

Tender Call Notice No

93

//Date

24.04.2026

Bids in sealed cover are invited under Two Bid system from reputed and experienced man-power service providers for providing manpower for to District Tourist Office, Khordha for a period of 12 months on outsourcing basis at selected tourist destinations (Barkul) in Khordha District. The details of the bidding process are as follows;

Sl. No.	Bidding Schedule	Dateline
1	Date of Issue	24.04.2026
2	Availability of Bid Document	24.04.2026
2	Last Date and Time of receipt of Bid	08.05.2026, 4.00 PM
3	Opening of Technical Bid	11.05.2026, 11.30 AM
4	Opening and Financial Bid	14.05.2026, 11.30 AM

Bidders are required to submit the **Technical and Financial bids** separately. The bids in sealed cover-I containing "**Technical Bid**" and the sealed cover-II containing "**Financial Bid**" should be placed in a third sealed cover super-scribed "Bid for Outsourcing of services of Un-Skilled, Semi-Skilled and Skilled personnel for engagement at selected tourist destinations (Barkul) in Khordha District and must reach the O/o CDO-cum-EO, Zilla Parishad, Khordha, At/Po-Palla on or before date 08.05.2026 by 4.00 PM through **Speed Post/Registered Post only**. The Bid documents containing eligibility criteria, scope of work, terms and conditions of the tender and draft agreement can be downloaded from the district website www.khordha.odisha.gov.in/en

Complete Address for submission of Bid:

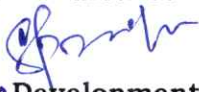
CDO-cum-EO, Zilla Parishad, Khordha
At/Po:-Palla
Dist-Khordha
Pin Code: 752056

