



ODISHA RENEWABLE ENERGY DEVELOPMENT AGENCY

Under the Department of Energy

Government of Odisha

(ISO 9001:2008 / ISO 14001:2004)

S/59, MANCHESWAR INDUSTRIAL ESTATE,

BHUBANESWAR-751010, ODISHA

Website: www.oredaodisha.com E-mail: ceoreda@oredaodisha.com

Notice Inviting Tender for Provision of Security Services, Cleaning services and Data Entry services

Notice No: 2777 /PD - /2024

Date: 02.07.2024

E-tender is invited through e-tender portal from eligible bidders / (firms / Agencies), to provide Security services, cleaning services and Data Entry services to Odisha Renewable Energy Development Agency, Bhubaneswar-751010 on outsourcing basis vide a Service Contract with specific terms and conditions.

1	Date of publication of NIT on E-procurement website and OREDA website	02.07.2024
2	Due date of pre bid query submission through ceoreda@oredaodisha.com	08.07.2024, Time: 5:00 PM
4	Due date and time for submission of online copies of Technical Bid and price bid.	22.07.2024, Time: 5:00 PM
5	Due date and time for submission of hard copies of Technical Bid	23.07.2024, Time: 5:00 PM
6	Tentative date and time for the opening of Technical Bid for both online copies and hard copies, except price bid.	24.07.2024, Time: 3:30 PM
7	Due date and time for the opening of online price bid applicable only for the bidders whose Technical bids shall be responsive.	To be intimate later

For details of Tender documents, please visit our website www.oredaodisha.com & apply through e-tender portal www.tenderwizard.com/OREDA. Further corrigendum, if any, will be uploaded in these websites only.


Chief Executive

Memo No. 2778 /OREDA

Date 02/07/2024

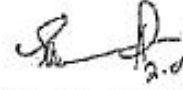
Copy forwarded to the Director (Admin) / All Divisional Heads / Publicity Wing / Notice Board / Website of OREDA i.e. www.oredaodisha.com for information and necessary action. The advertisement may please be published in two reputed Odia Daily i.e. "The SAMAJ & The SAMBAD" (all edition) for one day


Chief Executive

Meino No. 2779 /OREDA

Date 02/07/2024

Copy forwarded to M/S KEONICS, A Govt. of Karnataka Undertaking, No.29/1, Race course Road, Bangalore- 560 001 for information and necessary action.


2.07.2024.

Chief Executive



RFP to provide Security services, cleaning services and Data Entry services to Odisha Renewable Energy Development Agency, Bhubaneswar-751010 on outsourcing basis vide a Service Contract with specific terms and conditions.

NIT No.2777, Dated: 02.07.2024

Contact details:

Odisha Renewable Energy Development Agency (OREDA)
Address: S-3/50, Manchewar Industrial Estate, Bhubaneswar - 751010, Odisha.
Phone: (0674) 2588259, 2586398, 2580554, Fax: 2586368
Email: oreda@odisha.gov.in
Website: <http://oredaodisha.com/>

Notice Inviting Tender (NIT)

NIT No.: 2777, Dated 02.07.2024

Type of bidding: Domestic Competitive Bidding (DCB)

Mode of bidding: Open bidding, Single stage two envelope, E-bidding

Odisha Renewable Energy Development Agency (OREDA) invites a-tender to provide Security services, cleaning services and Data Entry services to Odisha Renewable Energy Development Agency, Bhubaneswar-751010 on outsourcing basis vide a Service Contract with specific terms and conditions.

The Schedule of Events is given below:

1	Date of publication of NIT on E-procurement website and OREDA website	02.07.2024
2	Due date of pre bid query submission through ceoreda@oredaorissa.com	08.07.2024, Time: 5:00 PM
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The NIT providing requisite details about the bidding process shall be made available on the E-procurement Website (www.tenderwizard.com/OREDA) on or before the due date mentioned above. In addition, the NIT shall be provided on the OREDA Website (<http://oredaodisha.com/>) for viewing purposes only. The Bidders may write to us at the email id ceoreda@oredaorissa.com, at any time during the office hours for any additional information.

