

OFFICE OF THE SUPERINTENDENT, ODISHA STATE ARCHIVES, BHUBANESWAR

TENDER NOTICE

No...../OSA

Date.....

Bids in sealed covers are invited under two-bid system from reputed and experienced manpower service provider for providing different categories of Manpower services (listed below) on outsourcing basis for a period of one year which may be extended for another year on satisfactory extension of service if required, for office of the Superintendent, Odisha State Archives, Bhubaneswar.

Sl. No	Category	Nature of work	Requirement
1	Experienced (IT Digitization) Persons (Highly Skilled)	Digitization work	6
2	Mender (Semi Skilled)	Conservation work	1
3	Binder (Semi Skilled)	Conservation work	1
4	Sweeper (Unskilled)	Day today official work	2
5	Dusting Bearer (Unskilled)	Day today official work	2
6	Peon (Unskilled)	Day today official work	1
7	Choukidar (Unskilled)	Watch & ward duty	3
8	Sweeper-Cum-Watcher (Unskilled)	Day today official work	1

The details of the bidding process are as follows:-

Sl.No	Bidding Schedule	Deadline
1	Date of Issue of Tender documents	25/09/2021 to 30/10/2021 by 1.00 p.m
2	Last Date and Time for submission	30/10/2021 dt. 5.30 p.m
3	Opening of Technical Bid	11.30 A.M dt.01/11/2021 or the date & time fixed by the Tender Committee.
4	Opening of Financial Bid	2.30 p.m dt.06/11/2021 or the date & time fixed by the Tender Committee.

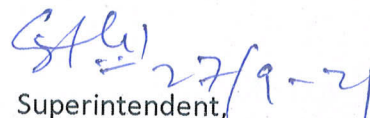
The bid documents containing eligibility criteria, scope of the work, terms and conditions of the tender and draft agreement for the above will be available in the office of the undersigned on payment of Rs. 200/- in cash towards cost of tender paper from 10.00 A.M. to 5.30 P.M. on any working day from 25/09/2021 to 30/10/2021 or can be downloaded from the website <https://www.odishaarchives.nic.in> or <https://www.odishaculture.gov.in> In case the application form is downloaded from the website the applicant shall deposit an amount of Rs.200/- (Rupees Two Hundred) only in cash towards cost of tender paper. The money receipt shall be enclosed along with the tender (Technical Bid) application.

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 Manpower. The tender must reach / drop in the tender box kept in the office on or before dt. 30/10/21 by 5.30 p.m.

Superintendent, Odisha State Archives, Bhubaneswar reserves the right to accept or reject any or all tenders without assigning any reason thereof.

Complete address for submission of bid :-

Superintendent, Odisha State Archives,
Lok Seva Marga, Unit – IV, Bhubaneswar-751001.


Superintendent,

Odisha State Archives, Bhubaneswar.
Phone No.0674-2501636

**RFP FOR ENGAGEMENT OF SERVICE PROVIDER FOR PROVIDING
MANPOWER TO ODISHA STATE ARCHIVES, BHUBANESWAR**

“TENDER FOR OUTSOURCING OF SERVICES”

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

01. List of Manpower shortlisted by Manpower Service provider before deployment containing full details i.e. date of birth, marital status, address, educational qualification etc.
02. Bio-data of all persons with passport size photograph to be deployed.
03. Any other documents considered relevant.

The details of the bidding process are as follows:-

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1	Date of Issue of Tender documents	25/09/2021 to 30/10/2021 by 1.00 p.m
2	Last Date and Time for submission	30/10/2021 dt. 5.30 p.m
3	Opening of Technical Bid	11.30 A.M dt.01/11/2021 or the date & time fixed by the Tender Committee.
4	Opening of Financial Bid	2.30 p.m dt.06/11/2021 or the date & time fixed by the Tender Committee.

SECTION-I

Instruction to Bidders

A. General Information:

1. Office of the Superintendent, Odisha State Archives, Bhubaneswar requires the service of reputed, well established, financially sound and registered Service Providers to provide **(I).** Experienced (IT Digitization) Persons (Highly Skilled) for Digitization work- 6(Six) Nos., **(II).**Mender-1(One), Binder- 1(One) (Semi Skilled) for Conservation work & **(III).**Sweeper- 2(two)Nos., Choukidars-3(three)Nos., Dusting Bearers-2(two) Nos., Peon-1(one) and one Sweeper-cum-Watcher (Unskilled) for day today official work (against the vacant posts of Group-“D”) by deploying adequately trained and disciplined manpower at Odisha State Archives, Bhubaneswar.
2. The period of contract for providing the aforesaid service will be ideally (1 year) from the date of effectiveness of the contract. The contract may be extended for a period, not exceeding the original duration of the contract on mutual consent depending upon the performance of the Service Provider and at the discretion of the authority. The authority reserves the right to terminate the contract at any time after giving 30 days' notice to the service Provider.
3. The interested bidders may visit the location on any working day between the office hours to have a thorough knowledge of the work to be performed before preparation and submission of the bid.
4. No subsequent addition of any documents in the submitted bid is permissible once the bid is submitted by the bidder for the present tender.

