

OREDA LIMITED



RFP to provide Security Services, Technical Services (Project Engineer, Site Engineer, Site Assistant, Account Consultant, HR Consultant & Project Assistant), Gardener, Cleaning services, Multi-Tasking Staff (MTS), Driver, IT Support Specialist and Data Entry Operator Services to OREDA Limited, Bhubaneswar-751010 on outsourcing basis vide a Service Contract with specific terms and conditions.

Request For Proposal (RFP) No. 3216

Dated: 02.09.2026

Contact details:

OREDA Limited.

CIN: U35105OD2024SGC045786

Address: S-3/59, Mancheswar Industrial Estate, Bhubaneswar-751010

Phone: (0674) 2588260, 2586398, 25805544, Fax: 2586368

Email: ceoreda@oredaorissa.com, Website: <http://oredaodisha.com>.

Disclaimer

To whomsoever it may concern, kindly note the following:

- This RFP is meant for the exclusive purpose of bidding against this RFP 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 RFP, the Bidder shall satisfy itself that the RFP is complete in all respect. Intimation of any discrepancy shall be given to OREDA Limited immediately. If no intimation is received from any Bidder in their pre-bid queries, it shall be considered that the RFP is complete in all respects and has been accepted by the Bidder.
- OREDA Limited reserves all the right to modify, amend, or supplement this RFP by issuing Addendum from time to time in the interest of the Organisation.
- OREDA Limited reserves all the right to extend the timelines mentioned in the Schedule of Events of RFP by issuing Corrigendum from time to time in the interest of the Organisation.
- While the RFP has been prepared in good faith, neither OREDA Limited 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 RFP, even if any loss or damage is caused by any act or omission on OREDA's part.

Notice Inviting Tender (RFP)

RFP No.: 3216 Dated: 02.09.2026

Type of bidding: Domestic Competitive Bidding (DCB)

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

Background:

OREDA Limited, formerly known as Odisha Renewable Energy Development Agency (OREDA) is entrusted by the Government in the Department of Energy to popularize the exploitation and use of Renewable Energy resources in the State. Presently, OREDA Limited is a State PSUs of the Energy Department, Government of Odisha.

OREDA Limited has more than 40 years of experience in the RE sector. It has implemented various Renewable Energy projects such as utility-scale solar systems, solar pumps, solar streetlights, solar cold storage, solar PV system with/without Storage etc. under various schemes for the public, Government Agencies and Departments of Government in Odisha. One of the highlighted projects is 'Net Zero Konark NAC' where the entire town is powered through the various uses of renewable energy applications such as roof top solar projects, solar powered streetlights, solar trees, solar powered water kiosks, electric vehicle fleet services, solar powered EV charging stations, etc. adding a new life to tourism and we say it 'ecotourism'.

OREDA is also involved in the implementation and monitoring of Comprehensive Maintenance services to more than 50,000 small-scale RE assets for various beneficiaries across the State and is well poised to provide RE asset maintenance services to various departments and agencies.

OREDA Limited invites e-tender to provide Security Services, Technical Services (Project Engineer, Site Engineer, Site Assistant, Account Consultant, HR Consultant & Project Assistant), Gardener, Cleaning services, Multi-Tasking Staff (MTS), Driver, IT Support Specialist and Data Entry Operator Services to OREDA Ltd., Bhubaneswar-751010 on outsourcing basis vide a Service Provider Agencies (SPA) with specific terms and conditions.

The Schedule of Events is given below:

1	Date of publication of RFP on E-procurement website and OREDA Ltd. website	02.09.2026
2	Due date of pre bid query submission through ceoreda@oredaorissa.com	07.09.2026, Time:5.00 PM
3	Due date and time for submission of online copies of Technical Bid and price bid.	22.09.2026, Time: 5:00 PM
4	Due date and time for submission of hard copies of Technical Bid	24.09.2026, Time: 5:00 PM
5	Tentative date and time for the opening of Technical Bid for both online copies and hard copies, except price bid.	25.09.2026, Time: 3.30 PM
6	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

The RFP 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 RFP shall be provided on the OREDA Ltd. 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 Limited 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.

Chief Executive Officer

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SCOPE OF WORK AND GENERAL INSTRUCTIONS FOR BIDDERS

1. The OREDA Limited (formerly known as Odisha Renewable Energy Development Agency), S-3/59, Mancheswar Industrial Estate, Bhubaneswar-10 requires the services of reputed, well established and financially sound SPAs to provide Security Personnel for watch & ward duty, Technical Services (Project Engineer, Site Engineer, Site Assistant, Account Consultant, HR Consultant & Project Assistant at the District levels), Gardener, Cleaning services, Multi-Tasking Staff (MTS), Driver, IT Support Specialist and Data Entry Operator Services at OREDA Ltd. headquarter and BPEP, Khandagiri and at District levels, on contract basis for day to day office work.
2. The contract for providing the aforesaid manpower is likely to commence from 01.11.2026 and would continue till 30.10.2028. The period of the contract may be further extended beyond two years subject to satisfactory performance SPA and requirement of the OREDA Ltd. 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 OREDA Ltd's requirements. The company, however, reserves right to terminate this initial contract at any time after giving one month notice to the selected Service Provider.
3. This company has tentative requirement for total 75 nos. of both Technical and Non-Technical post such as (Security Personnel for watch & ward duty, Technical Services (Project Engineer, Site Engineer, Site Assistant, Account Consultant, HR Consultant & Project Assistant at the District levels), Gardener, Cleaning services, Multi-Tasking Staff (MTS), Driver, IT Support Specialist and Data Entry Operator Services). The above services may be increased / decreased as per the requirement. Personnel,
4. The newly engaged SPA shall give preference to the existing outsourced resources deployed at OREDA LTD through the existing SPA, subject to their suitability, under the new contract.
5. OREDA LTD shall send requirement of outsource resource along with Job Description, Qualification, previous work experience and other associated details to the agency as and when there is any requirement for deployment.
6. The SPA shall submit the CV / Resume of the prospective candidates in respect of the required resources within 3 days of receipt of requirement mandate from OREDA LTD. For each of the proposed outsourced position, the SPA shall submit a minimum of Three (3) CV / Resume matching the required profile.

7. OREDA LTD shall evaluate and give feedback on the candidates based on qualification, age, post-qualification experience, area of specialization, etc. from their CV/Resume. Interview will be conducted by the SPA. OREDA LTD shall approve Monthly Remuneration of the recommended resource based on individual qualification, relevant experience, last salary drawn, market value and other competencies required for the given role.
8. Upon approval by OREDA LTD, the Offer of Appointment Letter shall be issued by the SPA containing the Remuneration including statutory payments and other terms and conditions of deployment.
9. OREDA LTD reserves the right to shortlist or reject any or all CVs without assigning any reason thereof. In the event such rejection, the SPA is required to submit additional resume of prospective candidates to OREDA LTD.
10. The proposed manpower provided by the SPA should be physically fit and shouldn't have been convicted in any criminal case / no criminal case should be pending against him or her. A thorough background verification of selected candidates should be done by the SPA and a certificate to this effect must be submitted by the Agency at the time of deployment.
11. In case of separation of the resource(s), the SPA shall communicate in writing to OREDA LTD at least thirty (30) days prior to last working day. The SPA shall also initiate the process and deploy a suitable replacement for the post in place of separated resource in time, so that the replacement joins his / her post on the next working day from the date of release of existing (but separating) resource. The SPA shall be responsible for discharging all obligations arising out of full and final settlement of such separating resources.
12. In case where OREDA LTD desires for the replacement of any deployed resources due to unsatisfactory performance/ any reason, the authorized person of OREDA LTD shall inform the same to the SPA in writing. The SPA shall provide a suitable replacement following due procedure.
13. The SPA will make available the statutory reports as and when desired by OREDA LTD. The SPA shall deposit monthly EPF and ESI dues in respect of resources deployed at OREDA LTD duly certified by representative of the SPA to the Officer In-Charge of OREDA LTD along with the monthly Invoice.
14. The Agency shall submit the monthly Invoice by 7th day of every month for the preceding month.
15. The SPA must make payment of monthly salary to the resources in OREDA LTD on or before 3rd Day of the month for preceding month without fail. This should be disbursed irrespective of the payment received from OREDA LTD for a period of two (2) consecutive previous months.
16. Agency shall submit Bank Transfer statement of Salary to the resources along with the monthly Invoice to OREDA LTD.

- 17.** OREDA LTD reserves the right to deduct the amount from the Performance Security as may be considered reasonable for unsatisfactory services or delay in providing of services.
- 18.** The SPA is responsible for adhering to and compliance of all statutory provisions as are applicable to the said contract in letter and spirit. The reimbursement of amount spent by the Agency legitimately towards such compliance towards payment of gratuity, bonus, leave salary, compensation in respect of their deployed resources at OREDA LTD.
- 19.** The SPA will make provisions to cover the annual Health Check-up, as per provisions laid out for each resource and the cost incurred towards such check-ups is to be borne by the SPA out of Agency's Professional fee/charges.
- 20.** OREDA LTD shall pay and reimburse the following remuneration (i, ii & iii) to the Agency for payment to the outsourced Professionals deployed by the Agency in OREDA LTD.
- (i) Monthly Remuneration, which includes Basic pay, HRA, Dearness Allowance (if any), Other special allowances/ perks (If any) shall be paid after completion of previous month. Service Charges on monthly remuneration shall be paid by OREDA LTD.
- (ii) Annual Variable Pay (apart from Monthly Remuneration), This payment for the previous financial year shall be made to the professionals only after consultation with OREDA LTD. Service Charges on Annual Variable Pay shall be paid by OREDA LTD.
- (iii) Statutory payments, which include EPF, ESI, bonus, gratuity and annual leave of 24 days and shall be paid separately to the SPA as per actuals on submission of necessary documentary evidence on completion of previous month/financial year as the case may be. These statutory payments shall be made to the SPA on approval from OREDA LTD. Service Charges on these Statutory payments shall be paid by OREDA LTD. Further, as and when New Labour Code shall be implemented by the appropriate government, the SPA will be completely liable for implementation of the same in letter and spirit and ensure that no financial liability shall be incurred by OREDA LTD arising out of the same, if applicable or any time in future, after implementation date of the New Labour Code by the appropriate government.
- 21.** The interested SPAs may submit the tender document complete in all respects along with Earnest Money Deposit (EMD) of Rs. 8,00,000/- (Rupees Eight Lakh) 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-3/59, Mancheswar Industrial Estate, Bhubaneswar-10 by 24.09.2026 up to 5.00 PM.

22. The various crucial dates relating to "Tender for Providing Manpower Services to OREDA Limited (formerly known as Odisha Renewable Energy Development Agency), Bhubaneswar-10 are cited as under.

1	Date of publication of RFP on E-procurement website and OREDA website	02.09.2026
2	Due date of pre bid query submission through ceoreda@oredaorissa.com	07.09.2026, Time:5.00 PM
3	Due date and time for submission of online copies of Technical Bid and price bid.	22.09.2026, Time: 5:00 PM
4	Due date and time for submission of hard copies of Technical Bid	24.09.2026, Time: 5:00 PM
5	Tentative date and time for the opening of Technical Bid for both online copies and hard copies, except price bid.	25.09.2026, Time: 3.30 PM
6	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

23. 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 RFP 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:
 - I. Insert the Public Key Infrastructure (PKI), which consists of the DSC in the system. Ensure that the necessary software of PKI has been installed.

- II. Click/ Double Click to open the Microsoft Internet Explorer
- III. 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.
- IV. Enter user id and password, click on "Go".
- V. Click on "Click here to login" to select the DSC and enter the DSC Password. Re-enter the user id and password.
- VI. Click "Un Applied to view/ apply for a new RFP.
- VII. 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 RFP) through e-payment mode only available on the E-procurement Website. The Bidders can download the Bidding Document by following the below steps.
- VIII. Click on the "Show From" icon.
- IX. Bidding Document will appear on the screen.
- X. Click "Click here 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 RFP 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.

24. 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 Ltd.".
25. The Cost of Bid Document shall be ₹10,500/- (Rupees Ten Thousand Five Hundred only) plus GST @ 18%. The Bid Document Cost shall be paid through RTGS/NEFT, Demand Draft (DD), Fixed Deposit Receipt (FDR), or Bank Guarantee (BG), as prescribed in the Tender Document.
26. The Bid Processing Fee shall be ₹1,000/- (Rupees One Thousand only) plus GST @ 18%. The Bid Processing Fee shall be paid directly to TenderWizard through the mode of payment prescribed on the E-Procurement Website.
27. The Earnest Money Deposit (EMD) of Rs. 8,00,000/- (Rupees Eight Lakh) 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 Officer, OREDA Ltd., Bhubaneswar payable at Bhubaneswar, failing which the tender shall be rejected summarily.
28. The successful tenderer will have to deposit a security amount of Rs.20,00,000/- ((Rupees Twenty Lakh) in the form of Bank Guarantee (BG), Fixed Deposit Receipt (FDR) and Cash or Demand Draft (DD) in favour of Chief Executive Officer, OREDA Limited, S-3/59, Mancheswar Industrial Estate, Bhubaneswar-751010, 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.
29. The tendering SPAs 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.
 - (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.
30. The conditional bids shall not be considered and will be out rightly rejected in very first instance.
31. 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.

32. The Technical Bids shall be opened on the schedule date and time at 03:30 P.M. on 25.09.2026 or any date as amended, in the Office Conference Hall, OREDA Ltd., S-3/59, Mancheswar Industrial Estate, Bhubaneswar-751010 in the presence of the representatives SPAs, if any, who wish to be present on the spot at that time.
33. The competent Authority of OREDA Limited 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.
34. The Competent Authority of OREDA Ltd. reserves the right to annul all bids without assigning any reason thereof.

1. The contract for providing the aforesaid manpower is likely to commence from 01.11.2026 and would continue till 30.10.2028. 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 period of the contract may be further extended beyond two years subject to satisfactory performance and requirement of the OREDA Ltd. 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.
3. The Agency, however, reserves right to terminate this initial contract at any time after giving one month notice to the selected Service Provider.
4. The Agreement shall automatically expire on 31.10.2028 A.N unless extended further by the mutual consent of the SPA and the Authority.
5. The Agreement may be extended, on the same terms and conditions or with some additions / deletions / modifications, for a further specific period mutually agreed upon by the SPA and the Authority.
6. The SPA 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.
7. This OREDA Ltd. has requirement for Security Services, Technical Services (Project Engineer, Site Engineer, Site Assistant, Account Consultant, HR Consultant & Project Assistant), Gardener, Cleaning services, Multi-Tasking Staff (MTS), Driver, IT Support Specialist and Data Entry Operator Services.
8. The requirement of the OREDA Ltd. may further increase or decrease marginally, during the period of initial contract also and the SPA would have to provide additional manpower services, if required, on the same terms and conditions.
9. The SPA 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.

10. The Authority reserves the right to terminate the Agreement during initial period of 02 years after giving one months' notice to the SPA.
11. The SPA shall nominate a coordinator who shall be responsible for immediate interaction with the OREDA Ltd. so that optimal services of the persons deployed could be availed without any disruption.

12. The entire financial liability in respect of manpower services deployed in the OREDA Ltd shall be that of the SPA and the OREDA Ltd concerned will in no way be liable. It will be the responsibility of the SPA 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 OREDA Ltd.
13. For all intents and purposes, the SPA shall be the "Employer" within the meaning of different Rules & Acts in respect of manpower so deployed. The persons deployed by the SPA shall not have any claim whatsoever like employer and employee relationship against the OREDA Ltd .
14. The SPA shall be solely responsible for the redressal of grievances or resolution of disputes relating to persons deployed. The OREDA Ltd shall, in no way, be responsible for settlement of such issues whatsoever.
15. The OREDA Ltd shall not be responsible for any financial loss or any injury to any person deployed by the SPA in the course of their performing the functions/duties, or for payment towards any compensation.
16. The persons deployed by the SPA 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.
17. In case of termination of this Agreement on its expiry or otherwise, the persons deployed by the SPA shall not be entitled to and shall have no claim for any absorption in regular or other capacity.
18. 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 SPA.
19. The SPA 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 SPA 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.
20. The SPA 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 SPA. The SPA shall be responsible for contributions towards Provident Fund and Employees State Insurance, wherever applicable

21. The persons deployed by the SPA should have good police records and no criminal case should be pending against them.
22. 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 OREDA Ltd. The SPA shall be responsible for any act of indiscipline on the part of the persons deployed.

LEGAL

1. 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 SPA as well as the person deployed liable for penal action under the applicable laws besides, action for breach of contract.

2. The SPA shall be responsible for compliance of all statutory provisions relating to minimum wages payable to different types of workers in respect of the persons deployed by it in the OREDA Ltd. The OREDA Ltd shall have no liability in this regard.
3. The SPA shall also be liable for depositing all taxes, levies, Cess etc. on account of service rendered by it to the OREDA Ltd 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 OREDA Ltd.
4. The SPA shall maintain all statutory registers under the Law and shall produce the same, on demand, to the authority of the OREDA Ltd. or any other authority under Law.
5. 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.
6. In case, the SPA fails to comply with any liability under appropriate law, and as a result thereof, the OREDA Ltd. concerned is put to any loss /obligation, monetary or otherwise, the OREDA Ltd. concerned will be entitled to get itself reimbursed out of the outstanding bills or the Security Deposit of the SPA, to the extent of the loss or obligation in monetary terms.
7. 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 OREDA Ltd. concerned will have no Stability towards non-payment of remuneration to the persons employed by the SPA and the outstanding statutory dues of the service provider to statutory authorities. If any loss or damage by theft is caused to the OREDA Ltd. concerned by the persons deployed, the same shall be recovered from the unpaid bills or adjusted from the Security Deposit

FINANCIAL

1. The Technical Bid should be accompanied with an Earnest Money Deposit (EMD). refundable without interest, of Rs.8,00,000/- (Rupees Eight Lakh) only in the form of

Demand Draft drawn in favour of Chief Executive Officer, OREDA, S-3/59, Mancheswar Industrial Estate, Bhubaneswar, failing which, the tender shall be rejected outrightly.

2. 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 required manpower against the initial requirement from date of placing the order the EMD shall stand forfeited without giving any further notice.
3. The successful tenderer will have to deposit a security amount of Rs.20,00,000/- (Rupees Twenty Lakh) in the form of Fixed Deposit Receipt (FDR) made in the name of the SPA but hypothecated to the Chief Executive Officer, OREDA, S-3/59, 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.
4. In case of breach of any terms and conditions attached to this agreement, the Security Deposit of the SPA shall be liable to be forfeited besides annulment of the Agreement.
5. The SPA 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 Officer, 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.
6. 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.
7. 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 SPA shall be deducted from its monthly bills in the succeeding month.
8. 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.
9. 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.
10. 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.

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

QUALIFICATION REQUIREMENT

Bidders shall meet the following minimum Qualification Requirements (QR) to become a Qualified Bidder.

SL	QUALIFICATION REQUIREMENT (QR)	REQUIRED DOCUMENTS
A	General QR	
i.	The Bidder must be a Service Provider Agency registered in India as Company under the Indian Companies Act' 1956/2013 OR Limited Liability Partnership Firm registered under LLP Act 2008 OR a Partnership firm registered under the Indian Partnership Act' 1932.	Bidder shall submit copies of a. Certificate of Incorporation; OR b. Registration; OR c. Other valid legal documents in support of the Bidder as per applicable Act.
ii.	Bidder must have valid registration under the Employees Provident Fund (EPF) and Employees State Insurance (ESI) Acts.	Bidder shall submit Copy of valid EPF & ESI registration certificate.
iii.	Bidder must not have been debarred or blacklisted by the Government of Odisha State, Government of India or any of their Public Sector Undertakings (PSUs).	Bidder shall submit self-declaration in the covering letter.
iv.	Bidder should not have been declared as insolvent under Insolvent and Bankruptcy Code (IBC) or proceedings of insolvency, if any has not been initiated against the Bidder.	Bidder shall submit self-declaration in the covering letter.
v.	Bidder must possess valid Goods & Service Tax (GST) registration and Permanent Account Number (PAN).	Bidder shall submit Copy of PAN & Copy of GST registration certificate.
B	Technical QR	
vi.	The Bidder must have at least three (3) years' of Proven experience in deployment of Large-Scale Manpower* for client needs in India, as on Proposal Submission End Date.	Bidder shall submit Self-attested copies of a. Relevant contracts or Work Orders or Agreement containing the scope of services, the value of the contract or Work Order or Agreement; and b. Completion certificate from their clients, regarding successful completion of the services.
vii.	The Bidder must have demonstrated successful experience in deployment of Large-Scale Manpower* in India, during the last seven (7) years, as on last Proposal Submission End Date, complying any of the followings:	Bidder shall submit Self-attested copies of a. Relevant contracts or Work Orders or Agreement containing the scope of services, the value of the contract

	i. at least three (3) contracts having executed value not less than INR One Hundred(100) Lakhs against each contract; OR ii. at least two (2) contracts having executed values not less than INR One Hundred and Fifty (150) lakhs against each contract; OR	or Work Order or Agreement; and b. Completion certificate from their clients, regarding successful completion of the services with executed value. c. Client payment receipt against monthly bills, as on last day of the previous month of Proposal
	iii. at least One (1) contract having executed value not less than INR Two Hundred (200) lakhs.	Submission Date, in case of ongoing contract.
viii.	The Bidder should have functional office in Odisha, prior to the Date of publication of RFP.	Bidder shall submit Leased Agreement/ Trade License/ GST Certificate/ any other related document with respect to doing business or having office in Odisha.
C	Financial QR	
i.	The Bidder should have at least an Average Annual Turnover of INR Five (05) Crores during the last three (3) Financial Years (FY 2022-23, FY 2023-24 and FY 2024-25).	Bidder shall submit a. Copies of Audited financial statements of these Financial Years; b. The audited financial statements FY 2022-23, FY 2023-24 & FY 2024-25 stating the Annual Turnover under this QR shall be submitted duly verified and stamped by CA in their letter head.
ii.	Net Worth of the Bidder should be Positive as on the last day of the preceding financial year of the Proposal Submission End Date.	Bidder shall submit copies of Audited financial statements. The Financial Statement stating the Net Worth under this QR shall be submitted duly verified and stamped by CA in their letter head.

(*) “Large-Scale Manpower” shall mean deployment of various types of manpower like skilled, highly-skilled, supervisory, clerical & executive level with at least 100 nos. of manpower for a minimum duration of one (1) year with State or Central Government Organisations/Corporate/NGO clients under a single contract.

EVALUATION PROCESS

Evaluation of Techno Commercial Proposal

The Techno-Commercial Proposals will be evaluated first for Compliance with the requirement of this RFP including the scope of services and Commercial Terms. Any deviations with respect to terms of this RFP may lead to “rejection”. Further Responsiveness to the Techno Commercial requirements of the RFP will be evaluated.

Bidder shall submit its proposal in full compliance. No deviation shall be taken anywhere in the proposal. If any deviations are found OREDA LTD may, in its sole discretion, reject the Bidder’s proposal.

Bidder needs to comply with all the conditions of Qualifying Requirements mentioned in the tender. Non-compliance to any of these criteria would result in outright rejection of the Bidder’s proposal. Bidder is required to provide proof for each of the points to be eligible for evaluation. Bidders whose proposals fully comply with all the provisions of qualifying requirements will be listed as Qualified Bidders and their Proposals will be considered for further technical and commercial evaluation.

OREDA LTD will simultaneously evaluate the Qualification Requirements and Techno Commercial details submitted in Techno Commercial Proposal. During this process if any Bidder is found not meeting the minimum Qualifying Requirements, then its Techno Commercial Proposal will not be reviewed further and shall be not considered for any further evaluation.

Techno Commercial Proposal of the Bidders, which are found acceptable, will be further reviewed and evaluated as per the Evaluation Criteria specified herein.

The Techno Commercial Proposal of the Qualified Bidder shall be evaluated based on 100 marks as per the following evaluation criteria.

SL	DESCRIPTION	MAX. MARKS
1.0	TECHNO-COMMERCIAL SUBMISSIONS EVALUATION	
1.1	BIDDER'S EXPERIENCE & CREDENTIALS	80
i.	Experience in deployment of Large-Scale Manpower* in India. <u>Mark Allocation:</u> [Bidders Experience: 3 Years- 5 marks, for each additional 1 year, 2 marks shall be awarded, subject to a maximum 20 marks]	20
ii.	Accomplished deployment of Large-Scale Manpower* in India, during last three (3) years as on last day of the previous month of Proposal Submission End Date. Note: <u>Bidder's experience</u> in deployment of Large-Scale Manpower* to Private Companies/Govt. entities/ NGO having Annual Turnover (of those Private Companies/NGO) above INR 100 Crores (during any Financial Year preceding three consecutive Financial Years ending on 31st March 2025) shall only be considered under this Technical QR. - The Bidder shall submit, - Work order along with completion certificate or Continuation certificate; and - List of deployed professionals by name and Copy of EPF challan where the name of the deployed professionals should be there or employment certificate of the professionals. <u>Mark Allocation:</u> [No. of Manpower: 100- 5 marks, for every additional 25, 2 marks shall be awarded, subject to a maximum 20 marks]	20
iii.	Total executed value against deployment of Large-Scale Manpower* contracts in India, during the last seven (7) years, as on Proposal Submission End Date. Note: <u>Bidder's experience</u> in deployment of Large-Scale Manpower* to Private Companies/NGO having Annual Turnover (of those Private Companies/NGO) above INR 100 Crores (during any Financial Year preceding three consecutive Financial Years ending on 31st March 2025) shall only be considered under this Technical QR. <u>Mark Allocation:</u> [Executed Value: $\geq$INR 2.0 Crs. – 5 marks, for every additional INR 1 Cr.- 2 marks shall be awarded, subject to a maximum 20 marks]	20
iv.	Valid Certificate of OHSAS/ISO/IMS/SA 8000 from a recognized institution, as on Proposal Submission Date. <u>Mark Allocation:</u> [each relevant certificate 5 marks, subject to a maximum 15 marks]	15

v.	Functional office in Odisha, prior to the Date of publication of RFP. <u>Mark Allocation:</u> [If office in Bhubaneswar, then 3 marks, If office in Jharsuguda dist. Then 2 marks, if office in both locations, then 5 marks]	5
1.2	BIDDER'S FINANCIAL STRENGTH	20
i.	Average Annual Turnover in INR of the Bidder during last three (3) financial years <i>i.e. FY 2022-2023, FY 2023-2024 & FY 2024-2025.</i> <u>Mark Allocation:</u> [≥INR 5 Crs. – 5 marks, for every additional INR 2 Crore above INR 10 Crs., 1 mark shall be awarded, subject to a maximum 20 marks]	20
TOTAL OF TECHNO-COMMERCIAL SUBMISSIONS EVALUATION		100

As per the Evaluation parameter table stated herein above, out of all Bidders complying the Qualification Requirement & satisfying the Techno Commercial requirements, Top five (5) Bidders, on the basis of marks obtained out of Hundred (100) marks (Total of Sl. 1.0 of the table, Techno-Commercial evaluation points) shall be shortlisted and declared as “Shortlisted Bidder”.

All other Bidders, except those top five (5) Shortlisted Bidders, shall be deemed rejected and not considered for further Price Evaluation.

Price Proposal of those responsive Shortlisted Bidders shall be opened for further evaluation. OREDA LTD shall notify the date of opening of the Price Proposals of those Shortlisted Bidders.

Save and except as provided in this RFP, the Owner shall not entertain any correspondence with any Bidder in relation to the evaluation of the Techno Commercial Proposal and determination of the Qualified & Shortlisted Bidder.

Evaluation of Price Proposal

After notification of opening of Price Proposal of Shortlisted Bidders, the Price Proposal shall be opened. The Price Proposal evaluation will be considered based on the following evaluation parameters.

The Price Proposal shall be evaluated based on L1 basis. The lowest evaluated quoted Price in the Price Proposal submitted by the Shortlisted Bidders shall be declared as Successful Bidder.

In case, evaluated Price of two (2) or more bidders are the same, then the Successful Bidder shall be determined based on the marks scored in the Techno-Commercial evaluation (out of 100 marks). If still there is a tie, the Bidder scoring higher in Experience and Credentials (out of 80 marks) shall be declared as the Successful Bidder. If still there is a tie, the Bidder having highest Average Annual Turnover in last 3 FY shall be declared as the Successful Bidder.

Save and except as provided in this RFP, OREDA LTD shall not entertain any correspondence with any Bidder in relation to the acceptance or rejection of any Price Proposal and forfeiture of the Bid Security.

Award of Contract

Based on the above parameters, OREDA LTD shall declare L1 Bidder as Successful Bidder and appoint Successful Bidder as Agency (Primary Agency) by issuing Letter of Award (LOA). Key commercial terms of the engagement are provided in Annexure-C. The Bidder will be required to commence the services specified in the scope upon issuance of the LOA and intimation from Owner. OREDA LTD may empanel additional one more Agency (Secondary Agency) for providing manpower, as & when required at acceptable L1 Price from the Shortlisted Bidders, adopting following procedure.

OREDA LTD reserves the right to engage one (1) more Agency (L2 Bidder) to provide the Service at acceptable L1 price. If L2 Bidder doesn't agree, then L3 Bidder may be asked to provide the service at acceptable L1 price. If L3 Bidder doesn't agree, then L4 Bidder may be asked to provide the service at acceptable L1 price. If L4 Bidder doesn't agree, then L5 Bidder may be asked to provide the service at acceptable L1 price.

OREDA Ltd. reserves the right to accept or reject any or all Proposals submitted by Bidders and further reserves the right not to award the Contract to the lowest evaluated Bidder or not at all.

Minimum Qualification Criteria of the manpower to be deployed.

- a) The minimum qualification of Project Engineer shall be Bachelor in Technology in Electrical, Electrical and Electronics & Mechanical Engineering having minimum marks of 60% and he/she must be well conversant with computer and well trained in MS office and Internet. Candidates having valid Gate score/ relevant experience/Area of specialition shall be preferred.
- b) The IT Support Specialist must possess a minimum qualification of a Bachelor's Degree (B.E./B.Tech/BCA/B.Sc) in an IT-related field or a 3-year Diploma in Computer/Electronics Engineering from a recognized institution. The candidate must hold a valid technical certification (e.g., CompTIA A+, CCNA, or Microsoft IT Support) and have at least 2 years of hands-on experience in desktop troubleshooting, hardware maintenance, network configuration, and software deployment. Good communication skills and a clean professional record are mandatory
- c) The Accounts Consultant must possess a minimum qualification of B.Com /M. Com with Inter passed CA/CMA monthly from the Institute of Chartered Accountants of India/Institute of Cost & Management Accountant (CMA). Minimum 2 years in Accounts Keeping proficiency accounting & Book within software Tally and MS Excel, knowledge of GST, TDS and other relevant taxation laws, ability to work and independently.
- 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 driver must possess a minimum educational qualification of S.S.C (10th Standard) or equivalent from a recognized board. The driver must hold a valid Light Motor Vehicle (LMV) Commercial/Transport driving license, possess a minimum of 3 years of accident-free driving experience, and be in good physical and mental health suitable for operating official passenger cars.
- f) The gardener must have a minimum of 2 years of verified experience in institutional landscaping and garden maintenance. They must be proficient in operating standard mechanical gardening tools (lawnmowers, trimmers) and be in good physical health suitable for outdoor manual duties.
- g) The minimum qualification of Project Assistant should be H.S.C or equivalent and above with I.T.I certificate in Electrical Trade.
- h) The minimum qualification of MTS should be H.S.C or equivalent and be well behaved.

- i) They should have their own Bank Account.
- j) All deployed personnel must be bona fide residents of the State of Odisha and must possess a valid Resident/Nativity Certificate issued by a competent authority. For field postings, first preference shall be accorded to candidates belonging to the same district where the project site or office is located, to ensure local geographic familiarity and seamless language communication.
- k) They should be registered with Income Tax and GST Departments.
- l) They should be registered with appropriate authorities under Employees Provident Fund and Employees State Insurance Acts.
- m) They should be able to furnish Registration Certificate under the Private Security Regulation Authority (RSPA) Act 2005.
- n) Undertaking in Bidders letter head to the effect that bidder has not been blacklisted/debarred by any state/Central Govt. PSU organization.
- o) The agency should procure a valid Registration Certificate duly certified by the Divisional Labour commissioner, Khurda, Bhubaneswar for carrying on business of commercial purpose.

APPLICATION-TECHNICAL BID

(To be submitted on the letterhead of the Bidder)

Security Services, Technical Services (Project Engineer, Site Engineer, Site Assistant, Account Consultant, HR Consultant & Project Assistant), Gardener, Cleaning services, Multi-Tasking Staff (MTS), Driver, IT Support Specialist and Data Entry Operator)

1. Name of Tendering SPA: _____
2. Details of Earnest Money Deposit: No. _____ Date; _____ of Rs. _____ drawn on Bank _____
3. . Name of the Proprietor/Partner/Director: _____
4. Full Address of Registered Office _____
Telephone No. _____
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 SPA _____ (Attach certified copy of statement of A/c for the last three years)
Telephone Number of Banker _____
8. PAN 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. Additional information if any:
(Attach separate sheet if space provided is insufficient).

Signature of authorized person

Full Name:

Date:

Place:

Seal:

DECLARATION

(To be submitted on the letter head of the Bidder)

I Shri _____ Son/Daughter/Wife of Shri _____ 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:

BANK DETAILS FOR PAYMENT OF TENDER FEE/BID SECURITY OREDA Ltd.

BANK ACCOUNTS NUMBER: 924020041659598

BANK IFSC CODE: UTIB0001973

BANK DETAILS: AXIS BANK LTD., MANCHESWAR BHUBANESWAR,751007

OREDA Ltd. PAN NUMBER: AAECO3866H

OREDA Ltd. GSTIN NUMBER: 21AAECO3866H1ZI

OREDA Ltd. CIN NUMBER: U35105OD2024SGC045786

DOCUMENTS TO BE PROVIDED WITH THE TECHNICAL BID

- 1) Application-Technical Bid:
- 2) Attested copy of registration of SPA:
- 3) last Certified copy of the statement of bank account of SPA for the three years:
- 4) Attested copy of PAN Card:
- 5) Attested copy of the latest IT return filed by SPA:
- 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 SPA:
- 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 SPA in token of their acceptance:

BID SECURITY FORMATS

(This Bid Security is to be submitted by the Bidder along with the covering letter)

Letter No.:

Date:

To,

The Chief Executive Officer, OREDA Ltd.
S-3/59, Sector A, Mancheswar Industrial Estate,
Bhubaneswar, Odisha 751010

Subject: Techno Commercial Proposal for Selection of Agency for providing professional manpower staffing services to OREDA Ltd. Bid Security.

Dear Sir,

Enclosed is the Bid Security in the form of Online payment/DD/FDR/Bank Guarantee including e-BG/Insurance Surety Bond bearing No. _____ dated _____ issued by _____ Bank/Insurer, _____ Branch for amount of INR 20,00,000/- (INR Twenty Lakhs only) payable at Bhubaneswar, as per provisions of Request For Proposal (RFP) issued by OREDA LTD. for selection of Agency for providing professional manpower staffing services to OREDA LTD..

MSME Certificate Details:

SIGNATURES

For and on behalf of: [Bidder's Name]

(Signature of the Authorised Signatory): -----

Name of the Person: -----

Designation: -----

Enclosures Online payment/DD/FDR/Bank Guarantee including e-BG/Insurance Surety Bond/MSME Certificate as above.

FORMAT OF BANK GUARANTEE TOWARDS BID SECURITY/EMDGuarantee No. [Insert]**BY THIS BID SECURITY** dated the [insert] day of [insert], [insert].**To,**

The Chief Executive Officer, OREDA Ltd.
 S-3/59, Sector A, Mancheswar Industrial Estate,
 Bhubaneswar, Odisha 751010

Dear Sirs,

In accordance with NIT/Invitation for Bids under your Bid Document No.

_____, M/s _____
 having its Registered/Head Office at _____ (hereafter called the 'Bidder') wish to participate in the said bid for _____ [Name of Contract/Work/Package] _____.

As an irrevocable Bank Guarantee (BG) against Bid Security for an amount of

_____ (*) _____ valid for _____
 days from _____ (**) _____ is required to be submitted by the Bidder as a condition precedent for participation in the said bid which amount is liable to be forfeited on the happening of any contingencies mentioned in the Bidding Documents.

We, the _____ [Name & address of the Bank] _____ having our Head Office at _____ (#) _____ guarantee and undertake to pay immediately on demand by _____ [Name of the Employer/Owner] _____ (hereafter called the 'Employer'/'Owner') the amount of _____ (*) _____ without any reservation, protest, demand, demur and recourse. Any such demand made by the 'Employer' shall be conclusive and binding on us irrespective of any dispute or difference raised by the Bidder and/or any right/remedy available to the Bidder in terms thereof.

This Guarantee shall be unconditional as well as irrevocable and shall remain valid up to

_____ (@) _____. If any further extension of this Guarantee is required, the same shall be extended to such required period (not exceeding one year) on receiving instructions from M/s _____ [Bidder's Name] _____ on whose behalf this Guarantee is issued.

In witness whereof the Bank, through its authorised officer, has set its hand and stamp on this _____ day of _____ 20 ____ at _____.

(Signature).....

(Name)

(Designation with Bank Stamp)

Authorised Vide

Power of Attorney No.....

Date.....

NOTE:

1. (*) The amount shall be as specified in the RFP/Bid Data Sheets.
(**) This shall be the date of opening of Techno-Commercial bids.
(#) Complete mailing address of the Head Office of the Bank to be given.
(@) This date shall be ninety (90) days beyond the end of proposal validity period.
2. The Bank Guarantee shall be from a Bank as per provisions of RFP.
3. The BG should be on Non-Judicial Stamp paper/e-stamp paper of appropriate value as per Stamp Act prevailing in the State(s) where the BG is submitted or is to be acted upon or the rate prevailing in the State where the BG is executed, whichever is higher. The Stamp Paper/e-stamp paper shall be purchased in the name of Bidder/Bank issuing the guarantee.
4. While getting the Bank Guarantee issued, Bidders are required to ensure compliance to the points mentioned in RFP.
5. This Bank Guarantee should be confirmed through SFMS by the issuing Bank and the details are as per ANNEXURE-“C”

FORMAT OF INSURANCE SURETY BOND TOWARDS BID SECURITY/EMD

(To be stamped in accordance with Stamp Act of India)

Insurance Surety Bond No.

Date.....

To,

The Chief Executive Officer, OREDA Ltd.
S-3/59, Sector A, Mancheswar Industrial Estate,
Bhubaneswar, Odisha 751010

Dear Sirs,

In accordance with NIT/Invitation for Bids under your Bid Document No.

_____, M/s _____

having its Registered/Head Office at _____ (hereafter called
the 'Bidder') wish to participate in the said bid for _____ [Name of
Contract/Work/Package] _____.

As an irrevocable Insurance Surety Bond against Bid Security for an amount of
_____ (*) _____ valid for _____ days
from _____ (**) _____ is required to be submitted by the Bidder as a
condition precedent for participation in the said bid which amount is liable to be forfeited on the
happening of any contingencies mentioned in the Bidding Documents.

We, the _____ [Name & address of the Insurer] _____ having our
Head Office at _____ (#) _____ guarantee and undertake to pay
immediately on demand by _____ [Name of the Employer/Owner] _____
(hereafter called the 'Employer'/'Owner') the amount of _____ (*) _____ without
any reservation, protest, demand, demur and recourse. Any such demand made by the 'Employer'
shall be conclusive and binding on us irrespective of any dispute or difference raised by the Bidder
and/or any right/remedy available to the Bidder in terms thereof.

This Insurance Surety Bond shall be unconditional as well as irrevocable and shall remain valid up to
_____ (@) _____. If any further extension of this Insurance Surety Bond is required, the
same shall be extended to such required period (not exceeding one year) on receiving instructions
from M/s _____ [Bidder's Name] _____ on whose behalf this Insurance Surety Bond
is issued.

In witness whereof the Insurer, through its authorised officer, has set its hand and stamp on
this _____ day of _____ 20 ____ at _____.

.....

(Signature)

.....

(Name)

.....

(Designation with Insurer Stamp)

Authorised Vide
Power of Attorney
No.....
Date.....

NOTE:

1. (*) The amount shall be as specified in the RFP/Bid Data Sheets.
(**) This shall be the date of opening of Techno-Commercial bids.
(#) Complete mailing address of the Head Office of the Insurer to be given.
(@) This date shall be ninety (90) days beyond the end of proposal validity period.
2. The Insurance Surety Bond shall be from an Insurer as per guidelines issued by Insurance Regulatory and Development Authority of India (IRDAI) as amended from time to time.
3. The Employer shall be the Creditor, the Bidder shall be the principal debtor and the Insurance company/Insurer shall be the Surety in respect of the Insurance Surety Bond to be issued by the Insurer.
4. The Insurance Surety Bond should be on non-judicial stamp paper/e-stamp paper of appropriate value as per Stamp Act prevailing in the state(s) where the Insurance Surety Bond is submitted or is to be acted upon or the rate prevailing in State where the Insurance Surety Bond is executed, whichever is higher. The Stamp Paper/e-stamp paper shall be purchased in the name of Bidder/Insurer issuing the Insurance Surety Bond.
5. While getting the Insurance Surety Bond issued, Bidders are required to ensure compliance to the points mentioned in RFP.

~*~

ANNEXURE-“H”

ORGANIZATION DETAILS & AUTHORIZED REPRESENTATIVE

Bidder's Details	
Name of the Bidder	<i>[Bidder to provide details]</i>
Date of Incorporation	<i>[Bidder to provide Incorporation Certificate]</i>
Registered Address	<i>[Bidder to provide details]</i>
Communication Address: (if different from the registered address)	<i>[Bidder to provide details]</i>
PAN Number/Country of Tax Residence	<i>[Bidder to provide details & attach supporting documents]</i>
GSTIN	<i>[Bidder to provide details & attach supporting documents]</i>
MSME Details	<i>[Bidder to provide details & attach supporting documents]</i>
EPFO Establishment Code & Name	<i>[Bidder to provide details & attach supporting documents]</i>
Employee State Insurance Corporation (ESIC) Employer Code	<i>[Bidder to provide details & attach supporting documents]</i>
Details of Bidder's Authorized Persons (stated in Appendix-2: Covering Letter)	
(1) Name & Designation	
Telephone Number/ Fax Number	
Mobile Number	
Email Address	
(2) Name & Designation	
Telephone Number/ Fax Number	
Mobile Number	
Email Address	

Note:

Bidder shall submit Authorization Documents / Power of Attorney in the name of its Authorized Signatory signing the Techno Commercial Proposal and Price Proposal. Authorized Signatory shall also be authorized to perform all tasks including, but not limited to providing information, responding to enquiries, entering into Bid commitment etc. on behalf of the Bidder, in respect of this RFP.

Signature and Stamp of Bidder

CHECK LIST

Sl.	Particular	Submission/Information
1.	Legal Rights	Yes/No
2.	Technical Specification and Other terms of RFP If not complied,	Complied / Not Complied
3.	Bid Security Submitted Amount, Issuing bank/insurer, BG/ DD/ FDR/ NEFT/RTGS/ISB Number Validity	(Yes/No) _____ _____ _____ _____
4.	Compliance with Section 4.0 Documents Submitted Meeting Qualification Requirements under Section 4.0	(Yes/No) (Yes/No) _____
5.	Latest Combined PF challan/ TRNN details as on proposal submission date.	(Yes/No)
6.	Validity of Techno-Commercial and Price Proposal	Up to ____/____/____
7.	Integrity Pact	(Yes/No)

Signature and Stamp of Bidder

LEGAL RIGHTS TO SUBMIT THE PROPOSALS**A. AUTHORIZATION DOCUMENTS OF BIDDER**

The following documents in respect of true and complete copy of the necessary legal rights to submit the Proposals duly executed and delivered by the Bidder are attached.

SI	Particulars
1	Authorization to submit Proposal – Certified True Copy of the Board Resolution for submission of Techno Commercial Proposal & Price Proposal.
2	Power of Attorney in favour of the Authorized Representatives (Signatories) for submission of Techno Commercial Proposal, Price Proposal and doing all acts required in relation to the Bidding process leading to execution of the Contract
3	Memorandum and Articles of Association along with Certificate of Incorporation

Note: All copies of the original documents shall be duly certified by notary.

Signature and Stamp of Bidder

FORMAT FOR SUBMISSION OF TECHNO-COMMERCIAL INFORMATION**INFORMATION TO BE SUBMITTED AS PART OF TECHNO-COMMERCIAL PROPOSAL**

We, (Bidder – Organization Name), confirm that we meet the qualifying requirements specified in RFP. We confirm that we meet the qualifying requirements specified in the RFP. Accordingly, we are providing the following information supporting the qualification requirements.

A. DETAILS RELATED TO EXPERIENCE

The Bidder shall have successfully executed deployment of manpower supply contracts in India.

List of contracts executed by Bidder in the following format.

Sl	Client Name and details of contact person	Scope of Services Provided (Please mention only those relating to deployment of Large-Scale Manpower*)	Number of manpower deployed under the said contract	Contract Value (in INR)	Date of completion of the Contract	Turnover of the Client (in Crores)	Experience Certificate from Client [Yes/No]
	Bidder to submit documentary evidence like LOA executed and Completion certificate received from client				Completion certificate received from client	Client Annual Report	Client certificate
1.							
2.							
3.							
...							
....							

Note:

- Interested Bidders to indicate the Client name, contact person and its address along with the name.
- Testimonials or Performance or Completion certificates from clients to demonstrate expertise in the to any State or Central Government organizations/ PSUs/ Private Companies/NGO in India.
- All above line items provided in the table above shall be filled properly and compulsorily by the Bidder, failing which the bid shall be rejected.

B. DETAILS OF BIDDERS STRENGTH

Bidder to provide the details of manpower deployed at client site as on last day of the previous month of Proposal Submission End Date, in support of their capability.

Sl.	Name of the employees	Qualification details	Position held
1.			
2.			
3.			
....			

- Bidder shall provide their office address functional in Odisha and shall submit Leased Agreement/ Trade License/ GST Certificate/ any other related document with respect to having office in Odisha

in the following table.

SI	Office address in Odisha With locality and PIN code	Functional office since when	Supporting document
		[MM/YYYY]	
		[MM/YYYY]	
		[MM/YYYY]	

D. RELEVANT CERTIFICATE FROM A RECOGNIZED INTERNATIONAL /NATIONAL INSTITUTION WITH CURRENT VALIDITY AS ON PROPOSAL SUBMISSION DATE

1.
2.
3.
4.

E. Number of Years of Experience in deployment of Large-Scale Manpower* to various clients as on last day of the previous month of Proposal Submission End Date.

[Bidder to submit total year of experience of Manpower Staffing along with documentary evidence/ Work Order copy.]

F. ANY ADDITIONAL INPUTS WITH RESPECT TO THE PROPOSAL.

G. AGENCY'S BROCHURE, IF ANY.

H. ANY OTHER INFORMATION RELATED TO PROFESSIONAL MANPOWER SUPPLY EXPERIENCE.

(Signature of Authorized Representative)

ANNEXURE-“ L”
DETAILS OF FINANCIAL QUALIFICATION

[On the Bidder's Letter Head]

A. Financial Information of the Bidder with following details:

Average Annual Turnover, Net Worth and Profit After Tax for the preceding three (3) Financial Years as on Proposal Submission End Date.

(In INR Lakhs)

SI	Particulars	FY 2022-23	FY 2023-24	FY 2024-25	Average
1.	Annual Turnover				
2.	Net Worth				
3.	Paid up Share Capital				
4.	Profit After Tax				
5.	Audited Financial Statement	[Attached]	[Attached]	[Attached]	

NB: Bidder to submit Audited Balance Sheets of last 3 Financial Years to be attached.

Signature & stamp of the Bidder

Note:

1. Net worth means the sum total of the paid-up share capital and free reserves. Free reserve means all reserves credited out of the profits and share premium account but does not include reserves credited out of the revaluation of the assets, write back of depreciation provision and amalgamation. Further, any debit balance of Profit and Loss account and miscellaneous expenses to the extent not adjusted or written off, if any, shall be reduced from reserves and surplus.
2. Other income shall not be considered for arriving at annual turnover.
3. The audited financial statements FY 2022-23, FY 2023-24 & FY 2024-25 stating the above financial figure shall be submitted duly **verified and stamped by CA** in their letter head.

***Duly Verified the above financial figures by CA: [CA Firm Name]**

Signature of the CA:

Stamp of the CA:

***CA Certification [CA letter Head] to above financial statement is attached to this Appendix-5.**