The Bidders are also requested to contact the E-procurement Service Provider (M/s. Tender Wizard) for online registration on the E-procurement Website. The Bidders may contact the E-procurement Service Provider at 080-40482000/ 121/ 133/ 140 and +91 70085 21627 at any time during the office hours for any additional information.

Note: OREDA reserves all the right to annul the bidding process and invite fresh Bids without liability or obligation for such invitation and without assigning any reasons.


02.07.2024
Chief Executive

Disclaimer

To whomsoever it may concern, kindly note the following:

- This NIT is meant for the exclusive purpose of bidding against this NIT and shall not be transferred, reproduced, or otherwise used for purposes other than that for which it is specifically issued.
- Though adequate care has been taken for the preparation of this NIT, the Bidder shall satisfy itself that the NIT is complete in all respect. Intimation of any discrepancy shall be given to OREDA immediately. If no intimation is received from any Bidder in their pre-bid queries, it shall be considered that the NIT is complete in all respects and has been accepted by the Bidder.
- OREDA reserves all the right to modify, amend, or supplement this NIT by issuing Addendum from time to time in the interest of the Project.
- OREDA reserves all the right to extend the timelines mentioned in the Schedule of Events of NIT by issuing Corrigendum from time to time in the interest of the Project.
- While the NIT has been prepared in good faith, neither OREDA nor OREDA's employees or advisors make any representation, warranty, express or implied or accept any responsibility or liability, whatsoever, in respect of any statements or omissions or absence herein, or the accuracy, completeness or reliability of the information, and shall incur no liability under any law, statute, rules or regulations as to the accuracy, reliability, and completeness of this NIT, even if any loss or damage is caused by any act or omission on OREDA's part.

CONTENTS OF TENDER DOCUMENT

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SCOPE OF WORK AND GENERAL INSTRUCTIONS FOR BIDDERS

1. The Odisha Renewable Energy Development Agency (OREDA), S-59, Mancheswar Industrial Estate, Bhubaneswar-10 requires the services of reputed, well established and financially sound Manpower Service Providers to provide Security Personnel for watch & ward duty, Data Entry Operators ,Sweepers, Peons at OREDA headquarter and BPEP, Khandagiri and Technicians at District levels., Data Entry Operator & Sweeper on contract basis for day to day.
2. The contract for providing the aforesaid manpower is likely to commence from 01.08.2024 and would continue till 31.08.2026. The period of the contract may be further extended beyond two years provided the requirement of the Agency for manpower persists at that time or may be curtailed/ terminated before one month owing to deficiency in service or substandard quality of manpower deployed by the selected Service Provider or because of change in the Agency's requirements. The Agency, however, reserves right to terminate this initial contract at any time after giving one month notice to the selected Service Provider.
3. This Agency has tentative requirement for 14 nos. of Security Personnel, 05 nos. of Data Entry Operator & 07 nos. of Sweepers. The exact requirements of peons at Head Quarters and Technician at District Levels will be intimated later on.The above services may be increased / decreased as per the requirement.
4. The estimated cost of the contract is Rs.96,84,000/- (approximately)
5. The interested Manpower Service providers may submit the tender document complete in all respects along with Earnest Money Deposit (EMD) of Rs.1,94,000/- (Rupees One Lakh Ninety thousand) only and other requisite documents by Registered Post /Speed Post or may deposit the tender documents in the Tender Box kept in Office Room of Director (Administration) at OREDA Headquarter, S-59, Mancheswar Industrial Estate, Bhubaneswar-10 by 23.07.2024 up to 5.30 PM.

6. The various crucial dates relating to **"Tender for Providing Manpower Services to the Odisha Renewable Energy Development Agency, Bhubaneswar-10** are cited as under.

