



**TENDER CALL NOTICE
FOR PROVIDING
OUTSOURCING SERVICES OF
DATA ENTRY OPERATOR-CUM-
OFFICE ASSISTANT AND SWEEPER-
CUM-WATCHER/PEON PERSONNEL
UNDER
THE ADMINISTRATIVE CONTROL
OF DISTRICT CULTURE OFFICE,
BALASORE
THROUGH MANPOWER SERVICE
PROVIDER AGENCY**

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OFFICE OF THE COLLECTOR & DISTRICT MAGISTRATE, BALASORE

Tender Call Notice No.- 454 /Culture Date- 08.05.2026

Sealed Tenders/Quotations are hereby invited from Registered Firms/Manpower Service Providing Agencies/Outsourcing Agencies to provide **01 (One) no. of Data Entry Operator-cum-Office Assistant and 01 (One) no. of Sweeper-cum-Watcher/Peon** personnel under the Administrative Control of District Culture Office, Balasore for a period of 01 (One) Year i.e. from dt.01.06.2026 to 31.05.2027.

The intending Registered Firms/Manpower Service Providing Agencies/Outsourcing Agencies may submit tender/quotation along with other supporting documents in **District Culture Office, Balasore, At-New Collectorate Building, Po./Dist.- Balasore, P.S.- Sahadevkhunta, PIN-756001** latest by date - **25.05.2026 on or before 01:00 P.M. through Registered Post/ Speed Post / Courier only**. The interested agencies should be clearly mentioned on the top of the envelop as **“Tender/Quotation for supply of man power on outsourcing basis for District Culture Office, Balasore”**. The tender/quotation documents must be submitted along with a Demand Draft of **₹2000.00 (Rupees Two Thousand) only** in favour of Collector and Chairman, District Council of Culture, Balasore payable at Balasore towards cost of Tender paper (**Non-refundable**). **No Tender/Quotation paper will be received by hand, e-mail and digital mode.**

The details information of outsourcing services of aforesaid posts has been provided in the Tender Documents. The tender document will be available on the official website of Balasore District i.e. <https://balasore.odisha.gov.in>. The authority reserves every right to reject all or any of the tender/ quotation without assigning any reason thereof.



**Collector & District Magistrate
Balasore**

Memo No.- 455 /Culture Dt.- 08.05.2026

Copy submitted to the Director, Odia Language, Literature & Culture Department, Odisha, Bhubaneswar for kind information.



**Collector & District Magistrate
Balasore**

Memo No.- 456 /Culture Dt.- 08.05.2026

Copy along with soft copy of notice and documents forwarded to the District e-Governance Manager, Balasore with request to host the tender notice in the official website of Balasore District for information of the public.

Copy to Notice Board of Collectorate, Balasore for wide publication.



**Collector & District Magistrate
Balasore**

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**IMPORTANT DATES OF THE TENDER FOR PROVIDING SERVICES OF DATA ENTRY
OPERATOR-CUM-OFFICE ASSISTANT AND SWEEPER-CUM-
WATCHER/PEONPERSONNEL TO WORK UNDER ADMINISTRATIVE CONTROL
OF DISTRICT CULTURE OFFICE, BALASORE**

- (a) Date of issue of Tender Document : Dt.- 08.05.2026
- (b) Last Date and time for submission of
Tender Document : 25.05.2026 at 1.00 P.M.
- (c) Date and time for opening of
- (i) Technical Bids : 26.05.2026 at 9.00 A.M.
- (ii) Financial Bids of eligible Bidders : 26.05.2026 at 11.00 A.M.
- (d) Likely date for commencement of
deployment of Required manpower : 01.06.2026

