



COLLEGE OF ENGINEERING AND TECHNOLOGY, BHUBANESWAR  
(A constituent college of BijuPatnaik University of Technology, Odisha)  
Techno Campus, Ghatikia, P.O. Mahalaxmivihar, Bhubaneswar -751029  
Website: [www.cet.edu.in](http://www.cet.edu.in)

---

No. 3647/CET

Date 19.11.2018

### TENDER CALL NOTICE

Sealed tenders are invited under two bid systems from the registered and experienced service providers to provide services of **Manpower Services** such as – Data Entry Operators, Technical Assistants, Laboratory Assistants, Library Assistants, Plumbers, Electricians, Attendants, Gardeners, Sweepers, Ward Girls (for Ladies Hostels), Ward Boys (for Boys Hostels) and Senior Assistants etc on outsourcing basis initially for a period of one year with effect from the date of award of contract. The detailed information for outsourcing the services of aforesaid manpower has been given in the Tender Document, which may be downloaded from our website [www.cet.edu.in](http://www.cet.edu.in). The last date and time of submission Tender documents is on or before **dt. 18.12.2018 up to 4 PM** and the same will be opened on the next day (**dt.19.12.2018**) at **3 PM**. The sealed tender will be received by **Speed post / Regd. post** only. No hand delivery or any other mode of delivery will be accepted. The authority will not be held responsible for any postal delay. Tender received after the schedule date and time will not be entertained.

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

Sd/-  
**Principal**

**BID DOCUMENT FOR OUTSOURCING  
OF  
MANPOWER SERVICES**



**COLLEGE OF ENGINEERING & TECHNOLOGY, BHUBANESWAR  
TECHNO-CAMPUS, MAHALAXMI VIHAR  
BHUBANESWAR- 751029  
Website: [www.cet.edu.in](http://www.cet.edu.in)**

## INVITATION FOR BIDS

**College of Engineering & Technology, Bhubaneswar** invites sealed tender under two bid systems i.e. Technical and Financial Bid from registered Manpower Service Providing Firms / Agencies to provide Manpower Services for a period of one year to **College of Engineering & Technology Techno-Campus, Mahalaxmi Vihar, and Bhubaneswar-751029** as per the schedule given below. Interested eligible Bidders may download bid documents for detail information and list of items with technical specifications from the website of the College [www.cet.edu.in](http://www.cet.edu.in)

### **Particulars & Important Information:**

- (a) Cost of Bids documents (non-refundable) : **Rs. 2000/-**
- (b) Earnest Money Deposit (Refundable) : **Rs. Rs 2,00,000.00**  
(Rupees Two Lakh only)
- (c) Last date and time for submission of Sealed Bids: **18.12.2018 upto 4PM**
- (d) Time and date of opening of Technical bid: **19.12.2018 at 3 P.M**
- (e) Time and date of opening of financial bids : **Will be communicated to the Successful bidders.**
- (f) Place of opening of bid : **Principal Office,  
College of Engineering & Technology,  
Techno-Campus, Mahalaxmi Vihar  
Bhubaneswar-751029**

**Tenders should be submitted by Speed Post Only. Tenders submitted by any other mode will not be accepted & rejected summarily. The Bid document should reach the Office of the undersigned within the scheduled date & time or otherwise it will be treated as non-responsive and such Bid shall not be opened for consideration by the tender opening Committee.**

*Signature of the Bidder*

## **CONTENTS OF TENDER DOCUMENT**

From registered Manpower Service Providing Firms / Agencies

### **Sl.No Description of contents**

- A. Scope of work and general instructions for bidders
  - B. Minimum technical requirements for manpower to be deployed by the successful service provider.
  - C. Tender Application – Technical bid
  - D. Tender Application – Financial bid
  - E. Terms and Conditions
  - F. Chronological order for arrangement of documents
  - G. Documents to be submitted by the successful manpower service provider before deployment of manpower
- Annexure-I Manpower requirement (tentative), age and qualification & experiences for different category of manpower.
- Annexure-II Bidder's covering letter
- Annexure- III Certificate of declaration regarding blacklisting
- Annexure-IV Letter of authorization for attending bid opening
- Annexure – V Checklist of the Documents attached

***Signature of the Bidder***

## **A. SCOPE OF WORK AND GENERAL INSTRUCTIONS FOR BIDDERS**

### **Scope of the work**

1. The Service Provider shall provide manpower services as such as Data Entry Operators, Technical Assistants, Laboratory Assistants, Library Assistants, Plumbers, Electricians, Attendants, Gardeners, Sweepers, Ward Girls (for Ladies Hostels), Ward Boys (for Boys Hostels) and Senior Assistants by deploying adequately trained, experienced and well-disciplined personnel in the relevant field on outsourcing basis initially for a period of one year.
2. Office Assistants shall be deployed in different Sections/ Office (Establishment and Account Section)/ Departments/ Library as and when be required. Library Assistants are required for the College library as per requirement. Technical Assistants and Laboratory Assistants are to be deployed in various laboratories of different Departments having qualifications and experiences in the relevant field.
3. Plumbers and Electricians shall be deployed to look after the maintenance work related to PH and electric installations respectively in the college, staff quarter as well as hostel premises so as to ensure proper supply of water and electricity round the clock. Other PH and Electrical maintenance services on need basis as and when informed by the authority concerned.
4. The Attendants are to assist the Electrician deployed for the Electrical Maintenance work as in Sl. 3 above.
5. Gardeners shall be deployed having qualifications and experiences in the relevant field to look after the maintenance of Lawns, Gardens and cleaning of college and hostel premises by cutting of grass, maintenance of garden area etc. The Gardeners shall also look after proper watering of existing plants and shall be deployed in plantation work in the college as well as hostel premises.
6. The Sweepers shall be deployed in administrative block, academic blocks, laboratory building, library, SAC, workshop and guest house, dispensary, etc. in the College premises and different Hostels (both boys & ladies) to clean offices, rooms, corridors, floors, staircase and toilets of those building and any other cleaning works as and when required. The service provider has to ensure that the sweepers to be deployed are to maintain a high level of neat, clean, hygienic and presentable look to the entire building area.
7. The Ward Girls and Ward Boys shall be deployed in Ladies and Boys Hostels respectively who are required to keep record of attendance, leave applications, mess record of boarders and assist the hostel officials in different hostel related works as and when required.
8. The jobs are to be executed as per the instruction of the PIC/ Faculty-in-charge/ Wardens/ Superintendents designated for the concerned work.
9. Any other services on need basis as and when informed by the authority concerned.

