



Odisha University of Technology and Research

ଓଡ଼ିଶା ବୈଷୟିକ ଓ ଗବେଷଣା ବିଶ୍ୱବିଦ୍ୟାଳୟ

Techno Campus, Kalinga Nagar, P.O.: Mahalaxmi Vihar
Bhubaneswar, Odisha, Pin - 751029

Tender Notice No. OUTR/Outsourcing/2026-27/05

Date: 30/05/2026

NOTICE INVITING TENDER (NIT)

Odisha University of Technology and Research (OUTR), Bhubaneswar, established by the Government of Odisha through Odisha Act 17 of 2021 w.e.f. 8th October 2021 by upgrading the College of Engineering & Technology, Bhubaneswar under the Ministry of Skill Development and Technical Education, invites **e-tenders** through the e-Procurement (Tenders Odisha) Portal: <https://tendersodisha.gov.in>. under **Two-Bid System**; (**Cover-I**: Technical Bid, **Cover-II**: Financial/Price Bid) from well-established and financially sound Proprietorship Firms / Partnership Firms / Private Limited Companies / Limited Companies / Registered Manpower Service Provider Agencies for **Outsourcing of Manpower Services (Technical and Non-Technical)**. Incomplete bids shall be summarily rejected. Bidders are required to submit their bids electronically on the e-Tender Portal using a valid Digital Signature Certificate (DSC). The **EMD and Tender Cost** must be submitted in a sealed envelope superscribed with the Tender Reference Number and sent only through **Speed Post / Courier** so as to reach before the last date of submission of bid. **No hand delivery shall be accepted.** The University shall not be responsible for any postal delay. The Competent Authority reserves the right to cancel or reject any or all bids without assigning any reason thereof. For detailed information, please visit: www.outr.ac.in and <https://tendersodisha.gov.in>.

Important Dates:

- **Last Date & Time for Submission of Bid:** 23/06/2026 up to 6:00 PM
- **Date & Time of Opening of Technical Bid:** 24/06/2026 at 11:00 AM

IMPORTANT: Prospective bidders are advised to regularly visit the University website/e-tender portal for any Updates/Corrigendum/Amendment. Any subsequent updates will be announced exclusively on the University website/e-tender portal.

REGISTRAR

**BID DOCUMENT FOR
OUTSOURCING OF MANPOWER SERVICE [TECHNICIAN AND NON-TECHNICIAN]
THROUGH SERVICE PROVIDER AGENCY
THROUGH E-PROCUREMENT
FOR OTR**



**Odisha University of Technology and Research
Techno campus, Ghatikia, MahalaxmiVihar,
Bhubaneswar-751029**

NOTICE INVITING TENDER

Registrar, Odisha University of Technology and Research (OUTR), Bhubaneswar invites e-tenders from well-established and financially sound Proprietorship Firms / Partnership Firms / Private Limited Companies / Limited Companies / Registered Manpower Service Provider Agencies for providing **Manpower Services (Technical and Non-Technical Personnel)** to Odisha University of Technology and Research, Ghatikia, Mahalaxmi Vihar, Bhubaneswar – 751029.

1. CRITICAL INFORMATION

1.1 Submission of a proposal in response to this Notice Inviting Tender (NIT) shall be deemed to have been made after careful study and examination of this document with full understanding of its terms, conditions, and implications.

Sl. No.	Information	Details
1	Tender Number and Date	OUTR/Outsourcing/2026-27/05 Date: 30/05/2026
2	Period during which tender document will be available on website (www.outr.ac.in / https://tendersodisha.gov.in)	From 30/05/2026, 6:00 PM to 23/06/2026, 6:00 PM
3	Tender Fee (Non-Refundable)	₹ 2,000/- (Rupees Two Thousand only) in the form of Demand Draft drawn in favour of “Odisha University of Technology and Research” , payable at Bhubaneswar, from any Scheduled Commercial Bank. <i>MSE bidders are also required to pay the Tender Fee.</i>
4	Bid Security (EMD) (Refundable, Non-Interest Bearing)	₹ 3,11,000/- (Rupees Three Lakh Eleven thousand only) in the form of Demand Draft / Banker’s Cheque drawn in favour of “Odisha University of Technology and Research” , payable at Bhubaneswar. <i>EMD is exempted for eligible MSE bidders subject to submission of valid documentary proof.</i>
5	Type of Bid	Two-Bid System: Cover-I: Technical Bid Cover-II: Price Bid (as per prescribed format)
6	Date of Publishing	30/05/2026 at 6:00 PM
7	Document Download Start Date	31/05/2026 from 10:00 AM
8	Last Date & Time for Uploading of Bid	23/06/2026 up to 6:00 PM
9	Date & Time of Opening of Technical Bid	24/06/2026 at 11:00 AM
10	Date & Time of Opening of Financial Bid	Through the e-Tender Portal. The date and time will be intimated later to technically qualified bidders via e-mail.
11	Performance Guarantee	Rs. 5,00,000/- (Rupees Five lakh) only
12	Contract Period	One year from the date of award, extendable for one year followed by another year on the basis of subject to satisfactory performance and approval of the Competent Authority.
13	Pre-Bid Meeting (Mandatory)	Room No. 201, Administrative Building, OUTR on 08.06.2026 at 11.00 AM.
14	Bid Validity	120 days from the date of opening of the Technical Bid
15	For any technical query, please contact	Prof. Sushanta Kumar Sahu PIC, Security & Manpower Ph. No.: 8249274300 Email: sksahu@outr.ac.in

16	Address for Submission of DD towards EMD and Tender Fee	The Registrar, Odisha University of Technology and Research Techno Campus, Mahalaxmi Vihar Bhubaneswar – 751029, Odisha
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REGISTRAR

- 1.2. Please refer e-Procurement Tenders Odisha system generated DATE SHEET for Tender ID and Critical Dates.
- 1.3 The Tender document and details of terms and conditions can be downloaded from our website www.outr.ac.in&https://tendersodisha.gov.in
- 1.4 The bidders may submit their bid only through uploading the softcopy in the e-Procurement Tenders Odisha Portal <https://tendersodisha.gov.in>. No bids received by post or by hand or by FAX/E-mail would be considered for evaluation.
- 1.5 The Authority may, at its discretion, extend the deadline for submission of bids by amending the bid documents in accordance with Clause relating to Amendment of Bidding Documents in which case all rights and obligations of the Purchaser and Bidders previously subject to the deadline will thereafter be subject to the deadline as extended.

2. INSTRUCTIONS FOR ONLINE BID SUBMISSION

2.1 The bidders are required to submit soft copies of their bids electronically on the e-Procurement Tenders Odisha Portal, using valid Digital Signature Certificates. The instructions given below are meant to assist the bidders in registering on the eProcurement Tenders Odisha Portal, prepare their bids in accordance with the requirements and submitting their bids online on the eProcurement Tenders Odisha Portal.

2.2 More information useful for submitting online bids on the e-Procurement Tenders Odisha Portal may be obtained at: <https://tendersodisha.gov.in>

2.3 Registration

2.3.1 Bidders are required to enroll on the e-Procurement module of the Govt. of Odisha eProcurementPortal (URL: <https://tendersodisha.gov.in>) by clicking on the link “**Online Bidder enrolment**”. At the e-Procurement Portal, which is free of charge.

2.3.2) As part of the enrolment process, the bidders will be required to choose a unique username and assign a password for their accounts.

2.3.3) Bidders are advised to register their valid email address and mobile numbers as part of the registration process. These would be used for any communication from the e-Procurement Portal.

2.3.4) Upon enrolment, the bidders will be required to register their valid Digital Signature Certificate (Class-III Certificates with signing key usage) issued by any Certifying Authority recognized by CCA India (e.g. Sify / nCode / eMudhra etc.), with their profile.

2.3.5) Only one valid DSC should be registered by a bidder. Please note that the bidders are responsible to ensure that they do not lend their DSCs to others which may lead to misuse.

2.3.6) Bidder then logs in to the site through the secured log-in by entering their user ID / password and the password of the DSC / e-Token.

Already enrolled in e-procurement Odisha may ignore the above instructions.

2.4 Searching for Tender Documents

2.4.1) There is various search options built in the eProcurement Odisha Portal, to facilitate bidders to search active tenders by several parameters. These parameters could include Tender ID, Organization Name, Location, Date, Value, etc. There is also an option of advanced search for tenders, wherein the bidders may combine a number of search parameters such as Organization Name, Form of Contract, Location, Date, Other keywords etc. to search for a tender published on the eProcurement Odisha Portal.

2.4.2) Once the bidders have selected the tenders they are interested in, they may download the required documents / tender schedules. These tenders can be moved to the respective 'My Tenders' folder. This would enable the eProcurement Odisha Portal to intimate the bidders through SMS / e-mail in case there is any corrigendum issued to the tender document.

2.4.3) The bidder should make a note of the unique Tender ID assigned to each tender; in case they want to obtain any clarification / help from the Helpdesk.

2.5 Preparation of Bids

2.5.1) Bidder should take into account any corrigendum published on the tender document before submitting their bids.

2.5.2) Please go through the tender advertisement and the tender document carefully to understand the documents required to be submitted as part of the bid. Please note the number of covers in which the bid documents have to be submitted, the number of documents - including the names and content of each of the document that need to be submitted. Any deviations from these may lead to rejection of the bid.

2.5.3) Bidder, in advance, should get ready the bid documents to be submitted as indicated in the tender document / schedule and generally, they can be in PDF / XLS / RAR / DWF/JPG formats. Bid documents may be scanned with 100 dpi with black and white option which helps in reducing size of the scanned document.

2.5.4) To avoid the time and effort required in uploading the same set of standard documents which are required to be submitted as a part of every bid, a provision of uploading such standard documents (e.g. PAN card copy, annual reports, auditor certificates etc.) has been provided to the bidders. Bidders can use "My Space" or "Other Important Documents" area available to them to upload such documents. These documents may be directly submitted from the "My Space" area while submitting a bid, and need not be uploaded again and again. This will lead to a reduction in the time required for bid submission process.

Note: My Documents space is only a repository given to the Bidders to ease the uploading process. If Bidder has uploaded his Documents in My Documents space, this does not automatically ensure these Documents being part of Technical Bid.

2.6 Submission of Bids

2.6.1) Bid shall be submitted online only at e-Procurement portal: <https://tendersodisha.gov.in>

Bidder should log into the site well in advance for bid submission so that they can upload the bid in time i.e. on or before the bid submission time. Bidder will be responsible for any delay due to other issues.

2.6.2) The bidder has to digitally sign and upload the required bid documents one by one as indicated in the tender document.

2.6.3) Bidder has to select the payment option as "offline" to pay the tender fee /EMD as applicable and enter details of the instrument.

2.6.4) The offer must be submitted in Two Bid – Two Cover only though uploading in the eprocurement Portal, before the last date & time for bid submission.

2.6.5) Bidders must submit their digitally signed bids in first Envelop contains the following documents:

(i) Cover 1.

- a) Scan copy of EMD and Tender cost Details (Original Instrument shall be sent to Tender Issuing Authority)
- b) Technical Bid & Bidder's details.
- c) All relevant documents to be submitted as per Section I, Checklist Annexure X and as per other Provisions of NIT. All Annexures (excluding price bid) duly filled & signed to be submitted along with the technical bid.

(ii) Cover 2.

- a) Price Bid. (in BoQMs-Excel format, as per Annexure IX) and
- b) Detailed note of Justification in respect of service charges Quoted, in PDF Format to be submitted.

2.6.6 Price Bid must be submitted in as per BoQ in MS-Excel format only, no other format will be accepted.

2.6.7 Bidder shall quote the Agency Service Charges on Basic Wage (%) Only. The Service Charges quoted by the bidder shall be preferably same for all the categories of personnel. (Service Charge quoted by the Bidder shall cover profit, admin expenses, contingency, interest cost (if any), other service benefits of all employees such as casual leave, sick leave, holiday wages and any other cost that the Bidder envisages), as per the BoQ format.

2.6.8 Bidders shall fill all the boxes in BoQ to be filled by Bidders. No Box should be left blank.

2.6.9) Bidder should prepare the Tender cost and EMD as per the instructions specified in the tender document. The original should be posted/couriered/ **To, The Registrar, Odisha University of Technology and Research, Techno campus, Mahalaxmi Vihar, Bhubaneswar, PIN- 751 029**, latest by the last date of bid submission or as specified in the tender documents. The details of the DD/any other accepted instrument, physically sent, should tally with the details available in the scanned copy and the data entered during bid submission time. Otherwise, the uploaded bid will be rejected.

2.6.10) The bidders shall download the pre bid clarification if any for the service and upload the same (scanned copy) duly signed and sealed. The revised documents (if any) shall be uploaded in e tender portal.

2.6.11) Bidders are requested to note that they should necessarily submit their financial bids in the format provided and no other format is acceptable. If the price bid has been given as a standard BoQ format with the tender document, then the same is to be downloaded and to be filled by all the bidders. Bidders are required to download the BoQ file, open it and complete the (unprotected) cells with their respective financial quotes and other details (such as name of the bidder). No other cells should be changed. Once the details have been completed, the bidder should save it and submit it online, without changing the filename. If the BoQ file is found to be modified by the bidder, the bid will be rejected.

2.6.12) The server time (which is displayed on the bidders' dashboard) will be considered as the standard time for referencing the deadlines for submission of the bids by the bidders, opening of bids etc. The bidders should follow this time during bid submission.

2.6.13) All the documents being submitted by the bidders would be encrypted using PKI encryption techniques to ensure the secrecy of the data. The data entered cannot be viewed by unauthorized persons until the time of bid opening. The confidentiality of the bids is maintained using the secured Socket Layer 128 bit encryption technology. Data storage encryption of sensitive fields is done. Any bid document that is uploaded to the server is subjected to symmetric encryption using a system generated symmetric key.

Further this key is subjected to asymmetric encryption using buyers/bid opener's public keys. Overall, the uploaded tender documents become readable only after the tender opening by the authorized bid openers.

2.6.14) The uploaded tender documents become readable only after the tender opening by the authorized bid openers.

2.6.15) Upon the successful and timely submission of bids (i.e. after Clicking "Freeze Bid Submission" in the portal), the portal will give a successful bid submission message & a bid summary will be displayed with the bid no. and the date & time of submission of the bid with all other relevant details.

2.6.16) Kindly add scanned PDF of all relevant documents in a single PDF file of compliance sheet.

2.6.17) The bid summary has to be printed and kept as an acknowledgement of the submission of the bid. This acknowledgement may be used as an entry pass for any bid opening meetings.

2.7 Assistance to Bidders

2.7.1) Any queries relating to the tender document and the terms and conditions contained therein should be addressed to the Tender Inviting Authority for a tender or the relevant contact person indicated in the tender.

2.7.2) Any queries relating to the process of online bid submission or queries relating to e-Procurement module of the Govt. of Odisha e-Procurement Portal (URL: <https://tendersodisha.gov.in>) in general may be directed to the 24x7 eProcurement Portal Helpdesk.

2.7.3) Tenderer are advised to follow the instructions provided in the ‘Instructions to the Tenderer for the submission of the bids online through the e-Procurement Portal (URL: <https://tendersodisha.gov.in>).

NOTE: At any time before the deadline for submission of proposals, the University reserve the right to add /modify /delete any portion of this document by the issuance of a Corrigendum, which will be published on the website and will also be made available to the all the Bidders. The corrigendum shall be binding on all the bidders and will form part of the bid documents

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A. ELIGIBILITY CRITERIA

Eligibility Criteria for Pre-Qualification (Documentary evidence to be furnished)

I. Status: The bidder must be a legally valid entity in the form of Sole Proprietorship, Partnership Firm, Private Limited Company, Public Limited Company registered under the Companies Act, or a Society registered under the relevant Act.

II. Financial Capacity: The bidder must have a **minimum average annual turnover of ₹ 3 Crore** (Rupees Three Crores only) from manpower services (excluding watch and ward services) during the last three financial years: **2022–23, 2023–24, and 2024–25**. The bidder shall submit the following documentary evidence:

- Audited Balance Sheets
- Profit & Loss Statements
- Income Tax Returns (ITR)
- GSTR-9 and GSTR-9C

All financial documents must be duly certified by a Chartered Accountant.

III. Experience: The bidder must have a minimum of **5 years' experience** in providing manpower services as on 31st March 2026..

IV. Similar Work Experience: The bidder must have successfully completed either:

- **At least three (3) similar assignments** (excluding watch and ward) involving deployment of **minimum 50 manpower in a single work order**, during the last three financial years ending 31.03.2026;

OR

- **At least five (5) similar assignments** (excluding watch and ward) involving deployment of **minimum 30 manpower in a single work order**, during the last three financial years ending 31.03.2026.

The assignments must have been executed in Educational Institutions / Government / Semi-Government / Autonomous Bodies / PSUs / reputed organizations. Performance/Experience Certificates must be enclosed.

V. Copies of Work Orders along with Certificates of Successful Performance must be furnished in the format prescribed in **Annexure-VIII** .

VI. Valid Labour License issued by the Labour Commissioner.

VII. EPFO Registration (Odisha jurisdiction preferred). Copy to be enclosed.

VIII. ESIC Registration (Odisha jurisdiction preferred). Copy to be enclosed.

IX. GST Registration Certificate.

X. PAN and TAN Registration.

XI. Registration under Shops & Commercial Establishment Act.

XII. Experience from Non-Government / Non-PSU organizations must be supported by TDS certificates.

XIII. Financial Soundness: The bidder must have **positive Profit Before Tax (PBT)** in FY 2024–25. Firms showing continuous losses during the last three financial years shall be rejected.

XIV. Local Presence: The registered office or at least one branch office of the bidder must be located within the jurisdiction of Bhubaneswar.

XV. Abridged Balance Sheet and Profit & Loss Statement must be submitted.

XVI. Quality & Compliance Certifications: The bidder must possess valid certifications(ISO 9001:2015, ISO 27001:2013). **Copies must be enclosed.**

XVII. The Agency must have submitted Income Tax Returns for the last three financial years (2022-23, 2023-24, 2024-25). **Copies to be attached.**

(Note: Ensure consistency between financial years mentioned in Clause II and this clause if needed.)

XVIII. Solvency Certificate: Latest Solvency Certificate issued by Tahasildar / Municipal Commissioner / Sub-Collector for an amount of **₹ 10 Lakhs or above.**

XIX. Tenders submitted through the e-Procurement portal shall be governed by the provisions of the Information Technology Act, 2000 and amendments thereof.

XX. The pre bid meeting is mandatory. All the prospective bidders are requested to attend the pre bid meeting on 08/06/2026 at 11.00 a.m. in Room No. 201, Administrative Building, OUTR, Bhubaneswar. Those bidders who attend the pre bid meeting can only participate in the tender. The Bidders or of their representatives who choose to attend at the Pre-Bid meeting, they must bring proper authorisation from their firm/agency failing which they will not be allowed to attend for Pre-Bid meeting. Further, Prospective bidders who want to participate in the Pre-Bid meeting shall send their willingness along with the questionnaire, if any, on or before 06/06/2026 through email sksahu@outr.ac.in

B. INSTRUCTION TO BIDDERS:

TENDER COST & EARNEST MONEY DEPOSIT (EMD) / BID SECURITY

1. **Tender Cost (non-refundable):** ₹2,000/- (Rupees Two Thousand only)

EMD / Bid Security (refundable): ₹3,11,000/- (Rupees Three Lakh Eleven Thousand only)

Both shall be in the form of a Demand Draft (DD) drawn in favour of “**Odisha University of Technology and Research**”, payable at Bhubaneswar, from any scheduled commercial bank (Co-operative Banks and Gramin Banks are not permitted).

2. The EMD and Tender Fee must be received physically **on or before the last date of online tender submission** via Speed Post / Courier. The envelope must be superscribed with the **Tender Reference Number and Subject**, and addressed to:

The Registrar, Odisha University of Technology and Research, Techno Campus, Mahalaxmi Vihar, Bhubaneswar – 751029, Odisha.

3. The EMD / Bid Security of unsuccessful bidders will be returned without interest, at the earliest, and **no later than 30 days from the date of award of contract** to the successful bidder.

4. **Exemption for Micro & Small Enterprises (MSE):** As per public procurement policy (Notification No. MSME-IPE-MISC-0060-2019/566/MSME, Bhubaneswar, dated 24.01.2024), MSE bidders registered for supply of manpower are exempted from payment of EMD. However, they are required to pay only the non-refundable tender cost of ₹2,000/- (Rupees Two Thousand only).

- Exemption is applicable only to those possessing a valid MSE registration certificate as on the tender closing date.

- To be eligible for benefits under this policy, the bidder must have a valid **Udyam Registration Number (URN)** and must submit an undertaking in the form of an affidavit (as per the format provided in the aforementioned MSME notification) at the time of bidding.
 - Bidders who have applied for registration or renewal but do not possess a valid certificate by the closing date are **not eligible** for exemption.
 - Such ineligible bidders must submit the **Bid Security Form** as per **Annexure-VII**.
5. The EMD and Tender Cost must be physically received by OTR before the due date, and a scanned copy must be uploaded on the portal. **Failure to comply will render the tender non-responsive and liable for rejection.**
6. **Forfeiture of EMD / Bid Security:** The EMD / Bid Security shall be liable for forfeiture if the bidder:
- Withdraws its bid in breach of tender terms and conditions;
 - Withdraws after opening of the technical bid;
 - Evades or refuses to accept the Letter of Award (LoA) after being declared L1, within the validity period.
7. **SUBMISSION OF BIDDING DOCUMENTS:**
- a) **Bidders must submit their digitally signed bids through the e-tender portal for this tender.**
- b) **The tender is to be submitted electronically in Two-Bid System:**
- **Bid-I: Technical Bid**
 - **Bid-II: Financial Bid**
- 7A. **Technical Bid in Bid-I:** The bid must contain the scan copy of DD for EMD & Tender document fees, Qualification documents along with the tender document duly filled up and signed by the Bidding Firm on each page after affixing rubber stamp of the Firm/ Agency. All other documents as per attached Annexure(II to X) except Price BoQ.
- 7B. **Price Bid.** (The bid-II will be the financial bid BoQ in Ms-Excel format.)
The Financial Proposal/Commercial bid/ BoQ format is provided as BoQ_XXXX.xls alongwith this tender document at the e-tender portal with the concerned tender. Bidders are advised to download this BoQ_XXXX.xls as it is and quote their offer/ rates in the permitted column and upload the same in the commercial bid. Bidder shall not tamper/ modify downloaded price bid template in any manner. In case if the same is found to be tempered/modified in any manner, tender will be completely rejected and EMD would be forfeited and tenderer is liable to be banned from doing business.
Bidder must ensure to quote rate of each item. The column meant for quoting rate in figures/ percentages appear in SKY BLUE colour. While selecting any of the cells a warning appears to mandatorily fill all such cells with any value, including “0” (ZERO) or specified values.
- Bid Validity: 120 days** from the date of opening of technical bids.
- 7C. **Late and delayed tender :** The e-Procurement system would not allow any late submission of bids after due date and time as per server system. After electronic online proposal submission, the system generates a unique identification number which is time stamped. This shall be treated as acknowledgement of the proposal submission.

8. SECURITY PERFORMANCE GUARANTEE / SECURITY DEPOSIT

- A. Successful bidder shall have to deposit performance security amount of Rs. 5,00,000/- (Rupees Five lakh) only within 30 days of issue of Work Order/LOI, in favour of “Odisha University of Technology and Research” payable at Bhubaneswar drawn on any schedule commercial bank except Co-operative Bank and Gramin Bank” in the form of Demand Draft (DD) / Bank Guarantee (BG) from any Scheduled Commercial Bank except Co-operative Bank. The Security Deposit shall remain valid for a period of 60 days beyond the date of completion of all contractual obligation.
- B. EMD of successful bidder will be refunded after receipt of Performance Security Deposit in case of award of contract. The Performance Security Deposit will be returned to the contractor after completion of the contract deducting any dues of the university (if any). The Security Deposit will not attract any interest.
- C. The Security Deposit shall be liable to be forfeited in case of any breach of terms and conditions of the contract.

9. DOCUMENT TO BE UPLOADED BY BIDDER

The Bidder shall furnish the following documents as part of Techno-commercial Bid: -

9.1 Category of Bidder, whether Proprietary Firm, Registered Firm, Registered Partnership Firm, Private Limited Company, Public Limited Company, Co-operative Society etc. along with following documents-

- A. In case of Proprietary Firm, attested copy of affidavit of Sole Proprietary;
- B. In case of Partnership Firm, attested copy of Partnership deed along with amendments if any and proof of registration, if any;
- C. In case of Limited Companies, Memorandum & Articles of Association, Certificate Incorporation, Authorized, Subscribed and paid-up capital;
- D. In case of Co-operative Society, attested copy of the certificate of registration from the Registrar of Co-operative societies;
- E. If, required, the originals documents will have to be produced for verification at the time Technical Bid Evaluation;

9.2 Information about officer of the firm / company being an employee, past or present or relationship of any employee of OUTR Bhubaneswar with Proprietor, Partner – Director of the firm is to be furnished.

9.3 Copy of GST Registration Certificate;

9.4 Copy of Permanent Account Number (PAN) and IT return of last three financial years (2022-23, 2023-24, 2024-25)

9.5 Copy of Labour License

9.6 Registration Certificate of Employee Provident Fund Organization (EPFO);

9.7 Registration Certificate of Employee State Insurance Corporation (ESIC);

9.8 Copy of Audited Balance sheet, Profit & Loss Statement and Income Tax Return for last three ending on 31st March 2025.

9.9 Latest Solvency Certificate issued by Tahasildar / Municipal Commissioner / Sub-Collector for an amount of ₹ 10 Lakhs or above

9.10 Copy of requisite work order / service order / completion certificate issued by organization

9.11 Duly signed technical bid/detail of tenderer (Annexure –II);

9.12 Duly signed acceptance letter of terms and conditions (Annexure – III);

- 9.13 Duly signed Financial capacity (Annexure – IV)
 9.14 Duly signed Declaration Form (Annexure – V)
 9.15 Declaration for not black listed/ Criminal Liability form (Annexure – VI)
 9.16 Bid Security Declaration Form (Annexure – VII)
 9.17 Experience detail (work completed) (Annexure-VIII & VIII(A))
 9.18 Duly signed Check list of bidder (Annexure – X);

NOTE: The Bidder must upload self-attested copies of the above-mentioned documents in the cover for technical bid. Any bid not accompanied by such documents would be liable for rejection.

1. BID EVALUATION PROCEDURES

Evaluation & Selection Criteria

Technical Evaluation:

- The Technical Bids shall be opened at OUTR, Bhubaneswar in tender portal on the specified date & time by the Committee constituted by the competent authority.
- The financial bids of only those bidders will be considered whose Technical Bids are qualified & shall be opened as specified date and time.
- The evaluation of Technical Proposals of only those Bidders who have found eligible.
- The technical bid shall be evaluated on the following parameters/criteria:

Sl. No.	Evaluation Parameter	Total Marks	Criteria for Award of Marks
1	Average Annual Turnover (Last 3 Financial Years: 2022–23, 2023–24, 2024–25) from similar activity (excluding watch & ward)	20	> ₹3.00 Cr to ≤ ₹5.00 Cr: 5 marks > ₹5.00 Cr to ≤ ₹10.00 Cr: 10 marks > ₹10.00 Cr to ≤ ₹15.00 Cr: 15 marks > ₹15.00 Cr: 20 marks
2	Experience	40	(A) Years of Experience in Manpower Services (excluding Watch & Ward): -10 Marks: ≥ 5 years to ≤ 9 years: 5 marks > 9 years: 10 marks (B) Number of Similar Projects (minimum 30 personnel in single work order) executed during last 3 financial years (2023–24, 2024–25, 2025–26): - 30 Marks 4–5 projects: 10 marks 6–8 projects : 15 marks 9–11 projects : 20 marks 12 or more projects : 25 marks 12 or more projects (at least 5 projects with 50 personnel in each order): 30 marks
3	Quality Certification of Bidder	5	Either ISO 9001:2015 or ISO 27001:2013: 2.5 Marks Both: 5 Marks

4	Presentation before Evaluation Committee	5	Marks to be awarded based on presentation quality, methodology, deployment strategy, statutory compliance mechanism, and grievance handling system.
5	Total Marks	70	
6	Qualifying Score for Opening of Financial Proposal	49	

2. **TECHNICAL EVALUATION PARAMETERS:**

- a) Technical evaluation as per the matrix will be carried out only if the bid is otherwise technically qualified as per terms and conditions of tender documents.
- b) Marking will be done based on bidder's response subject to confirmation from the submitted documents justifying the response.
- c) **The bidder should score minimum 49 marks or more in technical evaluation shall be qualify for opening of financial bid.**

3. **Evaluation of Financial Proposal and award of Contract**

1. The Financial Bids of all technically qualified Bidders shall be opened on the appointed date and time of the qualified bidders.
2. **The bid shall be evaluated as – Least Cost Based Selection (LCBS) after securing 70 % marks from technical bid.**
 - a) Financial proposal shall be opened after the technical evaluation is completed and only those bidders who score at least **49 (Forty-Nine) or more in technical evaluation shall qualify for financial bid opening.**
 - b) The quote mentioned by the bidder in the financial bid shall be arranged in chronological manner having lowest quote **percentage (%) of Service Charges as L1.**

Other bidders as L2, L3, L4... and So on.

- c) The bidder who has given least percentage (%) of Service Charges, will be declared as successful bidder (L1) and contract will be awarded.
- d) In case multiple bidders quotes Lowest Price (L1), then the agency with the highest score in the technical bid shall be awarded the contract.
- e) In case multiple bidders quote Lowest Price (L1) and their technical score also becomes equal, then in that case, the bidder having higher score in Experience [Sl. 2 (A) + (B)] of the table d shall be awarded the contract.
- f) In case multiple bidders quote Lowest Price (L1), and bidders score equal marks in technical bid and also equal in their combined score in Experience of [Sl. 2 (A) + (B)], then in that case, the bidder having highest annual average turnover (except Watch and Ward) in last three financial years (2022-23, 2023–24 and 2024–25) shall be awarded the contract.

Note: The bidder is required to quote the Service Charge in % preferably same for all the categories of personnel by taking into account the management of all deployed personnel. The minimum service charge shall be 3.85% and should not exceed 7% as per the Govt. of Odisha, Finance Department Office Memorandum No. 19595/F dt. 11.07.2023.

Note: Employer's share towards EPF per month per personnel, the Ceiling Amount of Wage is Rupee (₹)15,000/-.

The tender inviting authority reserves the right to ask the successful bidder to provide a pool of staff from which suitable staff shall be selected as per the criteria mentioned above.

4. OTHER TERMS AND CONDITIONS:

1. The rate in the tender shall cover / include all statutory duties / taxes / levies etc. as on closing date of tender and GST as applicable, unless specified.
2. The wages shall not be less than the minimum daily wages approved by the Govt. of Odisha, labour and ESI Department. Violating this at any stage will lead to termination of service. The service provider shall provide the evidence of electronic payment made to the bank account of the man-power engaged by them.
3. **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 when notified by the State Govt. during the contract period will be revised accordingly along with statutory dues.
4. The Authority reserves the right to withdraw or relax any of the terms and condition so as to overcome the problem encountered at a later stage.
5. Conditional tenders either in Cover– I or Cover – II of the tender shall be liable to be rejected.
6. Any request from the tenderer in respect of additions, alteration, modification, correction etc. of either terms and conditions or quoted rate, after opening of the tender, shall not be entertained under any circumstances.
7. By submitting a tender, the tenderer will be deemed to have satisfied himself that the rate quoted by him in the tender will be adequate to complete such work according to the terms and conditions and difficulties that may arise during its progress / execution have been taken into account. Any complaint in this regard after submission of offer shall not be entertained.
8. The persons deployed by the Manpower Service Provider shall not claim nor shall be entitled to pay, perks and other facilities admissible to regular/ confirmed employees during the currency or after expiry of the Agreement.
9. In case termination of this Agreement on its expiry or otherwise, the persons deployed by that, Manpower Service Provider shall not be entitled to and shall have no claim for any absorption in regular or other capacity. The agency/personnel shall not claim any benefit or compensation.
10. The persons 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. Any 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.
11. All services shall be performed by persons qualified and skilled in performing such services as mentioned in Scope of Work.
12. The agency should ensure that person deployed should be of good character and antecedents.
13. The Service Provider's personnel working should be polite, cordial, positive and efficient, while handling the assigned work and their actions shall promote goodwill to enhance the image of the university. The Service Provider shall be responsible for any act of indiscipline on the part of persons deployed by him.
14. The manpower service provider shall be responsible for compliance of all statutory provisions relating to minimum consolidated amount in respect of the persons deployed in the university.

15. The manpower service provider shall also be liable for depositing all taxes, levies etc. on account of service rendered by it to the OUTR to the concerned tax collection authorities, from time to time, as per the rules and regulations in the matter.
16. The manpower service provider shall maintain all statutory registers under the Law & shall produce the same, on demand, to the authority of OUTR or any other authority under law.
17. Any other instruction towards deduction from income received by Govt. from time to time will be strictly followed.
18. In case the manpower service provider fails to comply with any liability under appropriate law, and as a result thereof, the department or the office concerned is put to any loss/obligation, monetary or otherwise, the OUTR will be entitled to get itself reimbursed out of the outstanding bills or performance security deposit of the manpower service provider to the content of the loss or delegation of monetary terms.
19. Outsourced employees on consolidated pay would be entitled to paid leave 12 days per year/on **prorata** and can be accumulated up to the end of the year i.e. 31st December after which it would lapse.
20. The personnel may be called on beyond office hours and on holidays / Saturdays / Sundays, if required. They are not entitling of compensatory leave in lieu of that working day.
21. The Agency shall ensure that the engaged manpower, as per the description, not only performs within its requisite scope of work but also ensure maintenance, upkeep & safety of the Complex, Stores, Furniture etc. as well as harmonious and cordial relationships with the students, employees, visitors, guests or any other persons within the complex / premises. The Agency will be held responsible to any illegal action by the deployed personnel.
22. The general office time is **9.00 A.M. to 5.00 P.M.** Their deployment will be either in general shift or shift duty (8 hours). The Agency will also ensure that engaged manpower should maintain vigil and remain alert on respective official performances.
23. Canvassing in any form is strictly prohibited and tender submitted by the tenderer who resort to canvassing, will be liable for rejection.
24. Authority of OUTR Bhubaneswar reserves the right to accept / reject any or all bids without assigning any reason thereof or divide the work with multiple bidders on acceptance of lowest price.
25. Tender documents are not transferable.
26. Proprietary firm, Registered Firm, Registered Partnership Firm, Private Limited Company, Public Limited Company, Co-operative Society etc. formed after publishing date of the tender are not eligible.
27. It shall be responsibility of the person / firm submitting the tender to ensure that the tender have been submitted in the format as per the terms and conditions prescribed in the e-procurement portal/website and no change is made therein before submission of tender. In the event of any doubt regarding the terms and conditions / format, the person concerned may seek clarification from the authorized officer of university. In case of any tampering / unauthorized alteration is noticed in the submitted tender documents, the said tender shall be rejected straightway.
28. Before submitting the tender, the tenderer should ensure that the details / document are submitted as per the check list.

29. Termination of Contract: The contract can be terminated under any one of the following circumstances by the University.

- a) The contract can be terminated by the University with a month's notice anytime without assigning a reason, if in the opinion of the authorities such termination is in the interest of the University. This termination shall not be challenged by the Contractor.
- b) The Contractor not executing the order as per the agreed terms and condition of the work order and contract. The University shall assess the quality of repairing work executed by the Contractor from time to time and shall decide whether the job performed by the Contractor meets the prescribed standards and/or specification or is deficient and to what degree.
- c) The Contractor/ Firm/Agency declared as insolvent by the court of law. During the notice period for termination of contract, in any of the situation contemplated above, the Agency shall keep discharging its duties as before till the expiry of notice period. It shall be your duty to remove all the persons and/or resources deployed by you on termination of the contract on any ground whatsoever and to ensure that no person creates any disruption/hindrance/ problem of any nature to OTR, Bhubaneswar.

SPECIAL TERMS AND CONDITIONS OF CONTRACT

A. SCOPE OF WORK

Manpower on Monthly Consolidated Salary Basis

Sl. No.	Designation	Educational Qualification & Experience	Nature of Job	No. of Personnel (Approx)	Monthly Consolidated Salary	Remarks
1	IT Infrastructure Support Staff / DEO / Office Assistant	(i) Graduate in any discipline from a recognized University. (ii) One-year Diploma in Computer Application / PGDCA / MCA or equivalent qualification. (iii) Minimum 1–2 years of experience in IT support, data entry, and system maintenance. (iv) Proficiency in Windows OS, MS Office, Tally, Internet applications, and office/account management software.	<ul style="list-style-type: none"> • IT support and data entry operations. • Maintenance of digital and physical records. • Assisting Establishment, Academic, Accounts, Examination, and other sections. • Report generation and office automation. • Any other duty assigned by Competent Authority. 	As per actual requirement	₹ 15,600/- per month (Consolidated).	Experience certificate mandatory
2	Library Assistant	(i) Bachelor’s Degree in Library & Information Science (B.Lib.Sc.) / Master’s Degree (M.Lib.Sc.) from a recognized University. (ii) Minimum 3 years of experience in cataloguing, classification, digital library management, and library automation software.	<ul style="list-style-type: none"> • Smooth functioning of University Library & Digital Library. • Cataloguing, classification, and repository management. • Assisting students and faculty with scholarly resources. • Maintaining library records and statistics. • Any other duty assigned by Competent Authority. 		₹ 15,600/- per month (Consolidated).	Knowledge of library automation software desirable
3	Laboratory Technician / Mechanic (Engineering)	(i) Diploma in relevant Engineering discipline from recognized institution; OR (ii) ITI (NCVT/SCVT) in relevant trade with minimum 5 years of relevant laboratory/maintenance experience.	<ul style="list-style-type: none"> • Operation and maintenance of laboratory machinery and equipment. • Troubleshooting and minor repairs. • Supporting laboratory sessions and technical activities. • Any other duty assigned by Competent Authority. 		₹ 15,600/- per month (Consolidated).	Experience certificate mandatory
4	Laboratory Technician (Science Stream)	(i) B.Sc. in relevant Science discipline from recognized University. (ii) Minimum 3 years of laboratory handling and instrumentation experience.	<ul style="list-style-type: none"> • Operation and maintenance of scientific equipment. • Assisting practical classes and research activities. • Ensuring laboratory safety and compliance. • Any other duty assigned by Competent Authority. 		₹ 15,600/- per month (Consolidated).	Experience certificate mandatory

5	Laboratory Attendant	(i) 12 th Pass from recognized Board; OR (ii) 10 th Pass with minimum 60% aggregate marks. (iii) Experience in laboratory assistance desirable.	<ul style="list-style-type: none"> • Assisting in laboratory maintenance and cleanliness. • Supporting practical sessions. • Handling materials and equipment under supervision. • Any other assigned duty. 		₹ 13,600/- per month (Consolidated).	Basic knowledge of laboratory safety required
6	Technical Assistant (Technical Department/School)	(i) Bachelor's Degree / B.E. / B.Tech in relevant Engineering discipline from recognized University; OR (ii) Diploma in relevant Engineering discipline with minimum 5 years of laboratory/technical support experience.	<ul style="list-style-type: none"> • Maintenance and upkeep of laboratory equipment. • Assistance in practical classes and research activities. • Ensuring smooth functioning of laboratories. • Coordination with faculty and students. • Any other assigned duty. 		₹ 26,400/- per month (Consolidated).	Discipline to be specified as per departmental requirement
7	Laboratory Assistant (Science Stream)	(i) M.Sc. in relevant Science discipline from recognized University; OR (ii) B.Sc. (Hons.) in relevant Science discipline with minimum 5 years of laboratory experience.	<ul style="list-style-type: none"> • Assisting in laboratory experiments and research work. • Handling laboratory instruments and chemicals. • Maintaining lab records and safety compliance. • Any other assigned duty. 		₹ 26,400/- per month (Consolidated).	Experience certificate mandatory
8	Any Other Category of Personnel (Not Mentioned Above)	Qualification shall be as prescribed by Government of Odisha notifications or approved by the Competent Authority.	Duties shall depend upon the category of personnel engaged.	As per actual requirement	As per Government of Odisha guidelines / Approval of Competent Authority	As required

Total 50 (Approx)

* The age limit for all posts shall be 21 to 60 years as on 01 April 2026. Monthly remuneration may be revised from time to time in accordance with GA Department Resolution No. GAD-SC-GCS-0225-2023-7982/GAD dated 07 March 2024 and subsequent notifications issued by the Government of Odisha. Remuneration shall be fixed based on the applicable category of personnel and the corresponding remuneration cell prescribed for similar nature of work. However, any enhancement shall be admissible only for personnel deployed at OUTR possessing the requisite experience at OUTR/CET, and no claim for arrears relating to the previous service provider shall be entertained.

** All manpower requirements under this Scope of Work are purely temporary and need-based and shall not be construed as engagement against any sanctioned or approved post of the Government of Odisha. The number of personnel indicated above is approximate and may increase, decrease, or vary based on the functional requirements of the University. The University may also engage manpower in categories other than those specified above, as and when required, on remuneration applicable under the prevailing Government of Odisha notifications. Such engagement shall not confer any right for absorption, regularization, continuation, or permanent employment in the University, nor shall any employer–employee relationship with the University be deemed to exist.

Manpower on Daily Wage Basis Personnel

Sl. No.	Designation	Educational Qualification & Experience	Nature of Job	No. of Personnel Required (Approx)	Wages	Remarks
1	Electrician Grade-I / Grade-A	(i) 10+2 (Higher Secondary) passed. (ii) ITI in Electrician/Wireman/Lineman (NCVT/SCVT). (iii) Valid Electrical Workman Permit "A" License. (iv) Minimum 5 years' relevant experience.	Installation, maintenance and repair of LT/HT electrical systems, substations, panels, street lights, motors, and campus electrical infrastructure.	As per actual requirement	Daily Wage (Highly Skilled) as per Govt. of Odisha notification	Valid license mandatory
2	Electrician Grade-II	(i) 10 th Pass. (ii) ITI in Electrician/Wireman/Lineman (NCVT/SCVT). (iii) Valid MV/HT Workman Permit. (iv) Minimum 3 years' experience.	Electrical maintenance, wiring, troubleshooting, assisting in HT/LT line maintenance under supervision.		Daily Wage (Skilled) as per Govt. of Odisha notification	License mandatory
3	Electrical Helper	(i) 10 th Pass. (ii) 1-2 years' assisting experience.	Assisting electricians in wiring, maintenance, handling tools and materials.		Daily Wage (Semi-Skilled) as per Govt. notification	Works under supervision
4	Lift Operator	(i) 10 th Pass. (ii) Valid Lift Operator Certificate (where applicable). (iii) 2 years' experience.	Operation and monitoring of lifts, ensuring safety compliance and reporting faults.		Daily Wage (Semi-Skilled) as per Govt. notification	Safety knowledge required
5	DG (Diesel Generator) Operator	(i) 10 th Pass. (ii) ITI (Electrical/Mechanical preferred). (iii) Minimum 3 years' experience in DG operation and AMF panels.	Operation, preventive maintenance, logbook maintenance, troubleshooting of DG sets.		Daily Wage (Skilled) as per Govt. notification	Experience certificate mandatory
6	Plumber	(i) 10 th Pass. (ii) ITI in Plumbing (NCVT/SCVT). (iii) Minimum 3 years' experience.	Maintenance and repair of water supply systems, pipelines, sanitary fittings, pump houses, hostel and campus plumbing works.		Daily Wage (Skilled) as per Govt. notification	—
7	Plumber Helper	(i) 10 th Pass. (ii) 1-2 years' assisting experience.	Assisting plumber in installation and repair of pipelines and sanitary works.		Daily Wage (Semi-Skilled)	Works under supervision

					as per Govt. notification	
8	Air-Conditioning Mechanic	(i) 10 th Pass. (ii) ITI in RAC (NCVT/SCVT). (iii) Minimum 5 years' experience in AC systems (Split/Window/VRF/Package).	Installation, servicing, gas charging, preventive maintenance and repair of AC systems across campus.		Daily Wage (Skilled) as per Govt. notification	Experience certificate mandatory
9	Air-Conditioning Helper	(i) 10 th Pass. (ii) 1–2 years' assisting experience.	Assisting AC mechanic in installation and maintenance works.		Daily Wage (Semi-Skilled) as per Govt. notification	Works under supervision
10	Any Other Category of Personnel (Not Mentioned Above)	Qualification shall be as prescribed by Government of Odisha notifications or approved by the Competent Authority.	Duties shall depend upon the category of personnel engaged.		As per Government of Odisha guidelines / approval of Competent Authority	As required
			Total	20 (Approx)		

*The age limit for all posts shall be 21 to 60 years as on 01 April 2026. Wages shall be payable in accordance with applicable Government of Odisha notifications issued from time to time for the respective category of manpower. In case suitably qualified personnel under the prescribed category are not available, deployment of personnel of the next eligible category may be permitted with the approval of the Competent Authority and payment shall be made as per applicable notified wage rates.

** All manpower requirements under this Scope of Work are purely temporary and need-based and shall not be construed as engagement against any sanctioned or approved post of the Government of Odisha. The number and category of personnel indicated above are approximate and may increase, decrease, or vary depending upon the functional requirements of the University. The University may also engage manpower in categories other than those specified above, as and when required, on wages applicable under prevailing Government of Odisha notifications. Such engagement shall not confer any right for absorption, regularization, continuation, or permanent employment in the University, nor shall any employer–employee relationship with the University be deemed to exist.

B. SELECTION PROCESS AND OTHER TERMS

1. After award of the contract, the Service Provider shall submit a panel of eligible candidates, preferably in the ratio of **1:3 against the required positions**, fulfilling the prescribed qualifications, experience, and other eligibility criteria. Deployment of personnel shall be made only after scrutiny of credentials and interview/interaction, wherever required, by the University. The University reserves the right to accept or reject any candidate without assigning any reason. In case of adverse performance, misconduct, absenteeism, or unsatisfactory service, the Service Provider shall replace such personnel immediately upon intimation by the University.
2. The engagement of personnel under this contract is **purely temporary, contractual, and outsourced in nature**. Such engagement shall not confer any right, claim, or entitlement for regular appointment, absorption, continuation, or permanent employment under **Odisha University of Technology and Research (OUTR), Bhubaneswar**. No employer–employee relationship shall exist between the deployed personnel and the University.
3. No residential accommodation or related facilities shall be provided by the University to outsourced personnel. The Service Provider shall take this into account while deploying manpower.
4. The Competent Authority reserves the right to direct the Service Provider to **withdraw, replace, or redeploy** any personnel at any point of time, in the interest of the University, without assigning any reason thereof.

C. RISK AND COST

1. In case of poor performance, non-attendance, or failure to provide services as specified in the Scope of Work, the University may, without prior notice, make alternative arrangements at the risk and cost of the Service Provider.
2. Any neglect or failure on the part of the contractor to execute the work shall entitle the University to get the work executed through alternate sources at the contractor's risk and cost. To that extent, the contract may be deemed terminated either partially or fully.

D. DISBURSEMENT OF PAYMENT

Wages to personnel engaged under this contract shall be disbursed only through direct bank transfer to the individual employee's bank account. Cash payment shall not be permitted.

The contractor shall ensure disbursement of wages on or before the 7th day of the succeeding month, irrespective of whether payment has been received from the University.

E. SUBMISSION OF DETAILS OF PAYMENT MADE

1. The Manpower Service Provider shall raise the bill in triplicate and submit it to the designated authority within one week of the succeeding month. The bill must be accompanied by:
 - Proof of wage disbursement (bank transfer statement)
 - Acknowledgment of wage receipt
 - EPF, ESI, GST deposit challans
 - Any other statutory compliance documents

Wages paid shall not be less than the minimum wages prescribed by the Labour & ESI Department, Government of Odisha, as amended from time to time. Non-compliance may lead to termination of the agreement without notice.

2. Payment to the Service Provider shall be made only after certification by the concerned office that the services were satisfactory and attendance is as per the submitted bill.

3. Payment shall be calculated based on the actual number of working days performed by each deployed personnel during the month. Employee contributions towards EPF, ESI, Professional Tax, etc., shall be deducted by the Service Provider. Supporting challans must be submitted along with the monthly bill.

F. PAYMENT TERMS

1. Subject to deductions, if any, the Service Provider shall be paid on a monthly basis for services rendered during the preceding month.
2. Payment shall be released through bank transfer within 30 days from the date of submission of clear invoice and complete supporting documents. The Service Provider shall furnish bank details prior to submission of the first bill.
3. Payment shall be regulated strictly as per the terms and conditions of the contract.
4. TDS shall be deducted as per the provisions of the Income Tax Act, GST Act, and applicable rules, as amended from time to time. Necessary certificates shall be issued accordingly.

G. CONTRACT VALIDITY

The contract shall initially be valid for one year from the date of issue of work order. It may be extended for a further period of up to two years on a year-to-year basis, subject to satisfactory performance and requirement of the University, with approval of the Competent Authority.

If the selected firm fails to commence work within one calendar month from the date of issue of the work order, the order shall be cancelled without assigning any reason, and the Security Deposit shall be forfeited. The next eligible bidder may be considered.

The contract may be terminated by either party by giving one month's prior written notice.

H. DAMAGE TO UNIVERSITY PROPERTY

If any damage to university property or financial loss is caused due to willful or negligent acts of the contractor or its personnel, the University shall be entitled to recover the cost from the contractor and adjust the amount from any dues payable.

I. INDEMNITY

The Service Provider shall indemnify and keep indemnified OTR Bhubaneswar against any claims, demands, orders, or liabilities arising out of non-compliance with statutory provisions or misconduct of deployed personnel. In case the University is required to comply with any such order or direction, the amount shall be recoverable from the dues of the contractor/ service provider.

GENERAL TERMS AND CONDITIONS OF CONTRACT**A. DEFINITIONS**

1. **Approved** means approved in writing, including subsequent written confirmation of any prior verbal approval.
2. **Competent Authority** means the Head of the Department or any officer authorized in this regard by OUTR.
3. **Contract** means the Invitation to Tender, Instructions to Tenderers, General Conditions of Contract (GCC), Special Conditions of Contract (SCC), Scope of Work, tender submitted by the tenderer including price offer, Performance Guarantee Bond and other bonds, Letter of Acceptance, Work Order, Contract Agreement, and any written communication having the effect of amendment of the contract.
4. **Contract Rate / Price** means the sum named in the tender as accepted, subject to such additions or deductions as may be made during tender evaluation or thereafter in accordance with the contract.
5. **Contractor** means the tenderer whose tender has been accepted and includes the contractor's authorized representatives, successors, permitted assignees, and legal heirs.
6. **Duration of Contract** means the period stipulated in the Work Order or Contract Agreement and includes any extension granted through written communication.
7. **Equipment** means all tools, instruments, appliances, machinery, or other items required for execution of the contract.
8. **Notice in Writing / Written Notice (including digital mode)** means a notice in written, typed, printed, or electronic form sent by registered post, courier, email, or delivered personally to the notified address or registered office of the addressee or the contractor's site office, and shall be deemed sufficient if so served.
9. **OUTR** means Odisha University of Technology and Research, Bhubaneswar, represented by the authorized officer or the Vice Chancellor, as applicable.
10. **Terms and Conditions** mean the Special Conditions of Contract (SCC), General Conditions of Contract (GCC), and all other stipulations incorporated in any part of the tender document and/or agreement.
11. **Tender** means the offer submitted by the tenderer in response to Notice Inviting Tender (NIT), whether in single-part or multi-part form (technical and financial).
12. **Tenderer** means the person, firm, or company that has submitted a valid tender, including its authorized representatives, successors, executors, administrators, and permitted assignees.
13. **University** means Odisha University of Technology and Research (OUTR), Bhubaneswar.
14. **Vice Chancellor** means the Vice Chancellor of OUTR, Bhubaneswar, or his/her authorized representative.
15. **Work** means all activities described in the Scope of Work and includes any incidental or associated work necessary for fulfillment of the contract.
16. Words importing the singular shall include the plural and vice versa. Words importing persons shall include firms, companies, and organizations, where the context so requires.

B. RESPONSIBILITIES OF UNIVERSITY OFFICIALS

17. The duty of OUTR's representative shall be to supervise and oversee execution of the work. The representative shall have no authority to relieve the contractor of any obligation under the contract, nor to order any variation involving delay or additional payment unless authorized under the contract.

C. ASSIGNMENT AND SUB-CONTRACTING

18. The Contractor shall not assign the contract or any part thereof, or any benefit or interest therein, without prior written consent of OUTR.
19. The Contractor shall not sub-contract the work without prior written consent of OUTR. Such consent, if granted, shall not absolve the Contractor of responsibility, liability, or obligations under the contract. The Contractor shall remain fully responsible for the acts, defaults, or negligence of any sub-contractor, agents, or employees.

D. CONTRACT DOCUMENTS

20. **Documents Mutually Explanatory:** The contract documents shall be read as mutually explanatory and interpreted harmoniously. In case of ambiguity or discrepancy, clarification shall be provided by OUTR, whose decision shall be binding.

E. GENERAL OBLIGATIONS OF THE CONTRACTOR

- i. **Sufficiency of Tender:** The Contractor shall be deemed to have fully satisfied himself regarding the scope of work and sufficiency of rates quoted, which shall cover all obligations under the contract.
- ii. **Illegal Gratification / Breach of Contract:** If the Contractor offers or gives any bribe, gratuity, gift, loan, reward, or pecuniary advantage directly or indirectly to any employee of OUTR, or commits breach of contract, the University may terminate the contract and recover any resulting loss.
- iii. **Cartel Formation:** If tender prices are found to be rigged through cartel formation (i.e., quoting prices in collusion to influence bidding), the tender shall be cancelled.

Notice:

- a) **Service of Notice on Contractor:**
Notices shall be served at the registered office or site office of the Contractor by registered post, courier, email, or hand delivery.
- b) **Service of Notice on OUTR:**
Notices to OUTR shall be addressed to the Registrar, OUTR, Bhubaneswar – 751029, Odisha.
- c) **Change of Address:**
Any change in address of the Contractor shall be immediately notified in writing to the Registrar, OUTR.
- iv. **Safety:**
 - a) The Contractor shall ensure safety of all personnel deployed under the contract.
 - b) Except in special circumstances and with written approval, sub-contracting or engagement of petty contractors shall not be permitted.
- v. **Penalty for Safety Violation:** In case of violation of safety norms, penalty may be imposed after due investigation by a committee constituted for the purpose.

- vi. **Law Governing the Contract:** The contract shall be governed by the laws in force in India.
- vii. **Statutory Compliance:** The Contractor shall comply with all applicable statutes, rules, and regulations, including but not limited to:
 - a. Payment of Wages Act. (Linked to Govt. of Odisha, as per rule / guidelines / circular of the State Govt.)
 - b. Minimum Wages Act. (Linked to Govt. of Odisha, as per rule / guidelines / circular of the State Govt.)
 - c. EPF Act. (As per rules / guidelines / circular of the Central Govt.)
 - d. ESI Act. (As per rules / guidelines / circular of the Central Govt.)
 - e. Child Labour (Prohibition and Regulation) Act, 1986
 - f. The Contract Labour (Regulation) Act, 1970
- viii. The Contractor shall not permit unauthorized visitors at work sites without prior permission of the University.
- ix. **Unworkable Rates:** If a tenderer quotes unworkable rates and is considered for award of contract, the firm may be required to justify the rates and furnish an additional Performance Guarantee Bond as decided by OUTR. Failure to furnish the same may result in forfeiture of EMD and cancellation of award.
- x. **Jurisdiction and Right to Amend Rules:**
 - a) The University reserves the right to amend the rules and conditions as deemed necessary. Such amendments shall be communicated to the Contractor.
 - b) In case of dispute arising out of or in connection with the contract, the matter shall first be settled mutually. If unresolved, the Vice Chancellor, OUTR, shall act as the sole arbitrator and his/her decision shall be final and binding. In case judicial recourse is required, jurisdiction shall lie with courts at Bhubaneswar only.
 - c) **Continuation of Work during Arbitration:** The Contractor shall continue execution of the work during arbitration proceedings unless otherwise directed in writing by the University.

SAMPLE PAY MATRIX (PER PERSON – MONTHLY CONSOLIDATED)

Sl. No	Description	Minimum Wages per Person (in Rupee (₹))
1	# Consolidated pay per month	15,600/-
2	EPF (12%) + EDLI (0.5%) + Admin. Charge (0.5%) = (13% of Min. Wages) (Ceiling Amount of Wage Rupee (₹) 15,000)	1,950/-
3	ESI (3.25%) (3.25% of Min. Wages) (Ceiling Amount is Rupee (₹) 21,000)	507/-
	Sub Total - I	18,057/-
4	Service Charges per month per person on Sl. No.1	TO BE QUOTED BY BIDDER IN PERCENTAGE (%)
	Sub Total - II (Subtotal I + Service Charge)	-----
5	GST (18% of subtotal II)	-----
	TOTAL (Inclusive of GST)	-----

SAMPLE PAY MATRIX PER PERSON PER DAY

Sl.No	Description	Minimum Wages per Person (in Rupee (₹))
1	# Per day (Skilled wages)	572/-
2	EPF (12%) + EDLI (0.5%) + Admin. Charge (0.5%) = (13% of Min. Wages) (Ceiling Amount of Wage Rupee (₹) 15,000)	65/-
3	ESI (3.25%) (3.25% of Min. Wages) (Ceiling Amount is Rupee (₹) 21,000)	18.59
	Sub Total - I	655.59
4	Service Charges per month per person on Sl. No.1	TO BE QUOTED BY BIDDER IN PERCENTAGE (%)
	Sub Total - II (Subtotal I + Service Charge)	-----
5	GST (18% of subtotal II)	-----
	TOTAL (Inclusive of GST)	-----

NOTE:

- ❖ Rate per person per month (8 hours per day) shall be inclusive of all statutory liabilities.
 - ❖ Bidders must consider statutory deductions including Income Tax, TDS @ 2%, GST TDS @ 2%, etc.
- Service charge shall cover profit, insurance, medical expenses, administrative expenses, leave benefits, contingency, interest cost (if any), and other employee benefits and any other cost that the Bidder envisages.
- ❖ Service charge must comply with Govt. of Odisha norms.
 - ❖ Wages shall be as per Government of Odisha notification issued from time to time.
 - ❖ Bidder with lowest evaluated competitive quoted price for the required service will be awarded with contract.
 - ❖ The Basic Remuneration price may be changed as per the notification by Govt. of Odisha.
 - ❖ The bidder is required to quote the Service Charge in % by taking into account the management of all deployed personnel. The minimum service charge shall be 3.85% of per personnel per day. The service charges should not

exceed 7%. If a bidder quote service charge less than 3.85% or more than 7%, it will be treated as non-responsive and shall be disqualified.

- ❖ The Service Charges will remain fixed during the whole contract period. It is not linked with the upward increase in the rates of minimum wages.
- ❖ While calculating the service charge, statutory dues including (but not limited to) EPF, ESI, GST, etc. shall not be included in the price.
- ❖ 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

PART–A: TECHNICAL BID (BIDDER INFORMATION & ELIGIBILITY DETAILS)

In response to e-Tender Notice No. _____ dated _____ downloaded from the official website, we hereby express our interest in participating in the tender for providing manpower services. Details are furnished below:

Sl. No	Information required	Details to be Furnished by Bidder	Verified (Yes/No)	Supporting Document (with page number)
1	Name of the Organization / Agency			
2	Complete postal address with pin code			
3	Telephone / Mobile No			
4	E mail Id			
5	Name of representative with Mobile No			
6	Details of Tender Fee: DD No, date & amount			
7	Details of EMD: DD No, date & amount/Bid Security declaration form			
8	GST Registration Number (with copy of GSTIN)			
9	PAN Number			
10	IT Return for the last three financial year (copy attached)			
11	ESIC No. (Copy attached)			
12	EPF Number (Copy attached)			
13	Labour License No. (Copy attached)			
14	Annual Turnover for the last three years (2022-23, 2023-24, 2024-25)			
15	Bank Acct No (copy of the cancelled cheque or Xerox copy of Passbook / cheque leaf)			
16	Name of the Bank, Branch & IFSC Code			
17	Additional Information (if any)			

Signature of the applicant
(Full name of applicant)
Stamp & date

Note: This is to be furnished on the letter head of the organization

PART-B: TECHNICAL BID (TECHNICAL EVALUATION SHEET)

Sl. No.	Evaluation Parameter	Maximum Marks	Bidder's Details / Claim	Supporting Documents (With Page No)	Marks Awarded
1	Average Annual Turnover from Similar Activity (excluding Watch & Ward) for FY 2022–23, 2023–24 & 2024–25	20	Average Turnover: ₹ _____	Audited Financial Statements / CA Certificate	
	Marking Criteria		> ₹3 Cr to ≤ ₹5 Cr = 5 > ₹5 Cr to ≤ ₹10 Cr = 10 > ₹10 Cr to ≤ ₹15 Cr = 15 > ₹15 Cr = 20		
2(A)	Experience in Manpower Services (excluding Watch & Ward)	10	Years of Experience: _____	Work Orders / Completion Certificates	
	Marking Criteria		> 5 years to ≤ 9 years = 5 > 9 years = 10		
2(B)	Similar Projects Executed (minimum 30 personnel in a single work order) during FY 2023–24, 2024–25 & 2025–26	30	Details in Annexure-I	Work Orders + Completion Certificates	
	Marking Criteria		4–5 = 10 6–8 = 15 9–11 = 20 ≥12 = 25 ≥12 including at least 5 projects with ≥50 personnel = 30		
3	Quality Certification	5	ISO 9001:2015 ISO 27001:2013	Valid Certificates	
	Marking Criteria		Any one = 2.5 Both = 5		
4	Presentation before Evaluation Committee	5	To be assessed by Committee	Presentation	
	Evaluation Areas		Methodology, Deployment Strategy, Statutory Compliance, Grievance Handling		
	Total Technical Score	70			

Signature of the applicant
(Full name of applicant)
Stamp & date

(ON THE LETTER HEAD OF THE FIRM)

LETTER OF UNDERTAKING AND ACCEPTANCE OF TERMS & CONDITIONS OF BID

To
The Registrar,
Odisha University of Technology & Research,
Ghatikia, P.O.: MahalaxmiVihar,
Bhubaneswar-751 029

Ref : Invitation of e-Tender Notice No.

Dated.

I/We, the undersigned declare that:

1. I/ We have downloaded / obtained the Bid document(s) and uploaded in the e-procurement (Tenders Odisha) Portal <https://tendersodisha.gov.in> for the above mentioned 'Bid' as per your advertisement, given in the above mentioned website(s).
2. I/ We hereby certify that I/ we have read the entire terms and conditions of the Bid documents from Page No. _____ to _____ (including all documents like annexure(s), etc .), which form part of the contract agreement and I/ we shall abide hereby by the terms / conditions / clauses contained therein.
3. The corrigendum(s) issued from time to time by your university too have also been taken into consideration, while submitting this acceptance letter.
4. I/We are ready to execute the contract in conformity with the tender document, in case we are found successful as a tenderer.
5. Our bid shall be valid for a period of _____ days from the date of Opening of price bid and shall not revoke the same.
6. If our bid is accepted, I/We undertake to comply all other formalities as per the tender document and Work order.
7. I/We declare that our firm/company/ Proprietorship has not been blacklisted by any Government/PSU/Autonomous Body and no office bearer has been convicted by any court of law.
8. The detailed particulars of the tenderer is mentioned and attached separately.
9. I / We certify that all information furnished by the our Firm is true & correct and in the event that the information is found to be incorrect/untrue or found violated, then your university shall without giving any notice or reason therefore or summarily reject the bid or terminate the contract, without prejudice to any other rights or remedy including the forfeiture of the full said earnest money deposit absolutely.

Yours sincerely,

Authorized signatory of the Bidder
(Authorised person shall attach a copy of the authorization for signing on behalf of the Bidding Company) Full name and designation

FORM FOR FINANCIAL CAPACITY

Financial Year	Financial Annual Turn over (excluding Watch and Ward)	Net Worth	Average Turn over (Excluding Watch and Ward)
2022-23			
2023-24			
2024-25			

CERTIFICATE BY CHARTERED ACCOUNTANT

I / We, _____, Chartered Accountants, certify that the figures regarding Annual Turnover and net worth earned from providing manpower only (**Excluding Watch and Ward**) for the financial years mentioned above in respect of M/s. _____ are checked and found correct and true as per their Books of Accounts and other related records.

SIGNATURE & SEAL OF THE CHARTERED ACCOUNTANT

NAME, ADDRESS AND CONTACT DETAILS:

UDIN:

**Signature of Authorized person
With agency seal**

(To be given on the Company letter head)

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 authorized signatory
Name:

Seal:

Date:

Place:

CRIMINAL LIABILITY UNDERTAKING

(To be given on Notarized affidavit on Indian Non judicial stamp paper of Rs. 100/-)

Date: _____

To

The Registrar,
Odisha University of Technology & Research,
Ghatikia, P.O.: Mahalaxmi Vihar,
Bhubaneswar-751 029

The bidder has to furnish a certificate as per the format specified below along with the bid for not committed any offence.

I.....aged about...
.....
S/o.....Proprietor/ Partner/ Director of
M/s.....At:..... Po:
....., P.S:....., Dist:..... do solemnly pledge and affirm
that I/my firm/company have not committed any offence.

- (a) Under the Prevention of Corruption Act 1988; or
- (b) The Indian Penal Code or any other law for the time being in force, for causing any loss of life or property or causing a threat to public health as part of execution of a public procurement contract.
- (c) That neither any criminal case nor any vigilance case is pending against me/my firm/company before any forum.
- (d) I/my firm/company have not been blacklisted/debarred by any Central/State Government Organization/Bodies for the last 3 years.

DEPONENT (Bidder)

Name
Address

BID SECURITY SELF DECLARATION FORM

Date: _____

Bid No. _____

To (insert complete name and address of the purchaser)

I/We. The undersigned, declare that:

I/We understand that, according to your conditions, bids must be supported by a Bid Security Declaration.

I/We accept that I/We may be disqualified from bidding for any contract with Odisha University of Technology and Research, Bhubaneswar for a period of Two years from the date of notification if I am /We are in a breach of any obligation under the bid conditions, because I/We

- a) have withdrawn/modified/amended, impairs or derogates from the tender, my/our Bid during the period of bid validity specified in the form of Bid; or
- b) having been notified of the acceptance of our Bid by the purchaser during the period of bid validity (i) fail or reuse to execute the contract, if required, or (ii) fail or refuse to fur
- c) furnish the Performance Security, in accordance with the Instructions to Bidders.

I/We understand this Bid Securing Declaration shall cease to be valid if I am/we are not the successful Bidder, upon the earlier of (i) the receipt of your notification of the name of the successful Bidder; or (ii) thirty days after the expiration of the validity of my/our Bid.

Signed: (insert signature of person whose name and capacity are shown) in the capacity of
(insert legal capacity of person signing the Bid Securing Declaration).

Name: (insert complete name of person signing he Bid Securing Declaration)

Duly authorized to sign the bid for an on behalf of: (insert complete name of Bidder)

Dated on _____ day of _____ (insert date of signing)

Corporate Seal (where appropriate)

(Note: In case of a Joint Venture, the Bid Securing Declaration must be in the name of all partners to the Joint Venture that submits the bid)

To be submitted in Bid-II (Financial Bid)

FINANCIAL BID
(To be submitted in Cover-2)

In Cover 2: As per BoQ in Ms-Excel Format:

FINANCIAL BID FOR DAILY/MONTHLY CONSOLIDATED REMUNERATION BASIS /BOQ

Name and Address of the Bidder: _____

Price Details: _____

Sl. No.	Item Description	Service Charges per person per month in % and figure on basic remuneration	GST%	Total Service charges in percentage with GST
1	Providing Manpower Service, Technical & Non Technical			
Quoted rates in Words				

Place:

(Sign and Seal of Authorized Representative)

Date:

**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 in front page of technical bid with proper Page No. Because it is difficult to trace out the particular document for which authority will not be held responsible.

CHECKLIST FOR PREPARATION OF TENDER

Sl. No.	Particulars	Yes / No	Page No.
1	Have you submitted the self-attested copy of valid Registration number of the firm/agency/ Legal Entity?		
2	Have you read and understood various conditions of the tender and willing to abide by them and submitted the form?		
3	Filled in Format for details of Tenderer (Annexure)		
4	Have you submitted tender cost of Rupee (₹) 2,000/- in the shape of demand draft (DD)?		
5	Submitted EMD of Rupee (₹) 3,11,000/- in the shape of demand draft (DD) Or bid declaration form?		
6	Have you attached self-attested copy of the documents to show the financial status of last 3 financial year, 2022-23, 2023-24, 2024-25 (Annual turnover)?		
7	Have you attached Self attested copy of firm/company PAN with last 3-year IT Returns (Financial Year 2022-23, 2023-24, 2024-25)		
8	Have you attached copy of registration certificate of GST		
9	Have you attached copy of registration certificate of EPFO,		
10	Have you attached copy of registration certificate of ESIC,		
11	Have you attached copy of registration certificate of Labour license		
12	Copy of Audited Balance sheet of firm/company last three years (Finance year 2022-23, 2023-24, 2024-25)		
13	Have you attached the self-attested experience certificate (work order) issued by the organization / Govt. Departments or any other reputed organizations?		
14	The registered Office or one of the branch offices should be located in Bhubaneswar		
15	Valid registration certificate issued by District Labour Officer for caring on business of commercial purpose.		
16	ISO 9001: 2015 and/or ISO 27001:2013 certification.		
17	Is your Price Bid (BOQ) submitted as per the prescribed Format in MS. Excel		
18	Have you submitted Notarized affidavit for Non blacklisted		
19	Latest Solvency Certificate issued by Tahasildar / Municipal Commissioner / Sub-Collector for an amount of ₹ 10 Lakhs or above		
20	Any other		

Signature of the Tenderer
Stamp & date

Model Bank Guarantee Format for Performance Security

WHEREAS..... (name and address of the supplier)
(hereinafter called “the supplier”) has undertaken, in pursuance of contract no dated to supply
(description of goods and services) (herein after called “the contract”).

AND WHEREAS it has been stipulated by you in the said contract that the supplier 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 obligations in accordance with the contract;

AND WHEREAS we have agreed to give the supplier such a bank guarantee;

NOW THEREFORE we hereby affirm that we are guarantors and responsible to you, on behalf of the supplier, 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 supplier to be in default under the contract and without cavil or argument, any sum or sums within the limits of (amount of guarantee) as aforesaid, without your needing to prove or to show grounds or reasons for your demand or the sum specified therein.

We hereby waive the necessity of your demanding the said debt from the supplier 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 supplier shall in any way release us from any liability under this guarantee and we hereby waive notice of any such change, addition or modification. This guarantee shall be valid until the day of, 20.....

Our..... branch at* (Name & Address of the* branch) is liable to pay the guaranteed amount depending on the filing of claim and any part thereof under this Bank Guarantee 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 and address of the Branch

* Preferably at the headquarters of the authority competent to sanction the expenditure for purchase of goods or at the concerned district headquarters or the State headquarters.