SCOPE OF WORK AND GENERAL INSTRUCTIONS FOR BIDDERS**ELIGIBILITY CRITERIA:-**

- I. It should be registered in India as a Company, Firm, Society or a Trust. The registered office of the manpower service provider should be located within Odisha.
- II. The agency must have successfully undertaken similar nature of works for at least three years in last five years. Similar nature of work means the agency must have undertaken similar support services to Central Govt./State Govt./Public Sector Undertakings/Reputed Private Organizations.
- III. The agency ought to have valid EPF Code in its name issued by RPFC, Odisha Circle, PAN, GST registration certificate, ESI Registration Certificate, valid Labour Registration Certificate/Contract Labour Licence issued by the competent Authority.
- IV. The Agency must have provided similar Support Services to Government/Semi-Government/Public Sector Undertaking clients successfully (uninterrupted/continuous) for a period of minimum 3 years during the last 5 financial years i.e. 2021-22, 2022-23, 2023-24, 2024-25 & 2025-26 (Self-attested copies of the Completion Certificates/Performance Certificates from the Employers to be furnished along with the technical proposal).
- V. The bidder should not have been black listed by any state Govt. or Central Govt. An Affidavit to this effect shall be submitted by the bidder in prescribed format.

BID SYSTEM & EVALUATION AND SELECTION:-

- a. The bidding will be of two bid system i.e. Technical bid in Part-I (ANNEXURE-I) and Financial Bid in Part-II (ANNEXURE-II) through Quality and Cost Based Selection process. The minimum service charge is ₹3.85% per person per month. The bidder can fix service charges above 3.85% with proper justification. However, such charges should not exceed 7% in any case. Bidders are not permitted to quote below this price as per Finance Deptt. Notification No. 19595/F dtd. 11.07.2023.
- b. The minimum qualifying score in technical evaluation shall be 60 out of 100 marks and the financial proposals of the bidders securing qualifying marks in technical evaluation will only be opened. The format for the technical evaluation is given at Annexure-III. 30 percentile marks should be given to minimum rate quoted and proportional marks would be reduced for higher rate quoted by the bidder.
- c. Tender shall be awarded to the bidder whose bid will be determined to be substantially responsive, otherwise not defective and who secures highest combined technical and financial score. In case two bidders secure the same highest combined score, the selection the bidder will be decided by draw up lots. In case of further dispute, authority has the power to follow any method, not specified here in the bid document.

RIGHT TO REJECTION:-

- a. The agency is expected to quote minimum approved rate for monthly consideration of above manpower after careful analysis and the rate of service charges. In case it is noticed that the rates quoted by the agency for any category is unusually high or unusually low in respect of Service Charge, it will be a sufficient cause for rejection of the quotation for the sake of quality work, unless the Collector & District Magistrate, Balasore is convinced about the reason of the rates on analysis of such rate.
- b. The Collector & District Magistrate, Balasore reserves the right to reject any or all the tender/ quotation received without assigning any reason thereof and the agency shall not be entitled to get any costs, charges or expenses incidental to or connected with preparation and submission of its Tender/quotation documents.
- c. Canvassing in connection with Tender/quotation documents containing uncalled for remarks are liable to be rejected.
- d. Tender/ quotation with any modification(s) and/or special condition(s) of the agencies or with any rider is liable to rejection.
- e. If the vendor fails to submit the minimum requirement such as tender/ quotation processing fee, EMD, copies of statutory documents and declarations.

WITHDRAWAL OR MODIFICATION OF QUOTATIONS:-

No request for withdrawal or modification will be entertained after the last date of submission of Tender/quotation.

EMD:-

- a. The technical bid must be accompanied with an **EMD of ₹50,000.00 (Rupees Fifty Thousand)** only as per Tender/quotation notice in shape of Fixed Deposit Receipt pledged in favour of Collector and Chairman, District Council of Culture, Balasore and shall be valid for 90 days from due date of bidding/bid document.
- b. Tender/quotation without prescribed earnest money will be rejected.
- c. The earnest money will be refunded in case the tender/quotation process is cancelled by the Collector & District Magistrate, Balasore.
- d. The earnest money deposit of successful agency, if awarded with work, will be kept as performance security with the Collector and Chairman, District Council of Culture, Balasore till the term of the agreement and will be refunded after successful completion of the contract agreement.
- e. The earnest money deposit of the un-successful agencies will be refunded within 45 days without interest after the execution of the contract agreement with the selected agency.

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- f. The EMD will be forfeited if the Agency refuses to take up the work at the quoted price or if the agency fails to do the job as per satisfaction and leads to cancellation of contract/agreement during the contract period.
- g. If any Agency is selected for award of the contract after evaluation of Bid and the firm is exempted for submission of EMD by any law, then Security money equal to the amount of EMD should be furnished by the Agency for awarding the contract.

AGREEMENT:-

It shall be the responsibility of the successful agency to submit the signed copies of the agreement to the District Culture Officer, Balasore within 15 days of issue of letter of intent work order. The agreement will be valid for 01 years from the date of joining of DEO-cum-Office Assistant and Sweeper-cum-Watcher employees without any further extension.

SCOPE OF WORKS:-

The agency shall be responsible for the providing support services for following category; its strength & scope of which are given below.

Sl. No.	Category of Support Services	Number	Qualification & Experience
(1)	(2)	(3)	(4)
01	Data Entry Operator-cum-Office Assistant	01	Age Limit: Minimum 23 Years & Maximum 40 Years as on 01.01.2026 Educational Qualification: • Minimum +3 Pass with PGDCA
02	Sweeper-cum-Watcher	01	Age Limit: Minimum 20 Years & Maximum 40 Years as on 01.01.2026 Educational Qualification: • Minimum 10 th Pass

The outsourcing service would include the following tasks :—

1. Opening and closing of Office Rooms.
2. Maintenance of Stationeries.
3. Arrangement for refreshment / water etc.
4. Delivery of local letters as and when required.
5. Distribution of office daks & files of general nature among the Officers.
6. Shifting of office equipment as and when required.

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7. Performing other related tasks as and when required.

INSPECTION OF WORKS:-

The Collector & District Magistrate, Balasore or District Culture Officer, Balasore will have full power and authority to inspect work of the outsourcing services. The proprietor / representative of the agency / firm will meet the District Culture Officer, Balasore in this office at least once a month for review of performance of above outsourcing services.

INSTRUCTION FOR SUBMISSION OF TENDER WITH REQUIRED DOCUMENTS:-

- a. The tender/ quotation shall be submitted with EMD in Part-I i.e. Technical Bid (ANNEXURE-I) and Part-II i.e. Financial Bid (ANNEXURE-II) in two separate sealed envelopes super scribed with technical and financial bid as the case may be and name and address of the Tenderer/quotationer. Both the envelopes i.e. Part-I and Part-II envelopes along with EMD shall be put in another envelope, which shall be super-scribed with "**Tender/ Quotation for supply of Manpower on outsourcing basis for District Culture Office, Balasore**" along with name and address of the agency and should bear the address the Collector and Chairman, District Council of Culture, Balasore, At- District Culture Office, Balasore, New Collectorate Building, Po/Dist.- Balasore, PIN-756001. The agency should mention its complete postal address and telephone number, fax number, e-mail address etc. on the bottom left hand side of the envelope. The agency may submit any other details that he may like to furnish.
- b. Tender/quotation received after the due date and time shall not be entertained.
- c. Both the bids completed in all respects (Technical & Financial) should reach the undersigned **on Registered Post/ Speed Post/ Courier on or before 01:00 P.M. dated 25.05.2026**. The technical bid shall be opened on **dated 26.05.2026 at 09:00 A.M.** The date of opening of the financial bids shall be intimated to those firms who shall qualify the technical bid.
- d. The Collector & District Magistrate, Balasore or District Culture Officer, Balasore shall not be liable for any postal delay or non-receipt/non-delivery of the Bid by the agencies and no extension of time to the date of quotation opening shall be given for this reason.
- e. The Agency failing to submit all the specified documents shall be summarily rejected.
- f. All documents should bear signature of the bidder.
- g. The Agencies/Firms/Vendors can avail the facility of pre-bid meeting or may submit objections/suggestions before the Collector & District Magistrate, Balasore by 20.05.2026.