***Signature of the Bidder***

## **General Instructions**

**1. Principal, College of Engineering & Technology, Techno-Campus, Mahalaxmi Vihar, Bhubaneswar-751029** (herein after called “**Authority**”) requires the services of reputed, registered, well established and financially sound firms/agencies (herein after called “**Manpower Service Provider**”) to provide Manpower (as given in Annexure-I) for a period of one year w. e. f. the date of award of contract and execution of agreement thereof. The period of the contract may be further extended, provided the requirement of CET for manpower personnel persists at that time or may be curtailed/ terminated before due date owing to deficiency in service or substandard quality of manpower deployed by the selected Service Provider or because of change in the requirements of CET. The authority of CET however, reserves right to terminate this initial contract at any time after giving 30 days’ notice to the selected Service Provider.

**2. Requirements of Manpower:**

The tentative requirements at present are given in **Annexure-I**, which are purely indicative. The requirements may increase/decrease depending on needs.

**3. Minimum eligibility conditions:**

**Bidders should-**

- (a) Be registered under Indian Companies Act.
  - Attested copy of valid Registration Certificate as per existing norms, indicating legal status i.e. company/partnership firm /proprietorship etc. is to be produced for verification on demand
  - It shall furnish attested copy of Solvency Certificate in the name of the Company/Director for Rs 20,00,000 / (Twenty Lakh) only issued from Revenue Department, Govt. of Odisha.
- (b) Have valid Labour License/ Registration under the Contract labor (Regulation & Control Act, 1970). Attested Copy of the same should be furnished.
- (c) Be an experienced Service providing Agency having good track record and client satisfaction of supplying the manpower/ personnel (proof of experience in supplying manpower to Govt. Deptt / Govt. Agencies to be submitted).
- (d) Have been registered with GST Authorities. (Copy of GST registration Certificate and Copy of the GST Payment Certificate to be furnished).
- (e) Have PAN/ TIN/GIR allotted to him by concerned Department (Copy of Valid PAN/ TIN/GIR to be enclosed). Attested copy of the latest IT return filed by agency; for last three financial years i.e. 2015-16 & 2016-17 & 2017-18 should be enclosed.

***Signature of the Bidder***

- (f) Have been registered with EPF authority. Attested copy of the E.P.F. registration letter/ certificate should be furnished.
- (g) Have been registered with ESI authority. Attested copy of the E.S.I registration letter/ certificate should be furnished.
- (h) Should have their own Bank Account. Certified extracts of the Bank Account containing transactions during last three years (2015-16 & 2016-17 & 2017-18).
- (i) Should be a profit making organization in the preceding three financial years. (2015-16 & 2016-17 & 2017-18). Documents showing “ Profit Before Tax “ &” Profit After Tax “ for last 3 years (2015-16 & 2016-17 & 2017-18) certified by a Chartered Accountant should be furnished.
- (j) Copy of the Audited Balance Sheet and P & L Account for the last three consecutive financial years (2015-16 & 2016-17 & 2017-18) duly certified by the chartered Accountant should be enclosed.
- (k) Should furnish the documents duly certified by Chartered Accountant in support of the Annual turnover of the agency for preceding last three financial year i.e. 2015-16 & 2016-17 & 2017-18. The annual turnover should **not be less than Rs.1.00Crore** for each individual year.
- (l) The Service Provider should have executed such manpower deployment contracts in Odisha during the preceding three years period (2015-16 & 2016-17 & 2017-18). Proof of execution of contracts of similar type engaging minimum 50-60 personnel per contract should be enclosed.
- (m) There should be no case (either criminal or litigation) pending with the police against the Proprietor/Firm/Partner or the Company (Service Provider). An affidavit to the effect that no criminal case is pending with the police against the Proprietor/Firm/Partner or the Company (Service Provider) and the Service Provider has not been blacklisted otherwise anywhere should be furnished.
- (n) The registered office or one of the branch offices of the service provider should be located within the jurisdiction of the user Office. i.e Bhubaneswar. Valid registration certificate duly certified by District labour officer, Bhubaneswar for carrying on business of commercial purpose.
- (o) **The conditional bids shall not be considered and will be out rightly rejected in very first instance.**
- (p) The terms and conditions in the tender Document duly signed (each page) and the tender document sealed by the authorised signatory of the agency in token of their acceptance.

***Signature of the Bidder***

**4. Cost of the bid documents:** The interested bidders are to download the tender documents from the website of the College [www.cet.edu.in](http://www.cet.edu.in). and should submit a Demand Draft of **Rs. 2000.00** drawn in any **Nationalized Bank** in favour of, **Principal CET, Bhubaneswar payable at Bhubaneswar** towards cost of bid documents (not refundable) along with the technical bid. Bids not accompanied with cost of bid documents of the requisite amount or without proper validity will be summarily rejected.

**5. Bid Security/EMD ( refundable without interest):**

**(a) An Earnest Money Deposit (EMD) of Rs 2,00,000.00 (Rupees Two Lakh only)** should be submitted in form of Demand Draft drawn in any **Nationalized Bank** in favour of, **Principal CET, Bhubaneswar** payable at Bhubaneswar along with the technical bid, **failing which Bids shall be treated as non-responsive and summarily rejected.**

**(b)** The submission of EMD is compulsory for all the bidders and no exemption will be granted for submission of EMD on any case.

**(c)** The EMD of unsuccessful bidders will be discharged / returned to them without any interest within 30 days after finalization of successful bidder.

**6. Amendment to bid documents**

At any time, prior to the date of submission of Bid, authority may, for any reason whether at its own initiative or in response to a clarification required by a prospective bidder, modify the bid documents by the amendments/ by issuing corrigendum. The amendments will be updated on same College website only.

**7. Submission of Bids Documents:** The bids are invited under two bid system i.e. **(i) Technical Bid and (ii) Financial Bid**. The interested firms/agencies are advised to submit **Technical Bid and Financial Bid** into two separate sealed envelopes.