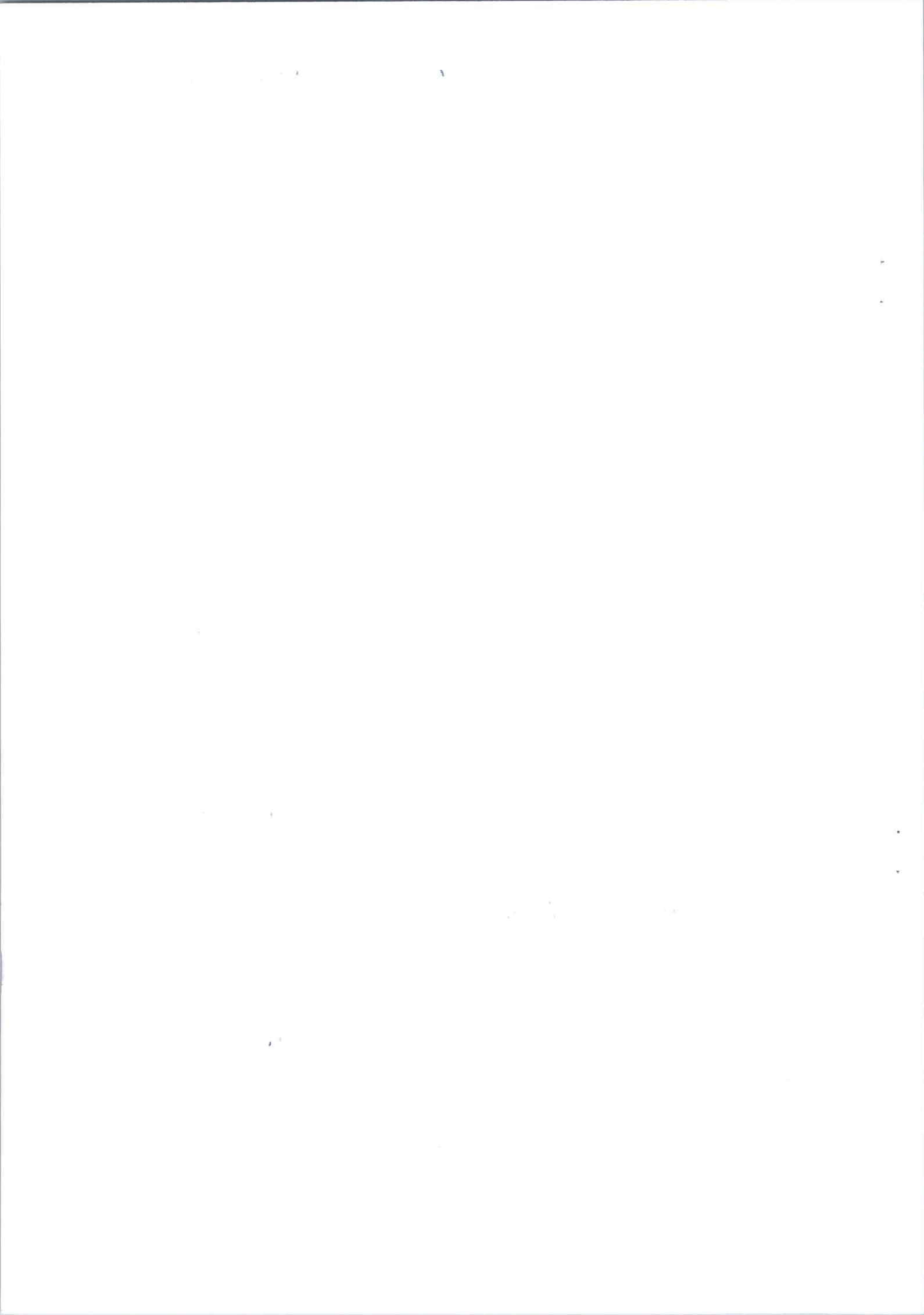

Tourist Development Officer,
Khordha.

MemoNo 94 // Date 24/04/2026

Copy to the D.I.P.R.O, Khordha for information with a request to pursue the matter for timely publication.

Copy to the DeGM, Khordha, for information and necessary action with a request to web hoist the advertisement in the district website www.khordha.odisha.gov.in/en


Tourist Development Officer,
Khordha.



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Section - I

Instruction to Bidders

A. **General Information:**

- The office of the District Tourist Development office, Khordha requires the services of reputed, well established, financially sound and registered Service Providers to provide services of Un-Skilled, Semi-Skilled and Skilled personnel for engagement at selected tourist destinations (Barkul) in Khordha District.
- Sealed tender is invited under two bid system from reputed manpower agencies/service providers to provide the services for a period of one year w.e.f. the date of execution of agreement and is likely to be extended on yearly basis subject to satisfactory performance, & mutual agreement . The authority reserves the right to terminate the contract at any time after giving 30 days' notice to the service provider.
- Bidders are required to submit the technical & 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 Un-Skilled, Semi-Skilled and Skilled personnel for engagement at selected tourist destinations i.e Barkul in Khordha District." must reach the undersigned on or before 08.05.2026 by 4.00 PM through Speed Post/ Regd. Post only.

Eligibility 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 Limited Liability Partnership Act 2008. 	<p>Certificate of Incorporation/ Registration Certificate or Commercial Establishment Registration</p>
2	<p>The bidder must be at least 3 years in business (up to the last date of submission of bid) for providing similar type of services to Central/ State Government/ Autonomous Bodies/ Corporate bodies.</p>	<p>Copies of the work order from the previous authorities and agreement copy.</p>
3	<p>The Registered Office or Branch Office of the Service Provider must be located within the jurisdictional area of the district of Khordha.</p>	<p>Valid address proof of the office (Copy of the Telephone or Electricity Bill or any govt order/certificate)</p>
4	<p>Must have average annual financial turnover of Rs. 2 Crores during the last 3 consecutive financial years as on Dt. 31.03.2025.</p>	<p>Copies of audited Income/ Expenditure Statement and Balance Sheet for the concerned periods by a Chartered Accountant..</p>
5	<p>Must have its own bank account in any scheduled bank situated in Odisha.</p>	<p>Certified photocopy of 1st Page of Bank Pass Book</p>
6	<p>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.</p>	<p>An affidavit in Rs.10/- non-judicial stamp paper to this effect to be furnished by the bidder as per the prescribed format. [Form - T2]</p>
7	<p>Must not have any pending judicial proceedings for any criminal offence against the Proprietor/ Director/ Persons to be deployed by the Service Provider.</p>	<p>An affidavit in Rs.10/- non-judicial stamp paper to this effect to be furnished by the bidder as per the prescribed format. [Form - T3]</p>
8	<p>Other Statutory Documents:</p>	<p>Copies of :</p> <ul style="list-style-type: none"> • PAN, • TAN, • GSTIN, • Valid Contract Labour License for the minimum