DOCUMENTS TO BE SUBMITTED:-

1. Valid EPF Code issued by RPFC, Odisha Circle.
2. ESI registration Certificate with latest deposit challan copy, either of original or true copy along with the quotation document.
3. Firm Registration Certificate.
4. Valid Labour License issued by competent authority.
5. Photocopy of PAN Card along with copies of the acknowledgement of Annual I.T. return of the firm for the last three financial years.
6. GST Registration Certificate issued by the competent Authority along with copy of last return filed in this regard.
7. Past experience of minimum 03 years uninterrupted/ continuous during last 05 years as mentioned in the eligibility criteria with Performance certificate.
8. An undertaking that the agency will be able to deploy the requisite man power immediately after execution of the contract agreement should be enclosed in the technical bid.
9. An undertaking to the effect that the support services personnel that the agency is going to provide to this office, if selected, is not in relation with any of the staff of this office.
10. An affidavit to the effect that the agency has not been blacklisted by any Govt./Semi-Govt./PSU/Undertaking Office/Organization.
11. Supporting documents like Govt. Certificate/EPF document etc. showing total no. of persons engaged so far by the Service Provider must be submitted.

GENERAL CONDITIONS:-

- a. No personnel deployed by the Agency shall be paid less than the consideration fixed or prescribed by Labour & ESI Department, Govt. of Odisha prevalent at the time of finalization of the bid.
- b. Statutory dues at appropriate rate as per rules etc. shall be given to each personnel by the Agency. GST @ 18% or as per present provisions would be paid on monthly remuneration (26 days only) and service charges taking together. EPF & ESI being part of social security scheme will be out of coverage of GST.
- c. The Collector & District Magistrate, Balasore will make monthly payment to the Agency after receipt of proper GST invoice from the agency for the services rendered and the Agency will bear/pay all other benefits/statutory dues etc.

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- d. As regards to GST, the firm will be held responsible for deposit of GST with concerned authorities.
- e. The agency will submit the copy of last challan in support of deposit of ESI and EPF in favour of deployed personnel positively along with the monthly bill submitted for payment.
- f. The bidder shall submit valid Labour Registration/Contract Labour License.
- g. The monthly remuneration should be paid to the personnel deployed by the agency on 2nd day of next month after receipt of absent/present statement without awaiting the payment from Office of the Collector & District Magistrate, Balasore.
- h. There will be performance review of the manpower deployed as well as of the agency/service provider in every 06 months by this office.
- i. In case of any mischief, disturbances, theft or negligence committed by the deployed manpower, action as deemed fit shall be taken against the agency with forfeiture of EMD/Security Deposit.
- j. The authority reserves the right to withdraw or relax any of the terms and conditions mentioned in this tender notice so as to overcome any problem that may be encountered at a later stage.
- k. Liquidated damage would be recovered from the outsourcing agency to the tune of actual expenses made on alternative arrangements, if the agency fails to perform the duty. This is over and above the performance security which would be forfeited also.
- l. They must not have any criminal antecedent. Each personnel, at the time of engagement, shall furnish a self declaration of not having any criminal antecedent duly verified and certified by the Agency.

NOTICE AND COMMUNICATION:-

- a. The Agency is required to state its correct full address in the document.
- b. All notices, communications to any agency by stated address shall be deemed to have been sent or served if delivered or left or posted to the agency and shall be deemed to have been so performed on the day on which these were so delivered or left.
- c. All notices and communications addressed by the Collector & District Magistrate, Balasore to the Agency or by the Agency to the Collector & District Magistrate, Balasore concerning the work to be executed under the contract shall be in writing.

TECHNICAL BID

COVERING LETTER

[Location, Date]

To

The Collector, Balasore

Sub: Tender for providing outsourcing services of DEO-cum-Office Assistant and Sweeper-cum-Watcher personnel under the Administrative Control of District Culture Office, Balasore

Sir,

I, the undersigned, offer to participate in the tender process to provide services for DEO-cum-Office Assistant and Sweeper-cum-Watcher personnel 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 tender 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.

Yours faithfully,

**Authorized Signatory with
Date and Seal**

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

OFFICE OF THE COLLECTOR & DISTRICT MAGISTRATE, BALASORE

(Culture)

✉dcobaleswar@gmail.com

**PART-I
TECHNICAL BID**

1. Name of the Agency with Registration No.

(Copy of registration to be enclosed)

2. Detail Address of the

Registered Office & Branch Office.

Phone No.

WhatsApp No. of authorized person

FAX No.

