



**STATE INSTITUTE FOR DEVELOPMENT
OF ARTS & CRAFTS(SIDAC)**

Handlooms, Textiles & Handicrafts Department, Govt. of Odisha

TENDER CALL NOTICE

Sealed Tender is hereby invited from interested and experienced manpower service providing agencies towards providing manpower service for Urban Haats at Bhubaneswar, Konark and Puri. The last date for submission of sealed offers in the office of SIDAC, Handicrafts Complex, Gandamunda, Khandagiri, Bhubaneswar-751030 Phone: 0674-2350318 is **up-to 5.00PM on 04.10.2023.**

For details of Tender document please visit the website **www.sidacodisha.org.in**. Corrigendums if any will also be notified in the same website.

Sd/-
Member Secretary

TENDER DOCUMENT
FOR
SELECTION OF AGENCY
FOR
MANPOWER SERVICE
FOR
URBAN HAAT AT BHUBANESWAR, KONARK & PURI

State Institute for Development of Arts & Crafts (SIDAC)
Handicrafts Complex, Gandamunda, Bhubaneswar-30
Tel: (0674) 2350318
E-mail: sidacorissa@gmail.com

**STATE INSTITUTE FOR DEVELOPMENT OF ARTS & CRAFTS (SIDAC),
HANDLOOMS, TEXTILES & HANDICRAFTS DEPARTMENT, GOVT. OF ODISHA**
**TENDER CALL NOTICE FOR SELECTION OF AGENCY FOR PROVIDING MANPOWER SERVICE FOR URBAN HAATS AT
BHUBANESWAR, KONARK & PURI**

No. 3093

Date: 12.09.2023

State Institute for Development of Arts & Crafts (SIDAC), an organization under Handlooms, Textiles & Handicrafts Department, Govt. of Odisha invites "Tender" in two bids i.e Technical Bid and Financial bid in sealed cover along with requisite documents from interested and experienced service providers for providing manpower service for Urban Haat at Bhubaneswar, Konark & Puri.

The bid document can be downloaded from the website: **www.sidacodisha.org.in**. The bidder has to submit the cost of document i.e., Rs. 500/- in shape of DD favoring Member Secretary, SIDAC with the technical bid. The last date of receipt of the sealed offers in the office at SIDAC is up to 5.00P.M **on dt 04.10.2023** by **Speed Post / Registered Post / Courier** only. The "Technical Bids" will be opened **at 11.00A.M on dt. 05.10.2023** 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 "Financial Bids" of qualifying bidders will be opened on a suitable date and time under intimation to the qualified bidders.

The bidders have to 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.

**-Sd-
Member Secretary**

DATA SHEET

Sl. No.	Particulars	Details
1	Name of the Client	State Institute for Development of Arts & Crafts (SIDAC), Handlooms, Textiles & Handicrafts Deptt., Govt of Odisha
2	Method of Selection	Quality-cum-Cost Based Selection (QCBS)
3	Date of Issue of Tender	12.09.2023
4	Pre bid Meeting	18.09.2023 at 11.00A.M at Conference Hall of SIDAC
5	Deadline for receipt of Proposal and time	04.10.2023 upto 5.00P.M
6	Date of opening of Technical Proposal	05.10.2023 at 11.00A.M at Conference Hall of SIDAC
7	Date of opening of Financial Proposal	Will be intimated to the technically qualified bidders separately.
8	Expected date of commencement of assignment	12 th October 2023
9	Bid document Fee (Non-Refundable)	Rs 500/- (Rupees Five Hundred) only in shape of DD favouring Member Secretary, SIDAC drawn in any scheduled commercial bank payable at Bhubaneswar.
10	Earnest Money Deposit (EMD)* *Refundable subject to satisfactory performance & compliance to laid down conditions.	Rs. 10,000/- (Rupees Ten Thousand only) in shape of DD favouring Member Secretary, SIDAC drawn in any scheduled commercial bank payable at Bhubaneswar.
11	Contact Person	Sri Santos Kumar Mohanty Asst. Director(H),SIDAC Mobile No: 7008166457
12	Postal Address for submission of Proposal	Member Secretary, State Institute for Development of Arts & Crafts, Handicrafts Complex, Gandamunda Khandagiri, Bhubaneswar Odisha-751030 Phone: 0674-2350318 Email: sidacorissa@gmail.com
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	Conference Hall, SIDAC, Bhubaneswar
15	Website to visit for download of bid document.	www.sidacodisha.org.in

DISCLAIMER:

This Tender is not an offer by SIDAC, 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 SIDAC with selected bidder/firm/agency.

TENDER FOR SELECTION OF AN AGENCY FOR PROVIDING MANPOWER SERVICE FOR URBAN HAAT AT BHUBANESWAR, KONARK & PURI

TERMS OF REFERENCE

1. Introduction- SIDAC

- 1.1. “State Institute for Development of Arts & Crafts” (SIDAC) is an organization under Handlooms, Textiles & Handicrafts Department Government of Odisha, registered under societies registration Act XXI of 1860 bearing no 21959/137 of 2004-05 dated 15.10.2004 with its registered office at Handicrafts Complex, Gandamunda, Bhubaneswar.
- 1.2. It has been created to function as an autonomous agency for all round development of Handicraft sector of the state such as: survey and diagnostic study of crafts and craft clusters, capacity building of artisans/ entrepreneurs, cluster development programs, skill upgradation training, organizing design development program, facilitation for export marketing, participation in international level trade fairs, organization of national level exhibitions, enterprise development, revival of languishing craft, craft documentation, establishing common facility center, GI and IPR registration of crafts & artisan welfare.
- 1.3. SIDAC is looking after the day to day management of three nos. of Urban Haats situated at Bhubaneswar, Puri and Konark.

2. Introduction:- URBAN HAAT AT BHUBANESWAR, KONARK & PURI

SIDAC invited bids from reputed and financially sound agencies/bidders/firms for providing manpower services towards day to day management of Urban Haats at Bhubaneswar, Konark & Puri.

- 2.1. Urban Haat, Bhubaneswar:-
Urban Haat Bhubaneswar (Ekamra Haat) is located in the prime location of the capital city behind the Ram Mandir, Unit-III, Bhubaneswar. The area of the Urban Haat, Bhubaneswar is 5.6 Acre which includes Fifty (50) Handicrafts & Handlooms Stalls at Ekamra Kutir area, Ten (10) Food Stalls, Five (5) KIOSKS, Two (2) Juice Centres, Two (2) Dormitories, One (1) Mini Conference, One (1) Office Building, One (1) OAT & Thirty-Three (33) Exhibition Sheds in Ekamra Bazar.
- 2.2. Urban Haat, Konark:-
Urban Haat Konark is situated near the Sun Temple, Konark and is accessible in all season. The area of the Haat is 4.45 Acre with Thirty Six (36) Exhibition Stalls, One (1) Dancing Water Fountain.
- 2.3. Urban Haat, Puri:-
Urban Haat Puri (Neelachal Haat) is located near Zilla School, Puri. The area of Neelachal Haat is 6.2 Acre which includes, Thirty-Six (36) Exhibition Stalls, One (1) OAT & One (1) Water Pond.

3. Objective

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

S N	Service Required	Scope of Work	Terms of Reference
1	Services of different manpower for Three Urban Haats	Engagement of manpower in different capacities for three Urban Haats	Annexure-I
2	Security Personnel for watch and ward and Public Management	Requirement of Security Personnel for Three Haats.	Annexure-II
3	Maintenance of Garden	Maintenance of Landscape & Garden of Three Haats	Annexure-III
4	Housekeeping for three Haats	Maintenance of cleanliness and sanitation of buildings of Three Haats	Annexure-IV

4. Duration

The contract period shall be valid for Two Years from the issue of the work order & is subject to extension of One Year on Satisfactory Performance.

5. Eligibility Criteria

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

- 5.1 The bidder/firm/agency must have valid GST registration number and PAN number.
- 5.2 The bidder/firm/agency must be Bhubaneswar based as on date of submission of bid. Relevant documents in support of incorporation are to be furnished.
- 5.3 The bidder/firm/agency must have been covered by the labour registration such as EPF, ESI, Contract Labour (R & A Act) and PSARA.
- 5.4 The bidder/firm/agency must have cover more than 500 manpower under EPF/ESI during last three years ending FY2023. The ECR copy must be submitted.
- 5.5 The bidder/firm/agency must have minimum Turnover of INR 10 Crore each in last three years ending FY2023 in manpower service only and in aggregate minimum turn over of INR 50 Crore during the last 3 (three) financial years ending FY 2023 in manpower service only .
- 5.6 The bidder/firm/agency must have successfully completed at least one contract of similar service with minimum contract value of INR 1.00 Cr each during the last five years ending FY 2023 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.
- 5.7 The bidder/firm/agency must have at least 10 years of experience in similar services (Housekeeping, Gardening, Security Services & Manpower) 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.
- 5.8 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 may be, must be furnished.

6. Terms and condition for applying

- 6.1. This Bid document will be received in sealed cover super scribed "**Tender for selection of Service Provider for Manpower Services for Urban Haat at Bhubaneswar, Konark & Puri** (containing sealed technical bid and financial bid in separate sealed covers).
- 6.2. 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**. Submission of proposal through any other mode and late bid will be rejected. SIDAC will not be responsible for postal delay/ any consequence in receiving of the proposals.
- 6.3. 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.
- 6.4. 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.
- 6.5. Communication by email from the authorized email address of SIDAC (sidacorissa@gmail.com) would be treated as full and final communication in all respect.
- 6.6. All the pages of the bid have to 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.

7. 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.

7.1. Technical Bid

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

- 7.1.1 Demand Draft of Rs.500/- (Rupees five hundred) only in favor of Member Secretary, SIDAC, drawn in any scheduled commercial bank payable at Bhubaneswar towards bid document cost which is non-refundable in nature.
- 7.1.2 Earnest Money in form of a demand draft of Rs.10,000/- (Rupees Ten Thousand) only in favor of Member Secretary, SIDAC, drawn in any scheduled commercial banks payable at Bhubaneswar.
- 7.1.3 The Bid Processing fee and EMD shall be issued by the bidder and not any individual representative of the bidder.
- 7.1.4 The bidder / firm / agency must submit the required valid documents in respect of its eligibility as per clause 5.
- 7.1.5 Copy of documents towards proof of having experience of at least 10 years in providing housekeeping, gardening & security services in places where public interactions is prime focus like museum, university, public park etc.
- 7.1.6 GST Registration Certificate and up-to-date returns copy of the firms/agency pertaining to the financial year, 2019-20, 2020-21 & 2021-22 and up to date GST e-filing as on July'2023.
- 7.1.7 CA certified Balance Sheet & Documents to be furnished regarding the turnover in manpower service for the last three financial years (i.e., F.Y. 2020-21, 2021-22, 2022-23) 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.
- 7.1.8 Copy of PAN Card and up to date return copy of Income Tax for the last three financial years (i.e., F.Y. 2020-21, 2021-22, 2022-23).
- 7.1.9 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.
- 7.1.10 Power of Attorney in favor of the person signing the bid on behalf of the bidder.
- 7.1.11 Undertaking in form of affidavit for the followings (Annexure-VII).
 - 7.1.11.1 No criminal case is pending with the police at the time of submission of bid.
 - 7.1.11.2 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.
 - 7.1.11.3 Regarding trueness and correctness of the information submitted by the firm.
 - 7.1.11.4 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.
 - 7.1.11.5 The bidder/firm/agency must follow child labour (Prohibition & Regulation) Act,1986.
- 7.1.12 The bid submission checklist (Annexure- X), indicating correct page no.

7.2 Financial Bid

The bidder has to submit the Financial Bid in the prescribed format i.e., Covering letter and other information as per the Annexures-VIII & IX.

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).

8. 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 7.1. The bids not complying with any of the documents as at point 7.1, will be out rightly rejected.

Technical evaluation:-

Technical Evaluation will be done by a designated committee only for those bidders, who clear the requirement as per the eligibility criteria and documents required at point 7.1. 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-5.4	500 to 700persons: 5 marks 701 to 1000persons: 10 marks 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-5.5	50Cr to 100Cr: 5 marks Above 100Cr: 10 marks	10 marks
3	Aggregate project value of similar services with GoO organisation/PSU (combination of Manpower service in office, Housekeeping, Gardening and watch & ward for last five years). w. r t. point-5.6	5Cr to 10Cr-10marks Above 10 Cr & upto 15Cr-15marks Above 15Cr -20marks	20 marks
4	Must have at least 10 years of experience in similar services (combination of Manpower service in office, Housekeeping, Gardening and watch & ward) with any Govt. of Odisha Organization w. r. t. point-5.7	10 years-10marks For each additional complete 5 years of experience 5marks	20marks
5	Organisation set up. w. r t. point-5.8	Proprietorship/partnership-1marks Pvt Ltd-2marks ISO Certification -3marks	5marks
6	Experience in providing housekeeping, gardening & security services in places where public interactions is prime focus like museum, university, public park etc. w. r t. point-7.1.5	Minimum 10 years-5 marks	5marks
5	Presentation in support of credentials.		20 marks

The qualifying score for opening of financial bid is 70 marks.

Financial proposal of the shortlisted bidders qualified in the technical evaluation shall be opened thereafter by a designated committee on a pre-decided date and time. The agency will be selected on the basis of Quality cum Cost Based Selection (QCBS) mode with weightage ratio 70:30(Technical: Financial) assessed by the designated committee.

9. Evaluation of Financial Bids

The Financial Bids in respect of the qualified bidder in achieving the bench mark score of **70 mark** in "Technical Bid", would be opened on the scheduled date and time.

The lowest financial bid will be given a **Financial Bid score (FBs)** of 100 Marks. The final score of other FBs will be computed as follows

$$FBsl = \frac{100 \times FBs}{F1}$$

(F1 = amount of financial bid of corresponding participant)

10. Combined and final Evaluation

- 10.1 The offers of the qualified bidders will be finally ranked according to their combined technical bid scores and financial bid score as follows:

$$CS = TBs \times Tw + FBs \times Fw$$

- 10.2 Where CS is the combined score and Tw & Fw are weightages assigned to Technical Bid and Financial Bid score that shall be 0.70 & 0.30 respectively i.e., in the weightage ratio of 70:30. **Selection of the bidder shall be solely basing on the highest combined score (CS).**

11 Terms & Conditions for selected bidder:

- 11.1 The selected bidder will execute one agreement with State Institute for Development of Arts and Crafts (SIDAC) in Non Judicial stamp paper of appropriate value.
- 11.2 Selected bidder has to abide by any conditions/alterations as imposed by the authority time to time.
- 11.3 The successful bidder is required to carry out the services in accordance to the Terms of Reference as mentioned in the Annexures.
- 11.4 The successful bidder shall ensure that there are sufficient manpower for the required services to meet the committed deployment plan.
- 11.5 The successful bidder must employ adult and skilled labour only. Employment of child labour will lead to termination of the contract. SIDAC authority will not be responsible for any legal consequences arise if any in this regard.
- 11.6 The successful bidder should possess or procure needful infrastructure for smooth deliver of services. No additional cost towards the same will be borne by SIDAC.
- 11.7 The agencies / prospective bidders are advised to visit and examine the site (urban haats at Bhubaneswar, Konark & Puri) and obtain for itself, at their own responsibility and risk, all information that may be necessary for submission of the bid and entering the contract. The cost of visiting the site shall be borne by the bidder.
- 11.8 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.
- 11.9 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.
- 11.10 Communication by email from the authorized email address of SIDAC (sidacorissa@gmail.com) would be treated as full and final communication in all respect.

The Performance Guarantee (PBG)

- 11.11 The selected bidder shall have to sign an agreement in Non-Judicial Stamp paper of appropriate value with deposit of PBG as per the. Govt. of Odisha Finance Deptt OM No8952/18.03.2021 in the form FD/BG i.e. hypothecated to Member Secretary, SIDAC till completion of the contract period.
- 11.12 Failure to comply with the conditions of the agreement shall constitute sufficient ground for the forfeiture of the PBG.
- 11.13 No interest shall be paid on the PBG. The PBG shall be refunded after successful completion of the project.
- 11.14 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.

12 Governing Law and Penalty Clause:

- 12.1 The agreement would be terminated by issuing one month notice by any and both of the parties.
- 12.2 The agreement will be terminated if the performance of the selected bidders will be found dissatisfactory by the engaging authority.
- 12.3 Any complain regarding quality of service will be attended immediately by the service provider.
- 12.4 Any legal/financial problem of the manpower engaged by the service provider will be looked after by the service provider, not by SIDAC.
- 12.5 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.
- 12.6 Any dispute arising out of this Tender, the decision of the Principal Secretary to Government, Handlooms, Textiles and Handicrafts Department, Government of Odisha shall be final & binding to all.
- 12.7 In case of a dispute, it will be governed by the laws of the court in Bhubaneswar.

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	Qualification	No. of services			Rate of wages per day/month (In Rs.)
			Bhubaneswar	Konark	Puri	
1	Urban Haats Coordinator	Post Graduation / MSW/Sociology/Economics/Rural Management/MBA with experience of 3yrs	01			38710/- per month
2	Multi Skill Assistant	Any Graduate with proficiency in computer skill experience in Govt. of Odisha organisation	04	01	03	18000/-per month
3	Sales Attender	Graduate in any subject	02	00	00	12480/-per month
4	Security Supervisor	Graduate in any subject	01	00	00	12480/-per month
5	Garden Supervisor	+2 passed with experience in horticulture firms.	01	00	00	12480/-per month
7	Fountain Operator	ITI (from the institution under Govt. of Odisha)	00	01	00	10890/- per month
8	Electrician		01	01	01	495/- Per Day
9	Plumber		01	01	01	495/- Per Day
10	Security Guard	HSC pass and above	24	07	14	435/-Per Day
11	Sweeper		15	05	08	435/- Per Day
12	Gardener		06	05	05	435/- Per Day
13	Attender		02	01	02	435/- Per Day
	Total		58	22	34	

The above rates are inclusive of employee EPF/ESI and excluding of Employer EPF/ESI, Service Charges & GST.

N.B. The age limit in respect of the above manpower must be within 18yrs to 60yrs. However, for security guard / Security supervisor, the age limit will be 21yrs. to 50yrs.

Terms of Reference for providing Security Services:

- The Service Provider shall provide Security Services by deploying adequate trained, mentally & physically sound, dedicated and well-disciplined Security Personnel. They will safe guard the premises, movable and immovable assets, equipment's etc.
- Each security personnel will be within the age limit of 21yrs to 40yrs.
- The Security Personnel shall be deployed round the clock in three shifts at different places of the Urban Haats as required.
- The Service Provider shall ensure inward and out ward movement of authorized persons, materials, vehicles etc. as per instructions issued from time to time by the authority concerned.
- To carry out surveillance of the allocated area.
- Any other services on need basis as and when informed by the authority concerned.
- The Security Personnel deployed shall take regular rounds of the premises and should be vigilant and remain alert to avoid any unforeseen event.
- The Service Provider shall keep the authority of SIDAC informed of all the matters relating to security and cooperate in the investigation of any incidents relating to security problems.

Terms of Reference for Gardening:

- The lawn will have to be maintained in a clean and well mowed condition, free from weeds, dry leaves and other foreign materials. The hedges have to be well cut and dressed and the lawn has to be watered regularly. Sprinklers are to be used for watering the lawn.
- Trees, hedges, creepers, shrubs etc are to be pruned and trimmed regularly to give neat and clean look.
- The flower beds will have to be prepared by mixing of manures and fertilizers etc and regularly watering seed, seedlings etc are to be done by the Agency.
- Potted plants (both indoor and outdoor) have to be maintained which includes watering, application of manures, pesticides, fertilizer as and when required.
- Insecticides, fungicides will have to be sprayed regularly to keep the plants healthy and lively and free from insects and diseases.
- Damages caused to the official property by the workers/staffs engaged by the Service Provider will be recovered from the Service Charges due & Security Deposit.
- In case of unsatisfactory service, the authority reserves the right to terminate the contract without assigning any reason thereof.
- For all consumables/equipments/insecticides/fungicides/plants/fertilizers no other extra cost will be given by SIDAC.

Terms of Reference for Housekeeping:

- The housekeeping staffs to be placed by the service provider must be experienced to handle the work.
- Thoroughly clean glass or other doors, surrounding areas, window ledges and visible glass and approaches.
- Thoroughly clean all landing, ramps, stairways, entrances, steps etc.
- Sweeping clean of debris from walkways and drive ways.
- Sweeping of all floors of each building, OAT and wet mopping /cleaning of dustbins.
- Thorough cleaning of toilets at scheduled intervals with suitable non-abrasive cleaners and disinfectants.
- All surfaces shall be free of grime, soak, mud and smudges.
- All dustbins from the campus must be scrubbed and cleaned.

To

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

Sub.- Tender for Selection of agency for providing manpower service for Three Urban Haats (Bhubaneswar, Konark & Puri) (Technical Proposal).

Sir,

I, the undersigned, offer to participate in the tender process to provide services in accordance with your Tender Call Notice No.: _____ Dt. _____. 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.

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. I remain,

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 7.1.11 at the time of submission of bid. (submitted/ not submitted)	
13	Kindly mention the total number of pages in the tender document	

14. 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/machinery deployed	Contract Amount (in INR)	Duration	
				From	To

15. 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 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
- v. List of Documents as applicable.

Financial Turnover of the bidder for the last 3 financial years in manpower services only.
Name of the firm/agency:-

Financial Year	Turn over Amount (in INR)	Total Turnover (in INR)
FY (2020-21)		
FY (2021-22)		
FY (2022-23)		

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/Office 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 Selection of agency for selection of Service Provider for manpower service for Three Haats (Bhubaneswar, Konark & Puri) (Financial Proposal).

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/Authorised Signatory
(in full and initials)

Name and Designation of Signatory with Date and Seal:_____

Address of the Bidder:_____

FORMAT FOR FINANCIAL PROPOSAL

Table 1	
Name of the Project	Financial Quote <i>Service charge in terms of % on the manpower cost</i> <i>(Excluding GST as applicable)</i>
Fees for selection of Service Provider for manpower service for Three Haats (Bhubaneswar, Konark & Puri) <i>*This is the only component that will be taken into consideration for the financial bid</i>	

Authorised 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. 2019-20, 2020-21 & 2021-22 and up to date GST e-filing as on July'2023.		
6	Copy of PAN Card and up to date return copy of Income Tax for the last three financial years (i.e., 2020-21, 2021-22, 2022-23)		
7	Audited balance sheet of the firm for last three financial years (i.e., 2020-21, 2021-22, 2022-23)		
8	Official turnover in manpower services only of the firm for the last three financial years (i.e., 2020-21, 2021-22, 2022-23)		
9	The copy of completion certificates/ work orders in support of executing similar kind of projects/ assignments for past 10 years up to March'2023 (As mentioned under point 5.7)		
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- VII		
12	Detailed profile of the firm including the list of manpower in Establishment (Administration) & their qualification.		
13	Presentation Soft copy & Hard copy		
FINANCIAL BID (ORIGINAL)			
1	Covering Letter in Bidders Letter Head		
2	Duly filled in Financial Bid		

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

parts are page numbered along with Index Page.

All pages of the proposal need to be sealed and signed by the authorised representative.

Authorised Signatory (in full and initials): _____

Name and Designation with Date and Seal: _____