		<p>200 hundred labours in a single order.</p> <p>Valid ISO Certificates i.e.</p> <ul style="list-style-type: none"> • ISO 9001:2015 & • ISO 14001:2015 & • ISO 45001: 2018 & • SA-8000:2014 & • ISO 27001:2013 & • ISO 20000:2018 and • CMMI MATURITY LEVEL 3 • Copies of EPF & ESI Registration Certificate. • Copy of Commercial Establishment Registration Certificate. • IT returns for the last 3 consecutive financial years as on 31-03-2025. • Notarized Rental Agreement in case of rented house . • Security Certificate issued by Home dept.
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B. Submission of Bid :-

The proposal complete in all respect as specified above must be accompanied with a Non-refundable amount Rs. 10,000/- (Rupees Ten thousand) only towards Bid Processing Fee and EMD of Rs. 4,34,000/- (Rupees Four Lakh Thirty Four thousand) only in form of A/c payee Demand Draft in favour of CDO-cum-EO, Zilla Parishad, Khordha drawn in any scheduled commercial bank and payable at Khordha failing which the bid will be out rightly rejected. The relaxation to MSME entities as per govt. norms is also applicable in this case. The bid should be sent through Speed Post/Registered Post (through Govt. of India, Department of Post) so as to reach the authority by 08.05.2026 by 4.00 PM to the office of Tourist Development Officer, Collectorate, Khordha.

The authority will not be responsible for any postal delay. Bids without Cost of tender paper and EMD shall be rejected. Bids submitted after due date & time will be summarily rejected. EMD of unsuccessful bidders will be returned without interest after the award of Contract.

The selected bidder will have to deposit a Performance Security @ 3% of the annual contract value in the form of Bank Guarantee/FD/DD from any scheduled Bank situated within Odisha in favour of CDO-cum-EO, Zilla Parishad, Khordha as per the prescribed format provided in the tender document at Section-IX for a period of three months beyond the contract period. (i.e. Performance Bank Guarantee must be valid from the date of

effectiveness of the contract to a period of three months beyond the contract period) as its commitment to perform services under the contract. Failure to comply with the requirements shall constitute sufficient grounds for forfeiture of the Performance Bank Guarantee. The Performance Bank Guarantee shall be released immediately after three months of expiry of the contract provided as 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.

C. List of Documents to be submitted

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

- a) A/c payee Demand Draft in support of Bid processing fee (cost of tender paper) as applicable.
- b) A/c payee Demand Draft in support of EMD as applicable.
- c) Copy of Certificate of Incorporation for Company, for firm or agency copy of commercial establishment registration certificate.
- d) Copy of GSTIN along with return file in form No-3B (Updated last quarter/last month).
- e) Copy of PAN and TAN.
- f) Copies of IT returns for the last three consecutive financial years.
- g) Copies of EPF & ESI Registration certificates.
- h) Copy of Bank Account details of the bidder.
- i) Copies of the Income/Expenditure Statements along with Balance Sheet for the last 3 years ending on 31.03.2025.
- j) Copies of work orders from the previous organizations for providing services during last 3 years.
- k) Affidavit regarding non-blacklisting (On Stamp Paper)
- l) Affidavit regarding non-pending of any judicial proceedings (On bidder's Letter Head)
- m) Valid Contract Labour License for minimum Two hundred labor in Odisha in a single order.
- n) Valid ISO Certificate i.e. ISO 9001:2015, ISO 14001:2015, ISO 45001:2018, SA-8000:2014, ISO 27001:2013, ISO 20000:2018 & CMMI MATURITY LEVEL 3

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 in the pages of the bid document should be neatly computerized, be legible and be signed by the Bidder. If the space for furnishing information is insufficient, a separate sheet duly signed by the Bidder should be attached.

The technical Bid will be opened on 11.05.2026 at 11.30 AM in presence of the Bidders or their Authorized Representatives who wish to be present on the spot at that time. Financial bid of the technically qualified

bidders or their 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.

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. In case more than one firm quotes the same price, then the L-1 bidder will be decided as per highest mark secured by the bidder in technical bid.

The quoted rates shall not be less than the minimum wages including VDA fixed/ notified by the Government in Labour & ESI Department, 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.

Section - II

SCOPE OF THE WORK

GENERAL INSTRUCTIONS FOR BIDDERS AND SCOPE OF WORK

A. GENERAL INSTRUCTIONS:

1. The manpower deployed by the service provider shall be required to report for work as per time fixed by Govt. and may also be required to work before or after working hour 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.
2. 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 official confidentiality.
3. 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.
4. 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 office. 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.
5. 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.
6. 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.
7. 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 the respective Bank Account.

8. 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.
9. The manpower to be engaged in this offices shall be given assignment as per the requirement of the office work and on due approval of Head of the office.

B. SCOPE OF WORKS:

The agency shall provide services of Un-Skilled, Semi-Skilled and Skilled personnel for engagement on outsourcing basis at selected tourist destinations i.e. Barkul in Khordha District. The agency shall deploy personnel to provide the services of housekeeping services such as safety and sanitation, Cleaning and sweeping, security etc.

**TECHNICAL REQUIREMENTS FOR THE MANPOWER TO BE DEPLOYED
BY THE SUCCESSFUL MANPOWER SERVICE PROVIDER IN DIFFERENT
TOURIST DESTINATIONS OF KHORDHA DISTRICT UNDER DISTRICT
TOURIST DEVELOPMENT OFFICE, KHORDHA.**

1. The manpower to be engaged should be above 18 years of age and not exceeding 45 years.
2. The Minimum Educational Qualification for the outsourcing staff are as per requirement of services.
3. The manpower to be engaged should be of Skilled, Semi-Skilled and un-skilled category and will be deployed in daily wages basis.

Section - III

Name of the site	Sweeper	Toilet cleaner	Housekeeping of Built up Space	Supervisor Cleaning	Parking Management (Semi-skilled)	Security at Gates (Semi-skilled)	Site Security (Semi-Skilled)	Security Supervisor (Skilled)	Life guard	Total Manpower
BARKUL	16	6	14	2	6	6	8	2	2	62

Schedule of Requirement:

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

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 should be above 18 years of age and not exceeding 45 years 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 those are deployed in office of the authority. The personal file shall invariably consist of personal details such as name, address, date of birth, sex, residential address (temporary/permanent), Bank Account, EPF/ESI 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 those 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. 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.
 16. In case of delay in providing required replacement, the amount of penalty calculated **at the rate of 1%** of the monthly contract value

- per week on account of delay, shall be deducted from the monthly bills in the succeeding month.
17. 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.
 18. 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.
 19. 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.
 20. 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 of 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 clause of the agreement, the same shall be resolved through negotiation. Alternatively the dispute shall be referred to the next higher authority or controlling officer for his decision and the same shall be binding on all parties.
 26. All disputes shall be under the jurisdiction of the appropriate court.
 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.
- 30.** The man power service provider will be supplied additional man power as and when required during the validity period of agreement
- 31.** The cost of consumable items shall be borne by the District Tourism Development Office, Khordha on an actual basis as per the claim bill submitted by the selected agency subject to the maximum ceiling fixed by the Department of Tourism, Govt. of Odisha.

Section - V
TECHNICAL BID
(BIDDER LETTER HEAD)

To

[Location, Date]

The CDO-cum-EO,
Zilla Parishad, Khordha
At/Po-Palla
Dist-Khordha, PIN-752056.

Sub: Tender for Outsourcing of Un-Skilled, Semi-Skilled and Skilled personnel for engagement at selected tourist destinations (Barkul) in Khordha District. [Technical Proposal]

Sir,

I, the undersigned, offer to participate in the tender process to provide services of Un-Skilled, Semi-Skilled and Skilled personnel for engagement at selected tourist destinations (Barkul) in Khordha District in accordance with your Tender Notice No.: _____ Dated _____. 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 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.

Yours faithfully,

Authorized Signatory [In full and initials]

Name and Designation:

Address of the Bidder:

(FORM - T1)

1	Name of the Bidder	
2	Details of Bid Processing Fee (Cost of Tender paper)	DD No.:
		Date:
		Amount (Rs.):
		Drawn on Bank:
3	Details of Earnest Money Deposit: (Demand Draft Details)	DD No.:
		Date:
		Amount (Rs.):
		Drawn on Bank:
4	Name of the Director /MD	
5	Full Address of Registered Office	Postal Address:
		Telephone No.:
		FAX No.:
		E-Mail Address:
6	Name & telephone number of the authorized person signing the bid	Name and Designation:
		Mobile Number:
7	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	The Registered Branch Office of the Service Provider must be located within the jurisdictional area of Khordha	
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	Valid ISO Certificate:- ISO 9001:2015 & ISO 14001:2015 & ISO 45001: 2018 & SA-8000:2014 & ISO 27001:2013 & ISO 20000:2018 and CMMI MATURITY LEVEL 3	
18	Balance sheet for the last 3 years ending on 31.03.2026	
19	Work orders from the previous organizations for providing services during last 3 years W.O No.& Agreement copy a. b. c.	
20	Commercial Establishment Registration Certificate	

Financial Turnover of the bidder for the last 3 financial years :-

Financial Year	Turn Over Amount (In INR)	Average Turnover (in INR)
FY 2024-25		
FY 2023-24		
FY 2022-23		

Details of the similar type service provided by the bidder in consecutively last 3 years:-

Sl. No.	Period	Name of Authority with Complete Address & Phone No.	Type of services provided with details of manpower deployed	Contract Amount (in INR)	Duration	
					From	To
1						
2						
3						
4						
5						

Declaration

I, Sri _____ Son/ Daughter/ Wife of Sri _____ 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.

Authorised Signatory [In full and initials]

Place:

Date:

Enclosures:

1. Bid Processing Fee (Cost of tender paper) in the form of A/c Payee Demand Draft in Original.
2. EMD in the form of A/c Payee Demand Draft in Original.
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-T-2
AFFIDAVIT

**[On Rs.10/- Non-judicial Stamp Paper in shape of affidavit from the Notary
regarding non-blacklisting]**

I..... here by undertake that, our organization.....
has not been debarred by any of the Central/ State Government
Department/ Office or by any Public Sector Undertaking (PSUs) and nor
blacklisted by any authority during the recent past..

Yours sincerely,

Authorized Signatory [In full and initials]

Name and Designation of the Signatory:

Name of the Bidder and Address:

FORM-T-3

AFFIDAVIT

[On Rs.10/- Non-judicial Stamp Paper in shape of affidavit from the Notary regarding not having any pending judicial proceeding 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 or Director or Persons to be deployed by our company.

I further certify that Proprietor/Director/Persons to be deployed by our / 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 Signatory [In full and initials]

Name and Designation of the Signatory

Name of the Bidder and Address:

Evaluation of Technical Bid

Technical evaluation of bids will be conducted to determine whether the bids comply with the prescribed eligibility conditions and whether the requisite documents have been properly furnished by the bidders. Only those bids that qualify in the technical evaluation stage will be considered for opening of the financial bids.

The technical bids shall be opened in the presence of the Tender Committee and the bidders or their authorized representatives who choose to attend the meeting at the specified place and time. The technical bids shall first be evaluated to determine whether the required documents have been submitted in the correct format.

The **Quality and Cost Based Selection (QCBS)** method will be followed during the tender process for selection of the bidder. The Tender Inviting Authority will award the contract to the bidder whose bid has been determined to be the lowest and most competitively evaluated bid price in accordance with the tender conditions.

The selection of the bidders shall be carried out under the Quality and Cost Based Selection (QCBS) method, wherein 70% weightage will be assigned to the technical score and 30% weightage will be assigned to the financial score.

$$\text{Technical Score(ST)} = 100 \times T / TH$$

$$\text{Financial Score(SF)} = 100 \times FM / F$$

$$\text{Combined Score(S)} = (ST \times T) + (SF + P)$$

The weightage given to the Technical(T) and Financial (P) Proposals are T=

Proposal with the lowest cost may be given a financial score of 100 and other proposals given financial scores that are inversely proportional to their prices with respect to the lowest offer. Similarly, proposal with the highest technical marks shall be given a score of 100 and other proposals be given technical score that are proportional to their marks with respect to the highest technical marks. The total score both technical and financial, shall be obtained by weighing the quality and cost scores and adding them up. On the basis of the combined weighted score for quality and cost, the agency shall be ranked in terms of the total score obtained. The proposal obtaining the highest total combined score in evaluation of quality and cost will be ranked as H-1 bidder followed by proposals securing lesser marks as H-2, H-3 etc. The proposal securing the highest combined marks and ranked H-1 will be successful bidder who shall be awarded the contract. In the event two or more bids have the same score in final ranking, the bidder having higher technical score during the technical evaluation round will be considered as the H-1 bidder. In the event that 2 (two) or more "tie bidders" have the same technical score (TS), District Administration reserves the right to choose the successful bidder.

Table No.2

Criteria, sub-criteria and point system for the Detailed Evaluation of Technical Proposals

Sl #	Parameter	Total Marks	Criteria for award of Mark
1	YEAR OF EXPERIENCE	20	<ul style="list-style-type: none"> • More than 1Year but Less than 2 Years Experience- 10 Marks • 2 Years or more but less than 3 Years Experience- 15 Marks • 3 Years or more years of experience- 20 marks
	Financial Statement (audited) of three years (2022-23, 2023-24 & 2024-25) and the agency should have an average annual turnover of Rs.1.00 crore on providing manpower facility management and support services during three financial years ending 2024-25.		
2	SIMILAR NATURE OF WORK	30	Deployment of unskilled personnel in single order <ul style="list-style-type: none"> • (150 or less)-5 Marks/ more than 150-10 marks • Deployment of Semi-skilled/skilled Personnel in combine order • Semi Skilled-(50 or less)-5 Marks/ more than 50-10 marks • Skilled-(25 or less)-5 Marks/ more than 25-10 marks
	Number of Similar Assignments undertaken/completed (Past Experience of providing manpower for facility management and support services of similar nature for Central/ State Government Departments/Semi-Govt/ PSU's/ Corporate Bodies / National / International Organisations) during last 5 years including 2025-26 till date.		
3	FINANCIAL CAPACITY OF BIDDER	20	<ul style="list-style-type: none"> • Turnover more than or equal 1 Crore but less than 2 Crores-10 marks • Turnover more than or equal 2 crores but less than 3 Crores-15 marks • Turnover more than or equal 3 Crores-20 marks
	Annual Average turnover of last three financial years.		
4	VALID ISO CERTIFICATE	7	<ul style="list-style-type: none"> • ISO 9001:2015- 1 Mark • ISO 14001:2015- 1 Mark • ISO 45001:2018- 1 Mark • SA-8000:2014- 1 Mark • ISO 27001:2013- 1 Mark • ISO 20000:2018- 1 Mark • CMMI MATURITY LEVEL 3- 1 Mark
	Copy of the CMM/ISO 9001/IEC 20000/DHIP certificate/s. For each certificate, 1 mark will be awarded, subject to a maximum of 7 marks.		
5	VALID CONTRACT LABOUR LICENSE	13	<ul style="list-style-type: none"> • 200 numbers-8 Marks • Above 500 numbers-13 marks
	No. of personnel engaged		
6	PRESENTATION ON APPROACH AND METHODOLOGY	10	photographs, videos or a PowerPoint presentation.

<p>The bidders shall make a presentation through photographs, videos, or a PowerPoint presentation (PPT) demonstrating their experience in providing manpower services, with emphasis on innovation, creativity best practices adopted in service delivery.</p>		
<p>Total</p>	<p>100</p>	

Section - VI

FINANCIAL BID

(BIDDER LETTER HEAD)

To

[Location, Date]

The CDO-cum-EO,
Zilla Parishad, Khordha
At/Po-Palla
Dist-Khordha, PIN-752056.

Sub: Tender for Outsourcing of Un-Skilled, Semi-Skilled and Skilled personnel for engagement at selected tourist destinations (Barkul) in Khordha District. [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.

Yours faithfully,

Authorized Signatory [In full and initials]

**Name and Designation of the Signatory
with Date and Seal:
Address of the Bidder:**

(FORM -F1)

(Administrative Charge)

Section- VI

Financial Bid

For providing Manpower services to selected tourist destinations (Barkul in District.

1. Name of Tendering Facility Management service Provider: _____

Sl. No	Proposed Manpower type	Wages with VDA per day as per notification No-2602/LC dated-30.04.2025 of Labour Commissioner, Bhubaneswar.	Employee Share of PF @ 13%	Employee share of ESI @ 3.25%	Service Charges	Gross Total	CGST @9%	SGST@9%	Total wages per day including statutory dues and taxes as applicable
1	2	3	4	5	6	7	8	9	10
1	Un-Skilled	462	60	15	18	555	50	50	655
2	Semi-Skilled	512	67	17	20	615	55	55	726
3	Skilled	562	73	18	22	675	61	61	796

N.B.-

- i. The minimum wages with VDA per day as at column No-3 above is subject to revision as per notification of Labour Commissioner, Bhubaneswar from time to time.
- ii. Employee share of EPF/ESI shall be borne by the employees concerned.

Date:
Place:

Signature of Authorized Person
Full Name:
Seal:

Section – VII

BID SUBMISSION CHECK LIST

Sl. No	Description	Submitted (Yes/No)	Page No.
TECHNICAL BID (ORIGINAL)			
1	Forwarding Letter in Bidders Letter Head		
2	Bid Processing Fee		
3	EMD		
4	Copy of Incorporation or Registration Certificate of the Bidder or Commercial Establishment Registration.		
5	Copy of PAN & TAN		
6	Copy of GSTIN & 3b		
7	Copies of Income Tax Clearance Certificate for the last three Assessment years		
8	Copy of Valid EPF & ESI Certificate, ISO Certificates		
9	Copy of valid Labour License		
10	TECHNICAL BID duly filled in (Forwarding 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 3 years, and Banker transaction certificate last six month.		
12	Power of Attorney in favor of the person signing the bid on behalf of the bidder in letter pad.		
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	Affidavit for not having been black-listed by any Central / State Govt./any Autonomous bodies during the recent past.(FORM- T2)		
15	Affidavit for not having any police case pending against the bidder (FORM- T3)		
FINANCIAL BID (ORIGINAL)			
1	Forwarding Letter in Bidders Letter Head		
2	Duly Filled in Financial Bid (FORM- F1)		

- 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.

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.

3. 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**]

Witness1:

Witness2:

For and on behalf of **[SERVICE PROVIDER]**

[Name and Designation of the Representative with seal]

Witness1:

Witness2:

Section -IX

Model Bank Guarantee format for performance security

To

The CDO-cum-EO, Zilla Parishad ,
Khordha

WHEREAS _____ (Name and address of the Supplier) (Hereinafter called "**the Supplier** ") has undertaken, in pursuance of contract no _____ dated _____ to supply _____ description of goods and services) (Herein after called "**the Contract**")

AND WHEREAS it has been stipulated by you in the said contract that the supplier shall furnish you with a Bank Guarantee by a schedule commercial Bank recognised by you for the sum specified therein as security for compliance with its obligation in accordance with the contract.

AND WHEREAS we have agreed to give the supplier such a Bank Guarantee.

NOW THEREFORE we hereby affirm that we are guarantors and responsible to you on behalf of the supplier, up to a total of _____ (amount of Guarantee in words and figures), and we undertake to pay you, upon your first written demand declaring the supplier to be in default under the contract and without cavil or arguments, any sum or sums within the limits of (amount of Guarantee) as aforesaid, without your needing to prove or to show grounds or reasons for your demand or the sum specified therein.

We hereby waive the necessity of your demanding the said debt from the supplier before presenting us with the demand.

We further agree that no change or addition to or other modification of the terms of the contract to be performed there under or any of the contract documents which may be made

between you and the supplier shall in any way release us from any liability under this guarantee and we hereby waive notice of any such change addition or modification.

This guarantee shall be valid until the _____ day of _____ 2026

Our _____ branch at _____ (Name and address of the _____ Branch) is liable to pay the guaranteed amount depending on the filing of claim and any part thereof under this Bank Guarantee only and only if you serve upon us at our _____ branch. A written claim or demand and received by us at our _____ branch on or before date _____ otherwise bank shall be discharged of all liabilities under this guarantee thereafter.

(Signature of the Authorised Officer of the Bank)

(Name and designation of the Officer)

(Seal , Name and address of the Bank & address of the Branch)