E-mail id etc.

i. Registered Office

ii. Branch Office

3. Details of business experience

Sl. No.	Period	Name of the organization where man power deployed	Date of Award of contract	Date of completion of contract	Nos. of manpower deployed
1	2	3	4	5	6

(Copy of latest deposit attested challan of EPF to be enclosed)

(Copies of income tax return of last three years (i.e. 2023-24, 2024-25 & 2025-26) and attested Xerox copy of own valid EPF code issued by the RPFC, Govt. of India should be attached)

(Copy of Labour Registration/ Contract Labour License to be enclosed)

4. Whether copy of work order/ contract certificate of last 05yrs. from prescribed client in support of market presence enclosed:

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5. Category of outsourcing services as per the requirement of Office of the Collector & DM, Balasore being provided previously in last 5yrs to Govt./Semi-govt./ Public sector offices:

Sl. No.	Period	All 04 Categories	Any 03 Categories	Any 02 Categories	Any 01 Category
1	2	3	4	5	6

(Valid supporting copies to be enclosed)

6. No. of Personnel engaged in a year in different Govt./ Semi Govt./ Public sector/ other private offices :

(Copy of latest deposit attested challan of EPF to be enclosed)

7. Annual average turnover of last 3 yrs i.e. 2023-24, 2024-25, 2025-26
(Copy of statement as at Annexure-V to be enclosed)

8. Whether experience details and Performance Certificate of last three years as mentioned in the eligibility criteria (Annexure-VI to be enclosed)

9. Earnest Money deposit

(A) FDR No.

Name of the Bank:

(B) Date

(C) Amount

(Original FDR to be enclosed)

10. Whether having GSTIN Certificate:
(Xerox copies of Certificate to be enclosed)
(Copy of last return should be enclosed)

11. Whether having valid ESI Registration (Enclose challan copies of latest deposits)

12. Whether the undertaking to the effect that the Agency shall deploy the requisite Manpower services to the District Culture Office, Balasore within 10 days of execution of Agreement enclosed:

13. Whether Affidavit that the agency is not blacklisted enclosed (Format for affidavit as at Annexure-VII)

14. Other documents as at Clause (e) of "Instruction for Submission of Tender/ Quotation with Required Documents" should be furnished.

15. CERTIFICATE TO BE GIVEN BY THE QUOTATIONER

Certified that, the above mentioned particulars are correct and true to the best of my /our knowledge. In case any statement made above is found not correct, my/ our quotation may be rejected by the Collector & District Magistrate, Balasore.

My/Our price is based on the basis of our full understanding about the job.

It is to confirm that our offers shall be valid for 90 days from the date of opening of the qualifying bid.

I/ We also authorize the Collector & District Magistrate, Balasore to forfeit my earnest money in case I/ We fail to execute the job for whatever reason, if my/our quotation is accepted.

Authorized Signatory/Signature [In Full and Initials]:

Name and Title of Signatory:

(Organization Seal)

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FINANCIAL BID

COVERING LETTER

[Location, Date]

To
The Collector, Balasore

Sub: Tender for providing outsourcing services of DEO-cum-Office Assistant and Sweeper-cum-Watcher personnel under the Administrative Control of District Culture Office, Balasore

Sir,

I, the undersigned, offer to provide the services for DEO-cum-Office Assistant and Sweeper-cum-Watcher personnel in accordance with your Tender No. _____, Dated-_____. Our attached financial price 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.

I have carefully read and understood the terms and conditions of the tender to provide the services accordingly. I, hereby unconditionally undertake to accept all the terms and conditions as stipulated in the tender document.

