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UTKAL UNIVERSITY
VANI VIHAR, BHUBANESWAR-751004

...

Estt.II/1262/5939 /2024

Date: 12.07.2024

TENDER CALL NOTICE

Bids in sealed cover are invited under two-bid system from experienced manpower service provider for providing supporting staff of different categories for Utkal University, Vani Vihar, Bhubaneswar-751004.

The details of the bidding process are as follows:

Sl. No.	Bidding Schedule	Deadline
1.	Last Date & Time for submission of Tender	29.07.2024
2.	Opening of Technical Bid	01.08.2024
3.	Opening of Financial Bid	05.08.2024

Bidders are required to submit the Technical and Financial Bids separately. The bids in sealed Cover-1 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 tenders completed in all respects must reach the undersigned on or before 29.07.2024 by 5.00 PM by Speed Post/Registered Post/Courier only.

The bid documents containing eligibility criteria, scope of the work, terms and conditions of the tender and draft agreement can be downloaded from Utkal University website-<https://utkaluniversity.ac.in>.

[Signature]
REGISTRAR

Memo No. Estt.II/1262/5940 /2024

Date: 12.07.2024

Copy to

1. Prof-In-Charge, Computer Centre, Utkal University for information and necessary action. He is requested to publish the tender call notice in the University website for public interest. L
2. The Comptroller of Finance, Utkal University for information and necessary action. L
3. P.A. to the Vice-Chancellor for kind information of the Vice-Chancellor. L

[Signature]
REGISTRAR

[Signature]
12/7/24

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SECTION -1

Instruction to Bidders

A. General Information:

1. Utkal University, Vani Vihar, Bhubaneswar-751004 requires the service of reputed, well-established, financially sound and registered Service Providers to provide **manpower having requisite qualification** at Utkal University.

2. The period of contract for providing the aforesaid services will be ideally **One year** i.e. from **the date of effectiveness of the contract**. **The contract may be extended subject to satisfactory performance, mutual agreement on yearly basis. Other terms & conditions will remain unchanged** unless it is curtailed or terminated by the authority owing to deficiency of service, substandard quality of manpower deployed, breach of contract, etc. or change in requirements. The authority reserves the right to terminate the contract at any time after giving 30 (Thirty) day's notice to the service Provider.

Sl. No	Eligibility Criteria	Supporting documents to be furnished along with the Technical Bid
1.	The bidder should be registered under appropriate authority, such as: <ul style="list-style-type: none">• Registered under the Companies Act, 2013• Registered under the Indian Partnership Act, 1932• Registered under the Indian Trusts Act, 1882• Registered under the Societies Registration Act, 1860.• Registered under the Limited Liability Partnership Act, 2008.	Certificate of Incorporation/ Registration
2.	The bidder must have minimum two years in business (up to the last date of submission of bid) and experience in providing manpower Services in Educational Institutions / Universities / Government Organizations Central/State Government/ Autonomous Bodies/Agencies/Societies/Corporate Bodies.	Copies of the work order from the previous authorities.

3.	The Registered Office / one of the branch offices of the manpower service provider should be located within the jurisdiction of Odisha.	Valid address proof of the office (Please attach a copy of the Telephone/Electricity Bill)
4.	Must have annual financial turnover not less than Rs.1 (One) Crore For last one financial year i.e. 2023-2024	Copies of audited Income/Expenditure Statement and Balance sheet for the concerned period.
5.	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.
6.	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 – T1]
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	Copies of <ul style="list-style-type: none"> • PAN, • GSTIN, • Copies of EPF & ESI Registration Certificate • IT return for the last 2 (two) Assessment Years

B. Submission of Bid:

The proposal complete in all respects as specified must be accompanied with a Non-Refundable Amount **Rs. 5,000/- (Rupees Five Thousand) plus GST as admissible** towards **Bid Processing Fee and Rs.26,000/-(Rupees Twenty Six Thousand only)** as EMD in favour **Comptroller of Finance, Utkal University",** in shape of account payee Demand Draft drawn in any nationalized bank and payable at SBI, Utkal University Campus (code no-2135) failing which the bid will be out rightly rejected. The bid should be sent through Speed Post/Registered Post/Courier so as to reach the authority by **22.07.2024. at 5.00 pm.**

The submission of bid by hand should not be accepted.