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. 	<i>Certificate of Incorporation/ Registration</i>
2	The bidder must have ESI and EPF Number	<i>Certificate of verification with ESI and EPF authority.</i>
3	The bidder must have at least five years in business (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.	<i>Copies of the work order from the previous authorities.</i>

Sl. No.	Eligibility Criteria	Supporting documents to be furnished along with the Technical Bid
4	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)
5	Must have average annual financial turnover of Rs.2Crore during the last five financial years as on dt.31.03.2021.	Copies of audited Income/ Expenditure Statement and Balance sheet for the concerned period.
6	Must have its own bank account in any scheduled bank situated in Odisha.	Copies of the pass book and transaction statement for the last 6 month.
7	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 RFP	An undertaking to this effect to be furnished by the bidder as per the prescribed format [Form – T2]
8	Must not have any pending judicial proceedings for any criminal offence against the proprietor /Director/Persons to be deployed by the Service Provider	An undertaking to this effect to be furnished by the bidder as per the prescribed format. [Form – T3]
9	Other Statutory Documents:	Copies of : <ul style="list-style-type: none"> • PAN, • GSTIN, • Copies of EPF & ESI Registration Certificate • IT return for the last 3 assessment year • Valid License under PSARA (Private Security Agencies Regulation Act.2005) (In case of Security Services)
10	The Agency/Bidder/Vendor/Contractor must have a minimum net worth of Rs. 50 lakhs per annum.	Certificate copy from C.A firm with UDIN
11	Must have provided services in at least 3 State Govt. offices / Local self Govt. / Public sector undertakings for last 5 years.	Supporting documents to be furnished.
12	Quality Certification ISO 9001:2015/ISO 14001:2015/OHSAS 18001:2007	Copy of the quality certification has to be submitted

B. Evaluation Criteria :

- (i) Technical and Financial Bid will be opened by the Committee in presence of bidders.
- (ii) Technical Bid will be opened first. Only bidders who qualify Technical Bid through Quality and Cost Based Selection (QCBS) will be considered for Financial Bid and only their financial bid will be opened. Financial Bid of the unqualified bidders in Technical Bid will not be opened.
- (iii) Price quoted in financial bid will be announced to bidders.
- (iv) The committee will evaluate the Technical and Financial Bid.

- (v) On the approval of the Committee technically and financially qualified bidder/bidders name will be declared as Lowest One (L-1).
- (vi) The bidders score in the financial bid will be determined based on total monthly expenses quoted for the salary of the required manpower including ESI, EPF, Bonus, Administrative/Service charges of the Company/Firm/Agency/Contractor/ Vendor, GST/other statutory taxes if any as applicable.
- (vii) The financial bid having Rupee Zero, NIL, fraction of rupees as Contractor/Administrative/Service charges may lead to the summarily rejection of the financial bid. Agency Charges per month (lump sum) (should be inclusive of overheads, profits, service charges etc.) should not be less than TDS deducted at source of monthly bill. The bidder shall quote percentage up to 2 decimal points. If the bidders quote percentage with more than 2 decimal points, then up to two decimal points only be considered without rounding up.
- (viii) In case two or more bidders offer same price for the total monthly expenses as referred at para – (vi) above in the financial bid, then the other technical evaluation criteria as detailed in the Technical Evaluation Criteria section (at para – G) will be considered to select the L-1 bidder. Superintendent, Odisha State Archives, Bhubaneswar reserves the right to split the work contract among two or more bidders considered as L-1, if so required keeping in view of the number of manpower required for the said contract.
- (ix) In case of more than one successful bidder (after final evaluation of both the Technical and Financial Bid) the tender may be split proportionately among the bidders. The decision of the Committee in this regard shall be final and binding.

C. Submission of Bid :

The proposal complete in all respect as specified must be accompanied with a money receipt of Non- refundable amount Rs.200/- *in cash* towards cost of tender paper.

EMD - "Bid Security Declaration" should be furnished along with the technical bid *in lieu of EMD as per O.M. No.8943/F, dated.18.03.2021 of Finance Department, Govt. of Odisha.* The bid should be reach / drop in the tender box on or before 30/10/2021 by 5.30 P.M.

The authority will not be responsible for any delay /postal delay. Bids without bid processing fee shall be rejected. Bids submitted after due date will be summarily rejected.

The bid has been invited under two bid systems i.e Technical Bid and Financial Bid. The bidders are advised to submit two separate envelopes super scribing "**Technical Bid**" (name of the service) and "**Financial Bid**" (name of the service). Both sealed envelopes must be kept in a third sealed envelope super-scribing "Bid Document- (name of the service).

Selected bidder will have to deposit a Performance Security **Rs.81600/-** (three per cent of the annual contract value **Rs. 27,20,019/-**) (*Performance Security as per O.M. No.8952/F dated.18.03.2021 of Finance Department, Govt. of Odisha.*) in the form of Bank Guarantee from any scheduled Bank situated within Odisha in favour of Superintendent, Odisha State Archives, Bhubaneswar-1 as per the prescribed format provided in the tender document at **Section - IX** for the entire duration of the contract. (i.e. Performance Bank Guarantee must be valid from the date of effectiveness of the contract to the entire duration of the contract) 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 the contract provided that there is no breach of contract on the part of the qualified bidder. No interest shall be paid on the Performance Bank Guarantee. In case, the contract is further extended beyond the initial contract period, the Bank Guarantee will have to be accordingly

renewed by the deployed service provider as per the existing terms and conditions of the tender.

D. List of Documents for submission

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

- a) Covering letter along with power of attorney on the bidder's letter head
- b) Bid processing fee/Money receipt as applicable
- c) Copy of Certificate of Incorporation of the firm / agency
- d) Copy of GSTIN
- e) Copy of PAN
- f) Copies of IT returns for the last three assessment years
- g) Copies of EPF&ESI Registration Number
- h) Copy of valid license under PSARA Act, 2005(in case of Security Service)
- i) Copy Bank Account details
- j) Copies of the Income/Expenditure statements along with Balance Sheet for the last 3 years.
- k) Copies of work orders from the previous organizations for providing services during last 5years.
- l) Undertaking regarding non-blacklisting (**On stamp paper**)
- m) Undertaking regarding non-pending of any judicial proceedings (On bidder's letter head)

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

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

The technical Bid will be opened in presence of the authorized representatives of the bidder who wish to be present on the spot at that time on *dt.01/11/2021 time 11.30 A.M or as per the time fixed by the committee*. Financial bid of the technically qualified bidders shall be opened *in presence of the authorized representatives on 06/11/2021 at 2.30 p.m (time) or as per the time fixed by the committee*.

E. Bid Validity :

The bid shall be valid for a period of **90 days** from the date of opening of the bids and no request for any variation in quoted rates and/withdrawal of bids on any ground by the bidder shall be entertained. Validity of the bids can be extended on mutual consent.

F. Clarification on Technical Bid Evaluation :

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.

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

The quoted rates shall not be less than the minimum wages fixed/notified by the Government of Odisha from time to time and shall include all statutory obligations. No remuneration will be paid on Govt. holidays except Choukidars. In case of Administrative exigency, he/she may be required to work on Govt. holidays remuneration shall be paid as per the order of the Authority.

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.

G. Technical Bid Evaluation (Based on QCBS) :

- (i) The client shall follow two bid systems where the technical bid and financial bid shall be evaluated separately.
- (ii) The evaluation of tenders shall be done on weightage with 70% to technical evaluation and 30% to financial evaluation.
- (iii) During the technical evaluation stage, each bidder shall be assigned different marks out of a total of 100 marks, as per the criteria specified in the tables below. The Technical Bid evaluation shall be done based on the following criteria.

1. Number of years in Operations (certificate to be produced in respect of first work order)	Max. Marks 15
(a) Up to 5 years	05
(b) Exceeding 5 years & up to 8 years	07
(c) Exceeding 8 years & up to 10 years	10
(d) Exceeding 10 years	15

2. Net worth (certified copy from CA firm is required)	Max. Marks 20
(a) Up to 50 Lakhs	10
(b) Exceeding 50 Lakhs & up to 1 Crore	15
(c) Exceeding 1 Crore	20

3. ESI & EPF subscription deposited by the vendor/agency for the manpower during the period i.e. April 2021 to September 2021	Max. Marks 10
(a) Up to 50	05
(b) Exceeding 50 & up to 100	07
(c) Exceeding 100	10

4. No. of years of experience in Govt. Sector/PSU/ High Court/Tribunal under Central Govt./State Govt.	Max. Marks 20
(a) Up to 3 years	05
(b) Exceeding years 3 & up to 5 years	10
(c) Exceeding 5 years & up to 7 years	15
(d) Exceeding 7 years	20

5. Quality related marks (copy of the quality certification has to be submitted)	Max. Marks 20
(a) ISO 9001:2015	05
(b) ISO 14001:2015	05
(c) OHSAS 18001:2007	10
(d) Both (a) and (b)	10
(e) All (a), (b) and (c)	20

6. Average Annual Turnover for the last three financial year (2018-19, 2019-20, 2020-21)	Max. Marks 15
(a) Up to 2 Crores	05
(b) Exceeding 2 Crores & up to 5 Crores	10
(c) Exceeding 5 Crores	15

- (iv) A Certificate to the effect that the entity has provided satisfactory service has to be furnished from the concerned Department Organization for the purpose of consideration under this category.
- (v) A Bidder should secure mandatorily a minimum of 70% marks (i.e. 70 marks out of total 100 marks as per para – iv above) in Technical evaluation in order to be a qualified bidder for being eligible for technical weightage and subsequently for opening of financial bids. The said criteria has been fixed as per Finance Department O.M. No. 37323/F, dt. 30.11.2018.
- (vi) The total marks obtained by a Bidder in the Technical Bid (as per para – iv above) shall be allocated 70% of technical weightage and the financial bids shall be allocated 30% of the financial weightage and thereby making a total of 100% weightage for the complete bidding.

Illustration – 1 (for Technical Weightage) :

1. If a Bidder has secured 80 marks out of the total 100 marks in technical evaluation after following Para – F (iv) above, his technical evaluation value shall be: 56, i.e. (80 X 70%).
2. The bidder shall be required to produce attested copies of the relevant documents in support of Para –F (iv) above in addition to the other documentary evidences submitted in support of the general eligibility of the bidder.
3. A substantially responsive bid shall be one that meets the requirements of the bidding document in totality i.e. by following the procedures of para – F above. The Technical Bid not meeting the minimum requirements as per the tender documents shall be rejected and their financial proposals will not be opened by the tender opening committee.
 - (i) The responsiveness of the bid, i.e. receipts of duly filled, signed and accepted bid documents in complete form, including Authorization letter.
 - (ii) Documents in support of proof of meeting the minimum eligibility criteria.
 - (iii) Any other documents as required to support the responsiveness of the bidder as per tender.

The bidders who will qualify in the technical evaluation stage shall only be considered for opening of Financial Bids by the tender committee.

H. Financial Bid Opening Procedure :

1. The Financial Bids of all the technically qualified bidders shall be opened by the tender committee in the presence of the qualified bidders/their authorized representatives, who choose to be present at the time of opening of the financial bids.
2. All the technically qualified bidders/their authorized representatives present at the time of opening of the Financial Bids shall be required to submit the Authorization letter from their companies and shall be asked to sign on Financial Bid.
3. Absence of bidders or their authorized representatives shall not impair the legality of the process. The financial bid price as indicated in the financial bid submission form of each bidder shall be read out on the spot. However, it shall be clearly stated that the final financial bid prices would be arrived at after detailed scrutiny/correction of arithmetical error if any in the financial bid.
4. Merely becoming the lowest bidder in the Financial Bid, prior to detailed scrutiny of the Financial Bid by the committee, will not give any right to the Lowest bidder to claim he is successful in the bidding process. The successful bidder (L-1) shall be decided only after following due procedure as explained in para – B, G & I.

I. Financial Bid Evaluation and determination of the successful bidder (Technical + Financial):

1. The financial evaluation shall be carried out and financial bids of all the bidders shall be given 30% of weightage.
2. For the purpose of deciding L-1, L-2,.....etc. in the financial bid, the total monthly expenses quoted for the salary of the required manpower including ESI, EPF, Bonus, Administrative/Service charges of the Company/Firm/Agency/Contractor/Vendor, GST/other statutory taxes if any as applicable will be considered as given in the Form-F1.
3. The bidder with the Lowest Bid Prices (L-1) shall be assigned full 30 marks and his total scores of the bid shall be as per Illustration 2 below:

Illustration – 2

If the Bidder at Illustration – 1 is L-1 Bidder in the financial bid and quoted Rs. 100/- for being L-1, then his total value shall be 86 i.e. (56 Technical Value + 30 Financial Value).

4. The financial scores of the other bidders (i.e. L-2, L-3..... so on) shall be computed as under : Financial Score = $30 \times \text{Lowest Value (L-1 price) / Quoted Value (L-2 or L-3..)}$ Financial scores of the bid shall be calculated as explained at Illustration 3 below:

Illustration – 3

If the Bidder at Illustration – 1 is L-2 Bidder and he quoted Rs. 125/-, therefore 30 being he weighted value, the financial scores for L-2 shall be computed as under Financial score of the Bidder = $30 \times 100 \text{ (lowest prices by L-1) / } 125 \text{ (quoted prices by L-2)} = 24$.

Therefore L-2 Bidder shall have total value of 80 (56 Technical Value + 24 Financial Value).

5. The Bidders ranking shall be arranged depending on the marks obtained by each of the bidder both in Technical and Financial Evaluation.
6. The Bidder meeting the minimum eligibility criteria and with the highest marks in the evaluation process (Rank – 1) (i.e. the total of technical evaluation marks and financial evaluation marks) shall be deemed as the successful Bidder and shall be considered eligible L-1 Bidder for further process.
7. If there is a discrepancy between words and figures, the amount in words shall prevail.

The authority reserves the right to reject any or all bids and terminate the tender process without assigning any reason thereof.

SECTION-II SCOPE OF THE WORK

The Service Provider shall be responsible for the following works.

1. Superintendent, Odisha State Archives, Bhubaneswar invites sealed bids from the eligible bidders to provide the Manpower services at Odisha State Archives, Bhubaneswar as per requirement in Annexure-I, Annexure-II, Annexure-III.
2. The manpower service provider should be managed by Experienced/trained personals to execute and perform the job and work assignment of such nature efficiently. The manpower to be deployed for this purpose should be registered under the service provider and must have the required qualifications, experience & relevant knowledge to perform the work.
3. It shall be the responsibility of the Service Provider to verify the qualification and experience of the outsourced manpower. Candidates will be liable for performing the defined responsibilities assigned by the authority from time to time. The authority reserves the rights to verify and check the credentials and qualification of the outsourced manpower. If during the course of engagement of any outsourced personnel, it comes to notice of authority that he/she has misrepresented the fact about his/her qualification/experience, the Service Provider will have to terminate the service of such personels.
4. The manpower service provider should have an empanelled list of Experienced Technical personels so that un-interrupted and continued services can be provided during the period of contract. The service provider should be able to provide additional man power support whenever required by the authority under the same terms and condition.
5. The Agreement may be extended, on the same terms and conditions or with some additions / deletions / modifications, for a further specific period mutually agreed upon by the Manpower Service Provider and the Finance Department.
6. The manpower deployed by the service provider shall be required to report for work at 10.00 AM and leave office at 5.30 P.M. and may also be required to work beyond 5.30 PM for which he/she would not be paid any extra remuneration. In case, the person deployed remains absent on a particular day or comes late / leaves early on three occasions, proportionate deduction from the remuneration for one day will be made.
7. The manpower deployed for the purpose must have good moral character and cordial attitude and should not reveal the official information to outsiders and must maintain confidentiality.
8. The service provider shall nominate a coordinator who shall be responsible for periodic interaction with the Authority so that optimal services of the persons deployed could be availed without any disruption.
9. The attendance rolls for the personnel deployed by the Service Provider at the premises of Authority shall be provided by the Manpower Service Provider and it shall be monitored by the Service Provider on regular basis. These attendance rolls shall be signed by the authorized representative of Manpower Service Provider who shall get it verified from the designated officer.

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

Requirements**CHOUKIDAR :-**

1. The manpower for the Choukidars shall be round the clock (Rotation wise among the three persons 8 hours per day). However, the deployment of the Choukidars may be varied with respect to the scope of the service, which can be increased / decreased as per the convenience of the Authority.
2. The Service Provider shall ensure that the Choukidar deputed are as per the scope of the work, physically and mentally healthy. The age of the candidate shall be considered as per the norms & rules of the Govt.
3. The full particulars of the personnel to be deployed by the service provider including their names and addresses shall be furnished along with testimonials before they are actually deployed for the job.
4. Visitors shall be regulated as per the direction of the Authority and procedure and records thereof shall be maintained as stipulated therein.
5. A senior level representative of the Service provider shall visit the Office premises at least once a week and review the service performance of its personnel. During the weekly visit, Service provider's representative will also meet the representative of the Authority dealing with service under the contract for mutual feedback regarding the work performed and removal of deficiencies, if any, observed in their working.
6. The day to day functioning of the services shall be carried out in consultation with and under direction of the Authority. Proposals for efficient functioning of the security systems shall be discussed, considered and implemented from time to time by the Service provider with the approval of the Authority.
7. Any loss caused to the Authority due to the lapse on the part of the above personnel discharging responsibilities, will be borne by the Service provider and in this connection, the Authority shall have the right to deduct appropriate amount from the bill of the Service provider to make good such loss besides imposition of penalty. In case of frequent lapses on part of the security personnel deployed by the Service provider, Authority shall be within its right to terminate the contract or take any other action without assigning any reason whatsoever.
8. The Service provider shall ensure that any replacement of the personnel as required by the Authority for any reason specified or otherwise, shall be effected promptly without any additional cost to the Authority. If the Service provider wishes to replace any of the personnel, the same shall be done with prior intimation to the Authority at the Service provider's cost.

DUSTING BEARERS:-

8. Cleaning & Dusting work of Records, Books etc. are preserved in the office on daily basis or as required by officer-in-charge. The materials for the aforesaid work will be provided by the Store / officer-in-charge.
9. Carrying, Cleaning, Removing dusts and shifting of Records, Books etc. are to be done very carefully as those were very rare. These works will be done as per the advice of the authority or officer-in-charge.

PEON:-

1. The duties of the Peon will be assigned by the authority of Odisha State Archives, Bhubaneswar.

SWEEPER-CUM-WATCHER:-

1. The duties of the Sweeper-Cum-Watcher will be assigned by the officer in-charge of the Regional Archives, Sambalpur.

SWEEPER:-

1. Cleaning, sweeping, mopping and wiping of floors, staircase with phenyl, on daily basis or as required by Officer-in-Charge. Cleaning activity shall start in the morning at 8.30 A.M so as to complete all the dusting/cleaning/mopping work before 9.30A.M. The cleaning materials provided by the store.
2. Thorough cleaning of all toilets using required detergents by putting naphthalene balls and air purifier in all urinals, wash basins. The materials provided by the store.
3. Cleaning of general toilets at least thrice daily with phenyl and detergent etc. and maintain the toilet floors dry during office hours. Cleaning of windows and window slits of all toilets to be done regularly. Wash basins, urinals are to be cleaned with suitable detergents. Flushing system of all toilets is to be checked at regular interval every day. The materials provided by the store.
4. Cleaning of office working areas, removing dust from floors, windows, doors, furniture, fixtures, telephones, cupboards, air conditioners, filing Almiraha, cabinets, glass panes, computers etc.
5. Collection of waste paper from rooms, waste paper baskets, lobbies and putting in bags at the specified location daily.
6. Cleaning gulley trap and manholes within and surrounding of premises as and when required.
7. Cleaning/removal of any type of stains of ink etc. from the building premises and staircases.
8. Removal of beehives and cobwebs/honey webs from the office building and its premises and cleaning and sweeping of open area include balconies and roof tops.

Detailed description of the required manpower against the vacant Group-“D” posts is given bellow:-

Type of Manpower Required	Outsourcing personals: - two Sweepers, three Choukidars, two Dusting Bearers, one Peon and one Sweeper-cum-watcher (against the vacant “Group-D” posts). The post of Sweeper-cum-watcher for Regional Archives, Sambalpur.
Nos. of Manpower Required	Choukidar-3Nos., Dusting Bearer-2 Nos.,Sweeper-2 Nos., Peon-1, Sweeper-cum-watcher-1 = Total 9 Nos.
Age limit	As per the Govt. Rule.
Take home remuneration per person per month	Payment may be made as per the wages for Unskilled category as fixed by the Labour Commissioner, Odisha, BBSR vide Notification No. 2816/TC, dt. 25.05.2021.
Minimum qualification	As per the Govt. Rule.
Job description	The duties will be assigned by the authority.
Work experience	-

Mender & Binder (For conservation work):-

1. The duties of the Mender is to tissue repairing and mending/docketing of Records, Newspapers, Books etc. for Permanent Preservation or as assigned by the authority/officer-in-charge of conservation.
2. The duties of the Binder are to tissue repair, rehabilitation and binding/docketing of records, books, newspapers etc or as per the instruction/advice of the authority.

Detailed description of the required manpower for conservation work is given bellow:-

Type of Manpower Required	Outsourcing personnel's: - Mender, Binder for Conservation work.
Nos. of Manpower Required	1 Mender + 1 Binder = 2 Nos.
Age limit	As per the Govt. Rule (age may be relaxed for the experience candidate)
Take home remuneration per person per month	Payment may be made as per the wages for Semi skilled category employees as fixed by the Labour Commissioner, Odisha, BBSR vide Notification No. 2816/TC, dt. 25.05.2021.
Minimum qualification	Well trained in mending, binding and tissue repairing work.
Job description	The nature and duties of the Mender is to repair and mending/docketing of records, books etc for permanent preservation. The nature and duties of the Binder is to repair, rehabilitation and binding/docketing of records, books etc. Any other work related to record management as and when assigned by the Officers of the records division.
Work experience	He/ She should have 1-3 years working experience in above work like tissue repair, rehabilitation and binding of records etc. for permanent preservation.

N.B:- *The interested bidders may visit the location & may be consult with the Authority / officer in charge of the conservation section on any working days between the office hours to have a thorough knowledge of the conservation work to be performed, before preparation and submission of the bid*

Experienced (IT Digitization) Persons (For Digitization Work):-

1. Out of the six Experienced (IT Digitization) persons one person will be deployed at the Audio Visual control room of Archives. She/he will be editing of video and other 5 personals are to be engaged in scanning, cropping & quality checking etc for the Digitization work. They will be responsible for carrying out of Digitization work of records. Any other reasonable work assigned by the authority/officer in charge of digitization work.

Detailed description of the required manpower for Digitization work is given bellow:-

Type of Manpower Required	Outsourcing personals: - Experienced Technical Person
Nos. of Manpower Required	5 Experienced (IT Digitization) persons (Digitization work) for scanning, cropping & quality checking + 1 Video editor = Total 06 Nos.
Age limit	As per the Govt. Rule (age may be relaxed for the experienced candidate)
Take home remuneration per person per month	Payment may be made as per the wages for highly skilled category as fixed by the Labour Commissioner, Odisha, BBSR vide Notification No. 2816/TC, dt. 25.05.2021.
Minimum qualification	Any Graduate, PGDCA, Good proficiency in MS office tools, Internet application with efficient typing & data skill, Scanning, Cropping, Sound Knowledge to handle minimum hardware/ software trouble shooting.
Job description	Out of the six experienced IT persons one person will be deployed at the Audio Visual control room. She/he will be editing video. Other five personals are to be engaged in scanning, cropping & quality checking etc. for the Digitization work, They will be responsible for carrying out of Digitization work of records. Any other reasonable work assigned by the authority/officer in charge.
Work experience	She/he should have 1-3 years working experience in scanning, cropping & quality checking.

N.B:- The interested bidders may visit the location & may be consult with the Authority/officer in charge of the digitization section on any working days between the office hours to have a thorough knowledge of the digitization work to be performed, before preparation and submission of the bid.

SECTION -III

Schedule of Requirement :

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

(To be filled up by the Tender Inviting Authority)

Sl. No.	Description	Requirement
1.	Experienced (IT Digitization) Persons for Digitization work of Archives	6
2.	Mender for Conservation work of Archives.	1
3.	Binder for Conservation work of Archives.	1
4.	Sweeper (against the vacant Group – D posts).	2
5.	Dusting Bearer (against the vacant Group – D posts).	2
6.	Choukidar (against the vacant Group – D posts).	3
7.	Peon (against the vacant Group – D posts).	1
8	Sweeper-cum-watcher (against the vacant Group – D posts). For Regional Archives, Sambalpur	1

***[NB: All the scopes are tentative & can be modified as per the requirement of the tender inviting authority.
Strike out the service which is not required for the purpose]***

SECTION – IV

GENERAL TERMS AND CONDITIONS

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

11. **The Service Provider shall provide uniform along with Photo ID Card to its personnel deployed at site at its own cost.**
12. The Authority shall not be liable for any compensation in case of any fatal injury/death caused to any man power while performing/discharging their duties/ for inspection or otherwise.
13. In case of any theft or pilferages, loss or other offences, the service provider will investigate and submit the report to the Authority and maintain liaison with the police. FIR will be lodged by the Authority, wherever necessary. If need be, joint enquiry comprising of both the parties shall be conducted and responsibility will be fixed.
14. In case of any loss caused to the Authority due to lapse on the part of the personnel discharging duties, the same shall be borne by the Service Provider. Authority shall have the right to deduct appropriate amount from the bill of service provider. In case of frequent lapses on the part of the personnel deployed by the service provider, Authority shall be within its right to terminate the contract or take any other action without assigning any reason whatsoever.
15. No remuneration will be paid on Govt. holidays except those persons engaged in watch & ward duty, In case of Administrative exigency, he/she may be required to work on Govt. holidays remuneration shall be paid as per the order of the Authority.
16. In the event of any personnel being on leave/absent, the service provider shall ensure suitable alternative arrangements to make up for such absence. If a person leaves the job for any reason, the Service provider is liable to provide the suitable replacement within 3 working days.
17. In case of delay in providing required replacement, the amount of penalty calculated **at the rate of 1%** of the annual contract value per week on account of delay, shall be deducted from the monthly bills in the succeeding month.
18. There would be no increase in rates payable to the Service Provider during the Contract period. The service provider will be responsible for deposit of EPF, ESI, GST and other statutory dues as applicable from time to time and submit the proof of deposit to authority for records.
19. The Service Provider shall not be allowed to transfer, assign, pledge or subcontract its rights and liabilities under this Agreement to any other agency or organization. Sub-contracting is not allowed under this agreement.
20. The Services Provider shall raise the bill, in triplicate, along with attendance sheet duly verified by the officer concerned in respect of the persons deployed and submit the same to the prescribed authority in the first week of the succeeding month. The payment will be released by the second week of the succeeding month. **The Service Provider will have to deposit the remuneration of the deployed manpower for the concerned billing period in their respective bank account through online transfer** and submit the details to the authority for necessary records.
21. In case of dispute resolution relating to rights/liabilities arising out of the agreement, the same shall be disposed off at the level of Administrative Departments.

22. In the event of failure of Service Provider to provide Services as per the terms and conditions of the agreement, the Performance Security shall be forfeited. Any violation of instructions/agreement or suppression of facts will attract termination of contract with 1 month prior notice to the Service Provider.
23. The Service provider should ensure that persons to be deployed are not alcoholic, drug addict and not indulge in any activity prejudicial to the interest of the Authority.
24. The Authority reserves the right to withdraw or relax any of the terms and condition mentioned above so as to overcome the problem encountered at a later stage.
25. In the event of any dispute arising in respect of the clauses of the agreement, the same shall be resolved through negotiation. Alternatively the dispute shall be referred to the next higher authority or controlling officer for his decision and the same shall be binding on all parties.
26. All disputes shall be under the jurisdiction of the court at **Bhubaneswar**.
27. The agreement can be terminated by either party by giving one month's notice in advance. If the agency fails to give one month's notice in writing for termination of the agreement then one month's wages, etc. and any amount due to the service provider will be recovered by forfeiture of performance security.
28. The contract is liable to be terminated because of non-performance, deviation of any terms and conditions of agreement, non-payment of remuneration of manpower deployed and non-payment of statutory dues. The Authority will have no liability towards non-payment of remuneration to the persons deployed by the Service Provider and the outstanding statutory dues of the service provider to concerned authorities.
29. The Manpower Service Provider will be bound by the details furnished to the authority while submitting the tender or at any subsequent stage. Misrepresentation of documents/ information, leads to termination of agreement.

SECTION – V
TECHNICAL BID
COVERING LETTER
(BIDDER LETTER HEAD)

[Location, Date]

To

**Superintendent,
Odisha State Archives, Unit-IV,
Bhubaneswar.**

Sub : Tender for Outsourcing of [Insert Name of the Service] **at O/o the Superintendent,**
Odisha State Archives, Bhubaneswar [Technical Proposal]

Dear Sir,

I, the undersigned, offer to participate in the tender process to provide services for [Insert Name of the Service] in accordance with your Tender Notice No.: _____, dt. _____. We are hereby submitting our proposal, which includes Technical Proposal and Financial Proposal sealed in separate envelopes.

I hereby declare that all the information and statements provided in the technical proposal are true and correct and I accept that any misinterpretation contained in it may lead to disqualification of our proposal. Our proposal will be valid for acceptance up to **90 Days** and I confirm that this proposal will remain binding upon us and may be accepted by you at any time before the validity of the bid.

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

I remain,

Yours faithfully,

***Authorized Signatory with
Date and Seal***

Name and Designation : _____

Address of the Bidder : _____

(FORM – T1)

1.	Name of the Bidder	
2.	1.Details of Bid Processing Fee	1.Money Receipt No, Date & Amount (Rs.)
	2.Bid security Declaration (attached Yes/No)	2.
3.	Name of the Director	
4.	Full Address of Registered Office	Postal Address:
		Telephone No.:
		FAX No.:
		E-Mail Address:
5.	Name & telephone number of the authorized person signing the bid	Name and Designation:
		Mobile Number:
6.	Bank Name	Account Number:
		Bank and Branch Name:
		IFSC Code
8.	PAN No. (Attach self attested copy)	
9.	GSTIN (Attach self attested copy.)	
10.	E.P.F. Registration No. (Attach self attested copy.)	
11.	E.S.I. Registration No. (Attach self attested copy.) Attach attested copy)	
12.	PSARA Licence No. & Valid up to (Applicable In case of Security Services)	

13	Acceptance to all the terms & Conditions of the tender (Yes/No).	
14	Power of Attorney/ authorization letter for signing the of the bid documents	
15	Please submit an undertaking that no criminal case is pending with the police at the time of submission of bid.	
16	Kindly mention the total number of pages in the tender document.	

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

Financial Year *	Turn Over Amount (In INR)	Average Turnover (in INR]
FY1		
FY2		
FY3		
FY4		
FY5		

**from the date of issue of tender*

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

Sl. No.	Period	Name of Authority with Complete Address & Fax no	Type of services provided with details of manpower /machinery deployed	Contract Amount (in INR)	Duration	
					From	To
1						
2						
3						
4						

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 Authorised Representative with seal)

Place:

Date:

Enclosures:

1. Bid processing fee money receipt.
2. Bid Security declaration.
3. Copy of tender document (each page must be signed and sealed)
4. Duly filled Technical Bid and Financial Bid
5. List of Documents as applicable

FORM-T2

UNDERTAKING

[On the Stamp Paper of appropriate value in shape of affidavit from 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:

SECTION – VI

FINANCIAL BID

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

[Location, Date]

To

**The Superintendent,
Odisha State Archives, Unit-IV,
Bhubaneswar-1.**

Sub: Tender for Outsourcing of [Insert Name of the Service] **at** O/o the Superintendent,
Odisha State Archives, Bhubaneswar [Financial Proposal]

Sir,

I, the undersigned, offer to provide the services for *[Insert title of the Service]* in accordance with your Tender No. _____, Dated: _____ Our attached financial price is ***[Insert amount(s) in words and figures]*** for the proposed service. 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 Signatory [*In full and initials*]

Name and Designation of Signatory with Date and Seal:

Address of the Bidder:

(FORM –F1)
(Administrative Charge)

Manpower Details:					
Sl. No.	Category of Manpower	Requirement	Cost per Unit in INR(Inclusive of remuneration and all statutory dues)	GST as (applicable)	Total
1	Experienced Technical Person (For Digitization work)	6			
2	Mender-1 Binder-1 Total-2 (for Conservation work)	2			
3	Sweeper-2 Choukidar-3 Dusting Bearer-2 Peon-1 Sweeper-cum-watcher-1 Total- 9 (Against the vacant Group "D" Posts)	9			
A	Total in INR (1+2+3)				
B	Service Charges @.....				
C	Total Administrative Charges (A+B)				

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

Place:

Date:

(Sign and Seal of Authorized Representative)

SECTION – VII

BID SUBMISSION CHECK LIST

Sl. No.	Description	Submitted (Yes/No)	Page No.
TECHNICAL BID (ORIGINAL)			
1	Covering Letter in Bidders Letter Head		
2	Bid Processing Fee money receipt		
3	Bid security declaration		
4	Copy of Incorporation / Registration Certificate of the Bidder		
5	Copy of PAN		
6	Copy of GSTIN		
7	Copies of Income Tax Clearance Certificate for the last three Assessment years		
8	Copy of Valid EPF & ESI Certificate		
9	Copy of valid PSARA License (in case of Security Services)/Labour license		
10	TECHNICAL BID duly filled in (Covering Letter, FORM- T1, T2 and T3)		
11	Financial details of the bidder along with all the supportive documents such as copies of Income / Expenditure Statement and Balance Sheet for the last 5 years		
12	Power of Attorney in favour of the person signing the bid on behalf of the bidder.		
13	List of completed / on-going assignments of similar nature (Past Experience Details) along with the copies of work orders for the respective assignments from the authorities		
14	Undertaking for not have been black-listed by any Central / State Govt./any Autonomous bodies during the recent past. (FORM- T2)		
15	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: _____

SECTION – VIII
SERVICE AGREEMENT

(To be made on Rs. 100.00 Non Judicial Stamp Paper)

This **SERVICE AGREEMENT** is made on between, (hereinafter called as the “**Authority**”) of the 1st Part and its principal place of business at hereinafter called the “**Service Provider**”) of the 2nd Part.

WHEREAS

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

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

- 1. The following documents attached hereto shall be deemed to form an integral part of this Contract:

Appendix A: General Terms and Conditions

Appendix B: Scope of Work;

Appendix C: Contract Price and Payment Term;

- 2. The mutual rights and obligations of the Authority and the Consultant shall be as set forth in the Contract, in particular :

- (a) The Service Provider shall carry out the service in accordance with the provisions of the Agreement; and
- (b) The Certificate on the satisfactory performance of services by the Agency shall be issued by an Officer authorized by the Client and in consideration of the Certificate of Satisfactory Performance of Services Provider, the Authority shall make such payments and in such a manner as is provided in the Agreement.

- 3. **Mode of Payment**

The Service Provider will open a specific Bank Account for payment by the Authority in the beneficiary account towards the Service performed by the service provider. The Service Provider will furnish the details of the Bank Account to the Authority within 7 days of the signing of the contract.

This Contract constitutes the agreement between two parties in respect to obligations and supersedes all previous communications between the Parties.

4. **Now this agreement witnesses as below:-**

- a) That in consideration of the payment to be made by the "**Authority**" to the "**Service Provider**", the "**Service Provider**" hereby agrees with the "**Authority**" to provide manpower resources to be engaged in the [*Insert the location*] in conformity with the provisions of the terms and conditions of the contract.
- b) That the "**Authority**" hereby further agrees to pay the "**Service Provider**" the contract price at the time and in the manner prescribed in the said terms and conditions.
- c) Financial limit under this Contract varies with changes in statutory dues and government taxes as applicable from time to time.
- d) That in the event of any dispute that may arise it shall be settled as per the terms and conditions of the contract.
- e) That this agreement is valid up to _____.

For and on behalf of [Tender Inviting Authority]

Witness 1:

Witness 2:

For and on behalf of [SERVICE PROVIDER]

[Name and Designation of the Representative with seal]

Witness 1:

Witness 2

Section - IX

PERFORMANCE BANK GUARANTEE FORMAT

To

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

WHEREAS (Name and address of the Service Provider) (Hereinafter called "the Service Provider") has undertaken, in pursuance of Contract No..... dt..... to undertake the service (Description of services) (Herein after called "the contract").

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

Section – X

(Form of “Bid Security Declaration” - To be submitted in the Letterhead of the Bidder)

“BID SECURITY DECLARATION”

To

The Superintendent,
Odisha State Archives, Bhubaneswar.

Sub: Submission of Bid Security- Reg.

Ref: Tender invited for “-----”vide no. -----

Sir,

I/We declare that:

I/We understand that according to the tender document. Bids must be accompanied by a Bid Security Declaration. Accordingly I/We have opted for submitting this Bid Security Declaration.

2. I/We understand that I/We will not withdraw our bid during the Bid validity period or make any modifications to my/our bid.
3. I/We understand that if I/We withdraw my/our bid or modify the bid I/We will be automatically suspended from being eligible for bidding and also will be debarred from competing for bids in your esteemed Institute for a period of one year from the date of occurring of such breach.
4. I/We further understand that if I/We fail to sign the purchase order in case the work is awarded to me/us or fail to furnish the Performance Guarantee. My/our bid will be automatically cancelled and I/We will also be debarred from competing for bids in your esteemed Institute for a period of Three years from the date of occurring of such breach.
5. I/We understand that this Bid Security Declaration will automatically expire if we are not the successful bidder/upon the expiry of bid validity period.
6. I/We declare that I am/we are authorized to sign this declaration. I have signed this Declaration on this day/2021 in the presence of following witnesses:

Signature of the Bidder with seal

In the presence of :

Signature of witness :

Signature :

Postal address :

In the presence of :

Signature of witness :

Signature :

Postal address :

LETTER OF AUTHORIZATION FOR ATTENDING BID OPENING

Tender No....., date.....

To

The Superintendent,
Odisha State Archives, Bhubaneswar.

Passport
size
photograph

Sub: Authorization for attending bid opening on (Date) in the Tender
for providing of Manpower service as per list provided in the financial bid.

Sir,

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

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

1. (Specimen Signature of the Authorized person)

Name :

The signature of Sri..... is attested.

(Seal & Signature of the bidder)

Note:-

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