Administrator, ITDA, Keonjhar.

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

The selected bidder will have to deposit a Performance Security (2% of the annual contract value) in the form of Bank Guarantee/FD/DD from any scheduled Bank situated within Odisha in favour of District Welfare Officer, Keonjhar 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 provided 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 to be submitted

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

- a) Demand Draft in support of Bid processing fee as applicable.
- b) Demand Draft in support of EMD as applicable.
- c) Copy of Certificate of Incorporation for Company, for firm or agency copy of commercial establishment registration certificate.
- d) Copy of GSTIN, 3B latest.
- e) Copy of PAN and TAN Number.
- f) Copies of IT returns for the last three consecutive financial years.
- g) Copies of EPF & ESI Registration Number.
- h) Copy of Bank Account details.
- i) Copies of the Income/Expenditure Statements along with Balance Sheet for the last 3 years.
- j) Copies of work orders from the previous organizations for providing services during last 3 years.
- k) Affidavit regarding non-blacklisting (On Stamp Paper)
- l) Affidavit regarding non-pending of any judicial proceedings (On bidder's Letter Head)
- m) Valid Contract Labour License for minimum One hundred labor in Odisha in a single order.
- n) Valid ISO Certificate i.e. ISO 9001:2015, ISO 14001:2015, ISO 45001:2018, ISO 27001:2013.
- o) Copies of six months transactions amount certified by Manager of the Bank.

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

All entries in the pages of the bid document should be neatly computerized, be legible and be signed by the Bidder. If the space for furnishing information is insufficient, a separate sheet duly signed by the Bidder should be attached.

The Technical Bid will be opened on 21-07-2026, 11.00 P.M in presence of the Bidders or their Authorized Representatives who wish to be present on the spot at that time. The Financial bid of the technically qualified bidders shall be opened simultaneously in presence of the bidders or their Authorized Representatives on 21-07-2026.

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

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

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 award of Contract at (L-1) price. However, the decision of the authority shall be final during the overall selection process. In case more than one firm quotes the same price in the Financial Bid, then the L-1 Bidder will be decided as per the highest mark secured by the Bidder in the Technical Bid. **In case of tie, preference will be given to the bidder having secured highest mark in technical Bid. In case of further tie, the selection of bidder will be decided through lottery.**

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

GENERAL INSTRUCTIONS FOR BIDDERS AND SCOPE OF WORK

A. GENERAL INSTRUCTIONS:

1. The manpower engagement of Cook-cum-Attendants by the Service Provider shall be required to report for work as per guidelines fixed by Govt. and may also be required to work before or after working hour for which he/she would not be paid any extra remuneration. In case, the person deployed remains absent on a particular day or comes late / leaves early on three occasions, proportionate deduction from the remuneration for one day will be made.
2. The manpower engaged for the purpose must have good moral character and cordial attitude and should not reveal the official information to outsiders and must maintain official confidentiality.
3. 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.
4. 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 office. The entire financial liability in respect of manpower services absorbed 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 engaged a sum not less than the proposed monthly remuneration as mentioned in the financial bid.
5. 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.
6. The persons engaged shall, during the course of their work be privacy 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 engaged liable for penal action under the applicable laws besides, action for breach of contract.
7. The Manpower Service Provider shall be responsible for compliance of all statutory provisions relating to minimum wages payable to the persons absorbed at the Authority's location. The service provider should ensure regular payment of monthly salary to the personnel absorbed 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 the respective Bank Account.
8. The engagement of outsourced persons shall be purely on contract basis. The Service Provider shall at all times make it absolutely clear to the outsourced personnel engaged by them. Any outsourced personnel engaged can be removed at 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.
9. The Manpower Service Provider shall engage the required **Cook-cum-Attendants** / at different hostels under ST & SC Development, M&BCW Department in Keonjhar District on outsourced basis. An affidavit must be given to this effect in Rs.100.00 non-judicial Stamp Paper.
 10. The manpower to be engaged at different hostels under ST & SC Development, M&BCW Department in Keonjhar District shall be given assignment as per the requirement and on due approval of Head of the office.