**(a) Sealed Envelope No. 1.** superscribed as "**Technical Bid for Providing Manpower Services**" shall contain *the covering letter addressed to Principal & application of Technical Bids in the prescribed format, all information and documents in the same serial order as given in General Instruction to Bidder in Bid Documents along with bid document cost and bid security(EMD) in form of D.D drawn in any Nationalized Bank in favour of, Principal CET, Bhubaneswar payable at Bhubaneswar.*

***Signature of the Bidder***



**(b) Sealed Envelope No. 2** superscribed as ***“Financial Bid for Providing Manpower Services”*** shall contain ***Financial Bid*** duly filled in the prescribed format as given in Bid Documents and signed.

The bidder must fill up quoted price **against each item** in the space provided in the respective columns. **Financial Bids not quoted for all the items may be summarily rejected.**

**(c)** Both the above sealed envelopes should be kept in a third sealed envelope superscribing ***“Bids for providing Manpower Services”*** addressed to the Principal, College of Engineering & Technology, Techno Campus, Mahalaxmi Vihar, Bhubaneswar-751029.

The sealed tender will be received by Speed post / Regd. post only. No hand delivery will be accepted. The authority will not be held responsible for any postal delay. Tender received after the schedule date and time will not be entertained. All the envelope shall indicate the name and address of the bidder to enable the bid to be returned unopened, if required.

8. The bidder is expected to have examined all instructions, forms, terms and specification in the Bid Document. Failure to furnish the bid not substantially responsive to the Bid document in every respect will be at the bidders risk and may result in rejection of the Bid.
9. The Service Providers are required to enclose photocopies of all documents stated in clause no. 3 duly attested by a Gazetted Officer of the State Government/Central Government/ Self along with the Technical Bid, **failing which their bids shall be summarily rejected and will not be considered under any circumstances.**
10. All entries in the tender form should be legible and filled clearly. If the space for furnishing information is insufficient, a separate sheet duly signed by the authorized signatory may be attached. **No overwriting or cutting is permitted in the Financial Bid Form. In such cases, the tender shall be summarily rejected.** However, the cuttings, if any, in the Technical Bid Application must be initiated by the person authorized to sign the tender bids.
11. The prospective bidders should keep their offers valid up to 90 days from the date of tender opening.

***Signature of the Bidder***

- 12. Clarification of Bids:** To assist in the examination evaluation and comparison of bids the committee / official may ask bidders individually for clarification on their bids, including breakdowns of unit prices. The request of clarification and the response shall be in writing or by e-mail or fax but no change in the price substance of the bid shall be sought, offered or permitted except as required to confirm the correction of arithmetical errors discovered during the evaluation of the bids in accordance with clause thereof.
- 13.** The Technical bids would first be taken into consideration by a Committee. The Technical bids shall be opened on the scheduled date and time (as mentioned in tender documents) in presence of the Bidder/his representatives of the Service Providers, if any, who wish to be present on the spot at that time. Only one authorized person for each bidder shall be allowed to be present at the time of opening the tender subject to submission of authorization letter in the format given in bid document.
- 14.** The Financial Bid of those Bidders will be opened whose Technical bids are found to be in order and qualified. The Financial bids shall be opened in presence of the Bidder/their authorized representatives of the technically qualified Service Providers, if any, who wish to be present on the spot at that time. The date and time of opening of financial bids will be intimated to technical qualified bidders only after evaluation of technical bid. The lowest bidder (L1) in the financial bid would be considered. In case the lowest bidder (L1) is disqualified after selection, for any reason then the second lowest (L2) bidder would be considered by the Tender Committee.
- 15. Award of contract Criteria :**Subject to the evaluation of financial bid, the contract shall be awarded with the approval of the competent authority to the bidder whose bid has been determined to be eligible and to be substantially responsive to the bid documents and who has offered the lowest evaluated bid provided further the bidder has the capability and resources effectively to carry out the contact works.
- 16. Rejection of tenders:** The incomplete & conditional Bid / tender(s) will not be considered and summarily be rejected. **No overwriting or cutting is permitted in the Technical & Financial Bid Form. In such cases, the tender shall be summarily rejected.** Quoting unrealistic rates will be treated as disqualification. A bid submitted with an adjustable price quotation will be treated as non responsive and will be rejected.
- 17. Non-transferability:**  
The tender is non- transferable.

***Signature of the Bidder***

**18. Process to be confidential :**

- (a) After the public opening of bid information relating to the examination, clarification, evaluation and comparisons of bids and recommendations concerning the award of contract shall not be disclosed to bidders or other persons not officially concerned with such process.
- (b) Any effort by the bidders to influence the Authority/Staff & Officers of CET in the process of the examination, clarification, evaluation and comparison of bids and decision concerning award of contract may result in the rejection of the bidders bid.

**19. The authority (Principal, CET) reserves the right** to accept or reject any bid including the lowest and to annul the bidding process and reject all bids, at any time prior to award of contract , without assigning to any reason thereof or any obligations to inform the affected bidder or bidders of the grounds for the said action.

***Signature of the Bidder***

**B. MINIMUM TECHNICAL REQUIREMENTS FOR MANPOWER TO BE DEPLOYED BY THE SUCCESSFUL SERVICE PROVIDER.**

The Man Power to be provided must have the following qualifications;

- (a) **Age criteria as given in Annexure – I page No. 30**
- (b) The personnel to be deployed for different category of services must have minimum educational qualification and experiences as laid down in Annexure-I. The suitability of manpower shall be examined by the authority prior to to be deployed by the Service Provider.

**C. TENDER APPLICATION – TECHNICAL BID**

**For Providing Manpower Services to CET, Bhubaneswar**

The Technical Bid shall be accompanied with self-attested photocopies of the following requisite documents failing which the bid shall be rejected out rightly

1. Name of Tendering Manpower Service Provider: \_\_\_\_\_
2. The bidder should have registered / Branch Office located within the jurisdiction of Bhubaneswar. (Valid registration certificate duly certified by District Labour Officer, Bhubaneswar for carrying on business of commercial purpose should be attached as evidence of proof)
3. Tender document Cost **Rs2000/** (Non-refundable) and EMD of **Rs.2,00000/- (Rupees two lakh only )** only in the shape of Bank Draft in favor of **the Principal CET Bhubaneswar** which will be refunded to unsuccessful bidder without interest within one month after finalization of tender.
  - a. Details of Tender Cost and Earnest Money Deposit:
  - b. DD No \_\_\_\_\_ and Date \_\_\_\_\_ of Rs.2000/- drawn on Bank \_\_\_\_\_
  - c. DD No. \_\_\_\_\_ date \_\_\_\_\_ of Rs 2,00000/- drawn on Bank \_\_\_\_\_
4. Name of Proprietor / Partner/ Director: \_\_\_\_\_  
\_\_\_\_\_

**Signature of Bidder**

5. Full Address of Registered Office: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 Telephone No. : \_\_\_\_\_  
 Fax No. : \_\_\_\_\_  
 E-Mail Address: \_\_\_\_\_

6. Full address of Operating/ Branch Office (if any) : \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_ Telep  
 hone No. : \_\_\_\_\_  
 Fax No. : \_\_\_\_\_  
 E-Mail Address : \_\_\_\_\_

7. Name & Telephone no. of Authorized Officer/Person for liaisoning :

8. EPF deposited challan for minimum of **50 Nos.** of persons of last month as a proof of EPF deposit and latest ESI return should be submitted.

9. Financial capacity of the tendering Manpower Service Provider for the last 3 Financial Years. (Duly certified by licensed Chartered Accountant)

Description	Financial Year		
	2015-16	2016-17	2017-18
Annual Turnover			
Current Asset			
Current Liabilities			
Profit before Tax			
Profit After tax			

10. Give details of the major similar contracts handled by the tendering Manpower Service Provider during the last five years in the following format.

Sr. No.	Name of the client, address, telephone & Fax no.	Type of Manpower Service provided	No. of persons	Duration contract		Amount of contract (Rs. Lacs)
				From	To	

**Signature of Bidder**

Name:

Seal:

10. **Background of Contractor.**

**A. Schedule of Employees/staff**

Sl. No.	Grade/type of staff	No. of Regular staff	No. of casual/ Contractual staff	Remarks

**B. Schedule of equipment**

Sl.No.	Particulars	Nos.

**C. Schedule of other assets/vehicles**

Sl.No.	Particulars	Nos.

**D. Schedule of Services provided in past**

Annexure

Sl. No.	Name & address of the organization to which you provided services	Value of work	Duration

11. Additional information, if any(Attach separate sheet, if required):

**Signature of Bidder**

## DECLARATION

1. I, \_\_\_\_\_ Son / Daughter / Wife of Shri \_\_\_\_\_ Proprietor / Director/ authorized signatory of the Service Provider, mentioned above, am competent to sign this declaration and execute this tender document.
2. I have carefully read and understood all the terms and conditions of the tender and undertake to abide by them;
3. The information / documents furnished along with the above application are true and authentic to the best of my knowledge and belief. I/we am/are well aware of the fact that furnishing of any false information/fabricated document would lead to rejection of my tender at any stage besides liabilities towards prosecution under appropriate law.

### **Signature of Bidder**

Name:

Seal:

Date:

Place:

**D. TENDER APPLICATION – FINANCIAL BID**

**FINANCIAL BID**

For providing Manpower personnel to \_\_\_\_\_

Name of tendering Manpower services provider: \_\_\_\_\_

1. Rate per person per month inclusive of all statutory liabilities, taxes, levies, cess, etc. for each category of manpower will be submitted in the prescribed format given below.

Monthly Rate per person per month in Rs										
Sl. no	Manpower Type	Remuneration	EPF Contribution		ESI Contribution		(**) Other statutory dues	Service charge of Service provider	(**) GST	Total Chargable amount per person
			(*) Employee share (12%)	Employer Share (13.16 %)	(*) Employee share (1.75%)	Employer Share (4.75%)				
1	2	3	4	5	6	7	8	9	10	11

**Note: The above table must be filled up as per serial no. mentioned in Annexure-I**

(\*) This amount to be deducted from the employee and to be deposited with respective authority i.e; EPF & ESI along with employer share.

(\*\*) The G.S.T and other statutory dues, if any, will be paid as per the rate in force as per Govt. circular.

Date :

**Signature of Bidder**

/ authorized person

Place :

Name:

Seal:



**Important Note to be followed by the interested bidders while filling up the above the financial bid:**

- 1. Remuneration per person per month should be quoted not less than as per latest revised rate notified by the Govt. of Odisha by Finance Department Circular dtd.22.9.17 / Labour & ESI Department Circular. Violation of this will lead to rejection of Tender.**
2. The total rates quoted by the tendering agency should be inclusive of all statutory/taxation liabilities in force at the time of entering into the contract.
3. The service charge should be more than the TDS amount. The bidder quoting service charge equal to or less than the TDS amount will be rejected outright. The bids with abnormally low service charge even if above the TDS amount may also not be considered, if it be found abnormally low to meet the expenses of the minimum requirements of the bidders. In this regard the decision of the Authority of CET is final and binding to all the bidders.
4. EPF, ESI, GST, TDS, Statutory dues if any is to be calculated as per existing Act & Rules. Evaluation Committee of CET is authorized to make corrections in case of wrong calculation made by the bidder in respect of those while determining the lowest-01 (L-1) bidder. In this regard the decision of the Authority of CET is final and binding to all the bidders.
5. In case of service charges of two or more agencies remains the same, the selection will be made in favour of the Bidders in terms of having Higher Turnover, higher net profit (as per IT return ) and past service history i.e. number of employees deployed by the Service Provider in Govt. sector/ Apex bodies will be taken into account. (Certified copy of contract orders of Govt./Apex bodies/PSU for deployment of manpower). As to be decided by the authority is final and binding to all.
6. The payment shall be made on conclusion of the calendar month only on the basis of number of working days for which duty has been performed by each person. The documents in support of deposit of E.S.I and E.P.F dues of the persons to be engaged along with the service tax deposited by the service provider will be submitted every month along with the bills by 1<sup>st</sup> week of every month for the release of the bills.

**Signature of Bidder**

## **E. TERMS & CONDITIONS**

### **General**

1. The successful bidder has to execute an agreement to abide by the terms and conditions laid down by the authority and the Agreement shall commence from date of award of contract and shall continue for a period of one year, unless it is curtailed or terminated by the authority owing to deficiency of service, sub-standard quality of manpower deployed, breach of contract etc or change in requirements.
2. The Agreement shall automatically expire on one year from the date of effectiveness of agreement, unless extended further by the mutual consent of the Service Provider and the Authority.
3. The Agreement may be extended, on the same terms and conditions or with some additions / deletions / modifications, for a further specific period mutually agreed upon by the Service Provider and the Authority.
4. The Service Provider (i.e., Manpower 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 by whatever name be called without the prior written consent of the Authority.
5. The Service Provider will be bound by the details furnished by it to the Authority while submitting the tender or at subsequent stage. In case, any of such documents furnished by it is found to be false at any stage, it would be deemed to be a breach of terms of Agreement making it liable for legal action besides termination of the Agreement.
6. The Authority reserves the right to terminate the Agreement during initial period after giving 30 days notice to the Service Provider.
7. (a) The persons deployed shall be required to work as per scheduled time to be assigned to him by the officer concerned under whom he/she will work and may also be required to work beyond the scheduled time period, if be required for which he/she would not be paid any extra remuneration. In case, the person deployed remains absent on a particular day or comes late/leaves early on three occasions, proportionate deduction from the remuneration for one day will be made. The person deployed shall give their daily attendance through Biometric system.  
  
(b) The selected Bidder shall submit the list of the name of the personnel to be deployed, their identity proof, qualification, EPF and ESI account nos. before their deployment at CET, Bhubaneswar.

**Signature of Bidder**

8. The persons deployed may be called on beyond the normal working days to attend duty and shall be paid extra remuneration as per rates as approved by the Authority on attending such duty.
9. The Service Provider shall nominate one coordinator for liaising with college authority so that the optimal services of the persons deployed could be availed without disruption. Also the Managing Director (M.D.) or any midlevel official of Service Provider shall have to visit the Principal, CET as and when required in connection with the services.
10. The entire financial liability in respect of manpower services deployed in CET, Bhubaneswar shall be that of the Service Provider and CET will in no way be liable. It will be the responsibility of the Service Provider to pay to the person deployed a sum not less than the minimum rate quoted in the financial bid and adduce such evidence as may be required by the Authority.
11. For all intents and purposes, the Service Provider shall be the "Employer" within the meaning of different Rules & Acts in respect of manpower so deployed. The persons deployed by the Service Provider shall not have any claim whatsoever like employer and employee relationship against the Authority, CET, Bhubaneswar.
12. The Service Provider shall be solely responsible for the redressal of grievances or resolution of disputes relating to persons deployed. The Authority CET, Bhubaneswar shall, in no way, be responsible for settlement of such issues whatsoever.
13. CET, Bhubaneswar shall not be responsible for any financial loss or any injury to any person deployed by the Manpower Service Provider in the course of their performing the functions/duties, or for payment towards any compensation.
14. The persons deployed by the Manpower Service Provider shall not claim nor shall be entitled to pay, perks and other facilities as admissible to regular / confirmed employees of CET during the currency or after expiry of the Agreement.
15. In case of termination of this Agreement on its expiry or otherwise, the persons deployed by the Service Provider shall not be entitled to claim for any absorption in regular or other capacity in CET, Bhubaneswar.
16. The person deployed shall not be entitled to claim any benefit or compensation or absorption or regularization of deployment in the establishment of CET, Bhubaneswar under the provision of rules and Acts. Undertaking from the person deployed to this effect shall be required to be submitted by the Service Provider.

**Signature of Bidder**

17. The Manpower Service Provider must be registered with the concerned Govt. Authorities, i.e. Labour Commissioner, Provident Fund Authorities, Employees State Insurance Corporation etc., and a copy of the registration should be submitted. The Manpower Service Provider shall comply with all the legal requirements for obtaining License under Contract Labour (Regulations and Abolition) Act, 1970 if any, at his own part and cost. \*
18. The 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 responsibility of the Service Provider. The Service Provider shall be responsible for contributions towards Provident Fund and Employees State Insurance, wherever applicable.
19. The persons deployed by the Service Provider should have good police records and no criminal case should be pending against them.
20. The persons deployed should be polite, cordial and efficient while performing the assigned work and their actions should promote good will and enhance the image of the College. The Service Provider shall be responsible for any act of indiscipline on the part of the persons deployed.
21. The successful bidder at its own cost and expenses and with all its liabilities employ and maintain the personnel and shall keep the staff its own entire roll and pay their salaries including allowances and shall meet the cost of their other requirements.
22. The successful bidder shall deploy / arrange the personnel in accordance with the manpower guidelines and take responsibility of their accommodation by own arrangement
23. The Service Provider Agency shall furnish the records / document / original vouchers/ challans in respect of statutory deposits in respect of the personnel to the officer concerned of the institute as and when required, failing which the authority has every right to terminate the contract with one month notice to the effect.

### **Legal**

24. The persons deployed shall be, during the course of their work by 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 Service Provider as well as the person deployed liable for penal action under the applicable laws besides, action for breach of contract.

**Signature of Bidder**

25. The Manpower Service Provider shall be solely liable to pay all statutory dues to the workmen including minimum wages payable to different types of worker as fixed by the State Government from time to time under the minimum wages Act and no extra claim in this regard shall be payable by CET, Bhubaneswar during the currency of the Agreement. The dues like E.S.I & E.P.F contributions will be paid by the Service Provider out of the lump-sum amount received and no extra claim will be entertained in this regard. Any claim of the workman regarding Employees Comensation Act, or any other labour laws CET shall have no liability in this regard. The Agency shall also be responsible for the insurance of its personnel.
26. In case, the Service Provider agency fails to comply with any liability under appropriate law, and as a result thereof, CET, Bhubaneswar is put to any loss/obligation, monetary or otherwise, the Authority of CET, Bhubaneswar will be entitled to get itself reimbursed out of the outstanding bills or the Performance Security Deposit of the Manpower Service Provider, to the extent of the loss or obligation in monetary terms.
27. The Service Provider shall also be liable for depositing all taxes, levies, cess etc. on account of service rendered by it to CET, Bhubaneswar to the concerned tax collection authorities, from time to time, as per the rules and regulations in the matter amended / modified from time to time. Attested Xerox copies of such documents shall be furnished to CET before payment of the Bills each month.
28. The Service provider shall maintain all statutory registers under the Law and shall produce the same, on demand, to the authority of CET, Bhubaneswar or any other officer concerned or any other authority under Law.
29. The Tax deduction at Source (T.D.S) shall be done as per the provisions of Income Tax Act Rules, as amended, from time to time and a certificate to this effect shall be provided by CET, Bhubaneswar.
30. **\*Note:-Registration/License under the Contract Labour (Regulation and Abolition) Act, 1970 is applicable to Service Provider employing more than 20 workmen.**
31. The Agreement is liable to be terminated because of non-performance, deviation of terms and conditions of contract, non-payment of remuneration of employed persons and non-payment of statutory dues. CET, Bhubaneswar will have no liabilities towards non-payment of remuneration to the persons employed by the Service Provider and the outstanding statutory dues of the service provider to statutory authorities. If any loss or damage is caused to CET, Bhubaneswar by the persons deployed, the same shall be recovered from the unpaid bills or adjusted from the Performance Security Deposit.

**Signature of Bidder**

## **Financial**

32. The Technical Bid should be accompanied with an Earnest Money Deposit (EMD) of Rs. 2,00,000.00 (Rupees Two Lakh only) only refundable without interest, in the form of Demand Draft drawn in any Nationalized Bank in favour of the Principal, College of Engineering and Technology, Bhubaneswar, payable at Bhubaneswar, failing which the tender shall be rejected outrightly.
33. The Earnest Money Deposit in respect of the agencies which do not qualify the Technical Bid (First Stage) / Financial Bid (Second competitive stage) shall be returned to them without any interest. **If the successful Bidder fails to execute the agreement or to deploy the required manpower against the initial requirement within 15 days from the date of placing the order, the EMD shall stand forfeited without giving any further notice. The contract shall be terminated and the** work order will be awarded to the next lower quoted firm.
34. The successful Bidder will have to deposit a **Performance Security Deposit (P.G)** of Rs. 3,00,000/- (Rupees Three Lakhs) only. Following documents should be submitted by the work awardee within a week from date of award of contract.
- a. The Performance Security deposit is amounting to **one month remunerations of manpower (No. of personnel provided) including statutory dues in the form of bank Guarantee from any Nationalised Bank in favour of Principal, College of Engineering & Technology , Bhubaneswar covering the period of contract within seven days from the date of signing the agreement.** In case the contract is further extended beyond the initial period, the bank Guarantee will be accordingly renewed by the successful Bidder. The amount of performance security deposit may be revised by the authority taking into account of contractual obligation of the service provider.
  - b. This is only to ensure the performance and satisfactory services of the bidder. This amount shall be adjusted as indemnities, if the contractor engaged fails/refuses to provide services as per specifications/requirements of CET at any time during the tenure of the contract. After satisfactory completion of the contract, this security deposit shall be returned to the agency.
35. The contractor should submit a signed copy of contract in the prescribed form obtainable from the office.

**Signature of Bidder**

36. In case of breach of any terms and conditions attached to this agreement, the above Performance Security Deposit of the Manpower Service Provider shall be liable to be forfeited besides annulment of the Agreement. If any loss or damage is caused to CET, Bhubaneswar by the persons deployed the same shall be recovered from the unpaid bills of service Provider or adjusted from the performance Security deposit.
37. On the basis of duly certified attendance sheets collected from the authority of CET, Bhubaneswar, Service provider will first release monthly remuneration/wages of their deployed persons and then raise the invoice in triplicate before the authority of CET, Bhubaneswar for payment. While raising their invoice for payment the Security agency must attach a copy of the following documents along with invoice:-
- a. Proof of release of payment details of deployed staff.
  - b. Duly certified attendance sheets collected from CET, Bhubaneswar for that particular month.
38. The claims in bills regarding Employees State Insurance, Provident Fund, and Service Tax etc. should be necessarily accompanied with documentary proof pertaining to the concerned bill month. A requisite portion of the bill or whole of the bill amount shall be held up till such proof is furnished, at the discretion of the Officer concerned. EPF, ESI shall be payable on production of deposit challans/vouchers along with the Account No./Regd. No. of deployed personnel. If the service provider has not submitted the above mentioned documents or has submitted any false documents/ wrong information with the invoice the payment may get delayed / withheld. As far as possible the payment will normally be released within 7 (seven) days from the date of receipt of invoice along with above documents after statutory deductions at source.
39. Price Escalation: No request or claim for price escalation on any ground shall be entertained during tenure of the contract. However, enhancement of minimum rates of wages if not notified by the State Govt. during the contract period may be considered.
40. The Authority reserves the right to withdraw or relax any of the terms and condition mentioned above so as to overcome the problem encountered at a later stage.
41. 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 next higher authority or controlling officer for his decision and the same shall be binding on all parties.

**Signature of Bidder**

42. All disputes shall be under the jurisdiction of the appropriate court at Bhubaneswar.
43. The successful bidder will enter into an agreement with CET, Bhubaneswar for supply of suitable and qualified manpower as per requirement of CET, Bhubaneswar on the above terms and conditions.
44. The Principal reserves the right either to accept or to reject the tender wholly or partially without assigning any reason and the decision of the Principal will be final in this regard.

**Signature of Bidder**



**F. CHRONOLOGICAL ORDER FOR ARRANGEMENT OF DOCUMENTS TO BE PROVIDED WITH THE TECHNICAL BID. (All the pages are to be numbered)**

**Please Note: All the documents should be indexed with proper Page No. because it is difficult to trace out the particular document for which authority will not be held responsible.**

<b>Sl. No.</b>	<b>List of Documents</b>	<b>Page No.</b>	<b>Remark (Whether submitted) Y or N</b>
1.	Application (Technical Bid)		
2.	Xerox copy of paper advertisement by Principal CET		
3	EMD of Rs.2,00000 /vide DDNo..... dated.....		
4	Tender Document cost Rs. 2000/vide DDNo..... dated.....		
5	Attested copy of registration of the Company under with company Act		
6	Attested Copy of the Labour License/ Registration under the Contract labor (Regulation & Control ) Act,1970		
7	Copy of the Audited Balance Sheet and P & L Account for the last three consecutive financial years i.e. 2015-16 & 2016-17 & 2017-18. certified by the chartered Accountant		
8	Certified copy of the statement of bank account of agency for the last three years i.e. 2015-16 & 2016-17 & 2017-18		
9	Attested copy of the latest IT return filed by agency; for last three financial years i.e. 2015-16 & 2016-17 & 2017-18		
10	Attested copy of the E.P.F. registration letter/ certificate.		
11	Attested copy of the E.S.I registration letter/ certificate		
12	Attested copy of the PAN / GIR Card.		
13	Attested copy of SGST/IGST/CGST registration certificate;		
14	The documents in support of the Financial turnover of the agency for last three financial year i.e. 2015-16 & 2016-17 & 2017-18 (the turn over should have minimum <b>2Crore</b> for each individual year) duly certified by Chartered Accountant		

**Signature of Bidder**

15	Certified copy by the Service Provider that should have executed minimum of three such security deployment contracts in Odisha of similar type of manpower during the preceding three years period. (2015-16 & 2016-17 & 2017-18) preferably in govt. / public sector.		
16	Documents showing "Profit Before Tax" & "Profit After Tax" for last 3 years (2015-16 & 2016-17 & 2017-18) duly certified by a Chartered Accountant .		
17	Experience certificate of providing manpowerservices to Government Department /PSUs/ of requisite under whom work has been performed at least 5 years (Counted from the date of Incorporation) concerning supply of Security service.		
18	An affidavit to the effect that no criminal case is pending with the police against the Proprietor/Firm/Partner or the Company (Service Provider) and the Service Provider has not been blacklisted any where		
19	The registered office or one of the branch offices of the service provider should be located within the jurisdiction of the user Office. i.e Bhubaneswar Valid registration certificate duly certified by District labour officer, Bhubaneswar for carrying on business of commercial purpose		
20	The terms and conditions in the tender Document duly signed (each page) and the tender document sealed by the authorised signatory of the agency in token of their acceptance		

Date :  
Place :

**Signature of Bidder**  
Name:  
Seal:

**G.DOCUMENTS TO BE SUBMITTED BY THE SUCCESSFUL MANPOWER SERVICE PROVIDER BEFORE DEPLOYMENT OF MANPOWER**

1. List of Manpower short listed by agency for deployment containing full details i.e. date of birth, marital status, address, educational certificate and experience etc.
2. The Manpower service provider has to furnish Copy of Aadhar Card & other proof of identity like Voter Identify Card/PAN Card/Passport along-with Bio-data with two pass port size photographs of personnel to be deployed.
3. Undertaking from the persons to be deployed by the Service Provider indicating that he/she shall not claim any benefit or compensation or absorption or regularization in the office of the Authority (CET, Bhubaneswar) under the provisions of Acts & Rules before any authority or Court. The persons deployed during the course of their work be privy to certain qualified documents and information which they are not supposed to divulge to third parties.
4. Affidavit to the effect that the person should have good police record and no criminal case is pending against him.
5. Any other document as in the terms & conditions of the agreement.

**Signature of Bidder**

**MANPOWER REQUIREMENT(TENTATIVE), AGE AND QUALIFICATION & EXPERIENCES FOR DIFFERENT CATEGORY OF MANPOWER.**

Sl. No.	Man-Power Category with Approximate quantity	Minimum Remuneration	Minimum Educational Qualification & Experience	Duties & Responsibilities
1	Data Entry operator Qty- 15nos (approx.)	Rs 10,000/- pm inclusive EPF and ESI	Graduates with any Discipline with DCA or any higher education (Comp. Sc) having minimum 1-2 years' experience in office management/ accounts workwith good knowledgeof computer operation. <b>Knowledge of MsOffice, Tally and Internet is essential.</b> Must be conversant with software related to office and accounts management. Should be well conversant with Govt. rules & regulations. Should have pleasant personality and good behavior.	To handle the works related to typing, data entry, data base management, file maintenance and the works related to establishment, academic, examination, students' activities, account and any other duty as and when assigned.
2	Library Assistant Qty- 08 nos (approx.)	Rs 10,000/- pm inclusive EPF and ESI	B. Lib.& Information Sc. with 1-2 years' experience in relevant field Must be conversant with software related to library management. Should have pleasant personality and good behavior.	To keep & maintain the proper records of library, books, magazine, journals, newspaper, issue and receive register and any other duty as and when assigned.

**Signature of Bidder**

3	Technical Assistant / Laboratory Assistant Qty- 25 nos (approx.)	16,880/ pm inclusive EPF and ESI	<p>a) Diploma with 1-2 years' experience in relevant stream of Engg./Technology.</p> <p>b) B.Sc in Physics / Chemistry in case of Lab.Asst.for Science stream</p> <p>Besides they should be well conversant in English, Hindi &amp; Local language. Should have knowledge of computer operation. Should have pleasant personality and good behavior</p>	<p>To keep &amp; maintain the proper records of laboratory, instruments, student records, and any other duty as and when assigned by the concerned authority. They must possess adequate technical skill to carry out laboratory experiments and other related work for the of the lab.</p>
4	Electrician Qty- 11 nos (approx.)	Rs 370/day (Skilled)	<p>ITI passed / License holder in electrical trade for doing electrical work having 1-2 years working experience in house wiring, maintenance work of LT &amp; HT line. Should have pleasant personality and good behavior</p>	<p>To attend the electrical maintenance work inside College premises including administrative, academic, laboratory, workshop buildings, staff quarters and hostels.</p>
5	Attendants Qty- 10nos (approx.)	Rs 280/day (Unskilled)	<p>Should have pleasant personality and good behavior</p>	<p>The Attendants are to assist the Electrician deployed for the Electrical Maintenance work</p>

**Signature of Bidder**

5	Plumber Qty- 05 nos (approx.)	Rs 370/day  Skilled	ITI passed in fittings trade having 1-2 years working experience in PH fitting and maintenance work. Should have good behavior	To attend the PH fittings and maintenance work inside College premises including administrative, academic, laboratory, workshop buildings, staff quarters and all hostels. Operate and maintain pumps set.
6	Gardener Qty- 10 nos (approx)	Rs 280/day  Unskilled	Should be able to read and write having 1-2 years experience in gardening, plantation etc. Should have good behavior	Maintain the garden. lawn inside college premises. Keep the garden neat and clean, Do the plantation and watering regularly. Upkeep the college premises greenery.
7	Sweeper Qty- 50 nos(Approx)	Rs 280/day Unskilled	Should be literate and good behavior.	Maintain the cleanliness of offices, rooms, corridors, toilets of college buildings, hostels, guest house, dispensary or any other premises within the college campus.
8	Ward Girls (for Ladies Hostels) Qty-10 Nos. (Approx) Ward Boys for Boys Hostels Qty-10nos (Approx)	Rs 320/day Semi Skilled	Should be minimum 10th pass. Should have pleasant personality and good behavior. Should be able to speak, read and write Odia, Hindi and English. Computer knowledge is preferable.	Keep record of attendance, leave applications, mess record of boarders and assist the hostel officials in different hostel related works as and when required.
9	Senior Assistants Qty-15 Nos. (Approx)	Rs430/day (High Skilled)	Graduate in any discipline. Desirable: - Experience at least 05 years in Establishment and Accounts work in Goct. / PSU. Computer knowledge is preferable.	To handle the works related to establishment and office account works.

**N.B :Manpower personnel should be of minimum 21 years of age and not exceeding 50 years except Sl. No. 9 ( maximum age limit 65 years) of age.**

(i) Sl no. 1 to 3 will be as per Finance notifiatation no. 28090, dt 22/09/2017

(ii)Sl.no 4 to 9 will be as per notifiatation of Labour and ESI Deptdt 30/10/18

(iii) In case of retired person, ESI/EPF will not be given.

**Signature of Bidder**

**BIDDER'S COVERING LETTER**

To,  
The Principal  
College of Engineering and Technology,  
**Techno-Campus, MahalaxmiVihar,**  
**Bhubaneswar-751029**

Ref: Tender no: \_\_\_\_\_ dated \_\_\_\_\_

Dear Sir,

Having examined the conditions of contract and specifications, the receipt of which is hereby duly acknowledged, we the undersigned offer to execute the work shown in the scope of work and jurisdiction of contract as well as schedule of prices attached herewith and made part of this.

We undertake that, if our bid is accepted, we shall execute the work in accordance with specifications, time limits and terms & conditions stipulated in the tender documents. If our bid is accepted, we shall deposit the performance Guarantee (P.G) as per the conditions mentioned in the contract.

We agree to abide by this bid from the date of bid opening and it shall remain binding upon us and may be accepted at any time before the expiry of that period.

Until a formal agreement is prepared and executed, this bid together with your written acceptance thereof in your notification of award shall constitute a binding contract between us.

Bid submitted by us is properly prepared and sealed so as to prevent any subsequent alteration or replacement. Along with the bid, I / we have submitted

EMD of Rs \_\_\_\_\_ along-with **The cost of bid document:** Rs.2000- (Rupees Two Thousand) only.

Dated this ..... Day of .....( the month and year)

Signature of Authorized Signatory .....  
In capacity of .....  
Duly authorized to sign the bid for and on behalf of.....

Crossed D.D. no. .... dated ..... Drawn on bank

**CERTIFICATE OF DECLARATION  
REGARDING BLACKLISTING**

I \_\_\_\_\_ Son/ Daughter of \_\_\_\_\_ /  
W/O \_\_\_\_\_ AT / P.O \_\_\_\_\_ Dist: \_\_\_\_\_

here by confirm and declare that my/our firm/company  
M/S \_\_\_\_\_ is not **Blacklisted /delisted** or debarred or  
on Holiday list with any company of private /Public Ltd. of Government  
Company/Govt. Deptt. from participating in the tender.

In case at any stage, it is found that the information given by me is false / incorrect,  
Principal, CET, Bhubaneswar shall have the absolute right to take any action as  
deemed fit/without any prior intimation to me.

Sign:

For and on behalf of the Bidder

**Name :** \_\_\_\_\_

**Seal:**

**Signature of Bidder**



**LETTER OF AUTHORIZATION FOR ATTENDING BID OPENING**

Tender No: \_\_\_\_\_ Dated: \_\_\_\_\_

To

**Subject: Authorization for attending bid opening on \_\_\_\_\_ (date**

Dear Sir,

The following person is hereby authorized to attend the bid opening for the tender mentioned above on behalf of ..... (Bidder) is given below.

Name Specimen Signature of Officer authorized to sign the bid documents on behalf of the bidder.

1. (Specimen Signature of the Authorized person)

Name:

The signature of Sri \_\_\_\_\_ is attested.

**(Seal & Signature of the bidder)**

**Note:-**

1. Only one representative shall be allowed.
2. Permission for entry to the hall where bids are opened may be refused in case authorization as prescribed above is not produced.

**Signature of Bidder**

## Checklist of the Documents attached

### NAME OF THE TENDER:

Sl. No.	List of Documents	Document Attached (Y)/ Not Attached(N)	For the office use only
1	Application (Technical Bid)		
2.	Xerox copy of paper advertisement by Principal CET		
3	EMD of Rs.2, 00000 /vide DD No..... dated.....		
4	Tender Document cost Rs. 2000 /vide DD No.....dated.....		
5	Attested copy of registration of the Company under with company Act.		
6	Attested Copy of the Labour License/ Registration under the Contract labor (Regulation &Control) Act, 1970.		
7	Copy of the Audited Balance Sheet and P & L Account for the last three consecutive financial years i.e. 2015-16 & 2016-17 & 2017-18. certified by the chartered Accountant		
8	Certified copy of the statement of bank account of agency for the last three years i.e. 2015-16 & 2016-17 & 2017-18		
9	Attested copy of the latest IT return filed by agency; for last three financial years i.e. 2015-16 & 2016-17 & 2017-18		
10	Attested copy of the E.P.F. registration letter/ certificate.		
11	Attested copy of the E.S.I registration letter/ certificate		
12	Attested copy of the PAN / GIR Card.		
13	Attested copy of SGST/IGST/CGST registration certificate;		
14	The documents in support of the Financial turnover of the agency for last three financial year i.e. 2015-16 & 2016-17 & 2017-18 (the turn over should have minimum <b>2 Crore</b> for each individual year) duly certified by Chartered Accountant		

**Signature of Bidder**

15	Certified copy by the Service Provider that should have executed minimum of three such security deployment contracts in Odisha of similar type of manpower during the preceding three years period. (2015-16 & 2016-17 & 2017-18) preferably in Govt./ public sector.		
16	Documents showing "Profit Before Tax" & "Profit After Tax" for last 3 years (2015-16 & 2016-17 & 2017-18) duly certified by a Chartered Accountant.		
17	Experience certificate of providing manpower services to Government Department/ PSUs/ of requisite under whom work has been performed at least 5 years (Counted from the date of Incorporation) concerning supply of Security service.		
18	An affidavit to the effect that no criminal case is pending with the police against the Proprietor/Firm/Partner or the Company (Service Provider) and the Service Provider has not been blacklisted any where		
19	The registered office or one of the branch offices of the service provider should be located within the jurisdiction of the user Office. i.e Bhubaneswar Valid registration certificate duly certified by District labour officer, Bhubaneswar for carrying on business of commercial purpose		
20	The terms and conditions in the tender Document duly signed (each page) and the tender document sealed by the authorized signatory of the agency in token of their acceptance		

Date:

**Signature of Bidder**

Place:

Name:

Seal: