

OFFICE OF THE CHIEF DISTRICT VETERINARY OFFICER, JAGATSINGHPUR

Phone No.- 91-6724356224/email ID: cdvojspur@gmail.com

Tender Call Notice No. 4177 / CDVO(JSP) Dated. 12.09.2024

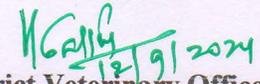
Bids in sealed cover are invited for two-bid system from reputed, well established and experienced manpower service providers for providing Manpower i.e. peons, chowkidars and driver for different Veterinary Institutions of **Jagatsinghpur** District. The details of bidding process are as follows:

Sl. No.	Bidding Schedule	Deadline
1	Date of floating of tender	12.09.2024
2	Last date and time for submission of tender documents	26.09.2024, 11.00AM
3	Date and time of opening of Technical bid	26.09.2024, 12.30PM
4	Date and time of opening of Financial Bid of eligible bidders	26.09.2024, 4.00PM

Bidders are required to submit the technical and financial bids separately. The bids in sealed **Cover-I** containing **“Technical Bid”** and sealed **Cover-II** containing **“Financial Bid”** should be placed in a third sealed cover super-scribed **“Bid for Outsourcing of services for Manpower”** must reach the undersigned on or before due date & time by **Speed Post/ Registered Post/ Courier**.

The bid documents containing eligibility criteria, scope of the work, terms and conditions of the tender and formats can be downloaded from the website (www.jagatsinghpur.odisha.gov.in).

Complete address for submission of bid - Chief District Veterinary Officer, Jagatsinghpur
Jaipur Road, San Bazar, Jagatsinghpur, Pin-754103.


12/9/2024
Chief District Veterinary Officer
Jagatsinghpur

Memo No. 4178 / CDVO(JSP) Date 12.09.2024

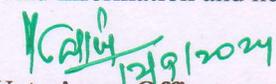
Copy to the DeGM, Jagatsinghpur for information and necessary action. He is requested to upload the same in the Official Website of Jagatsinghpur district on or before 12.09.24 (www.jagatsinghpur.odisha.gov.in).

The Tender Paper in PDF format is enclosed herewith for needful action.


12/9/2024
Chief District Veterinary Officer
Jagatsinghpur

Memo No. 4179 / CDVO(JSP) Date 12.09.2024

Copy submitted to the Director, AH & VS, Odisha, Cuttack for favour kind information and necessary action.


12/9/2024
Chief District Veterinary Officer
Jagatsinghpur

OFFICE OF THE CHIEF DISTRICT VETERINARY OFFICER, JAGATSINGHPUR

Phone No.- 91-6724356224/email ID: cdvojspur@gmail.com

Name of Assignment	Hiring of Reputed Manpower Agency/Service Provider to provide Manpower support for different Veterinary Institutions of Jagatsinghpur district
Name of the Department & Address	Chief District Veterinary Officer, Jagatsinghpur under the Control of Directorate of A.H & V.S., Odisha, Cuttack
Date of floating of Tender	12.09.2024.
Submission of Pre-Bid Clarification/Queries	23.09.2024 (10.30AM to 5.00 PM)
Last Date & time of submission of Tender documents	26.09.2024, 11.00 AM
Date & time of opening of Technical Bid	26.09.2024, 12.30 PM
Date & time of opening of Financial Bid	26.09.2024, 4.00 PM
Bid Processing Fee in form of Demand Draft in favour of " Chief District Veterinary Officer, Jagatsinghpur ", drawn in any scheduled commercial bank and payable at Jagatsinghpur	Rs.2,000/- (Rupees Two thousand) only (Non- Refundable)
Period of Contract	One year from the date of signing of agreement
Mode of submission of Tender documents	Speed Post/ Registered Post/ Courier
Tender document Downloading Place & Period (Dist. NIC website)	www.jagatsinghpur.odisha.gov.in . 12.09.2024 to 26.09.2024, 11.00 AM
Consortium/ Joint Venture	Not Allowed
Tender documents submission address & Contact No.	Chief District Veterinary Officer, Jagatsinghpur Jaipur Road, San Bazar, Jagatsinghpur, PIN- 754103 Tel. No.- 91-6724356224
Earnest Money Deposit(EMD) (refundable without interest) in the form of Demand Draft drawn in favour of Chief District Veterinary Officer, Jagatsinghpur" through any scheduled commercial Bank payable at Jagatsinghpur	Rs. 1,00,000/- (Rupees One lakh) only

VGAIG
12/9/2024

Chief District Veterinary Officer
Jagatsinghpur

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V. K. Singh
12/19/2024

Chief District Veterinary Officer
Jagatsinghpur

SECTION-I

INSTRUCTION TO BIDDERS

A. Eligibility criteria:

Sl. No.	Eligibility Criteria	Supporting documents to be furnished along with the Technical Bid
1	The bidder should be registered under appropriate authority, such as <ul style="list-style-type: none">• Registered under the Companies Act 2013• Registered under the Indian Partnership Act 1932• Registered under the Indian Trusts Act 1882• Registered under the Societies Registration Act 1860.• Registered under the Limited Liability Partnership Act 2008.	Certificate of Incorporation/ Registration
2	The bidder must have at least five years experiences (up to the last date of submission of bid) for providing similar type of services to Central /State Government/Autonomous Bodies / agencies / societies / corporate bodies.	Copies of the work order from the previous authorities.
3	The Registered Office / Branch Office of the Service Provider must be located within the jurisdictional area of Odisha.	Valid address proof of the office (Copy of the Telephone / Electricity Bill/ Valid lease agreement)
4	Must have average annual financial turnover of Rs.1crore during the last three financial years as on Dt.31.03.2024. (2021-22, 2022-23 & 2023-24)	Copies of audited Income/ Expenditure Statement and Balance sheet for the concerned period.
5	The agency should not have been blacklisted by any Central / State government, or any other public sector undertaking or a corporation as on the date of this Tender.	An undertaking to this effect to be furnished by the bidder as per the prescribed format [Form – T2]
6	Must not have any pending judicial proceedings for any criminal offence against the proprietor / Director & the Persons to be deployed by the Service Provider.	An undertaking to this effect to be furnished by the bidder as per the prescribed format. [Form – T3]

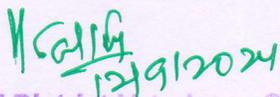
16/04/2024

Chief District Veterinary Officer
Bhubaneswar

7	Other Statutory Documents:	Copies of : <ul style="list-style-type: none"> • PAN, • GSTIN, • Copies of EPF & ESI Registration Certificate • IT returns for the last 3 assessment years (2021-22, 2022-23 & 2023-24), Turn over (2021-22, 2022-23 & 2023-24) and Net worth. (2021-22, 2022-23 & 2023-24).
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B. List of documents to be furnished y Bidders along with Tender documents

- a. Covering letter along with power of attorney on the bidder's letter head
- b. Demand Draft in support of Bid processing fee as applicable
- c. Bid Security Declaration form duly filled in.
- d. Copy of Certificate of Incorporation of the firm /agency
- e. Copy of GSTIN
- f. Copy of PAN
- g. Copies of IT returns for the last three assessment years
- h. Copies of EPF & ESI Registration Number
- i. Copy Bank Account details
- j. Copies of the Income/ Expenditure statements along with Balance Sheet for the last 3years (2021-22, 2022-23 & 2023-24).
- k. Copies of the Turnover of last three years (2021-22, 2022-23 & 2023-24).
- l. Copies of the Net worth of last three years (2021-22, 2022-23 & 2023-24).
- m. Undertaking regarding non-blacklisting (On Non- Judicial stamp paper Rs. 10/- signed by Notary).
- n. Undertaking regarding non-pending of any judicial proceedings against the firm and against the manpower to be supplied (On bidder's letter head).

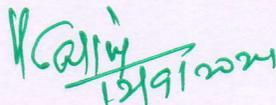

12/9/2024
Chief District Veterinary Officer
Jagatsinghpur

SECTION-II
GENERAL INSTRUCTION

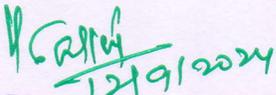
1. The Chief District Veterinary Officer, Jagatsinghpur, Odisha (herein after called “**Authority**”) requires the services of reputed, well established and financially sound Manpower Service Provider to provide Peon, Chowkidar and Driver on outsourcing basis for their engagement in various Veterinary Institutions within District of Jagatsinghpur under F & ARD Department, Govt. of Odisha. The Man power Service Providers should have registered office located within the State of Odisha with minimum of five years of experience in providing the said manpower to Govt. Departments/ Public sector companies etc. and should have all the required valid documents/licenses.
2. The contract for providing the aforesaid manpower is for a period of **one year from the date of effectiveness of the contract** i.e. the date of agreement. The period of the contract may be further extended, provided the requirement of the Department for manpower persists at that time or may be curtailed/ terminated owing to deficiency in service or substandard quality of manpower deployed by the selected Service Provider or because of change in the Departments requirements. The Authority, however, reserves right to terminate this initial contract at any time after giving 15 days’ notice to the selected Service Provider.
3. The detailed information for outsourcing the service of aforesaid posts has been given in the Tender Document which may be downloaded from Website(www.jagatsinghpur.odisha.gov.in).
4. The authority has tentative requirement of the manpower as given below which may increase/decrease in any /all the categories.

Sl. No.	Name of the Post	Number	Place of Engagement
1	Peon	04 Nos.	In different veterinary institutions of Jagatsinghpur district
2	Chowkidar	04 Nos.	
3	Driver	01 no.	

5. The tender has been invited under **two bid system i.e. Technical Bid and Financial Bid**. The interested agencies/service providers are advised to submit two separate sealed envelopes superscribing “**Technical Bid**” and “**Financial Bid**”. Both sealed envelopes should be kept in a third sealed envelope superscribing “**Tender for Providing Manpower Services on outsourcing basis**” by *Speed Post/ Registered Post/ Courier* to Chief District veterinary Officer, Jagatsinghpur, Jaipur Road, Sana Bazar, Jagatsinghpur, PIN- 754103.
6. The complete proposal in all respects as specified must be accompanied with a Non- refundable amount of **Rs. 2,000/- (Rupees Two Thousand)** only towards **Bid Processing Fee** in form of **Demand Draft** in favour of “**Chief District Veterinary Officer, Jagatsinghpur**”, drawn in any scheduled commercial bank and payable at **Jagatsinghpur** failing which the bid will be out rightly rejected. The bid should be sent through Speed Post/Registered Post/ Courier so as to reach the authority on or before due date & time. The authority will not be responsible for any postal delay. Bids without bid processing fee shall be rejected. Bids submitted after due date will be summarily rejected.


15/11/2021
Chief District Veterinary Officer
Jagatsinghpur

7. The bidder should submit the 'Bid Security Declaration form' as per **Section-VIII** in lieu of Bid security/ EMD. The Earnest Money Deposit (EMD) of **Rs.1,00,000/-(Rupees one lakh only), refundable (without interest)**, should be necessarily accompanied with the Technical Bid of the service provider in the form of Demand Draft/ Pay Order drawn in favour of Chief District Veterinary Officer, Jagatsinghpur" through any schedule commercial Bank payable at Jagatsinghpur **failing which the tender shall be rejected summarily**. But the Service Provider having MSME approved certificate are exempted from EMD. They have to provide the valid certificate obtained from competent authority.
8. The Technical bid will be opened on the same day i.e. on **26.09.2024 at 12.30PM** and will be scrutinised and qualified bidders will be shortlisted to participate in the Financial Bid. The bidders will be informed regarding their participation in financial bid after scrutiny of Technical bid on that day. The financial bid will be opened at **4.00PM on 26.09.24** in the office chamber of CDVO, Jagatsinghpur by Tender Committee in presence of Bidders in person/their Representatives duly authorized.
9. The tender paper received after due date and time will not be opened nor considered. The office/authority will not be responsible in any way for loss/ delay in receipt of Tender Papers sent by post. The price bid of the bidders those qualify the technical bid, shall be opened. The authority reserves the right to reject / cancel any or all the bids received and terminate the tender process without assigning any reasons thereof. Any legal dispute is subject to Jagatsinghpur jurisdiction only.
10. E-mail / Fax bids will be summarily rejected. Late bid shall be out rightly rejected. The intending bidders are required to enclose photocopies of all documents (duly self-attested) as per **Schedule-I (B), failing which their bids shall be summarily rejected and will not be considered.**
11. **Any conditional bids shall not be considered and will be out rightly rejected in the very first instance.**
12. Selected bidder will have to deposit a Performance Security of **Rs. 2, 50,000/- (Rupees Two lakh fifty thousand) only** in form of Bank Guarantee from any scheduled Bank situated within Odisha in favour of **Chief District Veterinary Officer, Jagatsinghpur** as per the prescribed format provided in the tender document at **Section - VII** for a period of three months beyond the contract period (i.e. Performance Bank Guarantee must be valid from the date of effectiveness of the contract to a period of three months beyond the contract period) as its commitment to perform services under the contract. Failure to comply with the requirements shall constitute sufficient grounds for forfeiture of the Performance Bank Guarantee. The Performance Bank Guarantee shall be released immediately after three months of expiry of the contract provided that there is no breach of contract on the part of the qualified bidder. No interest shall be paid on the Performance Bank Guarantee. In case, the contract is further extended beyond the initial contract period, the Bank Guarantee will have to be accordingly renewed by the service provider as per the existing terms and conditions of the tender.
13. The Authorised signatory shall submit the letter of authorization for attending Technical/ Financial Bid.
14. The quoted rates shall not be less than the minimum wages fixed/ notified by the **General Administration and Public Grievance Department, Government of Odisha as per Resolution No. GAD-SC-GCS-0225-2023-7982/GAD dated. 7th March 2024** and shall


12/9/2024
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Jagatsinghpur

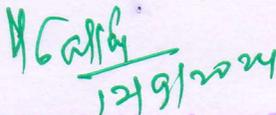
include all statutory obligations. The Service provider shall be liable for all kinds of dues payable in respect of the personnel provided under the contract and the government shall not be liable for any dues for availing the services of the personnel. The Service Provider shall have to pay the minimum home take amount as fixed/ notified by Finance/ Labour Department, Govt. of Odisha directly to the bank accounts of persons deployed. He should deposit the bank challan/ payment receipt showing such payment of each month to the CDVO, Jagatsinghpur along with the updated proof of payment of GST, EPF & ESI together with the claim for the succeeding month failing which no further payment will be released.

15. All documents submitted shall be consecutively numbered having signature of the authorised signatory on each page and total number of pages shall be mentioned on the top sheet duly signed by the authorised signatory along with content (**Section-V**). In case the tender document is signed by the authorised signatory, a copy of the power of attorney/Authorisation may be enclosed along with the tender, failing which the tender document will not be considered.
16. The CDVO, Jagatsinghpur reserves the right to call for any document in original including the bank account to verify the veracity of the documents.

17. The minimum **Eligibility Criteria** will be as follows:

Sl. No.	Name of the post	Educational Qualification
1	Driver	7 th pass (minimum) Valid light motor vehicle driving licence with minimum 5 years' experience.
2	Peon	7 th pass (minimum)
3	Chowkidar	7 th pass (minimum)

18. The EMD shall be forfeited if the successful bidder fails to undertake the work or fails to comply with any of the terms and conditions of the bid.
19. To assist in the analysis, evaluation and computation of bids, the authority may ask the bidders individually for clarification of their bids. The request for clarification and the response shall be in writing but no change in the price or substance of the bid offered shall be permitted.
20. The bidder shall be evaluated on QCBS (Quality and Cost based Selection) as (80:20) Technical Evaluation Criteria (100 Marks, Minimum qualifying criteria 60 marks). The details of the scoring pattern are as follows.


 12/9/2024
 Chief District Veterinary Officer
 Jagatsinghpur

Parameter	Max. Marks	
Organization Strength		50
Turnover (Rs 1 Cr. To Rs.2.5 crore: 5 marks, Rs 2.5cr –5.0 Cr.: 10 marks, > Rs. 5.0 Cr.: 15 marks). Average of the last three years (2021-22, 2022-23 & 2023-24) will be taken into account)	15	
Net worth (Rs 1.0 -2.5 Cr.: 5 marks, Rs 2.5-5.0 Cr.:7 marks, > Rs 5.0 Cr.: 10 marks). Average of the last three years (2021-22, 2022-23 & 2023-24) over will be taken into account)	10	
Employee base on outsourcing basis with valid license from Labour & ESI department (50-100 Employees: 15 marks, 100-150 employees: 20 marks,>200 employees: 25 marks,	25	
Organization Experience, Statutory Compliance & Quality Certification		50
Office functioning in Odisha > 5 years: 5 marks, >5-10 years: 7 marks, >10 years: 10 marks)	10	
Awarded Govt./PSU labour contracts worth Rs 10 – 15 lakh : 5 marks, > Rs 15-20lakh : 7 marks, >Rs 20 lakh:10 marks)	10	
Statutory Compliances of EPFO/ESIC and payment confirmation slips certificate:	15	
Submitted for > 50 and Up to 100 employees: 5 marks,		
> 100 and Up to 200 employees: 10 marks		
> 200 employees: 15 marks		
Obtained ISO 9001:2015 Certification- 5 marks	15	
Obtained ISO 45001:2018 Certification- 5 marks		
Obtained ISO 27001:2013 Certification- 5 marks		
Total		100

21. The bidder having minimum **60** marks in the technical criteria would be considered for further evaluation on QCBS (Quality & Cost based selection). QCBS evaluation will be as 80:20 where 80 % weightage shall be to technical score and 20% weightage shall be to the financial score.
- Technical score of individual bidder shall be evaluated as (TS) =Score in Technical evaluation criteria * 0.80
 - Financial score of Individual bidder shall be as (FS): L1 (Lowest Quote)/ Bidder Quote * 0.20
 - QCBS score of each of the bidder will be evaluated as **QCBS= “TS+FS”**
 - The service charges quoted by the agency at Form-1 will be taken as bidder's quote
22. Bidder with the Highest Score in the QCBS shall be declared as H1 and will be the best qualified bidder for the award of contract. If the QCBS score will be same, then the year of experience in the ARD department of Odisha will be taken into account. The more experience Service Provider in ARD department of Odisha will be selected in such cases.
23. The quoted rates shall not be less than the minimum wages fixed/ notified by the **General Administration and Public Grievance Department, Government of Odisha as per Resolution No. GAD-SC-GCS-0225-2023-7982/GAD dated. 7th March 2024** and shall include all statutory obligations. The remuneration of the person to be engaged will be fixed/paid as per the year of experience mentioned vide **Resolution No. GAD-SC-GCS-0225-2023-7982/GAD dated. 7th March 2024 of General Administration and Public Grievance Department, Government of Odisha.**
24. The service provider shall be liable for all kinds of dues payable in respect of manpower deployed / provided under the contract and the authority shall not be liable for any dues for availing the services of the personnel.
25. The Authority reserves the right to cancel any or all bids without assigning any reason(s) thereof.

SECTION-III
TECHNICAL BID

Technical Bid Evaluation

Technical evaluation of the bids will be done to determine whether the bids complied to the prescribed eligibility conditions as well as technical criteria and the requisite documents / information have been properly furnished by the bidder or not. Bids qualified the technical evaluation stage, will be considered for opening of the financial bids. The financial bids shall be opened in the presence of the tender committee and bidders' representatives who choose to attend. **QCBS (Quality and Cost based Selection) Method** will be followed during the tender process to determine the selected bidder. The tender inviting authority will award the contract to the bidder whose bid has been determined as the **H1as per QCBS (Quality and Cost based Selection) based**. If the QCBS score will be same, then the year of experience in the ARD department of Odisha will be taken into account. The more experience Service Provider in ARD department of Odisha will be selected in such cases.

COVERING LETTER

(In BIDDER LETTER HEAD)

To

**The Chief District Veterinary Officer,
Jagatsinghpur**

**Sub: Tender for Outsourcing of Manpower for different Veterinary Institutions of
Jagatsinghpur District**

Dear Sir,

I, the undersigned, offer to participate in the tender process to provide services for outsourcing of Manpower for different Veterinary Institutions of **Jagatsinghpur** District in accordance with your Tender Notice No. _____ /**CDVO(JSP)** Dated. _____.

We are hereby submitting our proposal, which includes Technical Proposal and Financial Proposal sealed in separate envelope.

I hereby declare that all the information and statements provided in the technical proposal are true and correct and I accept that any misinterpretation contained in it may lead to disqualification of our proposal. I confirm that this proposal will remain binding upon us and may be accepted by you at any time before the validity of the bid.

I, hereby unconditionally undertake to accept all the terms and conditions as stipulated in the Tender document. In case any provision of this tender are found violated, then your office shall have the rights to reject our proposal including forfeiture of the earnest money deposit absolutely.

I remain,

Yours faithfully,

Authorized Signatory with Date and Seal

Name and Designation:

Address of the Bidder:

Handwritten signature and date:
12/9/2024

FORM (T1)

1.	Name of the Bidder	
2.	Name of the Service Provider	
3.	Full Address of Registered Office	Postal Address:
		Telephone No.:
		FAX No.:
		E-Mail Address:
4.	Name & telephone number of the authorized person signing the bid	Name and Designation:
		Mobile Number:
5.	Bank Name	Account Number:
		Bank and Branch Name:
		IFSC Code
7.	PAN No.(Attach self attested copy)	
8.	GSTIN (Attach self attested copy.)	
9.	E.P.F. Registration No. (Attach self attested copy.)	
10.	E.S.I. Registration No. (Attach self attested copy.) Attach attested copy)	
11	Labour License: License from competent authority for security & Registration under the contract Labour (Regulation & Control) Act. 1970 (Self attested copies of all such documents be attached)	
12	Acceptance to all the terms & conditions of the tender (Yes/No).	
13	Power of Attorney/authorization letter for signing the of the bid documents	
14	Please submit an undertaking that no criminal case is pending with the police at the time of submission of bid.	
15	Kindly mention the total number of pages in the tender document.	

Kalyan

16. Financial Turnover of the bidder for the last 3 financial years.

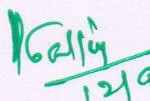
Financial Year	Turn Over Amount (In INR)	Average Turnover of these last 3 years (in INR)
2021-22		
2022-23		
2023-24		

17. Net worth of the bidder for the last 3 financial years.

Financial Year	Net worth Amount (In INR)	Average Net worth of these last 3 years (in INR)
2021-22		
2022-23		
2023-24		

18. Details of the similar type service provided by the bidder in last 5 years:
(If the space provided is insufficient, a separate sheet may be attached)

Sl. No	Name of client address, telephone & Fax No.	Manpower Services Provided		Duration of contract		Remarks
		Type of Manpower provided	No.	From	To	


 12/9/2024
 Chief District Veterinary Officer
 Jagatsinghpur

19. Declaration

I, Shri. _____ Son/
Daughter/ Wife of Shri _____, Proprietor/
Director/Authorized signatory of _____

(Name of the Service Provider),
competent to sign this declaration and execute this tender;

I have carefully read and understood all the terms and conditions of the tender and undertake to abide by them;

The information and documents furnished along with the tender are true and authentic to the best of my knowledge and belief. I am well aware of the fact that, furnishing of any false information / fabricated document would lead to rejection of our tender at any stage besides liabilities towards prosecution under appropriate law.

(Signature of Authorized Representative with seal)

Place: Date:

Enclosures:

- a. Bid Processing Fee in the form of Demand Draft in original
- b. Copy of tender document (each page must be signed and sealed)
- c. Duly filled Technical Bid and Financial Bid
- d. List of Documents as applicable

Handwritten signature and date:
12/9/2024

Chief District Veterinary Officer
Jagatsinghpur

FORM-T2

UNDERTAKING

[On the Stamp Paper (in Rs.10/- non-judicial) signed by the Notary regarding non-blacklisting]

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

Yours sincerely,

Authorized Signature [In full and initials]

Name and Designation of the Signatory:

**Name of the Bidder and
Address:**

FORM-T3

UNDERTAKING

[On the Bidder's Letter Head regarding not have any pending judicial proceedings for any criminal offences]

I, hereby undertake that there is no criminal case pending in any Court of Law against our company or against the Proprietor/Director/Persons to be deployed by our company. I/we further certify that Proprietor/Director/Persons to be deployed by our company of my company have not been convicted of any offence in any Court in India during the recent past. I understand that I am fully responsible for the contents of this undertaking and its truthfulness.

Yours sincerely,

Authorized Signature [In full and initials]

Name and Designation of the Signatory:

**Name of the Bidder and
Address:**

*H. G. G. G.
12/9/2024*

SECTION – IV

FINANCIAL BID

COVERING LETTER

(BIDDER LETTERHEAD)

To

**The Chief District Veterinary Officer,
Jagatsinghpur**

**Sub: Tender for Outsourcing of Manpower for Mobile Veterinary Units of
Jagatsinghpur District**

Sir,

I, the undersigned, offer to provide the services for Outsourcing of Manpower for different Veterinary Institutions of **Jagatsinghpur** District in accordance with your Tender No. _____ / **CDVO(JSP)** Dated. _____ . Our attached financial price is Rs _____ . This amount is inclusive of the taxes applicable as per GST Act. I do hereby undertake that, in the event of acceptance of our bid, the services shall be provided in respect to the terms and conditions as stipulated in the tender document. Our financial proposal shall be binding upon us subject to the modifications resulting from contract negotiations, up to expiration of the validity period of the proposal of **90 days**. I have carefully read and understood the terms and conditions of the tender to provide the services accordingly. I understand that you are not bound to accept any proposal you receive.

I remain,

Yours faithfully,

Authorized Signature [In full and initials]

Name and Designation of the Signatory:

Name of the Bidder and address:

*K. G. Singh
12/9/2024*

(FORM-F1)

APPLICATION- FINANCIAL BID

(For providing Manpower Services to CDVO, Jagatsinghpur)

1. Name of Tendering Service Provider:
2. Rate per person per month inclusive of all statutory taxes:

Sl. No.	Manpower Type	Monthly rate per person							
		Basic Remuneration / wage (as fixed notified by Odisha Govt.)	EPF (Amount @ 13%)	ESI (Amount @ 3.25%)	Other statutory dues if any	Service Charge /Commission	Total	GST	Total per person
1	Driver	Rs.11100/-							
2	Peon	Rs.10100/-							
3	Chowkidar	Rs.10100/-							

The minimum service charge shall be 3.85% (3% profit plus transaction charges), provided that the service charges should not exceed 7% in any case.

Date:

Signature of the authorized person

Place:

Name:

Seal:

Notes:

1. The take home remuneration/ wage for the persons deployed should be no case be less than the minimum remuneration/wage fixed/notified by the Govt. of Odisha. The remuneration of the person to be engaged will be fixed/paid as per the year of experience mentioned vide **Resolution No. GAD-SC-GCS-0225-2023-7982/GAD dated. 7th March 2024 of General Administration and Public Grievance Department, Government of Odisha.**
2. The total rates quoted by the Service Provider should be inclusive of all statutory taxation/liabilities in force during the time of entering into the contract. The Authority will have no liability in relation to any statutory or other dues.
3. The payment shall be made on conclusion of the calendar month only on the basis of No. of working days for which duty has been performed by each manpower as certified by the Authority.

V. G. Patil
12/01/2024

SECTION – V

BID SUBMISSION CHECK LIST

Sl. No.	Description	Submitted (Yes/No)	Page No.
TECHNICAL BID (ORIGINAL)			
1	Covering Letter in Bidders Letter Head		
2	Bid Processing Fee		
4	Copy of Incorporation / Registration Certificate of the Bidder		
5	Copy of PAN		
6	Copy of GSTIN		
7	Copies of Income Tax Clearance Certificate for the last three Assessment years		
8	Copy of Valid EPF & ESI Certificate		
9	TECHNICAL BID duly filled in (Covering Letter, FORM- TI, T2 and T3)		
10	Financial details of the bidder along with all the supportive documents such as copies of Income / Expenditure Statement and Balance Sheet for the last 3 years		
11	Power of Attorney in favour of the person signing the bid on behalf of The bidder.		
12	List of completed / on-going assignments of similar nature (Past Experience Details) along with the copies of work orders for the respective from the authorities		
13	Undertaking for not have been black-listed by any Central / State Govt./any Autonomous bodies during the recent past.(FORM- T2)		
14	Undertaking for not having any police case pending against the bidder(FORM- T3)		
FINANCIAL BID (ORIGINAL)			
1	Covering Letter in Bidders Letter Head		
2	Duly Filled in Financial Bid (FORM- F1)		

It is to be ensured that:

- All information has been submitted as per the prescribed format only.
- Each part has been separately bound with no loose sheets and each page of all the three parts are page numbered along with Index Page.
- All pages of the proposal needs to be sealed and signed by the authorized representative.

Authorized Signatory [In full and initials] _____

Name and Designation with Date and Seal: _____

16/11/2024

SECTION-VI

LETTER OF AUTHORISATION FOR ATTENDING BID OPENING

(With reference to the Tender Notice No _____ date _____)

To

The Chief District Veterinary Officer
Jagatsinghpur

Subject: Authorization for attending bid opening on ----- (date) in the tender for engagement of peon, chowkidars, drivers on outsourcing basis at various veterinary institutions of Jagatsinghpur district through service providers

Sir,

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

Sl. No	Name of the Person	Details of valid Identification Proof	Full Signature of the authorized person

Encl.- Copy of valid ID Proof of the authorized person

Signature of the Authorized Signatory

(Note- The authorization letter should be printed in official writing pad)

V. G. Singh
12/9/2024
Chief District Veterinary Officer
Jagatsinghpur

SECTION-VII

PERFORMANCE BANK GUARANTEE FORMAT

To
The Chief district Veterinary officer, Jagatsinghpur

WHEREAS _____ (Name and address of the Service Provider) (hereinafter called "the Service Provider) has undertaken, in pursuance of Contract No. _____ dated __ __ to undertake the service

AND WHEREAS it has been stipulated by CDVO, Jagatsinghpur in the said contract that the Service Provider shall furnish you with a bank guarantee by a scheduled commercial bank recognized by you for the sum specified therein as security for compliance with its obligations in accordance with the contract;

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

NOW THEREFORE we hereby affirm that we are guarantors and responsible to you, on behalf of _____ the _____ Service Provider up to a total of _____ (amount of the guarantee in words and figures), and we undertake to pay you, upon your first written demand declaring the Service Provider to be in default under the contract and without cavil or 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 Service Provider before presenting us with the demand.

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

This performance bank guarantee shall be valid until the _____ day of _____ year. Our branch at _____ (Name & Address of the Bank) 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 & Branch

Handwritten signature in green ink

SECTION-VIII

BID SECURITY DECLARATION

To,

The Chief District Veterinary Officer,

Jagatsinghpur

I/we the undersigned declare that:

I/We accept that I/we may be suspended to submit bids for contract(s) with you for a period of three years from the date of bid opening and/or other actions as deemed proper shall be taken up if I am/We are in a breach of any obligation under the bid conditions, because I/We

- a) Have withdrawn/modified 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; or
- c) Fail or refuse to execute the contract; or
- d) Fail/refuse to submit the Performance Security of the amount specified in the bid.

Signature of the Bidder

Date:

Official Seal

V. G. Singh
12/9/2024

Chief District Veterinary Officer
Jagatsinghpur

SECTION-IX

TERMS & CONDITIONS

GENERAL

1. The Agreement shall commence w.e.f. the date of effectiveness of the agreement 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 effectiveness of the agreement commences w.e.f. the date when the total manpower required is provided.
3. The Agreement shall be for a **period of one-year** w.e.f. the date of its effectiveness unless extended further by the mutual consent of the Service Provider and the Authority.
4. 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.
5. The Service Provider shall not be allowed to transfer, assign, pledge or subcontract its rights and liabilities under this Agreement to any other agency of organization by whatever name be called without the prior written consent of the Authority.
6. The requirement of required manpower by the CDVO, Jagatsinghpur may further increase or decrease, during the period of initial contract and the tenderer would have to provide additional/ less manpower services accordingly on the same terms and conditions.
7. 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.
8. The authority reserves the right to reject / cancel any or all the bids received and terminate the tender process without assigning any reasons thereof. The Authority also reserves the right to reject any bid which in his opinion is non-responsive or violating any of the conditions/specifications without any liability to any loss whatsoever it may cause to the bidder in the process.
9. The Authority reserves the right to terminate the Agreement (during initial period also) after giving 15 days' notice to the Manpower Service Provider.

H. G. Singh
12/9/2024

10. The persons deployed shall be required to report for work at the place assigned during the scheduled official hours and may also be required to work in exigency/emergency as and when required for which he would not be paid any extra remuneration. In case, the person deployed remains absent on a particular day or comes late/ leaves early on three occasions, proportionate deduction from the remuneration for one day will be made.
11. The Service Provider shall nominate a coordinator who shall be responsible for immediate interaction with the CDVO, Jagatsinghpur so that optimal services of the persons deployed could be availed without any disruption.
12. The entire financial liability in respect of manpower services deployed in the Office concerned shall be that of the Service Provider and the Office concerned will in no way be liable. It will be the responsibility of the Service Provider to pay to the persons deployed a sum not less than the minimum rate quoted in the financial bid which also should not be less than the minimum remuneration/ wages prescribed under the prevailing act and adduce such evidence as may be required by the Office concerned.
13. 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 Office concerned.
14. The Service Provider shall be solely responsible for the redressal of grievances or resolution of disputes relating to persons deployed. The Department shall, in no way, be responsible for settlement of such issues whatsoever.
15. The Authority shall not be responsible for any financial loss or any injury to any person deployed by the Service Provider in the course of their performing the functions/duties, or for payment towards any compensation.
16. The persons deployed by the Service Provider shall not claim nor shall be entitled to pay, perks and other facilities admissible to regular / confirmed employees during the current or after expiry of the Agreement.
17. In case of termination of this Agreement on its expiry or otherwise, the persons deployed by the Service Provider shall not be entitled to and shall have no claim for any absorption in regular or other capacity. The engaged person will have no right to demand job with the authority.

V. G. 14
12/01/2024
Chief District Veterinary Officer
Jagatsinghpur

18. Consolidated amount shall be paid in respect of the persons deployed to the service provider as their remuneration/ wages who, in turn, will pay the individual persons.
19. The Service Provider shall have to pay the minimum home take amount as fixed/ notified by Finance/ Labour Department, Govt. of Odisha directly to the bank accounts of persons deployed. He should deposit the bank challan/ payment receipt showing such payment of each month to the CDVO, Jagatsinghpur along with the updated proof of payment of GST, EPF & ESI together with the claim for the succeeding month failing which no further payment will be released.
20. The person deployed shall not claim any benefit or compensation or absorption or regularization of deployment with office 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.
21. The 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 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.
22. In the event of any engaged personnel being on leave/absent or if there occurs any probability of the person leaving the job due to his/her own personal reasons, the service provider shall ensure suitable alternative arrangement to make up for such absence. To meet such eventualities the agency shall make provision for leave reserve and provide the same under intimation to the concerned authority.
23. The persons deployed by the service provider should have good police records and no criminal case should be pending against them. He/she should have certificates of qualifying examination or an equivalent certificate from an Education Institutions recognized by Govt. of Odisha required for the eligibility. He/she must be physically fit to work, shall obey and carry out the instructions of higher authority. He/she must be able to speak read and write odia
24. The persons deployed should be polite, cordial and efficient while handling the assigned work and their actions should promote good will and enhance the image of the department or office concerned. The service provider shall be responsible for any act of indiscipline on the part of the persons deployed.

LEGAL

1. 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. In view of this, they shall be required to maintain confidentially on the records of the Government and breach of this condition shall make the Manpower Service Provider as

V. Galoi
12/9/2021

- well as the person deployed liable for penal action under the applicable laws besides, action for breach of contract.
25. The service provider shall be responsible for compliance of all statutory provisions relating to minimum remuneration/wages payable in respect of different categories of persons deployed by it in the department or office concerned. The office concerned shall have no liability in this regard.
 26. The Service Provider shall also be liable for depositing all taxes, levies, cess etc. on account of service rendered by it to the department or office concerned to the concerned tax collection authorities, from time to time, as per the rules and regulation in the matter. Self-attested photocopies of such documents shall furnish to the office concerned.
 27. The service provider shall maintain all statutory registers under the Law and shall produce the same, on demand, to the authority of the office concerned or any other authority under Law.
 28. The Tax deduction at Source (T.D.S.) if applicable shall be done as per the provisions of Income Tax/Rules, as amended, from time to time and a certificate to this effect shall be provided by the office concerned.
 29. In case, the service provider fails to comply with any liability under appropriate law, and as a result thereof, the office concerned is put to any loss/ obligation, monetary or otherwise, the department or the office concerned will be entitled to get itself reimbursed out of outstanding bills or the Performance Security Deposit of the service provider, to the extent of the loss or obligation in monetary terms.
 30. 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. The office concerned will have no liability 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 the department or office concerned by the persons deployed, the same shall be recovered from the unpaid bills or adjusted from the performance security deposit.
 31. The decision of CDVO, Jagatsinghpur in regard to interpretation of the Terms & Conditions and the Agreement shall be final and binding on the Service Provider.

FINANCIAL BID

32. The complete proposal in all respects as specified must be accompanied with a Non-refundable amount of **Rs. 2,000/- (Rupees Two Thousand)** only towards **Bid Processing Fee** in form of **Demand Draft** in favour of **“Chief District Veterinary Officer, Jagatsinghpur”**, drawn in any scheduled commercial bank and payable at **Jagatsinghpur** failing which the bid will be out rightly rejected. The bid should be

V. Galin
12/9/2024

Chief District Veterinary Officer

sent through Speed Post/Registered Post/ Courier so as to reach the authority by due date & time.

33. The Technical Bid should be accompanied with an Earnest Money Deposit (EMD) of **Rs.1,00,000/- (Rupees one lakh) only** refundable without interest, in the form of Demand Draft **failing which the tender shall be rejected out rightly**. But the Service Provider having MSME approved certificate are exempted from EMD. They have to provide the valid certificate obtained from the appropriate Authority.
34. The Earnest Money Deposit in respect of the Service Provider who does not qualify the Financial Bid shall be returned to them without any interest. **In case of successful tenderer, if the Service Provider fails to deploy the required manpower against the initial requirement within 15 days from date of placing the order, the EMD shall stand forfeited without giving any further notice.**
35. The successful (selected) tenderer will have to deposit Performance Security of **Rs.2,50,000/- (Rupees two lakh and fifty thousand) only** in the form of Demand Draft/ Bank guarantee from any Nationalized Bank within 5 days from the date of signing of the agreement, which is subject to refund without interest after the successful term of contract. In case the contract is further extended beyond the initial period, the Demand Draft/ Bank guarantee will have to be accordingly renewed by the successful tenderers.
34. In case of breach of any terms and conditions attached to this agreement, the performance security deposit of the service provider shall be liable to be forfeited besides annulment the Agreement.
35. The Service Provider shall raise the bill, in triplicate to the office in respect of the persons deployed along with attendance sheet duly verified by the Department or Office concerned in respect of the persons deployed and submits the same to the prescribed authority in the first week of the succeeding month. As far as possible the payment will be released by the second week of the succeeding month. In case, due to some problem, if the payment could not be released in that month, the Service Provider has to pay the remuneration to the persons without delay. The remuneration of the person to be engaged will be paid as per the year of experience of the deployed person as per the **Resolution No. GAD-SC-GCS-0225-2023-7982/GAD dated. 7th March 2024 of General Administration and Public Grievance Department, Government of Odisha.**
36. The Service Provider shall be solely responsible for compliance to the provisions of various labour and industries laws such as, wages, allowances, compensations, EPF, ESI, Bonus, Gratuity etc relating to personnel deployed by it or for any accident caused to them and the office concerned shall not be liable to bear any expense in this regard. The Service Provider shall make payment of remuneration/wages of a month to

V. Gaitiy
12/19/2024
Chief District Veterinary Officer
Jagatsinghpour

the personnel engaged by it by first working day of the succeeding month irrespective of any delay in settlement of its bill by the office for whatever reason.

37. The Service Provider shall also be responsible for the insurance of its personnel.
38. Penalty will be levied and recovered @ Rs.200/- per day per candidate for delay in providing the manpower either on initial deployment or as replacement subsequently.
39. The Authority reserves the right to withdraw or relax any of the terms and conditions mentioned above so as to overcome the problem encountered at a later stage.
40. In the event of any dispute arising in respect of the clause of the agreement the same shall be resolved through negotiation. Alternatively, the dispute shall be referred to the next higher authority or controlling officer for his decision and the same shall be binding on all parties.
41. All disputes shall be under the jurisdiction of the court at the place where the headquarters of the authority, who has executed the agreement, is located.
42. Bidder with the Highest Score in the QCBS shall be declared as H1 and will be the best qualified bidder for the award of contract. If the QCBS score will be same, then the year of experience in the ARD department of Jagatsinghpur district and other districts of Odisha will be taken into account. The more experience Service Provider in ARD department of Odisha will be selected in such cases.
43. The successful bidder will enter into an agreement with this Office for supply of suitable and qualified manpower as per requirement of this Office on the above terms and conditions.
44. The intending agency found submitted tender bid more than one will be totally rejected.

Note: These terms and conditions are part of the Contract/Agreement as indicated in the agreement between CDVO, Jagatsinghpur and the Service Provider and any non-compliance shall be deemed as breach of the Contract/Agreement.

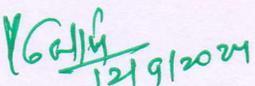
Declaration by the Tenderer:

This is to certify that I/We before signing this Tender have read and fully understood all the Terms and conditions contained herein and undertake myself/ourselves to abide by them.

Address:
Mob. No:
Date:

(Signature of Tenderer with seal)

Name:
Seal:


12/9/2021
Chief District Veterinary Officer
Jagatsinghpur