The authority will not be responsible for any postal delay. Bids without bid processing fee and Bid Security shall be rejected. Bids submitted after due date will be summarily rejected. EMD of unsuccessful bidders will be returned without interest after the award of contract.

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 (Bid for Outsourcing of Manpower)**" and "**Financial Bid (Bid for Outsourcing of Manpower)**". Both sealed envelopes must be kept in a third sealed envelope super-scribing "**Bid Document- For providing manpower through outsourcing basis**".

Selected bidder will have to deposit a Performance Security @5% of annual contract value in the form of Account payee Demand Draft/TDR or Bank Guarantee from any of scheduled Bank situated within Odisha in favour of Comptroller of Finance, Utkal University, Vani Vihar, Bhubaneswar-751004", as per the prescribed format provided in the tender document at Section - IX for a period of 60 days 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 security. The Performance security shall be released immediately after 60 days of expiry of the contract provided that there is no breach of contract on the part of the qualified bidder. No interest shall be paid on the Performance security. In case, the contract is further extended beyond the initial contract period, the performance security 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 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 towards 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 **two** assessment years
- h) Copies of EPF & ESI Registration Number
- i) Registration Certificate issued by the Labour Department, Govt, of Odisha.
- j) Copy of Bank Account details
- k) Copies of the Income/Expenditure statements along with Balance Sheet for the last **02** year.
- l) Copies of work orders from the previous organizations for providing services during last **01** year preferably from Government organizations /Educational Institutions / Universities.
- m) Undertaking Regarding Non-blacklisted through Non-Judicial stamp paper of Rs. 10.00 in shape of affidavit from the notary. If submitted documents detected forged, the tender application is liable for rejection and it will be treated as criminal offence under IPC Act.
- 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 **24.07.2024** 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 **26.07.2024** in presence of the authorized representatives. However, the University Authority has the right to open the Bids even in the absence of the Tenderer or his authorized representative.

The Bidder will be suspended from participating in Bid process of this Office for **01** year 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.

The quoted rates shall not be less than the minimum wages fixed/notified by the Labour Commissioner Odisha, Bhubaneswar // 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 EMD shall be forfeited if the successful bidder fails to undertake the work or fails to comply any of the terms and conditions of the bid after award of the Contract.

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

SECTION-II**SCOPE OF THE WORK****For different categories of Man power**

1. Utkal University, Vani Vihar, Bhubaneswar-751004 invites sealed bids from the eligible bidders to provide the **manpower on outsourcing basis** at Utkal University, Vani Vihar, Bhubaneswar-751004.
2. The manpower service provider should be managed by 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 & relevant knowledge.
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 staff immediately.
4. The Agreement may be extended, on the same terms and conditions or with some additions / deletions / modifications, for a further specific period mutually agreed upon by the Manpower Service Provider and Utkal University.
5. 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.
6. 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 the Security Officer of the University.
7. 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.
8. 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.
9. 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.
10. 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.

11. 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.

Note: Manpower personnel should be of minimum 25 years of age and not exceeding 55 years of age.

SECTION- III**Schedule of Requirement**

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

<u>SL NO</u>	<u>CATEGORY OF MANPOWER</u>	<u>TENTATIVE REQUIREMENT</u>
1.	SUPPORTING STAFF (UNSKILLED)	14
2.	SUPPORTING STAFF (SEMI-SKILLED)	15
3.	SUPPORTING STAFF (SKILLED)	26
4.	SUPPORTING STAFF (HIGHLY-SKILLED)	12
	TOTAL	67

<u>DESIGNATION</u>	<u>SKILL-LEVEL</u>	<u>NO. REQUIRED</u>
TECHNICAL ASSISTANT	HIGHLY SKILLED	1
ASSISTANT LIBRARIAN	HIGHLY SKILLED	4
SUPERVISOR	HIGHLY SKILLED	1
TECHNICAL CONSULTANT(CIVIL/ELECTRICAL WINGS)	HIGHLY SKILLED	2
PROJECT ASSISTANT	HIGHLY SKILLED	4
DEOS(NAD WORKS)	SKILLED	4
DEOS	SKILLED	11
DEOS	SKILLED	2
DRIVER	SKILLED	2
SUPPORTING STAFF WITH COMPUTER KNOWLEDGE	SKILLED	4
ASSISTANT TEACHER(DARCEE)	SKILLED	3
PLUMBER	SEMI-SKILLED	4
ELECTRICIAN	SEMI-SKILLED	4
LINEMAN	SEMI-SKILLED	3
PUMP DRIVER	SEMI-SKILLED	3
WIREMAN	SEMI SKILLED	1
LIBRARY ATTENDANT	UNSKILLED	11
HELPER	UNSKILLED	3
	TOTAL	67

Note: The requirement of manpower is tentative and may be increased or decreased as per the need.

SECTION - IVGENERAL 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 Persons to be deployed by the Service Provider should be above **25 years of age and not exceeding 55 years.**
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 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/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 effect 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 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 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.
12. 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.
13. 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.
14. 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.
15. 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.
16. 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.
17. 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 along with the EPF, ESI & GST deposit receipts of the previous month. The payment will be released by the second week of the succeeding month.
18. 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.
19. In case of dispute resolution relating to rights/liabilities arising out of the agreement, the same shall be disposed of at the level of Utkal University.
20. 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 one-month prior notice to the Service Provider.
21. 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.
22. 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.
23. 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.
24. All disputes shall be under the jurisdiction of the court at **Bhubaneswar(Odisha)**.
25. 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.
26. 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.
27. 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.
28. The Manpower Service Provider shall submit running wage bill of each month along with EPF ECR copy, ESI ECR copy, payment of wages (bank statement of each person) and GST Challan copy mentioning GST Number of the University.

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

To

The Registrar,
Utkal University,
Vani Vihar, Bhubaneswar-751004.

Sub: Tender for providing manpower through outsourcing basis at Utkal University.

Dear Sir,

I, the undersigned, offer to participate in the tender process to provide manpower services in accordance with your Tender Notice No.: _____ Dated _____. I am herewith submitting the 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 the proposal. This 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 is found violated, then your office shall have the rights to reject our proposal including forfeiture of the earnest money deposit absolutely.

Yours faithfully,

***Authorised Signatory
with Date and Seal***

Name and Designation:

Address of the Bidder:

FORM - T1

1.	Name of the Bidder	
2.	Details of Bid Processing Fee: (Demand Draft Details)	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/Proprietor/ Partner	
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.	Banker of Manpower Service Provider (Attach certified copy of Statement of Account for last one year)	Account Number:
		Bank and Branch Name: Telephone No.:
		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.)	

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

16. Financial Turnover of the bidder for the last 01 (one) financial years*

Financial Year *	Turn Over Amount (In INR)	Average Turnover (in INR]
FY (2023-24)		

**From the date of issue of tender*

17. Details of the similar type service provided by the bidder in last 02 (two) years:

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

18. Declaration

1/ Shri _____ Son/Daughter/Wife of
 Shri _____, Proprietor/Director/Authorized
 Signatory of _____ (Name of the Service Provider),
 competent to sign this declaration and execute this tender;

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

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

(Signature of Authorized Representative with seal)

Place:

Date:

Enclosures:

1. Bid Processing Fee in the form of Demand Draft in original
2. Demand Draft in support of deposit of EMD 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-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 last **one** year.

Yours sincerely,

***Authorized Signatory
[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 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:

TECHNICAL BID EVALUATION

Technical evaluation of the bids will be done to determine whether the bids complied to the prescribed eligibility condition and the requisite documents / information have been properly furnished by the bidder or not. Bids qualified the technical evaluation stage, will be considered for opening of the financial bids. The financial bids shall be opened in the presence of the tender committee and bidders' representatives who choose to attend. **Least Cost Selection Method** will be followed during the tender process to determine the selected bidder. The tender inviting authority will award the contract to the bidder whose bid has been determined as the *lowest and competitive evaluated bid price*.

SECTION – VI FINANCIAL
BID COVERING LETTER
(BIDDER LETTER HEAD)

[Location, Date]

To

**The Registrar,
Utkal University,
Vani Vihar,
Bhubaneswar-751004.**

Sub: Tender for providing manpower through outsourcing basis at Utkal University, Vani vihar, Bhubaneswar.

Dear Sir,

Sir,

I, the undersigned, offer to provide different kinds of manpower to be submitted in prescribed format in accordance with your tender no _____ Dtd. _____.

Our attached financial price is Rs. _____ only for the purposed services. The amount is inclusive of the taxes applicable as per GST Act. I do hereby undertake that, in event of acceptance of our bid, the services shall be provided in respect to the terms and condition as stipulated in tender document.

Our financial proposal shall be binding upon us subject to the modifications resulting from contract negotiations, up to expiry 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 Signatory with Date and Seal:

Address of the Bidder:

Bidder with lowest evaluated competitive administrative charges for the required service will be awarded with contract.

Bidders quoting Service Charge less than 3.85% of the rate per person per day shall be rejected during the financial evaluation stage.

Place:

Date:

(Sign and Seal of Authorised 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		
3	EMD		
4	Copy of Incorporation / Registration Certificate of the Bidder		
5	Copy of PAN		
6	Copy of GSTIN		
7	Copy of Income Tax Returns for the last two Assessment years		
8	Copy of Valid EPF & ESI Certificate		
9	TECHNICAL BID duly filled in (Covering Letter, FORM- T1, T2 and T3)		
10	Financial details of the bidder along with all the supportive documents such as copies of Income / Expenditure Statement and Balance Sheet for the last 02 years		
11	Power of Attorney in favour of the person signing the bid on behalf of the bidder.		
12	List of completed / on-going assignments of similar nature (Past Experience Details) along with the copies of work orders for the respective assignments from the authorities		
13	Undertaking for not being black-listed by any Central / State Govt./any Autonomous bodies during last two years (FORM- T2)		
14	Undertaking for not having any police case pending against the bidder (FORM- T3)		
FINANCIAL BID (ORIGINAL)			
1	Covering Letter in Bidders Letter Head		
2	Duly Filled in Financial Bid (FORM- FI)		

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 need 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 **UTKAL UNIVERSITY** (hereinafter called as the "University") 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 "**University**" 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 **University**;
- (b) The "**University**" 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 service provider 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 University and in consideration of the Certificate of Satisfactory Performance of Services Provider, the University 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 University 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 University within 7days 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 "University" to the "Service Provider", the "Service Provider" hereby agrees with the "University" to provide manpower resources to be engaged in the [Utkal University, Vani Vihar, Bhubaneswar-751004] in conformity with the provisions of the terms and conditions of the contract.
- (b) That the "University" 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: UTKAL UNIVERSITY]

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

THE REGISTRAR

UTKAL UNIVERSITY
VANI VIHAR, BHUBANESWAR-751004.

WHEREAS _____

(Name and address of the Service Provider) (Hereinafter called "the Service Provider) has undertaken, in pursuance of Contract/Office Order No. _____ dated _____ to undertake the service to provide manpower (herein after called "the contract").

AND WHEREAS it has been stipulated by **UTKAL UNIVERSITY** (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 _____ month/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