- (a) Period of issue of Tender Document: **02.07.2024**
(download from OREDA Website: (<http://oredaodisha.com/>))
- (b) Date and time for submission Tender Document : 02.07.2024 to 23.07.2024
up to 5.00 PM
- (c) Date and time for opening of
 - (i) Technical Bid : 24.07.2024 at 03.30 PM
 - (ii) Financial Bids of eligible Tenders and selection : To be intimated later on
- (d) Likely date for commencement of deployment of : To be intimated later
on required manpower

7. **Procedure for submission of Bid:**

- a) For participating in the Bid, it is mandatory to procure the Digital Signature Certificate (DSC) of class-III only.
- b) The Bidders are advised to register their user id, password, and company id on the E-procurement Website by clicking on the hyperlink "Register Me" to fill in the online registration form.
- c) The unregistered Bidders are required to pay a registration fee in favour of M/s. KSEDCL Limited payable at Bangalore on the E-procurement Website through e-payment mode only as per the instruction given therein.
- d) As soon as the verification is done by the E-procurement Website, the user id will be enabled/ provided
- e) After viewing the NIT on the E-procurement Website, if the Bidder intends to submit its Bid, the Bidder shall use the user id and password that has been received after registration and use the DSC. The step-by-step instructions are given below:
 - a. Insert the Public Key Infrastructure (PKI), which consists of the DSC in the system. Ensure that the necessary software of PKI has been installed.
 - b. Click/ Double Click to open the Microsoft Internet Explorer
 - c. Go to Start > Programs > Internet Explorer. Type the E-procurement Website address "www.tenderwizard.com/OREDA" in the address bar of Internet Explorer to access the Login Screen.
 - d. Enter user id and password, click on "Go".
 - e. Click on "Click here to login" to select the DSC and enter the DSC Password. Re-enter the user id and password.
 - f. Click "Un Applied" to view/ apply for a new NIT.

- g. Click on the “Request” icon for online requests. After making the request, the Bidder shall pay the requisite Bid Processing Fee (as indicated in the NIT) through e-payment mode only available on the E-procurement Website. The Bidders can download the Bidding Document by following the below steps.
 - h. Click on the “Show Form” icon.
 - i. Bidding Document will appear on the screen.
 - j. Click “Click here to download” to download the Bidding Document.
- f) All the soft copies of the Bid shall be properly scanned and shall be legible and such softcopies shall be either uploaded in .pdf or.jpg or .jpeg format.
Prior to submission, verify whether all the required documents as a part of Technical Bid and Price Bid have been attached and uploaded against the particular Bidding Document or not.
- g) The Price Bid shall be uploaded on the E-procurement Website only in Microsoft .xls or .xlsx format only. By no other means, except online through E-procurement Website, the Price Bid shall be accepted for evaluation of the Bids.
- h) The hard copies as required to be submitted shall be submitted OREDA’s Office Address as per the timelines mentioned in NIT or any Corrigendum.
- i) Please note down or take a print of the bid control number once it is displayed on the screen.
- j) Bid opening events can be viewed online.

The Bids submitted by one Bidder can be viewed by other Bidders.

8. The tender has been invited under **two bid system** i.e. **Technical Bid and Financial Bid**. The interested agencies are advised to submit sealed envelope superscribing “**Technical Bid for providing Manpower Services to OREDA**”.
9. The Earnest Money Deposit (EMD) of Rs.1,94,000/- (Rupees One Lakh Ninety thousand thousand) only refundable (without interest), should be necessarily accompanied with the Technical Bid of the service provider in the form of Demand Draft drawn in favour of Chief Executive, OREDA, Bhubaneswar payable at Bhubaneswar, **failing which the tender shall be rejected summarily.**
10. The successful tenderer will have to deposit a security amount of Rs.4,03,500 (One month employee cost including statutory due) in the form of Fixed Deposit Receipt (FDR) made in the name of the Manpower Service Provider but hypothecated to the Chief Executive, OREDA, S-59, Mancheswar Industrial Estate,, Bhubaneswar, covering the period of contract. In case, the contract is further extended beyond the initial period, the FDR will have to be accordingly renewed by the successful tenderer.
11. The tendering Manpower Service providers are required to enclose self certified photocopies of the following documents along with the Technical Bid, **failing which their bid shall be summarily/ outrightly rejected and will not be considered any further:**

- (a) Registration certificate of the applicant organization;
- (b) Copy of PAN card/GIR Card
- (c) Copy of the IT return filed for the last three financial years;
- (d) Copies of EPF and ESI certificates;
- (e) Copy of the Service Tax registration certificate/ GST certificate;
- (f) Certified extracts of the Bank Account containing transactions during last three years.
- (g) Copy of the Home Department Govt. of Odisha License certificate.

12. The conditional bids shall not be considered and will be out rightly rejected in very first instance

- 13. All entries in the tender form should be legible and filled clearly. If the space for furnishing information is insufficient, a separate sheet duly signed by the authorized signatory may be attached. **No overwriting or cutting is permitted in the Technical Bid form. In such cases the tender shall be summarily rejected.**
- 14. The Technical Bids shall be opened on the schedule date and time at 03:30 P.M. on 24.07.2024 in the Office Conference hall, OREDA, S-59, Mancheswar Industrial Estate, Bhubaneswar-10 in the presence of the representatives of the Manpower Service Providers, if any, who wish to be present on the spot at that time.
- 15. The competent Authority of OREDA reserves its right to cancel / reject the tender papers of any Security service providers, cleaning services providers and data entry services providers those who have worked under the OREDA, Bhubaneswar previously and found defaulter in compliance of Govt. Statutory provisions like, EPF, E.S.I, Tax/ GST etc by violating the official orders/instruction communicated earlier.
- 15. The Competent Authority of OREDA reserves the right to annul all bids without assigning any reason thereof.

**TECHNICAL REQUIRMENTS FOR THE TENDERING MANPOWER SERVICE
PROVIDER**

The tendering manpower service provider should fulfill the following technical specifications

- (a) They should have experience and performance Certificate from the client of one or more than security contracts of engagement of 100 or more security personnel(for a period of 2 year) during the last 3(three) calendar year from any Central ,State Government, Government Public Sector Undertaking organizations.
- (b) The agency shall have at least 200 security personnel, on its pay roll (Supporting documents to be furnished)
- (c) The agency ought to have a minimum average annual turnover, as per audited accounts equivalent to an amount of INR 2.00 (two) crore during the last three financial years.
- (d) The minimum qualification of Data Entry operators will be B.A/B.com/BSc. Or equivalent or above and he/she must be well conversant with computer and well trained in MS office and Internet.
- (e) The minimum qualification of Technician should be H.S.C or equivalent and above with I.T.I certificate in Electrical Trade.
- (f) The minimum qualification of Peon should be H.S.C or equivalent and be well behaved.
- (g) They should have their own Bank Account.
- (h) They should be registered with Income Tax and GST Departments.
- (i) They should be registered with appropriate authorities under Employees Provident Fund and Employees State Insurance Acts.
- (j) They should be able to furnish Registration Certificate under the Private Security Regulation Authority(RSPA) Act 2005.
- (k) Undertaking in Bidders letter head to the effect that bidder has not been blacklisted /debarred by any state/Central Govt. PSU organization.
- (l) The agency should procure a valid Registration Certificate duly certified by the Divisional Labour commissioner ,Khurda,Bhubanesawr for carrying on business of commercial purpose.

APPLICATION – TECHNICAL BID

(To be submitted on the letterhead of the Bidder)

**FOR PROVIDING SECURITY SERVICE , CLEANING SERVICES AND DATA
ENTRY SERVICES TO OREDA**

1. Name of Tendering Manpower Service Provider: _____
2. Details of Earnest Money Deposit : D.D.No. _____ Date; _____
of Rs. _____ drawn on Bank _____

3. Name of the Proprietor/Partner/Director:

4. Full Address of Registered Office

No. _____

Telephone

Email Address _____

5. Full address of Operating/Branch Office: -

Telephone

No. _____

E-Mail Address _____

6. Name & telephone no. of Authorised: _____
Officer/person to liaise with Field Office(s)

7. Banker of the Manpower Service Provider _____
(Attach certified copy of statement of

A/c for the last three years)
Telephone Number of Banker _____

8. PAN/GIR No _____

(Attach attested copy)

9. Service Tax/GST Registration No.: _____

(Attach attested copy)

10. E.P.F. Registration No. _____

(Attach attested copy)

11. E.S.I. Registration No. _____

(Attach attested copy)

12. Financial turnover of the tendering **Manpower Service Provider** for the last 3 Financial Years.

Financial Year	Amount (Rs. In lacs)	Remarks, if any
2021-22		
2022-23		
2023-24		

13. Additional information if any:

(Attach separate sheet if space provided is insufficient)

14. Give details of the major similar contracts handled by the tendering Manpower Service Provider during the last three years in the following format

Sl. No.	Name of client, address, Telephone &E-mail.	Manpower Services provided		Amount of contract (Rs. in lakhs)	Duration of contract	
		Type of Manpower provided	No.		From	To

15. Additional information if any:

(Attach separate sheet if required)

Signature of authorized person

Full Name:

Date:

Place:

Seal :

DECLARATION

(To be submitted on the letterhead of the Bidder)

1. I Sri _____ Son/ Daughter/ Wife of Sri _____ Proprietor/ Director/ authorized signatory of the Service Provider, mentioned above, am competent to sign this declaration and execute this tender document.

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

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

Date:

Signature of authorized person

Place:

Full Name:

Seal:

APPLICATION-FINANCIAL BID

**FOR PROVIDING SECURITY SERVICES, CLEANING SERVICES AND DATA ENTRY
SERVICES TO OREDA**

1. Name of tendering Manpower Service Provider :
2. Rate per person per month (8 hours per day) inclusive of all statutory liabilities, taxes, levies, cess etc, as per the Gazette Notification No.565, dated.13.03.2024 of Labour Commissioner, Government of Odisha, Bhubaneswar.

Sl. No.	Man-power type	Monthly rate per person						
		Take home remuneration	EPF	ESI	Other statutory dues if any	Service charge	Service Tax (GST)	Total per Person.
1.	Head Guard							
2.	Guard							
3	Data Entry Operator							
4	Sweeper							
5	Technician							
6	Peon							

Date:
Full Name:

Signature of authorized person Place:

Seal:

1. The total rates quoted by the tendering agency should be inclusive of all statutory/taxation liabilities inforce at the time of entering into the contract as per provision.

2. The payment shall be made on conclusion of the calendar month only on the basis of no. of working days for which duty has been performed by each man power duly certified by the competent authority and extra manpower shall be provided for each weekly day of rest.

ODISHA RENEWABLE ENERGY DEVELOPMENT AGENCY

S-59, MANCHESWAR INDUSTRIAL ESTATE, BBSR-10

GENERAL TERMS & CONDITIONS

1. The Agreement shall commence from 01.08.2024 and shall continue till 31.07.2026 unless it is curtailed or terminated by the authority owing to deficiency of service, sub-standard quality of manpower deployed, breach of contract etc or change in requirements.
2. The Agreement shall automatically expire on 31.07.2026 A.N unless extended further by the mutual consent of the Manpower Service Provider and the Authority.
3. 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 Authority.
4. The Manpower Service Provider shall not be allowed to transfer, assign, pledge or subcontract its rights and liabilities under this Agreement to any other agency or organisation by whatever name be called without the prior written consent of the Authority.
5. This Agency at present has tentative requirement of 13 nos. of Guards & 01 no. of Head Guard, 6 No. Data Entry Operator & 7 nos. Sweepers. The requirement of the Agency may further increase or decrease marginally, during the period of initial contract also and the tenderer would have to provide additional manpower services, if required, on the same terms and conditions.
6. The Manpower Service Provider will be bound by the details furnished by it to the Authority.

While submitting the tender or at subsequent stage, in case, any of such documents furnished by it is found to be false at any stage, it would be deemed to be a breach of terms of Agreement making it liable for legal action besides termination of the Agreement.

7. The Authority reserves the right to terminate the Agreement during initial period of 02 years after giving one months' notice to the Manpower Service Provider.
8. The Manpower Service Provider shall nominate a coordinator who shall be responsible for immediate interaction with the Agency so that optimal services of

the persons deployed could be availed without any disruption.

9. The entire financial liability in respect of manpower services deployed in the Agency shall be that of the Manpower Service Provider and the Agency concerned will in no way be liable. It will be the responsibility of the Manpower Service Provider to pay to the person deployed a sum not less than the minimum rate quoted in the financial bid and adduce such evidence as may be required by the Agency.
10. For all intents and purposes, the Manpower Service Provider shall be the "Employer" within the meaning of different Rules & Acts in respect of manpower so deployed. The persons deployed by the Manpower Service Provider shall not have any claim whatsoever like employer and employee relationship against the Agency.
11. The Manpower Service Provider shall be solely responsible for the redressal of grievances or resolution of disputes relating to persons deployed. The Agency shall, in no way, be responsible for settlement of such issues whatsoever.
12. The Agency shall not be responsible for any financial loss or any injury to any person deployed by the Manpower Service Provider in the course of their performing the functions/duties, or for payment towards any compensation.
13. The persons deployed by the Manpower Service Provider shall not claim nor shall be entitled to pay, perks and other facilities admissible to regular/confirmed employees during the agreement or after expiry of the Agreement.
14. In case of termination of this Agreement on its expiry or otherwise, the persons deployed by the Manpower Service Provider shall not be entitled to and shall have no claim for any absorption in regular or other capacity.
15. The person deployed shall not claim any benefit or compensation or absorption or regularization of deployment with office under the provision of rules and Acts. Undertaking from the person deployed to this effect shall be required to be submitted by the Manpower Service Provider.
16. The Manpower Service Provider must be registered with the concerned Govt. Authorities, i.e. Labour Commissioner, Provident Fund Authorities, Employees State Insurance Corporation etc., and a copy of the registration should be submitted. The Manpower Service Provider shall comply with all the legal requirements for obtaining License under Contract Labour (Regulations and Abolition) Act, 1970 if any, at his own part and cost.
17. 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. The Manpower Service Provider shall be responsible for contributions towards Provident Fund and Employees State Insurance, wherever applicable

18. The persons deployed by the Manpower Service Provider should have good police records and no criminal case should be pending against them.
19. The persons deployed should be polite, cordial and efficient while, handling the assigned work and their actions should promote good will and enhance the image of the Agency. The Manpower Service Provider shall be responsible for any act of indiscipline on the part of the persons deployed.

LEGAL

20. 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.
21. The Manpower Service Provider shall be responsible for compliance of all statutory provisions relating to minimum wages payable to different types of worker in respect of the persons deployed by it in the Agency. The Agency shall have no liability in this regard.
22. The Manpower Service Provider shall also be liable for depositing all taxes, levies, Cess etc. on account of service rendered by it to the Agency to the concerned tax collection authorities, from time to time, as per the rules and regulations in the matter. Attested Xerox copies of such documents shall be furnished to the Agency.
23. The Manpower Service Provider shall maintain all statutory registers under the Law and shall produce the same, on demand, to the authority of the Agency or any other authority under Law.
24. The Tax deduction at Source (T.D.S.) shall be done as per the provisions of Income Tax Act/ Rules, as amended, from time to time and a certificate to this effect shall be provided by the Department or office concerned.
25. In case, the Manpower Service Provider fails to comply with any liability under appropriate law, and as a result thereof, the Agency concerned is put to any loss / obligation, monetary or otherwise, the Agency concerned will be entitled to get

itself reimbursed out of the outstanding bills or the Security Deposit of the Manpower Service Provider, to the extent of the loss or obligation in monetary terms.

26. The Agreement is liable to be terminated because of non-performance, deviation of terms and conditions of contract, non-payment of remuneration of employed persons and non-payment of statutory dues. The Agency concerned will have no liability towards non-payment of remuneration to the persons employed by the Manpower Service Provider and the outstanding statutory dues of the service provider to statutory authorities. If any loss or damage by theft is caused to the Agency concerned by the persons deployed, the same shall be recovered from the unpaid bills or adjusted from the Security Deposit.

FINANCIAL

27. The Technical Bid should be accompanied with an Earnest Money Deposit (EMD), refundable without interest, of Rs.1,94,000/- (Rupees One LakhNinety-four thousand) only in the form of Demand Draft drawn in favour of Chief Executive, OREDA, S-59, Mancheswar Industrial Estate, Bhubaneswar, failing which, the tender shall be rejected outrightly.

28. The Earnest Money Deposit in respect of the agencies which do not qualify the Technical Bid(First stage) /Financial Bid (Second competitive stage) shall be returned to them without any interest. **In case of successful tenderer if the agency fails to deploy the requiredmanpower against the initial requirement from date of placing the order the EMD shall stand forfeited without giving any further notice.**

29. The successful tenderer will have to deposit a security amount of Rs.4,03,500/- (One month employee cost including statutory due) in the form of Fixed Deposit Receipt (FDR) made in the name of the Manpower Service Provider but hypothecated to the Chief Executive, OREDA, S-59, Mancheswar Industrial Estate,, Bhubaneswar, covering the period of contract. In case, the contract is further extended beyond the initial period, the FDR will have to be accordingly renewed by the successful tenderer.

30. In case of breach of any terms and conditions attached to this agreement, the Security Deposit of the Manpower Service Provider shall be liable to be forfeited besides annulment of the Agreement.

31. The Manpower Service Provider shall raise the bill, in duplicate, along with attendance sheet duly verified by the Agency concerned in respect of the persons deployed and submit the same to Chief Executive, OREDA in the first week of the succeeding month. As far as possible the payment will be released by the second week of the succeeding month.

32. The claims in bills regarding Employees State Insurance, Provident Fund, and Service Tax etc. should be necessarily accompanied with documentary proof pertaining to the concerned bill month. A requisite portion of the bill or whole of the bill amount shall be held up till such proof is furnished, at the discretion of the Agency concerned.

33. The amount of penalty calculated @Rs.400/- per day on account of delay, if any, in providing a suitable substitute for the period beyond three working days by the Manpower Service Provider shall be deducted from its monthly bills in the succeeding month.

34. 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.

35. 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.

36. All disputes shall be under the jurisdiction of the court at the place where the headquarters of the authority, who has executed the agreement, is located.

37. The successful bidder will enter into an agreement with this Agency for supply of suitable and qualified security personnel, eligible Data Entry Operator & Sweeper as per requirement of this Agency on the above terms and conditions.

DOCUMENTS TO BE PROVIDED WITH THE TECHNICAL BID

1. Application – Technical Bid:
2. Attested copy of registration of Manpower Service Provider:
3. Certified copy of the statement of bank account of Manpower Service Provider for the last three years:
4. Attested copy of PAN/GIR Card:
5. Attested copy of the latest IT return filed by Manpower Service Provider:
6. Attested copy of the Service Tax registration certificate/GST:
7. Attested copy of the E.P.F registration letter/certificate:
8. Attested copy of the E.S.I. registration letter/certificate:
9. Copy of the valid Security Service License certificate from the competent authority.
10. Certified documents in support of the Financial turnover of the Manpower Service Provider:
11. Certified documents in support of entries in column 13 of Technical Bid application:
12. **Copy of the terms and conditions at pages 13 to 17 in Tender Document with each page duly signed and sealed by the authorized signatory of the Manpower Service Provider in token of their acceptance:**

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

1. List of Manpower shortlisted by Manpower Service Provider for deployment in OREDA containing full details i.e. **date of birth, marital status, address, educational qualification** etc.
2. Bio-data of all persons.
3. Any other document considered relevant.

