

**OFFICE OF THE ASSISTANT DIRECTOR OF TEXTILES: BALASORE :**  
**AT- GUDIPADA, P.O. SOVARAMPUR, DIST.BALASORE**  
**PH/FAX -06782-262907 Email- adtbalasore@gmail.com**  
**TENDER NOTICE**

**Bid Reference No. 2013 Dated 06.10.2021**

Bids in sealed cover are invited under two-bid system from reputed and experienced manpower service provider for providing service of the **Weaving Supervisor , Technical Assistant , & Primary Investigator** for a period of 1 year or till filling up of regular post on regular basis, whichever is earlier under Assistant Director Textiles Sector. The details of the bidding process are as follows:

Sl No.	Bidding Schedule	Deadline	Remarks
1	Date of Issue	( 08.10.2021)	ADT, Balasore Office
2	Bid Due Date and Time	( 29.10.2021) 5.00 PM	
3	Opening of Technical Bid	( 30.10.2021) 11.30 AM	
4	Opening and Financial Bid	( 01.11.2021) 11.30 AM	

Bidders are required to submit the technical and financial bids separately. The bids in sealed Cover-I containing “**Technical Bid**” and sealed Cover-II containing “**Financial Bid**” should be placed in a third sealed cover super-scribed “Bid for Outsourcing of Weaving Supervisor (1no), Technical Assistant (2 nos) and Primary Investigator (1 no) Services” must reach the undersigned on or before `at 5.00 PM of 29-10-2021 by **Speed Post/ Registered Post/ Courier** only.

The bid documents containing eligibility criteria, scope of the work, term and condition of the tender and draft agreement can be downloaded from the website [www.balasore.nic.in](http://www.balasore.nic.in).

**Complete Address for submission of Bid**

**Asst. Director of Textiles, Balasore**

**At- Gudipada PO- Sovarampur Dist- Balasore (ODISHA)**

**Pin- 756001**

**Memo No.\_ 2014 (43)//**

**Dt.06.10.2021**

**Copy submitted to the**

1. National Information Centre, Balasore/Bhadrak
2. Dist. Information & Publication Relation Officer, Balasore/Bhadrak
3. Employment Officer, Balasore
4. Collector & Dist Magistrate, Balasore & Bhadrak
5. Sub- collector Balasore/ Bhadrak
6. Director of Textiles and Handloom Odisha, Bhubaneswar
7. Joint Director of Textiles, Central Division, Bhubaneswar
8. All DDTs, ADTs, ADS and District Level Officers, Balasore
9. Notice Board

This is for favour of your kind information & publication for wide circulation.

Sd/- M.Das  
Asst. Director of Textiles  
Balasore.

**BIDDING DOCUMENT**  
**TENDER FOR OUTSOURCING OF SERVICES**  
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## SECTION-I

### Instruction to Bidders

#### A. General Information:

1. Office of the **Assistant Director of Textiles, Balasore** requires the service of reputed, well established, financially sound and registered Service Providers to provide the Weaving Supervisor (1 no), Technical Assistant (2 no's) & Primary Investigator (1 no) as per the requirement.
2. The period of contract for providing the aforesaid service will be ideally (1 Year) from the date of effectiveness of the contract of till filling up the regular post whichever is earlier. The contract may be extended for a period, not exceeding the original duration of the contract on mutual consent depending upon the performance of the service Provider and at the discretion of the authority. The authority reserves the right to terminate the contract at any time after giving 30 days' notice to the service provider.
3. The interested bidders may visit the location on any working day between the office hours to have a thorough knowledge of the work to be performed before preparation and submission of the bid.

#### Eligibility criteria:

Sl No.	Eligibility criteria	Supporting documents to be furnished along with the Technical Bid
1	The bidder should be registered under appropriate authority, such as <ul style="list-style-type: none"><li>• Registered under the Companies Act.2013</li><li>• Registered under the Indian Partnership Act.1932.</li><li>• Registered under the Indian Trusts Act 1882.</li><li>• Registered under the Societies Registration Act 1860.</li><li>• Registered under the Limited Liability Partnership Act 2008.</li></ul>	Certificate of Incorporation/Registration
2	The bidder must have at least five years in business (up to the last date of submission of bid) for providing similar type of service to Central/ State Government/ Autonomous bodies / agencies / societies / corporate bodies.	Copies of the work order from the previous authorities.
3	The Registered Office / Branch Office of the Service Provider must be located within the jurisdictional area of Odisha.	Valid address proof of the office (copy of the Telephone / Electricity Bill)
4	Must have its own Bank account in any scheduled bank situated in Odisha.	Copies of the pass book and transaction statement for the last 6 month.

5	The agency should not have been blacklisted by any central / Government, or any other public sector undertaking or corporation as on the date of this RFP	An undertaking to this effect to be furnished by the bidder as per the prescribed format <b>( Form- T2)</b>
6	Must not have any pending judicial proceedings for any criminal offence against the proprietor / Director/ Persons to be deployed by the Service Provider	An undertaking to this effect to be furnished by the bidder as per the prescribed format. <b>( Form- T3)</b>
7	Other Statutory Documents.	Copies of : <ul style="list-style-type: none"> <li>• PAN</li> <li>• GSTIN</li> <li>• Copies of EPF &amp; ESI Registration 3assessment year</li> </ul>

## **B. Submission of Bid:**

The proposal complete in all respect as specified must be accompanied with a Non-refundable amount of Rs. 100/- toward Bid Processing Fee and EMD of (2% of the estimated cost of the service) in form of demand Draft in favour of “**DDO of the Assistant Director of Textiles, Balasore**” drawn in any scheduled commercial bank and payable at Bhubaneswar filling which the bid will be rightly rejected. The bid should be sent through Speed Post/ Registered Post / Courier so as reach the authority by **05.00 Pm on 29.10.2021.**

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

The bid has been invited under two bid system i.e. Technical Bid and Financial Bid. The bidder as advised to submit two separate envelopes super scribing “**Technical Bid**” (Name of the Service) and “**Financial Bid**” (Name of the Service). Both sealed envelopes must be kept in a third sealed envelope super- scribing “Bid Document for providing Man power name of the Services.

Selected bidder will have to deposit a performance Security (**10% of the annual contract value**) in the form of Bank guarantee from any scheduled Bank situated within Odisha in favor of **DDO of the Assistant Director of Textiles, Balasore.** 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 that there is no breach of contract on the part of the qualified bidder. No interest shall be paid on the performance Bank Guarantee. In case, the contract is further extended beyond the initial contract period, The Bank Guarantee will have to be accordingly renewed by the deployed service provider as per the exiting terms and conditions of the tender.

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

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

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

- j) Copies of the Income/ Expenditure statement along with Balance Sheet for the last three years.
- k) Copies of work orders from the previous organization for providing services during last 3 years.
- l) Undertaking regarding non-blacklisting (on Stamp paper)
- m) Undertaking regarding non-pending of any judicial proceeding (On bidder's letter head)

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

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

The technical Bid will be opened on **30-10-2021 at 11.30 A.M** in presence of the authorized representatives of the bidder who wish to be present on the spot at that time. Financial bid of the technically qualified bidders shall be opened on **01.11.2021 at 11.30 A.M** in presence of the authorized representatives.

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

The bid shall be valid for a period of **90 days** from the date of opening of the bids and no request for any variation in 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 assist in the analysis, evaluation and computation of bids, the authority may ask the bidders individually for clarification of their bids. The request for clarification and the response shall be in writing but no change in the price or substance of the bid offered shall be permitted.

The bidder having the lowest evaluated financial bid (L-1) would be considered for award of the contract subject to fulfillment of the terms and conditions of the bid documents. In case the lowest bidder (L-1) is disqualified after selection for any reason, then negotiations will be made with the second lowest (L-2) bidder for award of contract at L-1 price. However, the decision of the authority shall be final during the overall selection process.

The quoted rates shall not be less than the minimum wages Fixed / notified by the Government of Odisha from time to time and shall include all statutory obligations.

The service provider shall be liable for all kinds of dues payable in respect of manpower deployed/ provider 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**

**A. Office Support Services.**

1. **Assistant Director of Textiles, Balasore** invites sealed bids from the eligible bidders for providing the service Weaving Supervisor (1no), Technical Assistant (2 no's) & Primary Investigator (1 no) .
2. The manpower service provider should manage by trained support staff to execute and perform the job and work assignment of such nature efficiently. The manpower to be deployed for this purpose should be registered under the service provider and must have the required qualification experience & relevant knowledge to office support service.
3. It shall be the responsibility of the service provider to verify the qualification and experience of the outsourced manpower. Candidates will be liable for performing the defined responsibilities assigned by the authority from time to time. The authorities reserves the right to verify and check the credentials and qualification of the outsourced manpower. If during the course of engagement of outsource personal, it comes to notice of authority that he/she has misrepresented the fact about his/her qualification/ experience, the service Provider will have to terminate the service of such staff immediately.
4. The manpower service provider should have an empanelled list of trained/experienced Office Support Staff so that of un-interpreted and continued service can be provided during the period of contract, the service provider should be able to provide additional manpower support whenever required by the authority under the same terms and condition.
5. The agreement may be extended on the same terms and conditions or with some addition / deletions' /modifications, for a further specific period mutually agreed upon by the Manpower Service Provider and the Finance Department.
6. The Manpower deployed by the service provider shall be required to report for work at 10.00 A.M and leave office at 5.30 P.M and may also be required to work beyond 5.30 P.M for which he would not be paid any extra remuneration. In case the person deployed remains absent on a particular day or comes late / leaves early three occasions proportionate deduction from the remuneration for one day will be made.
7. The manpower deployed for the purpose must have good moral character and cordial attitude and should not reveal the official information to outsiders and must maintain confidentiality.
8. The service provider shall nominate a coordinator who shall be responsible for periodic interaction with the authority so that optimal service of the persons deployed could be availed without any disruption.
9. The attendance rolls for the personnel deployed by the Service Provider at the premises of Authority shall be provided by the manpower service Provider and it shall be monitored by the Service Provider on regular basis. These attendance rolls shall be signed by the authorized representative of manpower Service Provider who shall get it verified from the designated officer.

10. The entire financial liability in respect of Manpower services deployed in the authority's location shall be that of the manpower Service Provider and the authority will in no way be liable for the same. It will be the responsibility of the manpower Service Provider to pay to the deployed a sum not less than the proposed monthly remuneration as mentioned in the financial bid.
11. The manpower Service Provider shall provide a substitute well in advance if there occurs any probability of the person leaving the job due to his/ her own personal reasons. The payment in respect of the overlapping period of the substitute shall be the responsibility of the Manpower Service Provider.
12. The person deployed shall, during the course of their work be privy to certain qualified documents and information which they are not supposed to divulge to third parties in view of this they shall be required to take oath of confidentiality and breach of this condition shall make the Manpower Service Provider as well as the person deployed liable for penal action under the applicable laws besides action for breach of contract.
13. The Manpower Service Provider shall be responsible for compliance of all statutory provisions relating to minimum wages payable to the person deployed at the Authority's location. The service Provider should ensure regular payment of monthly salary to the personnel engaged by the service provider by 10<sup>th</sup> of the succeeding month after deduction of applicable statutory dues. The service provider should credit monthly salary of its employees in their respective Bank Account.
14. The engagement of outsourced person shall be purely on contract basis. The Service Provider shall at all times make it absolutely clear to the outsourced personnel hired through them. Any outsourced personnel deputed can be removed any time by giving notice to the Service Provider and the Service Provider will have to provide suitable replacement acceptable to authority within 3 working days.

**(Prescribed Qualification & Experience of the Manpower)**

Sl No.	Manpower	Age Limit	Qualification	Work Experience	Remuneration (Minimum Take Home Remuneration)	Job Description
1	<b>Weaving Supervisor ( 1 no)</b>	20 years of age or above and not exceeding to 40 years	Diploma in Handloom Technology/ Textiles Technology from IIHT/ Other recognized Institution		Rs.16,880  /-	He will be remain In charge of Technical Section to work as per allotment , In charge of PWCS of allotted area of supervise, To Prepare of report, returns & Project as per requirement of the zone, To prepare files & proceedings on DLMC,Purchase Committee, Bank Level Cluster etc., To check costing of Fabrics & check work of Tech. Assistant , To work as & when required by ADT.
2	<b>Technical Assistant ( 2 nos)</b>	20 years of age or above and not exceeding to 40 years	HSC or Matriculation of PMF/ Handloom weaving & dyeing training in Govt. organization		Rs.8880	Remain in charge of PWCS for Technical work, To visit weaver's cottages to check quality of Fabrics, Remain in charge of Tech. Section to assist to Weaving Supervisor, To collects report & returns from WCS & consolidate send to higher quarters, Maintained records of Tech. Section, To remain as Govt.nomine of management committee of PWCS etc.

3	<b>Primary Investigator (1 no)</b>	20 years of age or above and not exceeding to 40 years	+2 with economics or Statistics		Rs.9000	To remain in charge of Statistical Section to help Statistical Assistant , To prepare report & returns , MPR on production sale, QPR , Annual returns, maintained all records of Statistical section, and ro keep records of n handloom Census and report returns thereon .

### **SECTION-III**

#### **Schedule of Requirement:**

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

**(To be filled up by the Tender Inviting Authority)**

<b>Sl No.</b>	<b>Description</b>	<b>Requirement</b>
<b>Manpower</b>		
1	Weaving Supervisor	1 no
2	Technical ssistant	2 nos
3	Primary Investigator	1 no

## SECTION – IV

### **GENERAL TERMS AND CONDITIONS**

1. For all intents and purpose, the Service Provider shall be the “Employer” within the meaning of different Rules & Acts in respect of persons deployed. The persons deployed by the service provider shall not have any claim whatsoever like employer and employee relationship against the authority under this agreement. The Service provider shall make them known about their position in writing before deployment under the required Service.
2. The Service provider must employed adult labour only. Employment of child labour will lead to the termination of the contract. Persons to be deployed by the Service Provider should be above 18 years of age and not exceeding 40 years and physically sound to perform the duties.
3. The service Provider will be overall responsible for the manpower deployed for performing the service. The authority shall not be responsible for any financial loss or any injury to any person deployed by the Service Provider in the course of their performing the function/ duties, or for payment towards any compensation.
4. The Service Provider shall exercise adequate supervision to ensure performance of Manpower deployed to provide the services in accordance with the requirement. The Service Provider shall depute one full time supervisor in concerned office of the authority, for overall management of the service to be rendered at the site.
5. The service Provider shall be solely responsible for compliance to the provisions of various Labour and industrial laws, such as, wages, allowance, and compensation, EPF & ESI, Bonus and Gratuity etc. relating to manpower to be deployed by it at the Authority’s location.
6. Service Provider shall maintain complete official record disbursement of wages / salary showing details of all supporting document such as ESI, EPF etc. in respect of manpower deployed for the purpose.
7. The service Provider shall maintain personal file in respect of the all staff who are deployed in office of the authority. The personal file shall invariably consist of personal details such as name, address, date of birth, sex, residential address (temporary /permanent), Bank Account, EPF / ESIC Details ect.
8. The manpower to be deployed by the Service Provider should not have any adverse Police records/ Criminal cases against them. The agency should make adequate enquiries about the character and antecedents of the persons whom they are recommending. An undertaking to this respect must be provided by the manpower service prior to signing of the agreement.
9. The service Provider will also ensure that the manpower deployed are medically fit and will keep in record a certificate of their medical fitness. The Service Provider shall withdraw such manpower that is not found suitable by this office for any reasons immediately on receipt of such a request.
10. The Service Provider shall ensures that the manpower deployed by it are disciplined and do not participate in any activity detrimental to the interest of the authority.

11. 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.
12. 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 judged by the Authority, wherever necessary. If need be, joint enquiry comprising of both the parties shall be conducted and responsibility will be fixed.
13. 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.
14. 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 any 3 working days.
15. 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.
16. 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.
17. 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.
18. 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.
19. 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 record.
20. In case of dispute resolution relating to rights/liabilities arising out of the agreement, the same shall be disposed off at level of Administrative Departments.
21. 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 instruction/ agreement / superstation of facts will attract termination of contract with 1 month prior notice to the Service Provider.
22. 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.
23. The Authority reserve the right to withdraw or relax any of the terms and condition mentioned above so as overcome the problem encountered at a later stage.
24. 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.

25. All disputes shall be under the jurisdiction of the court at **Balasore**.
26. 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.
27. 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.
28. 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 document/information, lead to termination of agreement.

**SECTION –V**

**TECHNICAL BID**

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

To

**The Asst. Director of Textiles, Balasore  
At- Gudipada, PO- Sovarampur Dist-Balasore (ODISHA)  
Pin- 756001.**

**Sub:-**

**Tender of Outsourcing of [Insert Nme of the service] at [ insert Nam of the Office]/location] [ Technical proposal]**

**Dear Sir,**

I, the undersigned, to participate in the tender process to provide services for Technical Inspector (3) Senior Tasar Assistant (3) & Filed Assistant (1) 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 conform 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 terms and conditions as stipulated in the RFP document. In case any provision of this tender are found violated, then your office shall have the rights to reject our proposal including forfeiture of the earnest money deposit absolutely.

I remain

Yours faithfully

Authorized Signatory  
With Date and Seal

Name of the Designation: \_\_\_\_\_

Address of the Bidder: \_\_\_\_\_

**(FROM- T1)**

<b>1</b>	Name of the Bidder	
<b>2</b>	Details of Bid Processing Fee and Earnest Money Deposit: (Demand Draft Details)	DD No.:
		Date:
		Amount (Rs.)
		Drawn on Bank:
<b>3</b>	Name of the Director /	
<b>4</b>	Full Address of Registered office	Postal Address:
		Telephone No:
		FAX No:
		E-Mail Adders
<b>5</b>	Name & telephone number of the authorized person signing the bid	Name and Designation:
		Mobile No:
<b>6</b>	Bank Name	Account Number:
		Bank and Branch Name:
		IFSC Code
<b>7</b>	Pan No. (Attach self attested copy)	
<b>8</b>	GSTIN Attach self attested copy	
<b>9</b>	E.P.F. Registration No. (Attach self attested copy) Attach attested copy	
<b>10</b>	E.S.I. Registration No. (Attach self attested copy) Attach attested copy	
<b>11</b>	PSARA Licence No. (Applicable in case of security Service)	
<b>12</b>		
<b>13</b>		
<b>14</b>		
<b>15</b>		
<b>16</b>		

**17. Financial Turnover of the bidder for the last 5 financial years. (\*)**

<b>Financial Year*</b>	<b>Turn Over Amount (In INR)</b>	<b>Average Turnover (in INR)</b>

**18. Details of the similar type service provider by the bidder in last 5 years:**

<b>Sl No</b>	<b>Period</b>	<b>Name of the Authority with Complete Address &amp; Fax no</b>	<b>Type of services Provided with details of manpower / machinery deployed</b>	<b>Contract Amount (in INR)</b>	<b>Duration</b>	
					<b>From</b>	<b>To</b>
<b>1</b>						
<b>2</b>						
<b>3</b>						
<b>4</b>						

**19. Declaration**

I, Shri Son/ Daughter/Wife of Shri \_\_\_\_\_  
Proprietor / Director / Authorized signature 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 persecution under appropriate law.

(Signature of Authorized Representative with seal)

Place:.....

Date:.....

Enclosures:

1. EMD in the form of Demand Draft in original
2. Copy of tender document (each page must be signed and sealed)
3. Duly filled Technical Bid and Financial Bid
4. List of Documents as applicable

## **FORM-T2**

### **UNDERTAKING**

**[Name and Designation of  
Tender inviting Authority]  
[Office Address and Location]**

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

Yours sincerely,

Authorized Signature  
[In full and initials]

**Name and Designation of the Signatory:**

**Name of the Bidder and Address:**

**SECTION – VI**  
**FINACIAL BID**  
**COVERING LETTER**  
*(BIDDER LETTER HEAD)*

**To**

**[Name of Designation of  
Tender Inviting Authority]  
[Office address and Location]**

**Sub:- Tender for Outsourcing of** Technical Inspector (3) Senior Tasar Assistant (3)  
& filed Assistant (1) at [Insert name of the office / Location] [Financial  
Proposal]

Sir

I, the undersigned, offer to provide the services for Technical Inspector (3) Senior Tasar Assistant (3) & filed Assistant (1) in accordance with your Tender No \_\_\_\_\_ Dt \_\_\_\_\_. Our attached financial price is (Rs. \_\_\_\_\_) for the proposed Service. This amount is inclusive of the taxes applicable as per GST ect. I do hereby undertake that, in the event of acceptance of our bid, the Service shall be Provider 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 condition of the tender to provide the services accordingly.

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

I remain,

Yours faithfully

Authorized Signatory  
*[In full and initials]*

**Name and Designation of Signatory with date and seal:**

**Address of the Bidder:**

**(FORM- F1)**

**(Administrative Charge)**

Manpower Details:					
Sl No.	Category Of Manpower	Requirement	Cost per Unit in INR (inclusive of remuneration and all statutory dues)	GST as ( applicable)	Total
1					
2					
3					
A. Sub Total (Manpower Cost) in INR					
Equipment Details					
Sl No.	Description of Equipment	Requirement	Cost per Unit in INR	GST (as application)	Total in INR
1					
2					
3					
B. Sub Total (Equipment Cost)in INR					
Consumables/ Recurring material Details					
Sl No.	Description	Requirement	Cost per Unit in INR	GST (as application)	Total in INR
1					
2					
3					
C. Sub Total (Consumable Cost)in INR					
D. Total in INR (A+B+C)					
E. Service Charges @.....					
F. Total Administrative Charges (D+E)					

- Bidder with lowest evaluated competitive administrative charges for the required service will be awarded with contract.
- The bids with “Nil” or very abnormally low quoted service charges will be treated as “Non responsive” and will be rejected during the financial evaluation stage.

**Place:.....**

**Date:.....**

**(Sign and Seal of Authorized Representative)**

## SECTION-VII

### BID SUBMISSION CHAKE LIST

Sl No	Description	Submitted (Yes/No)	Page No.
<b>TECHNICAL BID (ORIGINAL)</b>			
1	Covering Letter in Bidder Letter Head		
2	Bid Processing Fee		
3	EMD		
4	Copy of Incorporation / Registration Certificate of the Bidder		
5	Copy Of PAN		
6	Copy of GSTIN		
7	Copies of income Tax Clearance Certificate for the last three Assessment Years		
8	Copy of Valid EPF & ESI Certificate		
9	Copy of valid PSARA License (in case of Security Service)/ Labour license		
10	TECHNICAL BID duly filled in ( <b>covering Letter, FROM- T1,T2 and T3</b> )		
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 5 years		
12	Power of Attorney In favour of the person signing the bid on behalf of the bidder.		
13	List of complete / on-going assignments of similar nature (Past Experience Details)along with the copies of work order for the respective assignments from the authorities		
14	Undertaking for not have been black-listed by any central / state Govt./ any Autonomous bodies during the recent past.( <b>FORM-T2</b> )		
15	Undertaking for not having any police case pending against the bidder ( <b>FORM-T3</b> )		
<b>FINACIAL BID ORIGINAL</b>			
1	Covering Letter in Bidders letter Head		
2	Duly Filled in Financial Bid ( <b>FORM-F1</b> )		

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 needs 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 1<sup>st</sup> part and \_\_\_\_\_ Its principal place of business at \_\_\_\_\_ (hereinafter called the “Service Provider”) of the 2<sup>nd</sup> part.

#### WHEREAS

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

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

**1. The following documents attached 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 Terms;

**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 provision of the Agreement; and
- b) The Certificate on the satisfactory performance of services by the Agency shall be issued by an office authorized by the Client and consideration of the certificate of satisfactory Performance of Services Provider, the Authority shall make such payment and in such a manner as is provider in the Agreement.

**3. Mode of payment**

The service Provider will open a specific Bank Account for payment by the Authority in the beneficiary account towards the Service Performed by the service Provider. The Service Provider will furnish the details of the Bank Account to the authority within 7 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.

**4. 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 terms and condition 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 condition.
- c)** Financial limit under this contract varies with changes in the 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 [Tender Inviting Authority]

---

Witness 1:

Witness 2:

For and on behalf [SERVICE PROVIDER]

---

[Name and Designation of the Representative with seal]

Witness 1:

Witness 2:

**PERFORMANCE BANK GUARANTEE FORMAT**

**To**

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

**WHEREAS** \_\_\_\_\_ (Name and address of the Service Provider) (hereinafter called “the Service Provider) has undertaken, in pursuance of Contract No. \_\_\_\_\_ dated \_\_\_\_\_ to undertake the Service ..... (Description of Service) (Herein after called “the contract”)

**AND WHEREAS** it has been stipulated by \_\_\_\_\_ (Name of the Authority) in the said contract that the Service Provider shall furnish you with a bank guarantee by a scheduled commercial bank recognized by you for the sum specified therein as security for compliance with its obligation in accordance with the contract;

**AND WHEREAS** we have agreed to give the service Provider such a bank guarantee;

**NOW THEREFOR** we hereby affirm that we are guarantors and responsible to you, on behalf of the Service Provider up to a total of \_\_\_\_\_ (amount of the guarantee in words and figures), and we undertake to pay you, upon your first written demand declaring the Service Provider to be in default under the contract and without cavil or augment, any sum or sums within the limits of (amount of guarantee) as aforesaid, without your needing to prove or to show grounds reasons for your demand or the sum specified therein.

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

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

This performance bank guarantee shall be valid unit the \_\_\_\_\_ day of \_\_\_\_\_ year. Our are branch at \_\_\_\_\_ (Name & Address of the Bank) is liable to pay the guaranteed amount depending on the filling of claim and any part thereof under this Bank guarantee amount depending only and only if you serve upon us at our \_\_\_\_\_ Branch a written claim or demand and received by us at our \_\_\_\_\_ branch on or before Dt \_\_\_\_\_ otherwise bank shall be discharged of all liabilities under this guarantee thereafter.

.....  
**(Signature of the authorized officer of the Bank)**

.....  
**Name and designation of the officer**

.....  
**Seal, name & address of the bank & Branch**