B. Terms of Reference (ToR) for Engagement of Cook-cum-Attendant in Hostels under the supervision of ST & SC Development Department are as follows:

The ST & SC Development Department, Government of Odisha is responsible for the administration and management of hostels catering to ST, SC and OBC/SEBC students with the objective of ensuring their uninterrupted access to education within a safe, protected and enabling residential environment. A **Cook-cum-Attendant** is a non-teaching staff member employed in schools whose job combines **cooking/ food service duties with attendant/ helper tasks** around the campus or hostel.

This includes duties related to meal preparation, hygiene and assisting school operations. Such engagement shall be purely on an outsourcing basis and the service conditions shall be governed strictly in accordance with the guidelines, instructions and orders issued by the Department from time to time. The CCA shall function under the direct supervision of the Headmaster/ Assistant Superintendent and shall be accountable for the preparation of food and to serve them to the boarders.

I. Duties and Responsibilities of the CCA:

- CCAs should always maintain a high degree of personal hygiene and cleanliness. They must adhere to basic sanitation practices to ensure safe handling of food and maintain a clean working environment.
- CCAs should always remain clean, wear properly washed and tidy clothes and keep their fingernails neatly trimmed. They must wash their hands thoroughly with soap/detergent and clean water before beginning any cooking activity, after handling raw materials, after using the washroom, and during the serving of food to prevent contamination.
- Chewing of tobacco or any other substance, smoking, spitting and nose blowing shall be strictly prohibited in the kitchen, food preparation areas and dining spaces. Such acts compromise food safety and hygiene and must not be practiced under any circumstances.
- Maintain a CCA Log Book and keep details of ration provided by Mess Management Committee and prepare food accordingly.
- Ensure that no small children/students are near the cooking area to avoid any mishap. By no means children should be engaged in the cooking activities like chopping/cutting, cleaning etc.
- No outsiders/suspicious persons shall be allowed inside the kitchen to avoid any intentional sabotage.
- They should ensure that children are washing their hands before and after taking their food.
- Ensure leftover food shall not be kept in kitchen or hostel premises and served to the students again. Food disposal and wastage should be done properly and not to attract rodents/dogs.
- Wastes like vegetable peels, rice starch etc. can be used to make bio-fertilizer for kitchen garden.

- Ensure the cooking area and serving area and the utensils used for cooking are properly washed, cleaned and kept for next use.
- Utensils of boarders are properly cleaned and stocked.
- They will remain in the hostel with the boarders at night.
- Ensure locking of the hostel gate at night.
- Will ensure boarders wake up in time and prayer classes are conducted.
- Help beginner boarders studying in Sishu Batika, Std I & II in bathing, combing their hair, dressing up.

II. Selection Procedure:

- The engagement of existing and future vacancies of CCA shall be undertaken exclusively through Outsourcing Agencies duly empanelled by the Competent Authority.
- The District Authority shall ensure that the selection process is conducted in a transparent, fair and merit-based manner strictly conforming to statutory and administrative requirements.
- The candidate to be engaged as CCA must be of minimum thirty years and possess a minimum educational qualification of Seventh pass (7th).
- The Outsourcing Agency shall provide CCA belonging to same ward/ hamlet, village, block or district where the hostel is situated in that order of preference. In case many candidates are available within same location, preference shall be given to ST, SC and OBC candidate in that order.

III. Responsibilities of the Outsourcing Agency:

- The Outsourcing Agency shall be legally bound to adhere to the following obligations:
- To provide eligible, competent and duly verified candidates, fulfilling all prescribed Government norms.
- To ensure prompt replacement of deployed CCA in cases of absence, resignation, misconduct or unsatisfactory performance without disruption of hostel functioning.
- To ensure timely and lawful payment of wages, including deposition of all statutory dues such as EPF, ESI, and other labour-related compliances as mandated under prevailing laws.
- To strictly comply with all applicable labour laws, Government directives, contractual terms and regulatory provisions, failing which penal action may be initiated.
- To maintain accurate service records, deployment details and all allied documentation for inspection by the competent authority at any time.
- Failure to comply with the above responsibilities shall render the Agency liable for contractual penalties, termination of agreement or any other action deemed appropriate by the Government.
- The contract with outsourcing agency shall initially be valid for a period of two years which may be extended for additional two years based on satisfactory performance.
- Any act of negligence, dereliction of duty, misconduct, indiscipline or adverse behaviour shall be immediately reported to the District Authority and the Agency for withdrawing of his/her services and replacement on any of the following grounds:
 - Misconduct, criminal offence, negligence, harassment, physical/mental abuse, or any behaviour detrimental to the safety, welfare, or dignity of students.
 - Violation of Government orders, departmental instructions, hostel rules or contractual obligations.
 - Unauthorized absence, refusal to reside in the hostel premises as required, dereliction of night duties or abandonment of service.
- Any act deemed incompatible with the responsibilities entrusted as determined by the competent authority.

- Upon disengagement, no compensation or notice period shall ordinarily be applicable and the Agency shall immediately deploy a suitable replacement.

IV. Code of Conduct for CCA:

- The CCA shall at all times maintain dignity, discipline and exemplary conduct, reflecting the standards expected of personnel entrusted with the care and welfare of students staying in hostels.
- The CCA shall not engage in harsh, abusive, discriminatory, intimidating or degrading treatment towards any student. Any such act shall be treated as gross misconduct.
- The CCA shall not practice favoritism, partiality or extend undue personal influence in any matter concerning students, staff or hostel administration.
- The CCA shall strictly maintain confidentiality and secrecy with respect to all student-related information, issues, grievances and records and shall not divulge or misuse such information for personal, political, or any other extraneous purposes.
- The CCA shall not engage in any form of political, religious or personal propaganda within the hostel premises nor shall he/she involve students in such activities directly or indirectly.
- Violation of any component of the Code of Conduct shall render the CCA/LCCA liable for disengagement and other legal consequences as deemed appropriate by the competent authority.

V. Remuneration:

- The selected CCA shall be entitled to a consolidated remuneration of **₹14,500/- (Rupees Fourteen thousand Five hundred only) per month.**
- No additional allowances, benefits or claims shall be admissible beyond the aforementioned consolidated amount unless specifically approved by the Government.
- The remuneration shall be disbursed by the Outsourcing Agency within the stipulated time frame as per contractual obligations.

VI. Termination of Contract:

- The Competent Authority reserves the right to terminate the contract of the Outsourcing Agency by serving a 30-day notice without assigning further justification were considered expedient in the interest of administration.
- The contract may also be terminated without prejudice to any other legal or contractual remedies on any of the following grounds:
- Unsatisfactory performance or failure to meet the prescribed standards of duty, conduct or service delivery.
- Breach of any terms and conditions stipulated in the agreement or Government instructions.
- Violation of Labour laws, statutory requirements or non-compliance with EPF, ESI, wage payment norms or any other mandatory regulation.
- Administrative reasons including restructuring, policy changes or any decision taken by the Government in the larger public interest.

VII. Conclusion:

- All authorities involved including the District Administration, Head of Institution and the Outsourcing Agency shall ensure strict compliance with these guidelines to safeguard the welfare, security and holistic development of hostel-resident students.
- These instructions shall remain in force until modified or superseded by the Government through a subsequent order or notification. Any interpretation or clarification required under these provisions shall rest with the Department whose decision shall be final and binding.

Section -III

SCHEDULE OF REQUIREMENT:

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

Sl. No.	Description	Requirement
01	Cook-cum-Attendants	10

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 engaged by the service provider shall not have any claim whatsoever like employer and employee relationship against the Authority under this agreement. The Service Provider shall make them known about their position in writing before deployment under the required service.
2. The Service Provider will be overall responsible for the engagement of manpower 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.
3. The Service Provider shall exercise adequate supervision to ensure performance of manpower engaged to provide the services in accordance with the requirements. The Service Provider shall depute one full time supervisor in concerned office of the authority, for overall management of the services to be rendered at the site.
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 those who are engaged by it 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/ESI Details etc.
7. The manpower to be engaged 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 engaging. An undertaking to this respect must be provided by the manpower service provider prior to signing of the agreement.
8. The Service Provider will also ensure that the manpower engaged are medically fit and will keep in record a certificate of their medical fitness. The Service Provider shall withdraw such manpower those 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 engaged 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 to be followed Govt. guidelines issued from time to time.
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 his 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. 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.
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. Subcontracting is not allowed under this agreement.
17. The Services Provider shall raise the bill in triplicate, along with attendance sheet duly verified by the officer concerned in respect of the persons deployed and submit the same to the prescribed authority in the first week of the succeeding month. The payment will be released by the second week of the succeeding month.
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 of at the level of Administrative Departments.
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 one(1)month prior notice to the Service Provider.
21. The Service provider should ensure that persons to be engaged 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 clause 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. All disputes shall be under the jurisdiction of the appropriate court.
25. 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.

26. 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.
27. 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.
28. The man power service provider will supply additional man power as and when required during the validity period of agreement.

Section – V
TECHNICAL BID

(BIDDER LETTER HEAD)

To

[Location, Date]

**The Project Administrator, ITDA,
Keonjhar.
Odisha, PIN-758014.**

Sub: Tender for engaging of Cook-cum-Attendants at different hostels under ST & SC Development, M&BCW Department in Keonjhar District on an outsourced basis [Technical Proposal]

Sir

I, the undersigned, offer to participate in the tender process to engage of Cook-cum-Attendants at different hostels under ST & SC Development, M&BCW Department in Keonjhar District on outsourced basis 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 is found violated, then your office shall have the rights to reject our proposal including forfeiture of the earnest money deposit absolutely.

Yours faithfully,

Authorized Signatory[In full and initials]

Name and Designation:

Address of the Bidder:

(FORM – T1)

1	Name of the Bidder	
2	Details of Bid Processing Fee and Earnest Money Deposit: (Demand Draft Details)	DD No.:
		Date:
		Amount (Rs.):
		Drawn on Bank:
3	Name of the Director /MD	
4	Full Address of Registered Office	Postal Address:
		Telephone No.:
		FAX No.:
		E-Mail Address:
5	Name & telephone number of the authorized person signing the bid	Name and Designation:
		Mobile Number:
6	Bank Name	Account Number:
		Bank and Branch Name:
		IFSC Code:
8	PAN No. (Attach self-attested copy)	
9	GSTIN (Attach self-attested copy)	
10	E.P.F. Registration No. (Attach self-attested copy)	
11	E.S.I. Registration No. (Attach self-attested copy.) Attach attested copy)	
12	The Registered Branch Office of the Service Provider must be located within the jurisdictional area of Keonjhar	

13	Acceptance to all the terms & Conditions of the tender (Yes/No).	
14	Power of Attorney/ authorization letter for signing the of the bid documents	
15	Please submit an undertaking that no criminal case is pending with the police at the time of submission of bid.	
16	Kindly mention the total number of pages in the tender document.	
17	Valid ISO Certificate: - ISO 9001:2015 ISO 14001:2015 ISO 45001: 2018 ISO 27001:2013	
18	Balance sheet for the last 3 years	
19	Work orders from the previous organizations for providing services during last 3 years W.O No.& Agreement copy a. b. c.	
20	Commercial Establishment Registration Certificate	

Financial Turnover of the bidder for the last 3 financial years :-

Financial Year	Turn Over Amount (In INR)	Average Turnover (in INR]
FY 2025-26		
FY 2024-25		
FY 2023-24		

Details of the similar type service provided by the bidder in consecutively last 3years:-

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						

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.

Authorized Signatory[In full and initials]

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 by the Bidder).
4. Duly filled Technical Bid and Financial Bid.
5. List of Documents as applicable.

FORM-T-2

AFFIDAVIT

[On Rs.10/- Non-Judicial Stamp Paper in shape of affidavit from the Notary regarding non-blacklisting]

I..... hereby undertake that, our organization..... has not been debarred by any of the Central/ State Government Department/ Office or by any Public Sector Undertaking (PSUs) and nor blacklisted by any authority during the recent past.

Yours sincerely,

Authorized Signatory[In full and initials]

Name and Designation of the Signatory:

Name of the Bidder and Address:

FORM-T-3

AFFIDAVIT

[On Rs.10/- Non-Judicial Stamp Paper in shape of affidavit from the Notary regarding not having any pending judicial proceeding 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 or Director or Persons to be deployed by our company.

I further certify that Proprietor/Director/Persons to be deployed by our/ 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 Signatory[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 in 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 bidder or his authorized representative who choose to attend. Least (L₁) 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***.

Sl. No	Evaluation Parameters	Total Marks	Criteria for award of Mark		
1	Years of Experience in Providing manpower Govt. Office (to be determined from the work order / contract copies/ Experience Certificate)	20	• 1 Years : 10 marks • 2 Years : 15 marks • 3 Years or more : 20 marks		
2	Service rendered for particular number's of work order package or multiple contract packages in any state of India. (to be determined from the work order / contract copies/ Experience Certificate)	20	No of Work order	No of Work order	No of Work order
			6 nos.	8 nos.	15 nos.
			10 marks	15 marks	20 marks
3	Experience in providing similar nature of work with strength of sweepers /Group-D in single work order (To be determined from Work order/Agreement Only)	20	• 50 <100 : 10 marks • 101- 200 : 20 marks		
4	Annual Average Turnover for Last3 FY (2023-24, 2024-25& 2025-26)	15	• 02Crore : 05marks • 03Crore : 10marks • 04 Crore or more : 15marks		
5	Valid ISO Certification	4	ISO 9001:2015:-1 mark ISO 14001:2015:-1 mark ISO 45001:2018:-1 mark ISO 27001:2013:-1 mark		
6	Presentation	16	16 marks		
7	Valid Contract Labor License 200 nos.	5	05 marks		

Section – VI
FINANCIAL BID

(BIDDERLETTERHEAD)

To

[Location, Date]

**The Project Administrator, ITDA,
Keonjhar**

Sub: Tender for engaging of Cook-cum-Attendants at different hostels under ST & SC Development, M&BCW Department in Keonjhar District on an outsourced basis

Sir,

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

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

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

Yours faithfully,

Authorized Signatory [In full and initials]

**Name and Designation of the Signatory
with Date and Seal:
Address of the Bidder:**

(FORM -F1)
(Administrative Charge)
APPLICATION – FINANCIAL BID

For Providing Manpower of Cook-cum-Attendants at different hostels under ST & SC Development, M&BCW Department in Keonjhar District

1. Name of tendering Manpower Service Provider:
2. Rate per person per month inclusive of all statutory liabilities, taxes, levies, cess etc:

Annexure-“A”

BREAK UP OF THE REMUNERATION FOR THE BASIC WAGE OF Rs.14,500/- (Amount in Rs.)

Basic Amount	EPF		ESI		Take Home	Service charge 3.85% to 7%	Total amount payable to service provider (2+3+4+5+6)	Remarks
	Employee's Share @ 12%	Employer's Share @ 13%	Employee's Share @ 0.75%	Employer's Share @ 3.25%				
01	02	03	04	05	06	07	08	09
14500.00	1740.00	1885.00	108.75	471.25	12651.00		16856/- + service charges as applicable	GST @ 18% is to be charged on the total amount including service charge

- Minimum take home remuneration per person should as per mentioned at col-06 for the above services.
- EPF/ESI of employees shall be borne by employees and shall be deducted as applicable.

Date:

Authorized Signatory[In full and initials]

Place:

Full Name:

Seal:

Note: A) It is clarified by the Finance Department vide office memorandum No.19595/F Dt.11.07.2023 that the minimum service charges shall be 3.85% and not exceed 7% in any case.

B) It is obligatory on the part of outsourcing agency to manage duties of their manpower on off days and to follow all labour laws as applicable to them and that will be verified from time to time by the authority. C) Outsourced personnel is to be absorbed by the service provider and authority/Government will not be liable for giving them contractual/permanent service in future.

Such engagement by the service provider is absolutely temporary in nature and can be terminated at any time if deemed fit by the authority. False propaganda should not be spread by anybody that after a stipulated time these outsourced personnel will be made contractual, temporary, permanent employee of the Project Administrator, ITDA, Keonjhar. D) The total rates quoted by the tendering Agency should be inclusive of all statutory/taxation liabilities in force at the time of entering into the Contract. E) The payment shall be made on conclusion of the calendar month only on the basis of number of working days for which duty has been performed by each manpower.

Section – VII

BID SUBMISSION CHECK LIST

Sl. No	Description	Submitted (Yes/No)	Page No.
TECHNICAL BID (ORIGINAL)			
1	Forwarding Letter in Bidders Letter Head		
2	Bid Processing Fee		
3	EMD		
4	Copy of Incorporation or Registration Certificate of the Bidder or Commercial Establishment Registration.		
5	Copy of PAN & TAN		
6	Copy of GSTIN & 3b		
7	Copies of Income Tax Clearance Certificate for the last three Assessment years		
8	Copy of Valid EPF & ESI Certificate, ISO Certificates		
9	Copy of valid Labour License		
10	TECHNICAL BID duly filled in (Forwarding Letter, FORM- T1, T2 and T3)		
11	Financial details of the bidder along with all the supportive documents such as copies of Income / Expenditure Statement and Balance Sheet for the last 3 years, and Banker transaction certificate last six month.		
12	Power of Attorney in favor of the person signing the bid on behalf of the bidder in letter pad.		
13	List of completed / on-going assignments of similar nature (Past Experience Details) along with the copies of work orders for the respective assignments from the authorities		
14	Affidavit for not having been black-listed by any Central / State Govt./any Autonomous bodies during the recent past.(FORM- T2)		
15	Affidavit for not having any police case pending against the bidder(FORM- T3)		
FINANCIAL BID (ORIGINAL)			
1	Forwarding Letter in Bidders Letter Head		
2	Duly Filled in Financial Bid (FORM- F1)		

It is to be ensured that:

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

Authorized Signatory [In full and initials]
Name and Designation with Date and Seal

Section – VIII
SERVICE AGREEMENT

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

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

WHEREAS

- (a) The “**Service Provider**”, having represented to the “**Authority**” that he is willing to engage to Cook-cum-Attendants at different hostels under ST & SC Development, M&BCW Department in Keonjhar District has offered to provide the service in response to the Tender Notice No: _____ Dated: _____ issued by the Authority;
- (b) The “**Authority**” has accepted the offer of the Service Provider to provide the required services as per the terms and conditions as set forth in this Service Agreement.

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

- 1. The following documents attached hereto shall be deemed to form an integral part of this Contract:
 - Appendix A: General Terms and Conditions**
 - Appendix B: Scope of Work;**
 - Appendix C: Contract Price and Payment Term;**
- 2. The mutual rights and obligations of the Authority and the Consultant shall be as set forth in the Contract in particular:
 - (a) The Service Provider shall carry out the service in accordance with the provisions of the Agreement; and
 - (b) The Certificate on the satisfactory performance of services by the Agency shall be issued by an Officer authorized by the Client and in consideration of the Certificate of Satisfactory Performance of Service Provider, the Authority shall make such payments and in such a manner as is provided in the Agreement.

Mode of Payment:

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

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

3. Now this agreement witnesses as below:-

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

For and on behalf of [Tender Inviting Authority]

Witness1:

Witness2:

For and on behalf of [SERVICE PROVIDER]

[Name and Designation of the Representative with seal]

Witness1:

Witness2: