



ସହକାରୀ ନିର୍ଦ୍ଦେଶକ ରେଶମଶିଳ୍ପ କାର୍ଯ୍ୟାଳୟ କଳାହାଣ୍ଡି, ଭବାନୀପାଟଣା

OFFICE OF THE ASSISTANT DIRECTOR OF SERICULTURE KALAHANDI, BHAWANIPATNA

Near TV Tower, Naktguda, Bhawanipatna – 766001, Kalahandi

[E-mail- adskalahandi@gmail.com](mailto:adskalahandi@gmail.com)

TENDER NOTICE

Bid reference No. ____40_

date. _13_/_01_/2025

Assistant Director of Sericulture, Kalahandi, Bhawanipatna invites “Tender” in two bids i.e. Technical and Financial bid in sealed cover along with requisite documents from interested and experienced service provider for providing manpower service for Assistant Director of Sericulture, Kalahandi, Bhawanipatna.

The bid documents can be downloaded from the website: <https://kalahandi.odisha.gov.in> The bidder has to submit the cost of documents processing fees non-refundable i.e. Rs 500/- in shape of DD favoring of the Assistant Director of Sericulture, Kalahandi, Bhawanipatna with the technical bid. The last date of receipt of the sealed offer in the office of the Assistant Director of Sericulture, Kalahandi, Bhawanipatna is **up to 5.00 PM on dtd. 30.01.2025** by speed post/Registered Post/Courier only. The Technical bids will be opened at 11.00 AM on dt. **31.01.2025** in presence of the bidders or their authorized representatives. Without the authorization letter, the representatives of bidder will not be allowed to attend the opening of the bid. The “Financial Bid” of qualifying bidders will be **opened soon after completion of Technical Bids on dt. 31.01.2025** and finalized the tender process.

The bidders have to submit documents as specified along with technical bid in conformity with the detailed term and conditions in Tender.

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

The complete address for submission of bids is Office of the Assistant Director of Sericulture, Kalahandi, Bhawanipatna, At/PO-Naktiguda, Bhawanipatna-766001, Kalahandi.

Sd/- (Smt. Sangeeta Minz)
Asst. Director of Sericulture
Kalahandi, Bhawanipatna

Memo No. 41/Dated- 13/01/2025

Copy submitted to the Joint Director of Sericulture, Koraput for kind information & necessary action.

Sd/- (Smt. Sangeeta Minz)
Asst. Director of Sericulture
Kalahandi, Bhawanipatna

Memo No. 42 /Dated- 13/01/2025

Copy submitted to the Director of Textiles & Handlooms, Odisha, Bhubaneswar for kind information & necessary action.

Sd/- (Smt. Sangeeta Minz)
Asst. Director of Sericulture
Kalahandi, Bhawanipatna

Memo No. 43/Dated-13/01/2025

Copy submitted to the district e-Governance Manager (DeGM), Kalahandi for kind information & request to publish advertisement in the website <https://kalahandi.odisha.gov.in> of Dist. Administration for wide publication.

Sd/- (Smt. Sangeeta Minz)
Asst. Director of Sericulture
Kalahandi, Bhawanipatna

DATA SHEET

Sl. No	Particulars	Details
1	Name of the Client	Assistant Director of Sericulture, Kalahandi, Bhawanipatna
2	Method of Selection	Quality -cum – Cost Based Selection (QCBS)
3	Date of issue of Tender	10.01.2025
4	Pre bid meeting	NR
5	Deadline for receipt of proposal and time	30.01.2025 on or before 5.00 PM
6	Date of opening of Technical Proposal	31.01.2025 11.00 AM
7	Date of opening of financial Proposal	Soon after completion of Technical Bid,
8	Expected date of commencement of assignment	Shall be intimated to the successful bidder after finalization of the tender process
9	Bid document fee (<i>Non-refundable</i>)	Rs. 500/- only in shape of Demand Draft in favour of Assistant Director of Sericulture, Kalahandi, Bhawanipatna
10	Earnest Money Deposit (EMD) *Refundable subject to satisfactory & complacence to laid down conditions	Rs. 20,000/- in from of Demand Draft in favour of Assistant Director of Sericulture, Kalahandi, Bhawanipatna
11	Contact Person	Sri Tinku Bivar, Junior Assistant Phone No-8249599804
12	Postal address for submission of Proposal	Office of the Assistant Director of Sericulture, Kalahandi, At/PO-Naktiguda, Bhawanipatna-766001, Kalahandi.
13	Mode of sending Proposal	Speed post/Register Post/ Courier. Submission of bid through any other mode and late bid will be rejected.
14	Place of opening of proposal	Officer Chamber of Assistant Director of Sericulture, Kalahandi, Bhawanipatna
15	Website to visit for download of bid document	https://kalahandi.odisha.gov.in

DISCLAIMER

This Tender is not an offer by Assistant Director of Sericulture, Kalahandi, Bhawanipatna but an invitation to receive offer from the bidder/firms/agencies etc. No contractual obligation whatsoever shall arise from this tender process unless and until a formal is signed and executed by duly authorized officers of Assistant Director of Sericulture, Kalahandi, Bhawanipatna with selected bidder/firm/agency.

TENDER FOR SELECTION OF AN AGENCY FOR PROVIDING MANPOWER SERVICE FOR ASSISTANT DIRECTOR OF SERICULTURE, KALAHANDI, BHAWANIPATNA

TERMS OF REFERENCE

(Prescribed Qualification & Experience of the Manpower)

Sl No	Manpower	Age Limit	Minimum qualification	Work Experience	Remuneration as per GA&pg Dept GOO Resl 7982/GAD dat 7.3.2024	Job Description
1	Technical Inspector-3 No	21years to 40 Years	Graduation in any branch of Bio- Science i.e. Sericulture/ Agriculture/ Forestry/ Botany/Zoology/Life Science	Knowledge in Sericulture. Preferably worked in any sericultural organization/ office.	Rs.14900/- per person.	I) Sericultural activities and relevant knowledge to perform office support service. II) Any other reasonable work assigned by authority.
2	Eri &Tasar Mistry- 2 No	18 Years to 40 Years	Matriculation (HSC)	-do-	Rs.13900/- per person	-do-

2. Duration.

The contract period shall be valid for one year from the issue of the work order & is subject to extension of one year on Satisfactory Performance.

3. Edibility Criteria :

Sl. No	Eligibility Criteria	Supporting documents to be furnished along with the Technical Bid
1	<p>The bidder should be registered under appropriate authority, such as</p> <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	<p>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.</p>	Copies of the work order from the previous authorities
3	<p>The Registered Office / Branch Office of the Service Provider must be located within the jurisdictional area of Bhawanipatana, Odisha.</p>	Valid address proof of the office (Copy of the Telephone /Electricity Bill etc.)
4	<p>Must have average annual financial turnover of Rs. ___50,00,000/-_ during the last five financial years.</p>	Copies of audited Income/ Expenditure Statement and Balance sheet for the concerned period.
5	<p>Must have its own bank account in any scheduled bank situated in Odisha</p>	Copies of the pass book and transaction statement for the last 6 month to be furnished.
6	<p>The agency should not have been blacklisted by any Central / State government, or any other public sector undertaking or a</p>	An undertaking to this effect to be furnished as per the prescribed format [Form

	corporation as on bidder the date of this RFP	– T2] in Rs.10.00 non-judicial stamp paper duly attested by the public Notary
7	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]
8	Other Statutory Documents:	<p>Copies of :</p> <ul style="list-style-type: none"> • Copy of PAN, • Copy of GSTIN certificate and last GST return certificate bearing UDIN no. • Copies of EPF & ESI Registration Certificate • Copy of IT return for the last 3 assessment year • Valid License under PSARA (Private Security Agencies Regulation Act. 2005) (In case of Security Services)

4. 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) Demand Draft in support of Bid processing fee as applicable
- c) Demand Draft in support of EMD as applicable.
- 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 of valid license under PSARA Act, 2005(in case of Security Service)
- j) Copy of Bank Account details

- k) Copies of the Income/Expenditure statements along with Balance Sheet for the last 3 years.
- l) Copies of work orders from the previous organizations for providing services during last 3years.
- m) Undertaking regarding non-blacklisting (On stamp paper)
- n) 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 **on 31.1 .2025 at 11 A.M.** in presence of the authorized representatives of the bidder who wish to be present on the spot at that time. Financial bid of the technically qualified bidders shall be opened on soon after completion of the Technical Bid in presence of the authorized representatives.

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.

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.

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 authority 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.

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.

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

5. Terms and condition for applying.

1. This Bid document will be received in scaled cover super scribed "**Tender for selection of Service Provider for Manpower Services of Three (03) Technical Inspector, Two (02) Eri & Tasar Mistry.** (containing sealed technical bid and financial bid in separate sealed covers).
2. The agencies must submit their proposal by **Speed Post/ Registered Post/Courier** only to the address of Assistant Director of Sericulture, Kalahandi during the office hour only on or before the last date and time for submission of proposal as specified at Sl No. 5 of the DATA SHEET submission of proposal through any other mode and late bid will be rejected. Assistant Director of Sericulture, Kalahandi, Bhawanipatna will not be responsible for postal delay/any consequences in receiving of the proposal.
3. The agency shall deposit **Earnest money of Rs 20,000/-** as a guarantee of good faith. The amount will be counted towards security for due performance of the contract. In the event of refusal to execute the agreement by the successful bidder in scheduled time, the same will be forfeited. If the offer of the agency is not accepted, the earnest money will be refunded without any Interest.
4. The above deposit of agency shall remain as security for the due rendering of services. On successful completion of the event, the same will be refunded as per agreement
5. Communication by email from the authorized email address of Assistant Director of Sericulture, Kalahandi (**Email: adskalahandi@gmail.com**) would be treated as full and final communication in all respect.
6. All the pages of the bid have to be signed & sealed by the bidder/authorized representative. All pages of the hid must have been numbered. Any deviation from the prescribed procedures/information/formats/ conditions shall result in outright rejection of the proposal.

6. Terms & Conditions for selected bidder:

1. The selected bidder will execute one agreement with Assistant Director of Sericulture, Kalahandi in Non-Judicial stamp paper of appropriate value.
2. For all intents and purposes, the selected bidder shall be the "Employer" within the meaning of different Rules & Acts in respect of persons deployed. The persons deployed by the successful bidder shall not have any claim whatsoever like employer and employee relationship against the Authority under this agreement. The successful bidder shall make them known about their position in writing before deployment under the required service.

3. The selected bidder 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 selected bidder in the course of their performing the functions/ duties, or for payment towards any compensation.
4. Selected bidder last to abide by any conditions alterations as imposed by the authority time to time.
5. The successful bidder is required to carry out the services in accordance to the Terms of Reference as mentioned in the Annexures.
6. The successful bidder shall ensure that there is sufficient manpower for the required services to meet the committed deployment plan.
7. The successful bidder must employ adult and skilled labour only. Employment of child labour will lead to termination of the contract. Assistant Director of Sericulture, Kalahandi authority will not be responsible for any legal consequences arise if any in this regard.
8. The successful bidder should possess or procure needful infrastructure for smooth deliver of services. No additional cost towards the same will be borne by Assistant Director of Sericulture, Kalahandi.
9. The agencies/prospective bidders are advised to visit and examine the site and obtain for it at then own responsibility and task, all information that may be necessary for submission of the bid and entering the contract.
10. The selected bidder 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.
10. Selected bidder 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.
11. The selected bidder shall ensure that the manpower deployed by it are disciplined and do not participate in any activity detrimental to the interest of the Authority.
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 selected bidder 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 the event of any personnel being on leave/absent, the selected bidder shall ensure suitable alternative arrangements to make up for such absence. If a person leaves the job for any reason, the selected bidder is liable to provide the suitable replacement within 07 working days.

15. 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.

16. There would be no increase in rates payable to the selected bidder during the Contract period. The selected bidder 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.

17. The selected bidder 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.

18. In the event of failure of selected bidder 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 selected bidder.

19. 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.

20. 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.

21. The selected bidder will nominate a coordinator who shall be stationed at Kalahandi and shall be responsible for immediate interaction with the office as and when required.

22. Applicable income tax, shall be deducted at source from all accepted payments, in accordance with the provisions of Income Tax Act, 1961 as amended from time to time.

23. Communication by email from the authorized email address of Assistant Director of Sericulture, Kalahandi (Email: adskalahandi@gmail.com) would be treated as full and final communication in all respect.

The Performance Guarantee (PBG)

24. The selected bidder shall have to sign an agreement in Non-Judicial Stamp paper of appropriate value with deposit of PBG 10% of the contract value (including GST as per the Govt. of Odisha Finance Deptt. OM No.8952/18.03.2021 in the form FD/BG i.e., hypothecated to Assistant Director of Sericulture, Kalahandi till completion of the contract period.

25. Failure to comply with the conditions of the agreement shall constitute sufficient ground for the forfeiture of the PBG.

26. No interest shall be paid on the PBG. The PBG shall be refunded after successful completion of the project.

27. In case of breach of any terms & conditions, the performance security deposit of the selected bidder shall be liable to be forfeited besides annulment of the agreement.

7. Governing Law and Penalty Clause

1) The agreement would be terminated by issuing one month notice by any and both of the parties.

2) The agreement will be terminated if the performance of the selected bidders will be found dis-satisfactory by the engaging authority.

3) Any complain regarding quality of service will be attended immediately by the service provider.

4) Any legal financial problem of the manpower engaged by the service provider will be looked after by the service provider, not by Assistant Director of Sericulture, Kalahandi.

5) The decision of the authority placing the contract, whether the delay in development has taken place on account of reasons attributed to the selected bidder shall be final. The authority reserves the right to reject any or all the offers without assigning any reason thereof at any stage of awarding the tender.

6) Any dispute arising out of this Tender, the decision of The Assistant Director of Sericulture, Kalahandi shall be final & binding to all.

7) In case of a dispute, it will be governed by the laws of the court in Kalahandi/Bhubaneswar.

SCOPE OF THE WORK

A. Office Support services

1. Assistant Director of Sericulture Kalahandi invites sealed bids from the eligible bidders to provide the office support services at Kalahandi.
2. The Manpower Service Provider should be managed by the trained support staff 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 and relevant knowledge to perform office support services.
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 responsibility assigned by the authority from time to time the authority reserves the rights to verify and check the credentials and qualification of the outsource Manpower. If during course of engagement of any outsourced personal, it comes to notice of authority that he/she has mis- represented the fact about his/her qualification/experience, the Service Provider will have to terminate the service of such staff immediately.
4. The Manpower Service Provider should have an empanelled list of trained/experienced office support staff so that uninterrupted and continued services can be provided during the period of contract. The Service Provider should be able to provide additional Manpower 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 5.00 PM and may also be required to report for work beyond 5.00 PM 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.
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 co-ordinator who shall be responsible for periodic interaction with the authority so that optimal services of the person deployed could be availed without any disruption.

9. The attendance roll for the personal deployed by the Service Provider at the premises of authority shall be provided by the man power 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 responsibility of Manpower Service Provider to pay 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 reason. The payment in respect of the overlapping period of the substitute shall be the responsibility of Manpower Service Provider.

12. The person 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 they 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. They 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 be ensure regular payment of monthly remuneration 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 remuneration of its employees in their respective Bank Account.

14. The engagement of outsourced person shall be purely on contact basis. The Service Provider shall at all times make it absolutely clear to outsourced personnel hired through them. Any outsourced personnel deputed can be removed any time by giving notice to the Service Provider will have to provide suitable replacement acceptable to Authority within 07 working days

**TECHNICAL BID COVERING LETTER
(ON BIDDER LETTER HEAD)**

[Location Date]

To

[Name and Designation of
Tender Inviting Authority]
(Office Address and Location)

Sub: - Tender for outsourcing of Services of **Three(03) Technical Inspector, Two (02) Eri & Tasar Mistry** in Assistant Director of Sericulture, Kalahandi (Technical Proposal).

Sir,

I, the undersigned, offer to participate in the tender process to provide services in accordance with your Tender Call Notice No. Dt. We are hereby submitting our proposal, which includes Technical Proposal, sealed in an 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, hereby unconditionally undertake to accept all the terms and conditions as stipulated in the Tender document. In case any provision of this tender is found violated by our agency, then your office shall have the rights to reject our proposal including forfeiture of the earnest money deposit absolutely.

Yours faithfully,

Bidder/Authorized Signatory
with Date and Seal

Name and Designation of the Signatory:

Name of the Bidder and Address:

Details information about the Bidder:

Sl No	Specification	Details
1	Name of the Bidder	
2	Details of Bid Document Cost (Demand Draft Details)	DD No.
		Date:
		Amount (rs.):
		Drawn Bank
3	Details of EMD (Demand Draft Details)	DD No.
		Date:
		Amount (rs.):
		Drawn Bank
4	Name of the Director/ Proprietor	
5	Full Address of Registered Office if any	Postal Address:
		Telephone No:
		FAX No:
		E-Mail Address:
6	Name & telephone number of the authorized person Signing the bid	
7	Bank Account details of the agency/ firm	Account Number:
		Bank and Branch Name:
		Bank and Branch Name:
8	PAN No. (Attach self-attested copy)	
9	GSTIN (Attach self-attested copy)	
10	Acceptance to all the terms & conditions of the tender (Yes/No)	
11	Power of Attorney/authorization letter for signing of the bid documents (submitted/not submitted)	
12	Please submit an affidavit as mentioned point 5.1.11 At the time of submission of bid. (submitted/ not submitted)	
13	Kindly mention the total number of pages in the tender document	

14. Details of the similar type service provided by the bidder in **last 05 (five)** years as requested in the eligibility criteria:

Period	Name of Authority with complete address & Phone No.	Type of services provided with details of manpower	Contact Amount (in INR)	Duration	
				From	To

15. 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 bidder/Authorized Representative with seal)

Place: _____

Date: _____

Enclosures:

- i. Bid processing fee in the form of Demand Draft in original
- ii. EMD in the form of Demand Draft in original.
- iii. Copy of tender document (each page must be signed, numbered and sealed).
- iv. Duly filled Technical Bid.
- v. List of Documents as applicable.

Annexure-III

Financial Turnover of the bidder for the last 3 financial years in manpower services only.

Name of the firm/agency: -

Financial Year	Turnover Amount (in INR)	Total Turnover (in INR)
FY (2021-22)		
FY (2022-23)		
FY (2023-24)		

Signature of Chartered Accountant
With FRN No. and Seal (inked signed)

Signature of bidder/ Authorized representative with seal

Place: _____

Date: _____

AFFIDAVIT

(On the Stamp Paper of appropriate value in shape of affidavit from the Notary regarding undertaking for following)

1. I, hereby undertake that, our agency has not been blacklisted/debarred by any of the Central Government/State Government Department/Office or by any Public Sector undertaking (PSUs) and not blacklisted by any authority during the recent past.
2. That there is no criminal case pending in any Court of Law against our agency or against the Proprietor/ Director/Persons to be deployed by our agency at the time of submission of bid.
3. I/we further certify that Proprietor/Director/Persons to be deployed by our company have not been convicted of any offence in any Court of Law during the recent past and as well as at the time of submission of bid. I understand that I am fully responsible for the contents of this undertaking and its truthfulness.
4. 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.
5. I, hereby undertake that, our agency is abiding all rules and regulation in respect to the Child Labour (Prohibition and Regulation) Act 1986.

Bidder/Authorized signature
(in full and initials)

Name and Designation of the Signatory:

Name of the Bidder and Address:

**FINANCIAL BID COVERING LETTER
(ON BIDDER LETTER HEAD)**

(Location Date)

To [Name and Designation of
Tender Inviting Authority]
(Office Address and Location)

Sub: - Tender for outsourcing of service for three (03) Technical Inspector, Two (02) Eri & Tasar Mistry, in Assistant Director of Sericulture, Kalahandi.

Sir,

I, the undersigned, offer to provide the services for (insert title of the Service) in accordance with your Tender Call Notice No. _____ Dt _____. Our attached financial price is (insert amount(s) in words and figures for the proposed service). This amount is exclusive 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. 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.

Yours faithfully,

Bidder/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	Requirement of Manpower	Cost per Unit in INR (Inclusive of remuneration and all statutory dues)	GST as (applicable)	Total
1					
2					
A. Sub Total (Manpower Cost) in INR					
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 Authorised Representative)

BID SUBMISSION CHECK LIST

Sl No	Description	Submitted (Yes/No)	Page No.
TECHNICAL BID (ORIGINAL)			
1	Covering letter along with information in Bidders Letter Head		
2	Bid Processing fee (Demand Draft)		
3	EMD (Demand Draft)		
4	Copy of Incorporation Registration Certificate		
5	GST Registration Certificate and returns copy of the financial years pertaining to the financial year F.Y.2021-22, 2022-23 & 2023-24 and up to date GST e-filing as on March 2024.		
6	Copy of PAN Card and up to date return copy of Income Tax for the last three financial years (i.e. 2021-22, 2022-23 & 2023-24) Audited balance sheet of the firm for last three financial years (i.e..		
7	Audited balance sheet of the firm for the last three years 2021-22, 2022-23 & 2023-24)		
8	Official turnover in manpower services only of the firm for the last three financial years (i.e.. 2021-22, 2022-23 & 2023-24)		
9	The copy of completion certificates work orders in support of executing similar kind of projects/assignments for past 10 years upto March 2024 (As mentioned under point 3.7)		
10	Power of Attorney in favour of the person signing the bid on Behalf of the bidder.		
11	Undertaking in affidavit form as per Annexure-IV		
12	Detailed profile of the firm including the list of manpower in Establishment Administration) & their qualification.		
13	Presentation Soft copy & Hard copy		
FINANCIAL BID (ORIGINAL)			
1	Covering Letter in Bidders Letter Head		
2	Duly filled in Financial Bid		

It is to be ensured that:

1. All in form action has been submitted as per the prescribed format only.
2. Each part has been separately bound with no loose sheets and each page of all the parts are page numbered along with Index Page.
3. All pages of the proposal need to be sealed and signed by the authorized representative.

Authorized Signatory (in full and initials): _____

Name and Designation with Date and Seal: _____