Yours faithfully,

**Authorized Signatory with
Date and Seal**

Name and Designation:

Address of the Bidder:

OFFICE OF THE COLLECTOR & DISTRICT MAGISTRATE, BALASORE

(Culture)

✉dcobaleswar@gmail.com

PART-II**FINANCIAL BID****FOR OUTSOURCING OF VARIOUS SERVICES TO DISTRICT CULTURE OFFICE,
BALASORE**

1. Name of the Agency/Firm:-
2. Monthly remuneration per month (26 days) for each personnel (excluding service charges and any other applicable taxes):-
3. Amount of service charges per person payable :-
(To be mentioned in figure and Words)
4. PAN No.:-
5. GST No.:-
6. Details of breakup of monthly remuneration per person per month (26 days) :-

Sl. No.	Type of Manpower	Monthly Rate per Person						Total per Person (Gross)
		*Take Home Remuneration	EPF 13%	ESI 3.25%	Other statutory dues, if any	Service Charge	GST	
1	High skilled							
2	Semi-skilled							
3	Skilled							
4	Un skilled							

- Minimum take home remuneration of above Personnel should be decided as per Labour & ESI Department, Odisha.

Authorized Signatory/Signature [In Full and Initials]:

Name and Title of Signatory:

(Organization Seal)

OFFICE OF THE COLLECTOR & DISTRICT MAGISTRATE, BALASORE

(Culture)

✉dcobaleswar@gmail.com

FORMAT FOR EVALUATION OF TECHNICAL PROPOSAL

Name & Address of the Bidder:				
(For Office use only)				
Sl. No.	Criteria	Maximum Marks	Marks Obtained	Remarks
1	Constitution of the Bidder a. Registered Company : 10 Marks b. Society/Partnership Firm/Others : 05 Marks	10		
2	Years of Business Experience a. Between 03 to 05 Years : 05 Marks b. More than 05 to 07 Years : 05 Marks c. Above 07 Years : 10 Marks (To be calculated from 2025-26 and backwards)	10		
3	Market Presence/Clientele (Last five years i.e. 2021-22, 2022-23, 2023-24, 2024-25 & 2025-26) a. Govt./Semi-Govt./Public Sector : 02 Marks each per year b. Private Sector : 01 Mark each per year	15		
4	Category of outsourcing services as per the requirement of the office of the Collector & District Magistrate, Balasore being provided previously (in last 05 Years) to other Govt./Semi-Govt./Public Sector Offices a. All 04 categories : 02 Marks for each year b. Any 03 categories : 1.5 Marks for each year c. Any 02 categories : 01 Mark for each year d. Any 01 category : 0.5 Mark for each year	10		
5	Total No. of Persons engaged (in a year) in different Govt./Semi-Govt./Public Sector Offices a. Between 100 to 200 : 05 Marks b. Between 201 to 250 : 08 Marks c. Above 250 : 10 Marks	10		
6	Average Annual Turnover (Last three years i.e. 2023-24, 2024-25 & 2025-26) a. Above ₹50 Lakhs - ₹1 Crore : 10 Marks	20		

	b. Above ₹1 Crore - ₹2 Crores : 15 Marks c. Above ₹2 Crores : 20 Marks			
7	Any certificate of Excellence/Recognition received from any Organization/Office a. More than or equal to 03 Awards/Recognitions : 05 Marks b. Less than 03 : 02 Marks	05		
8	Evaluation on technical presentation about Firm & Good Practices to be adopted during contract period	20		
Total		100		

• **NB:**

1. Supporting documents like Govt. Certificate issued by the Competent Authority/ EPF document etc. showing total no. of persons engaged so far by the Service Provider must be submitted along with bid document.
2. For opening of Financial bid, vendors with 60 or more points/ marks in technical bid will only be considered.
3. Weightage for financial bid score would be determined out of 30 percentile points/ marks. The monthly remuneration and service charges taken together would get 30 percentile points and proportional marks would be reduced for higher quoted rates. Price quoted below the minimum fixed amount by the bidder will get 0(Zero) point/mark.
4. Selection of vendor under this QCBS method would be considered on the basis of the total combined score of (addition of technical and financial bid) of a vendor/ bidder.

Check List (Technical Proposal)

Please check whether following have been enclosed in the respective cover namely, Technical Bid: (please arrange the documents serially in the following order & do the page numbering of the entire bid document and mention the page no. in the column "page No" against the particulars in the check list as mentioned below for ease of scrutiny)

Sl. No.	Particulars	Whether submitted (Yes/No)	Page No.
1	EMD (FDR of ₹50,000.00)		
2	Bid document Cost (DD of ₹2,000.00)		
3	Copy of the company/Agency Registration certificate		
4	Copy of Labour Registration/Contract Labour License		
5	Experience details & performance certificate thereof		
6	Copies of work order/contract certificates from the clients in support of market presence in last 05 years		
7	Copies in support of categories of support services engaged during last 05 years as per requirement of the Collector & District Magistrate, Balasore		
8	Copies showing persons engaged during last 01 Year		
9	Copies showing annual average turnover during last 03 years		
10	Copy of EPF Code		
11	Copy of ESI Registration		
12	Copy of PAN		
13	Copy of the GST registration certificate		
14	Undertaking for immediate execution of contract upon selection		
15	Affidavit that the Agency is not blacklisted		
16	Any other relevant documents		

ANNUAL AVERAGE TURN OVER STATEMENT

(To be furnished in the technical proposal)

(To be furnished in the **letter head** of the Chartered Accountant)

The Annual Turnover of M/s _____

for the last 03 financial years are given below and certified that the statement is true and correct.

Sl. No.	Financial Year	Turnover in ₹
1	2023-24	
2	2024-25	
3	2025-26	
Annual Average Turnover		

Date:

Signature of Chartered Accountant

Place:

(Name in Capital)

Seal

Membership No.

Note:

- 1) To be issued in the letter head of the Chartered Accountant with membership No.
- 2) Also attach photocopies of the audited P/L account of each year high lighting the turnover in support of that.
- 3) Provisional audited statement shall not be considered.

PAST EXPERIENCE DURING LAST THREE YEARS

(To be furnished in the technical proposal)

(Attach separate sheets if the space provided is not sufficient)

A) Experience proof and certificate thereof**Financial Year 2023-24**

Sl. No.	*Name/address of organization	Type of Manpower Supplied	Date of Award of Assignment	Date of completion of assignment	**No. of personnel deployed	Performance Certificate enclosed (Yes/No)
1						
2						
3						

Financial Year 2024-25

Sl. No.	*Name/address of organization	Type of Manpower Supplied	Date of Award of Assignment	Date of completion of assignment	**No. of personnel deployed	Performance Certificate enclosed (Yes/No)
1						
2						
3						

Financial Year 2025-26

Sl. No.	*Name/address of organization	Type of Manpower Supplied	Date of Award of Assignment	Date of completion of assignment	**No. of personnel deployed	Performance Certificate enclosed (Yes/No)
1						
2						
3						

*Please furnish to Work order/ Contract copies of the works executed in support of the information mentioned above along with the performance certificate of the client, serially in the same order as mentioned in the above format for ease of scrutiny.

** No. of staff deployed should be clearly mentioned in the relevant work order/contract Copies

Authorized Signatory/ Signature [In full and initials]:

Name and Title of Signatory:

(Organization Seal)

Format for Affidavit

(To be furnished in the technical proposal)

(On a Stamp Paper of relevant value)

Affidavit

I, M/s. _____ (the name of the agency with Address of the registered office) hereby certify and confirm that we or any of our promoter(s)/ Director(s) are not barred by Department of Govt. of Odisha/ or any other entity of GoO or blacklisted by any State Government or Central Government/ Department/ Organization in India from participating in Tenders as on the _____ (Date of Signing of this proposal).

We further confirm that we are aware that, our proposal for the captioned Project would be liable for rejection in case any material misrepresentation is made or discovered at any stage of the Bidding Process or thereafter during the agreement period.

Dated this Day of , 2026

Authorized Signatory/ Signature [In full and initials]:

Name and Title of Signatory:

(Organization Seal)

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UNDERTAKING

***[On the Bidder's Letter Head regarding not has any pending judicial/
Proceedings for any criminal offences]***

I, hereby undertake that there is no criminal case pending in any Court of Law against our company or against the Proprietor/ Director/ Persons to be deployed by our company.

I further certify that Proprietor/ Director/ Persons to be deployed by my company have not been convicted of any offence in any Court in India during the recent past. I understand that I am fully responsible for the contents of this undertaking and its truthfulness.

Yours sincerely,

Authorized Signature

Name and Designation of the Signatory:

Name of the Bidder and Address: