

GANGADHAR MEHER UNIVERSITY

AMRUTA VIHAR, SAMBALPUR



TENDER NOTICE

No. 5053 /GMU

Dt. 22/09/2026

Bids in sealed cover are invited under two-bid system from reputed, experienced and Registered Manpower Service Provider having registered located within the State of Odisha and a branch office in Sambalpur for providing Outsourcing Services of Sweeping & Cleaning Personnel in Gangadhar Meher University, Sambalpur by a Manpower Service Provider for a period of one year w.e.f. from the date of execution of agreement and likely to be extended to a maximum of three years subject to satisfactory performance, mutual agreement on yearly basis

The bids in sealed Cover must reach the undersigned by Speed Post/Registered Post only on or before 09/10/2026 at 05.00pm.

For detailed notification and other details, please visit www.gmuniversity.ac.in. Any corrigendum/addendum shall be published only in the University Website. For any queries Agencies may visit office of the Registrar, G.M. University, Sambalpur.

Memo No. 5054 /GMU

Dt. -

22/09/2026

Nachik
REGISTRAR

Copy to COF/ Deputy Registrar/ PA to VC/ PA to Registrar / System Manager for information and necessary action.

Memo No. 5055 /GMU

Dt. -

22/09/2026

Nachik
REGISTRAR

Copy to The Editor of The Sambad & The Dharitri for information and with a request to print the above notice in the daily Local Edition.

Nachik
REGISTRAR

GANGADHAR MEHER UNIVERSITY

AMRUTA VIHAR, SAMBALPUR



TENDER DOCUMENT

Bids in sealed cover are invited under two-bid system from reputed, experienced and Registered Manpower Service Provider having registered located within the State of Odisha and a branch office in Sambalpur for providing Outsourcing Services of Sweeping & Cleaning Personnel in Gangadhar Meher University, Sambalpur by a Manpower Service Provider.

The details of the bidding process are as follows:

- A. Date of Issue of Tender Notice: 23/09/2026
- B. Last Date & Time for receiving of Tender: 09/10/2026 at 05.00pm
- C. Date and time for opening of Technical Bids: 12/10/2026 at 03.00pm
- D. Date and time for opening of Financial Bids of Technical qualified Bidders: 12/10/2026 at 04.00pm

For detailed notification and other details, please visit www.gmuniversity.ac.in. Any corrigendum/addendum shall be published only in the University Website. For any queries Agencies may visit office of the Registrar, G.M. University, Sambalpur.

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SECTION-I

Instruction to Bidders

A. General Information:

1. The Gangadhar Meher University, Amrut Vihar, Sambalpur-768001 requires the services of reputed, well established, financially sound and registered Manpower Service Providers having registered office located within State of Odisha & a branch office in Sambalpur and possessing valid license, statutory clearance, GST registration, EPF Registration, ESI Registration, PAN NO. and (GSTN, for providing outsourcing services of Sweeping & Cleaning personnel in Gangadhar Meher University, Sambalpur by deploying adequately trained and disciplined outsourcing of service on man-days/ person days basis as per the requirement for a period of One year from the date of coming into force of the contract as would be indicated therein on outsourcing contract basis.
2. The period of contract for providing the aforesaid services will be ideally for a period of one year w.e.f. from the date of execution of agreement & likely to be extended to a maximum of three years subject to satisfactory performance, mutual agreement on yearly basis as per OGFR Guidelines, 2023 and subsequent amendments therein, with approval of the Competent Authority provided the requirement of the University for outsourcing of service persists at that time, on mutual consent depending upon the performance of the Service Provider and at the discretion of the authority or may be curtailed/ terminated before completion of the contract period owing to deficiency in service or substandard quality of outsourcing service provided by the selected service provider or because of change in the Department's requirement. The authority reserves the right to terminate the contract at any time after giving 1 months' notice to the Service Provider.
3. The hiring of Sweeping & Cleaning service is purely a third-party service, and it will be guided by the existing Government Rules & Regulations. The process of outsourced engagement through service provider shall be regulated on contract basis with a daily minimum wages as per the rate of existing notification of the Labour Commissioner, Odisha and Finance Department Notifications issued in this regard from time to time regarding outsourcing of services through Service Providing Agency.

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Eligibility Criteria:

Sl. No.	Eligibility Criteria	Supporting documents to be furnished along with the Technical Bid
1.	The bidder/ Agency should be registered under appropriate authority, such as • Registered under the Indian Companies Act 2013 • Registered under the Indian Partnership Act 1932 • Registered under the Indian Trusts Act 1882 • Registered under the Societies Registration Act 1860. • Registered under the Limited Liability Partnership Act 2008.	Certificate of Incorporation/ Registration
2	The bidder must have at least three years' experience in continuous business (up to the last date of submission of bid) for providing similar type of services to Central/State Government/Autonomous bodies / agencies / societies / corporate bodies.	1. <u>Copies of the Experience Certificate from the previous authorities.</u> 2. <u>Those who are applying, have to attach one certificate from the Competent Authority of last Institution where they were working that their work was /is Satisfactory.</u>
3	The Registered Office / Branch Office of the Service Provider must be located within the jurisdictional area of Odisha. Agencies must have Office/Branch Office in Sambalpur.	Valid address proof of the office (Copy of the Telephone Bill/ Electricity Bill/ Rent Agreement)

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4	Must have average annual financial turnover of Rs. 1 (One) Crore or more during the last three (03) financial years <u>(2022-23, 2023-24 & 2024-25)</u>	Copies of audited balance sheet / Income Expenditure Statement/profit loss statement for last three financial years (2022-23, 2023-24 & 2024-25) certified by CA that the firm had an average annual turnover of Rs. 1 (One) Crores or above from Outsourcing business/manpower Consulting Services during the last three financial years.
5	Must have its own bank account in any scheduled bank situated in Odisha.	Copies of the passbook and transaction statement for the last 6 months.
6	The agency should neither have been blacklisted nor its agreement should have been terminated by any Central / State government, or any other public sector undertaking or a corporation as on the date of submission of the bid.	An undertaking to this effect to be furnished by the bidder as per the prescribed format as in Form-T2
7	Must not have any pending judicial proceedings for any criminal offence against the proprietor /Director/Persons to be deployed by the Service Provider	An undertaking to this effect to be furnished by the bidder as per the prescribed format as in Form-T3

8	Other Statutory Documents:	Copies of: • PAN / GIR card, • GSTIN • Copies of valid EPF& ESI Registration Certificate having GSTIN Number • Copy of the valid G.S.T. Registration Certificate. • Copy of the valid Labour License. • <table border="1"><tr><td>IT return filed</td></tr><tr><td>for the last 3</td></tr><tr><td>assessment years</td></tr><tr><td>(2022-23, 2023-24 & 2024-25</td></tr></table>	IT return filed	for the last 3	assessment years	(2022-23, 2023-24 & 2024-25
IT return filed						
for the last 3						
assessment years						
(2022-23, 2023-24 & 2024-25						



9	<u>Manpower Strength:</u> The firm/Company/ Agency should have at least 100 numbers of similar manpower on its pay roll (who are being engaged in different projects in any State Govt/ Central Govt./ PSUs) in any one month out of the last three months i.e. <u>June-2026, July-2026, & August-2026</u> to be eligible to bid in the project. Accordingly, technical evaluation shall be made on the basis of highest number of similar manpower as per the EPF in any one month out of the last three months i.e. <u>June-2026, July-2026, & August-2026</u> (Provide information as per the prescribed format at the given Annexure-B)	Self-Certification in Excell format (In company/ Agency Letter PAD) by the authorized signatory with clear declaration of staff (Name, Father's Name, address, educational qualification, Mobile No., EPF registration number, ESI registration number), duly accompanied with ECR Challan Copy of in any one month out of the last three month i.e. <u>June-2026, July-2026, & August-2026</u> The bidder has to submit EPF/ESI/Employee ID details. This is to be given by bidders for evaluation at pre-qualification stage.
10	<u>Technical Capability:</u> The firm/company/ agency should have successfully undertaken similar type of services in any state Govt./ Central Govt/ PSUs, in at least one project with minimum project cost amounting to INR 1 Crore in Odisha/India in the last 3 financial years such as <u>2022-23, 2023-24& 2024-25</u> (Provide information as per the prescribed format at the given Annexure-A)	The Bidder shall submit self-certified information sheet at the prescribed format at the given Annexure along with proof of documents i.e. the work order or the service agreement occurred with the client must be produced as a proof of work experience of the bidder. Accordingly, the technical evaluation shall be made in the prescribed format under Relevant Experience/ Technical Capability.
11	<u>Tender Fees:</u> The firm/company/ agency must submit Rs. 11,800 (Rupees Eleven thousand Eight hundred only) (Rs. 10,000/- +	Original Demand Draft of Rs. 11,800/- (Rupees

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	GST @ 18%) towards the cost of the Bid Processing Fee.	Eleven Thousand Eight hundred only)
12	<u>EMD</u> : The firm/company/ agency must submit the EMD of Rs. 1,00,000/- (Rupees One Lakh only).	Original Demand Draft of Rs. 1,00,000/- (Rupees One Lakh only).
13	<u>Power of Attorney</u> : The firm/company/ agency needs to submit power of attorney for submission of bid. (As per the format given at Annexure-D)	Power of attorney from competent authority in Company's Letter pad
14	<u>ISO 9001 :2008</u> : Bidder should possess minimum ISO 9001 :2008 certification or above	Valid ISO 900:2008 certification or above no.

All documents shall be self-attested by the authorized signatory. Original documents may be verified during evaluation along with the Technical Bid, failing which their bids shall be summarily/out rightly rejected and will not be considered any further.

B. Submission of Bid:

Separate proposal complete in all respect as specified must be accompanied with a non-refundable amount of **Rs. 11,800/- (Rs.10,000 + GST @ 18%)** towards Bid Processing Fee and EMD of Rs. (refundable without interest) in form of Demand Draft in favour of **"Comptroller of Finance, Gangadhar Meher University, Sambalpur-768001"**, as per the prescribed format provided in the tender document at Section - X drawn in any scheduled commercial bank and payable at Sambalpur.

The authority will not be responsible for any postal delay. Bids without Tender processing fee and EMD shall be out rightly rejected. Bids submitted after due date and time will be summarily rejected. EMD of unsuccessful bidders will be returned without interest after the award of Contract.

The bid has been invited under two bid systems i.e. Technical Bid and Financial Bid. The interested bidders are advised to submit two separate envelopes super scribing "Technical Bid" and "Financial Bid. Both sealed envelopes must be kept in a third sealed envelope super-scribing **"Bid Document for outsourcing of service vide notification no. _____ i.e. Sweeping & Cleaning Personnel** category for Gangadhar Meher University, Sambalpur

Selected bidder will have to deposit a Performance Security @ 5 % of the annual contract value within 7 working days of the award of contract in the form of Bank Guarantee or FDR from any scheduled Bank situated within Odisha in favour of **The Comptroller of Finance, Gangadhar Meher University, Sambalpur** as per the prescribed format provided in the tender document at Section - IX for a period of

two months beyond the contract period (i.e. Performance Bank Guarantee must be valid from the date of effectiveness of the contract to a period of two months beyond the contract period) as its commitment to perform services under the contract. Failure to comply with the requirements shall constitute sufficient grounds for forfeiture of the Performance Bank Guarantee. The Performance Bank Guarantee shall be released immediately after three months of expiry of the contract provided that there is no breach of contract on the part of the qualified bidder. No interest shall be paid on the Performance Bank Guarantee. In case, the contract is further extended beyond the initial contract period, the Bank Guarantee will have to be accordingly renewed by the deployed service provider as per the existing terms and conditions of the bid.

C. List of Documents for submission:

Bidders are required to furnish the following documents (duly self-attested by the authorized signatory) along with the Technical Bid, failing which their bids shall be summarily/out rightly rejected and will not be considered any further:

Technical Bid (In original)

1. Covering letter in the Bidder's letter head.
2. Duly Filled in (FORM-T1).
3. Demand Draft in support of Bid processing fee as applicable.
4. Demand Draft in support of EMD as applicable.
5. Copy of Incorporation /Registration Certificate of the firm / agency.
6. copy of GSTIN.
7. copy of PAN / GIR Card.
8. Copies of Tax clearance (IT, TDS, GST) for the last three (03) assessment years (2022-23, 2023-24 & 2024-25).
9. Copies of EPF & LSI Registration Certificates having GSTIN Number.
10. Certified extracts of the Bank account statement containing transactions during the last 06 months.
11. Copies of the audited Income/Expenditure statements along with Balance Sheet for the last 3 Financial Years.
12. Details of the similar type of service provided by the bidder in last 3 years.
13. Undertaking regarding non-blacklisting/ non-termination of Agreement in the form T2 (On stamp paper).
14. Undertaking regarding not having any pending judicial proceedings in the Form T3 (On bidder's letter head).



15. Copy of valid License for supply of manpower.
16. Valid address proof of the Registered Office/ Branch Office of the Service Provider (copy of the Telephone Bill/ Electricity Bill/ Rent Agreement).
17. Certified copy of the turnover for the last three financial years.
18. Power of Attorney in favour of the person signing the Bid on behalf of the Bidder.

Financial Bid (In original):

1. Covering Letter in Bidder's Letter Head
2. Duly Filled in (FORM- F1)

Any deviation from the prescribed procedures / required information / formats/ conditions shall result in outright rejection of the bid. Any conditional bid shall be outrightly rejected.

All entries in the tender form along with the pages in the bid document should be legible, filled-in clearly and signed by the authorized representative. If the space for furnishing information is insufficient, a separate sheet duly signed by the authorized signatory should be attached.

The Technical Bid will be opened on the scheduled date and time in the Office of the Registrar of Gangadhar Meher University, Sambalpur in presence of the authorised representatives of the bidders who wish to be present on the spot at that time. Financial bid of the technically qualified bidders shall be opened on the scheduled date and time in the said venue in presence of the authorized representatives of the bidder who wish to be present on the spot at that time.

The EMD shall be forfeited if the successful bidder fails to undertake the work or fails to comply with any of the terms and conditions of the bid.

The bid shall be valid for a period of 180 days from the date of opening of the bids and no request for any variation in quoted rates and/ withdrawal of bids on any ground by the bidder shall be entertained. Validity of the bids can be extended on mutual consent.

To assist in the analysis, evaluation and computation of bids, the authority may ask the bidders individually for clarification of their bids. The request for clarification and the response shall be in writing but no change in the price or substance of the bid offered shall be permitted.

The bidder having the lowest evaluated financial bid (L-I) would be considered for award of the contract subject to fulfilment of the terms and conditions of the bid documents. In case L-I bidder is disqualified or fails to execute agreement, the authority may consider the next eligible bidder as per OGFR provisions.



As per sub-rule (iv) under Rule-264 of OGFR-2023, in case of multiple bidders quoting the lowest service charge, L 1 shall be selected through a transparent system of lottery.

The quoted rates shall not be less than the minimum rates/ wages fixed/ notified by the Government of Odisha from time to time and shall include all statutory obligations.

The service provider shall be liable for all kinds of dues payable in respect of manpower deployed / provided under the contract and the authority shall not be liable for any dues for availing the services of the personnel.

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

D. Authentication of Bids:

Proposal should be accompanied by a power of attorney in the name of the signatory of the Proposal.

E. Language:

The Proposal should be filled by the Bidder in English language only. If any supporting documents submitted are in any language other than English, translation of the same in English language is to be duly attested by the Bidders. For purposes of interpretation of the proposal, the English translation shall govern.

F. Late Bids: Late bids i.e. bids received after the specified date and time of receipt shall not be considered.

BID EVALUATION

Technical Bid Evaluation:

The proposals submitted by the bidder will be evaluated by the Tender Committee on the broad parameters as described in the table below.

The bidder submitting the continuation of one project in multiple years shall be construed as one project only and the technical evaluation shall be made accordingly.



Technical bid Evaluation Sheet.

Sl. No.	Criteria	Sub-Criteria	Basis of Evaluation	Maximum Marks	Supporting documents
1.	Relevant Experience/ Technical Capability	Experience in similar type of services in any State Govt./ Central Govt./ PSUs, in at least one project with minimum project cost amounting to INR 1 crore in India in the last 3 financial years such as FY 2022-23, 2023-24, 2024-25	05 marks shall be awarded for each project relating to engagement of similar category manpower services successfully completed or currently being undertaken by the bidder in any State Government. Central Government, or PSU during the last three financial years (FY: 2022-23, 2023-24, 2024-25), provided the value of such project is more than INR 1.00 crore. Accordingly, a bidder having 03 such separate project, each valued above INR 1.00 crore, shall be awarded 15 marks.	20	The bidder shall submit a self-certified information sheet in the prescribed format enclosed at Annexure-A , along with supporting documents in proof of the claimed work experience. Such supporting documents shall include copies of the Work Order and/ or Service Level Agreement executed with the client for the respective assignments.

2	Relevant Experience/ Manpower Strength	The bidder must have a minimum of 100 such manpower on its payroll during at least one of these months i.e., June 2026, July 2026, or August 2026 to quality under the pre-qualification criteria.)	No marks shall be awarded for merely meeting the minimum eligibility requirement of 100 similar category manpower on the bidder's payroll. However, 01 mark shall be awarded for every additional multiple of 10 similar category manpower over and above the minimum requirement of 100 manpower. For example, if a bidder has 150 similar category manpower on its payroll, the bidder shall be awarded 05 marks.	20	The bidder shall submit a self-certified information sheet in the prescribed format enclosed at Annexure-B, along with supporting documents in proof of the claimed work experience. The supporting documents shall include copies of the Work Order and/or Service Level Agreement executed with the client for the respective assignments.
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3	Average Annual Turnover of the Bidding Company/Firm /Agency	Average Annual Turnover of the last Three Financial Years i.e. FY: 2022-23, 2023-24, 2024-25 (Minimum of 5 Crore as prequalification Criteria)	No marks shall be awarded for merely meeting the minimum Average Annual Turnover requirement of Rs. 1.00 crore. However, 05 marks shall be awarded for every completed additional turnover of Rs. 1.00 crore over and above the minimum requirement of Rs. 1.00 crore, calculated on the basis of the Average Annual Turnover. For example, if a bidder has an Average Annual Turnover of Rs. 1.50 crore, the bidder shall be awarded 05 marks, whereas a bidder having an Average Annual Turnover of Rs. 2.00 crore shall be awarded 10 marks,	30	The bidder should submit the Chartered Accountant certificate with UDIN specifically on the average annual turnover Annexure-C
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4	Proposed Methodology and Team Structure & Technical capability as per technical bid criteria	Power Point Presentation Slides on: 1.Relevant similar experience in the required outsourcing of services. 2.Existing Team structure & availability of similar manpower and reporting mechanism 3.Risk mitigation (contingency plan) and exception handling 4. SLA management	Qualitative assessment based on the following: 1.Relevant similar experience in similar type of services- 10 Marks 2. Existing Team structure & availability of similar manpower and reporting mechanism- 10 Marks 3. Risk mitigation (contingency plan) and exception handling-5 Marks 4. SLA management- 5 Marks	30	A Power Point Presentation shall be presented before the Tender Committee Meeting and the hard copy of which is to be submitted by the bidder in the technical bid.
Grand Total of Marks				100	

The bidders securing 70 marks or above in the Technical Evaluation shall be declared technically qualified and shall be considered for Financial Evaluation.

However, if fewer than three bidders secure the minimum qualifying marks of 70, the Tender Inviting Authority (TIA), on the recommendation of the Tender Committee and for reasons to be recorded in writing, may suitably relax the qualifying marks for the purpose of ensuring adequate competition.

Provided that, under no circumstances, shall any bidder securing less than 60 marks in the Technical Evaluation be considered technically qualified.



Financial Bid Proposal

1. The bidder shall quote the rate for sponsoring manpower on a monthly basis in the prescribed Financial Bid format. The quoted rate shall be inclusive of all applicable costs, charges, and statutory liabilities, excluding taxes, if any, as specifically indicated in the bid document.

The bidder quoting the lowest service charge/rate (in percentage terms) for the respective category/unit shall be treated as the L1 bidder for that category/unit.

In the event of two or more bidders quoting the same lowest service charge/rate, selection of the L1 bidder shall be made through a transparent lottery system in accordance with sub-rule (iv) of Rule 264 of the OGFR, 2023.

2. The minimum service charge to be quoted by the bidder shall be 3.85% subject to a maximum limit of 7%.

Note-1 : In the event of two or more bidders quoting the same lowest service charge, the L1 bidder shall be selected through a transparent lottery system in accordance with the provisions of Rule 264(iv) of OGFR, 2023.

Note-2: Statutory dues and taxes, including but not limited to EPF, ESI, GST, and other applicable statutory liabilities, shall not form part of the service charge and shall be considered separately while quoting the financial bid.

3. Service charges should include all incidental and ancillary expenses like providing logistics, Financing charges & overhead, premium towards insurance cover for the outsourced manpower, premium Profits, TDS towards third-party' insurance cover, other incidental administrative costs like trainings, Overhead deductions, management charges for coordinator and supervisory charges including Contractor's Profit, other overheads, etc.
4. Only the fixed service charge quoted in percentage terms in the Financial Bid for providing all deliverables and services as specified in the bid document shall be taken into consideration for financial evaluation.
5. In case of variation in the applicable tax structure among bidders, the unit rate exclusive of taxes for the respective category/unit shall be considered for determination of the L1 bidder.

Further, any increase or decrease in the number of manpower units during the contract period shall be regulated proportionately on the basis of the approved L1 rate.

6. Any conditional bidding shall be summarily rejected.

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7. The bidder shall quote rate for service charges in prescribed column of the financial bid format. No TA/DA shall be either quoted/paid over & above the amount mentioned above.
8. The Bidder has to quote a single uniform rate of service charge for the units applied and the least unit cost quoted by the bidder shall be treated as Bidder.
9. The Bidder has to quote for a minimum of two units in this financial BID.
10. In case of discrepancies (if any) between rate quoted in word & figure, the rate quoted in 'word' shall be considered.
11. The Lowest bid among financial bid will win the bid.
12. The financial bid table format should be used to quote the cost of sponsoring manpower per month which shall be inclusive of all cost. The least unit cost quoted (i.e. rate in percentages) by the bidder shall be treated as L1 bidder for that particular unit.
13. The financial proposal should be submitted in the prescribed Format only.
14. The bidder needs to carefully read the following while bidding.
 - a. Under no circumstances the remuneration will be less than the prescribed minimum remuneration.
 - b. The employee's share of EPF @12% and ESI @0.75% may be deducted from the monthly payment to outsourced manpower. The employer's share of EPF and ESI shall be reimbursed by the University on actual basis.
 - c. In the event of any revision/ enhancement of wages by the Government during the currency of the contract, the revised wages shall be paid by the Service Providing Agency (SPA) to the outsourced manpower with effect from the date prescribed by the Government. The additional financial implication arising out of such rate/wage revision shall be reimbursed by the University as per rules.
 - d. The Service Providing Agency (SPA) shall be paid on a monthly basis for the actual days worked, based on the work certificate duly certified by the competent authority. No overtime payment or additional charges on account of overtime duty shall be admissible.
 - e. The Service Providing Agency shall submit the monthly acquittance rolls along with documentary proof of disbursement of wages through bank transfer to the outsourced manpower.
 - f. No TA/DA shall be either quoted/paid over & above the amount mentioned above.
 - g. The Bidder has to quote for @ **minimum of two units**.

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The financial bids shall be opened in the presence of the tender committee and bidders' representatives who choose to attend. Least Cost Selection Method will be followed during the tender process to determine the selected bidder. The tender inviting authority will award the contract to the bidder whose bid has been determined as the lowest and competitive evaluated bid price.

Financial Implications

a. Payment Schedule:

1. Payment will be made on monthly basis of number of working days for which duty has been performed by manpower, where Service Providing Agency (SPA) shall raise the bill, in triplicate and submit the same to the concerned authority for necessary payment.
2. The other terms and conditions for payment is as follows:-
 - i. The billing cycle shall be operative from 26th of every month to the 25th of the succeeding month.
 - ii. The SPA shall collect the absentee report from the concerned authority latest by 26th of every month and submit the bills by 28th of the month and ensure release of remuneration to the manpower so engaged, latest by 30th / 31st of the concerned month.
3. The payment to the SPA shall be released by the Department on monthly basis i.e. within 10 days of submission of all necessary supporting documents including proof copies of release of remuneration to the manpower & its statutory dues (if any) satisfactorily.
4. The invoice shall be considered for sanction and payment proportionately based on actual work certificate.
5. In case of reduced services/quantities, the invoice shall be raised based on actual. No overtime charges will be entertained.
6. The proof copy of the depositing the tax amount along with periodic filling statement copy of the taxes raised in the invoice shall be submitted by the contract holder.
7. TDS shall be applicable at the prevailing rate as per the Income Tax Act/GST Act at time of release of actual payment.
8. It is required to ensure that all deliverables are of high quality and have undergone sufficient internal review process before being shared with Higher Education Department.

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9. The cost of the manpower per month shall be paid as fixed by Government of Odisha from time to time or as per the minimum wages Act.
10. The monthly acquaintance rolls along with the bank account transfer copy for payment to these manpower needs to be submitted.
11. It is the responsibilities of the SPA to release the wages to the manpower deployed latest by 30th / 31st of the concerned month. In case of any delay in payment of such wages, penalty as deemed appropriate may be levied upon and such penalty amount will be deducted from his/her claimed bill amount. In case any of the SPA fails to release such wages in a repeated occurrence, the service contract period may be terminated, and pending month wages (if any) may be reimbursed by forfeiting his/her performance security.
12. The Service Provider shall submit its monthly invoice/bill along with all supporting documents required by the Authority for processing and release of payment, including but not limited to attendance records, wage payment details, statutory compliance certificates, and any other documents as may be prescribed.
13. The Service Provider shall ensure compliance with all applicable statutory obligations, including deposit of EPF and ESIC contributions in respect of the personnel deployed under the contract. Proof of such deposits shall be furnished along with the invoice. Payment of wages to the deployed personnel shall be made only through bank transfer to their respective bank accounts, and documentary evidence thereof shall be submitted to the Authority.
14. Any risks, dependencies, limitations, additions, deletions etc. shall be flagged at least 10 days in advance to the competent authority to ensure necessary mitigation action.

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SECTION-II
SCOPE OF THE WORK

A. Sweepers and Cleaning Personnel

1. The service providing agency should be managed by trained support staff to execute and perform the job and work assignment of such nature efficiently. The manpower to be deployed for this purpose should be registered under the service provider and must have required qualifications, experience & relevant knowledge to perform the assigned duty.
2. It shall be the responsibility of the Service Provider to verify the minimum relevant knowledge for performing the services of different categories as per requirement and experience of the outsourced manpower. Candidates will be liable for performing the defined responsibilities assigned by the authority from time to time. The authority reserves the rights to verify and check the credentials and qualification of the outsourced manpower. If during the course of engagement of any outsourced personnel, it comes to notice of authority that he/she has misrepresented the fact about his/her qualification/experience, the Service Provider will have to terminate the service of such staff immediately.
3. The manpower service provider should have an empanelled list of trained/experienced required categories of services so that un-interrupted and continued services can be provided during the period of contract. The service provider should be able to provide additional manpower support whenever required by the authority under the same terms and condition.
4. The Agreement may be extended, on the same terms and conditions or with some additions / deletions / modifications, for a further specific period mutually agreed upon by the Manpower Service Provider and the Registrar, Gangadhar Meher University.
5. The personnel deployed by the Service Provider shall report for duty as per the instructions and work schedule prescribed by the University. Depending upon administrative exigencies, the deployed personnel may be required to perform duties beyond normal office hours, for which no additional remuneration shall be admissible.

In the event of absence from duty, delayed reporting, early departure, or rendering services for less than the prescribed working hours on any day, proportionate deductions shall be made from the monthly remuneration. Further, if such instances occur on three occasions, whether individually or cumulatively within a month, remuneration equivalent to one day's payment shall be deducted in addition to any proportionate deductions applicable.

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6. The service provided by the person for the purpose must have good moral character and cordial attitude and should not reveal the official information to outsiders and must maintain confidentiality.

7. The Service Provider shall designate a Coordinator as the single point of contact for liaison with the Authority. The coordinator shall be responsible for maintaining regular communication and coordination with the Authority, addressing operational issues, and ensuring uninterrupted, efficient, and satisfactory deployment of the personnel engaged under the contract,

8. The Service Provider shall maintain and provide attendance records for all personnel deployed under the contract at the premises of the Authority, The attendance of the deployed personnel shall be monitored regularly by the Service Provider to ensure compliance with the prescribed duty schedule and service requirements.

The attendance records shall be duly authenticated by the authorized representative of the Service Provider and submitted to the designated officer of the Authority for verification and certification.

9. The entire financial liability in respect of manpower services deployed in the Authority's location shall be that of the Manpower Service Provider and the Authority will in no way be liable for the same. It will be the responsibility of the manpower Service Provider to pay to the person deployed, a sum not less than the proposed monthly remuneration as mentioned in the financial bid.

10. In the event that any deployed personnel is likely to discontinue or cease rendering services due to resignation, personal reasons, or any other cause attributable to the individual, the Service Provider shall arrange a suitable replacement sufficiently in advance to ensure continuity of services without disruption.

Any expenditure arising out of the overlapping deployment period between the outgoing personnel and the replacement personnel shall be borne entirely by the Service Provider, and no additional financial liability on this account shall devolve upon the Authority.

11. The persons deployed for the services 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.

12. The Service Providing Agency shall be responsible for compliance of all statutory provisions relating to minimum wages payable to the persons deployed at the Authority's location. The service provider should ensure regular payment of monthly remuneration to the personnel engaged by the service provider by 30th/ 31st of the concerned month after deduction of applicable statutory dues. The service provider -



should credit the monthly remuneration of its employees in their respective Bank Account.

13. The personnel deployed under the contract shall be engaged by the Service Provider on a purely outsourced and contractual basis. The Service Provider shall ensure that all such personnel are clearly informed that their engagement shall not confer upon them any right to claim employment, regularization, absorption, or any other service benefits from the Department or the Government.

The Department reserves the right to require withdrawal or replacement of any deployed personnel at any time on grounds such as unsatisfactory performance, misconduct, indiscipline, security concerns, or administrative exigencies. Upon receipt of such intimation from the Department, the Service Provider shall withdraw the concerned personnel and provide a suitable replacement, possessing equivalent qualifications and experience, within three (3) working days, subject to the approval of the Department.

SECTION -111

SCHEDULE OF REQUIREMENT:

Tentative requirement of outsourcing of services (Manpower) (the number may increase or decrease as per the requirements from time to time) to be deployed for the proposed services given here as under: -

(To be filled up by the Tender Inviting Authority)

SL No.	Description of Service	Tentative Requirement
1	Sweeping and Cleaning Personnel	33
Total		33



SECTION - IV
TERMS AND CONDITIONS

1. The Agreement shall commence from _____ and shall continue till _____ 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 _____ unless extended further by the mutual consent of Manpower Service Provider and the Authority.
3. For all intents and purposes, the Service Provider shall be the "Employer" within the meaning of different Rules & Acts in respect of persons deployed. The persons deployed by the Service Provider shall not have any claim whatsoever like employer and employee relationship against the Authority under this agreement. The Service Provider shall make them known about their position in writing before deployment under the required service.
4. The Service Provider shall deploy only adult personnel only. Persons to be deployed by the Service Provider should be between 18/21 years and 42 years and physically fit.
5. The Authority reserves the right to terminate the Agreement during initial period also after giving 15 days' notice to the Manpower Service Provider.
6. The Agreement may be extended, on the same terms and conditions or with some additions / deletions / modifications, for a further period upto 3 years maximum from the date commencing from the first agreement deed executed i.e. from _____ on extension basis subject to satisfactory performance of the Service Provider as per the prevalent guidelines.
7. 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 organization by whatever name be called without the prior written consent of the Authority.
8. The University, at present _____ has tentative requirement of _____ numbers of _____. The requirement of the Department may further increase or decrease manpower requirement depending upon administrative necessity and budget availability.
9. 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.

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10. The personnel deployed by the Service Provider shall report for duty and perform their assigned functions as per the working hours, and instructions prescribed by the University from time to time. Depending upon administrative exigencies, the deployed personnel may be required to perform duties beyond the normal office hours or on holidays, in accordance with applicable labour laws and Government instructions.
11. The Service Provider shall ensure regular attendance and punctuality of the deployed personnel. In the event of unauthorized absence, delayed reporting, early departure, or failure to render services for the prescribed duty hours, proportionate deductions shall be made from the remuneration payable in respect of the concerned personnel. Repeated instances of such defaults may result in replacement of the personnel or such other action as deemed appropriate by the Department.
12. Holiday deployment should be subject to applicable labour laws and Government instructions.
13. The Service Provider shall be solely responsible for compliance to the provision of various Labour and Industrial laws, such as, wages, allowances, compensation, EPF ESI, all applicable statutory obligations under prevailing labour laws etc. relating to manpower to be deployed by it at the Authority's location.
14. The Service Provider shall maintain complete official records of disbursement of wages / salary showing details of all supporting documents such as ESI, EPF etc. in respect of manpower deployed for the purpose.
15. The service charges quoted by the Service Provider in the Financial Bid shall remain firm and fixed throughout the period of the contract and shall not be subject to any escalation on any account.
16. However, any revision in minimum wages, remuneration, EPF, ESI, GST, or any other statutory dues payable in respect of the deployed personnel pursuant to orders, notifications, or instructions issued by the Government of Odisha, Government of India, or any competent statutory authority during the currency of the contract shall be payable/reimbursable as applicable, subject to production of documentary proof and verification by the University.
17. The Service Provider shall be responsible for timely deposit of all statutory dues and shall furnish proof of such deposits along with the monthly invoice for processing of payment.
18. The Manpower Service Provider shall nominate a coordinator who shall be responsible for immediate interaction with the University so that optimal services of the persons deployed could be availed without any disruption.



19. The entire financial liability in respect of manpower services deployed in the University or Office concerned shall be that of the Manpower Service Provider and the University or Office concerned will in no way be liable. It will be the responsibility of the Manpower Service Provider to pay to the person deployed remuneration notified by Government from time to time and adduce such evidence as may be required by the University or Office concerned.
20. The Manpower Service Provider shall be solely responsible for the redressal of grievances or resolution of disputes relating to persons deployed. The University shall, in no way, be responsible for settlement of such issues whatsoever.
21. The Service Provider will be overallly responsible for the manpower deployed for performing the services. The Authority 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.
22. 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 currency or after expiry of the Agreement.
23. 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.
24. 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.
25. The Manpower Service Provider must be registered with the concerned Government Authorities, i.e. Labour Commissioner, Provident Fund Authorities, Employees State Insurance Cooperation 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, if required under the Act. The SPA must submit PAN, GST Registration EPFO Registration, ESIC Registration (where applicable), Labour Licence under Contract Labour Act (where applicable)
26. 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.

27. The manpower to be deployed by the Manpower Service Provider should not have any adverse police records/ criminal cases against them. The agency should make adequate enquiries about the character and antecedents of the person whom they are recommending.
28. The Service Provider will also ensure that the manpower deployed are medically fit and will keep in record a certificate of their medical fitness. The Service Provider shall withdraw such manpower who are not found suitable by this office for any reasons immediately on receipt of such a request.
29. The Service Provider shall ensure that the manpower deployed by it are disciplined and do not participate in any activity detrimental to the interest of the Authority.
30. The Service Provider shall provide Photo ID Card to its personnel deployed at site at its own cost.
31. 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 Department or office concerned. The Manpower Service Provider shall be responsible for any act of indiscipline on the part of the persons deployed.
32. The Authority shall not be liable for any compensation in case of any fatal injury / death caused to any manpower while performing / discharging their duties / for inspection or otherwise.
33. In case of any theft or pilferages, loss or other offences, the Service Provider will investigate and submit the report to the Authority and maintain liaison with the Police. FIR will be lodged by the Authority, wherever necessary. If need be, joint enquiry comprising of both the parties shall be conducted and responsibility will be fixed.
34. In case of any loss caused to the Authority due to lapse on the part of the personnel discharging duties, the same shall be borne by the Service Provider. Authority shall have the right to deduct appropriate amount from the bill of Service Provider. In case of frequent lapses on the part of the personnel deployed by the Service Provider, Authority shall be within its right to terminate the contract or take any other action without assigning any reason whatsoever.
35. 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.

36. The Manpower Service Provider 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 University concerned. The University shall have no liability in this regard.
37. The Manpower Service Provider shall also be liable for depositing all taxes, levies, cess etc. on account of service rendered by it to the Department or office concerned 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 Department or office concerned.
38. The Manpower Service Provider shall maintain all statutory registers under the Law and shall produce the same, on demand, to the authority of the University or office concerned or any other authority under Law.
39. The Tax deducted 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 University.
40. In case, the Manpower Service Provider fails to comply with any liability under appropriate law, and as a result thereof, the University is put to any loss / obligation, monetary or otherwise, the University will be entitled to get itself reimbursed out of the outstanding bills or the performance security deposit of the Manpower Service Provider, to the extent of the loss or obligation in monetary terms.
41. In case of dispute resolution relating to rights / liabilities arising out of the agreement, the same shall be disposed of at the level of Administrative Departments.
42. The Agreement is liable to be terminated because of non-performance, deviation of terms and conditions of contract, non-payment or remuneration of employed persons and non-payment of statutory dues. The Department or office 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 is caused to the University by the persons deployed, the same shall be recovered from the unpaid bills or adjusted from the performance security deposit.
43. The Technical Bid should be accompanied with an Earnest Money Deposit (EMD), refundable without interest, of Its. 1,00,000/- (Rupees One Lakh only)



in the form of Demand Draft drawn in favour of the Comptroller of Finance, Gangadhar Meher University, Sambalpur-768001 failing which the tender shall be rejected out-rightly.

44. 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 within 30 days from date of placing the order, the EMD shall stand forfeited without giving any further notice.
45. The successful tenderer will have to deposit a security amount of Rs. _____ (Rupees _____) for **Sweepers** for Gangadhar Meher University in the form of Performance Bank Guarantee made in the name of the agency but hypothecated to the Comptroller of Finance, Gangadhar Meher University, Sambalpur covering the paid of contract.

In case, the contract is further extended beyond the initial period, the Performance Bank Guarantee will have to be accordingly renewed by the successful bidder.

46. In case of breach of any terms and conditions attached to this agreement, the performance security deposit of the Manpower Service Provider shall be liable to be forfeited besides annulment of the Agreement.
47. The Manpower Service Provider shall raise the bill, in triplicate, along with attendance sheet fully verified by the University in respect of the persons deployed and submit the same to the prescribed authority 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.
48. The Service Provider will have to deposit the remuneration of the deployed manpower for the concerned billing period in their respective bank account through online transfer and submit the details to the authority for necessary records.
49. 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 University.
50. In the event of any personnel being on leave / absent, the Service Provider shall ensure suitable alternative arrangements to make up for such absence. If a person leaves the job for any reason, the Service Provider shall provide a suitable replacement within 3 working days.



51. The Service provider should ensure that persons to be deployed are not alcoholic, drug addict and are not indulged in any activity prejudicial to the interest of the Authority.
52. 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.
53. 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.
54. 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.
55. The agreement can be terminated by either party by giving two months advance notice in general. If the agency fails to give two months advance notice in writing for termination of the agreement, then one months wages, etc. and any amount due to the Service Provider will be recovered by forfeiture of Performance Security.
56. The contract is liable to be terminated because of non-performance, deviation of any terms and conditions of agreement, non-payment of remuneration of manpower deployed and non-payment of statutory dues. The Authority will have no liability towards non-payment of remuneration to the persons deployed by the Service Provider and the outstanding statutory dues of the Service Provider to concerned authorities.
57. The Manpower Service Provider will be bound by the details furnished to the authority while submitting the tender or at any subsequent stage. Misrepresentation of documents / information will lead to termination of agreement.
58. The remuneration as well as other conditions of outsourcing of services of the manpower shall be regulated as per the OGFR-2023 and its subsequent amendments, GA & PG Department Resolution No. 7892/Gen, dated 07.03.2024, excluding E.P.F., E.S.I and other taxes and charges and other circulars as admissible. The remuneration and statutory dues may change as per the instructions issued by the Govt. of Odisha from time to time.
59. The person deployed shall not claim any benefit or compensation or absorption or regularization of deployment with office under the provision of the prevalent Rules and Acts.
60. The successful bidder will enter into an agreement with this Department for supply of suitable and qualified manpower as per requirement of this Department on the above terms and conditions.



SECTION -V
TECHNICAL BID
COVERING LETTER
(BIDDER LETTER HEAD)
[Location, Date/

To

The Registrar,
Gangadhar Meher University,
Sambalpur-768001(Odisha)

Sub: Tender for Outsourcing of Sweeping & Cleaning personnel in
Gangadhar Meher University, Sambalpur.

Dear Sir,

I, the undersigned, offer to participate in the tender process to provide services for Sweeping & Cleaning personnel category in accordance with your Tender Notice No.: _____ Dated: _____, I hereby submitting our proposal, which includes Technical Proposal and Financial Proposal. sealed in separate envelopes.

I hereby declare that all the information and statements provided in the technical proposal are true and correct and I accept that any misinterpretation contained in it may lead to disqualification of our proposal. Our proposal will be valid for acceptance up to 180 Days and I, confirm that this proposal will remain binding upon us and may be accepted by you at any time before the validity of the bid.

I, hereby unconditionally undertake to accept all the terms and conditions as stipulated in the Tender document. In case any provision of this tender is found violated, then your office shall have the rights to reject our proposal including forfeiture of the earnest money deposit absolutely.

Yours faithfully,

Place:

Date:

Complete Address of the Bidder:

Signature of Authorized Person
Full Name
Designation
Seal

N

(FORM – T1)

SLNo.	Particulars	Fill in the details
1.	Name of the Firm/ Agency/ Bidder	
2	Details of Bid Processing Fee and Earnest Money [Deposit: (Demand Draft Details)]	DD No.: Date: Amount (Rs.) Drawn on Bank:
3	Name of the Director	
4	Full Address of Registered Office	Postal Address: Telephone No.: FAX No.: E-Mail Address:
5	Name & telephone number of the authorized person signing the bid	Name and Designation: Mobile Number:
6	Bank Name (Attach self-attested copy of the 1 st page of the bank passbook)	Account Number: Bank and Branch Name: IFSC Code
7	PAN / GIR No. (Attach self-attested copy)	
8	GSTIN (Attach self-attested copy.)	
9	E.P.F. Registration No. (Attach self-attested copy.)	
10	E.S.I. Registration No. (Attach self-attested copy.)	
11	Labour License No.	

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

18. Financial Turnover of the bidder for the last 3 financial years.

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

19. Details of the similar type of service provided by the bidder in last 3 years and is also in continuing stage:

Sl. No.	Period	Name of Authority	Type of services provided with details of	Contract Amount (in INR)	Duration of contract
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		with Complete Address & Fax no	manpower /machinery deployed / No. deployed		From	To
1.						
2						
3						

20. Additional information, if any:

(Attach separate sheet, if required)

Date:

Signature authorized person

Name:

Place:

Seal:

21. Declaration:

I, Shri/Smt/Ms. _____ Son/Daughter/Wife of Shri _____
 _____ Proprietor/ Director/ Authorized signatory of
 _____ (Name of the Service Provider), competent to
 sign this declaration and execute this tender;

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



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

(Signature of Authorized Representative with seal)

Full Name

Designation

Seal

Place:

Date:

Enclosures:

- a. Bid Processing Fee in the form of Demand Draft in original
- b. EMD in the form of Demand Draft in original
- c. Copy of tender document (each page must be signed and sealed)
- d. Duty filled Technical Bid and Financial Bid
- e. List of Documents as applicable.



FORM-T2

UNDERTAKING

[On the Stamp Paper of appropriate value in shape of affidavit from the Notary regarding non-blacklisting/ non termination e/agreement]

I, hereby, undertake that our organization neither has been blacklisted / debarred nor the Agreement has been terminated by any of the Central / State Government Department/ Office or by any Public Sector Undertaking (PSUs) and not blacklisted or Agreement terminated by any authority during the last 3 years (on the date of submission of bid).

Place:

Date:

Signature of Authorized Person

Full Name

Designation

Seal



FORM-T3

UNDERTAKING

[On the Bidder's Letter Head regarding not having any pending judicial proceedings for any criminal offences]

I, hereby undertake that there is no criminal case pending in any Court of Law against our company or against the Proprietor/Director for causing any loss of life or property or causing a threat to public health as part of execution of a public procurement contract. Further, no criminal case pending in any Court of Law against persons to be deployed by our company.

I, further certify that Proprietor/ Director/ Persons to be deployed by our company or my company have not been convicted in any offence in any Court in India during the recent past.

I, further certify that Proprietor/Director/Persons to be deployed by our company or my company have not committed any offence Under the Prevention or Corruption Act, 1988.

I understand that I am fully responsible for the contents of this undertaking and its truthfulness.

Place:

Date:

Signature of Authorized Person

Full Name

Designation

Seal

A handwritten signature in blue ink, consisting of a stylized 'N' followed by a horizontal line.

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

[Location. Date]

To

The Registrar,
Gangadhar Meher University,
Sambalpur-768001(Odisha)

Sub: Tender for Outsourcing of Cleaning personnel in Gangadhar Meher University, Sambalpur. [Financial Proposal].

Sir,

I, the undersigned, offer to provide the services for Cleaning personnel in accordance with your Tender No. _____ Dated: _____. Our attached financial price as service charge **[Insert (percentage of service charge) in words and figures]** for the proposed service. I do hereby undertake that, in the event of acceptance of our bid, the services shall be provided in respect to the terms and conditions as stipulated in the tender document.

Our financial proposal shall be binding upon us subject to the modifications resulting from contract negotiations, up to expiration of the validity period of the proposal of 180 days.

I have carefully read and understood the terms and conditions of the tender to provide the services accordingly.

I understand that you are not bound to accept any proposal you receive.

Yours faithfully,

Place:

Date:

Signature of Authorized Person

Full Name

Designation

Seal

Complete address of the Bidder:



Form-F (1)

APPLICATION-FINANCIAL BID

**For providing Manpower Assistance to Gangadhar Meher University,
Sambalpur-768001(Odisha)**

1. Name of Tendering Manpower Service Provider:
2. Rate per person per month inclusive of all statutory liabilities, taxes, levies, cess etc.:
3. Details of earnest money deposit Amount:
4. DD No. & Date:
5. Drawn at Bank:

S). No	Manpower Type	Monthly Rate per Person						Total Rate
		*Basic remuneration per person	EPF (as applicable	ESI (as applicable	Other statutory dues if any	Service Charge (Not less than the prescribed minimum service charge, including all other expenses, if any)	GOO ds & Service Tax (as applicable)	
1	Sweeper							

*** Basic remuneration per person for the category of Sweeper @ Rs.472/- per day (Unskilled) as per the rate of existing notification of the Labour Commissioner, Odisha.**

The bidder shall take into account the expenses to be incurred the statutory bid (Income Tax, TDS @ 2% from gross bill etc.).

The service charges to be offered minimum 3.85% only otherwise bid shall be rejected. However, such charge should not exceed 7% in any case as per Finance Department Office Memorandum no. 19595/F, dated 11.07.2023. In case bidders quote same service charges, the LJ shall be selected through a transparent system of lottery. Also mention the Service Charge in percentage in the format.

The bids with "Nil" or very abnormally low quoted service charges will be treated as "Nonresponsive" and will be rejected during the financial evaluation stage.

Date:

Signature of authorized person

Name:

Seal:

Place:

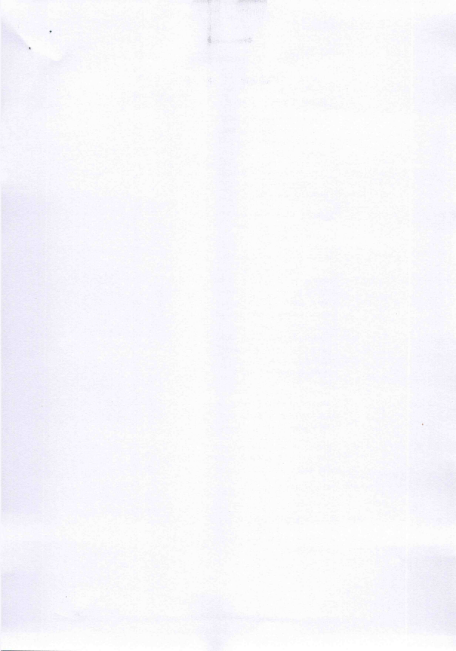
Notes:

1. The total rates quoted by the tendering agency should be inclusive overall statutory / taxation liabilities in force at the time of entering into the contract.

SECTION -VII
BID SUBMISSION CHECK LIST

Sl. No.	Description	Submitted (Yes/No)	Page No.
TECHNICAL BID (ORIGINAL)			
1	Covering Letter in Bidders Letter Head		
2	Duly Filled in (Form T1)		
3	Demand Draft in support of Bid Processing Fee		
4	Demand Draft in support of EMD		
5	Copy of Incorporation / Registration Certificate of the Bidder		
6	Copy of PAN		
7	copy of GSTIN		
8	Copies of Tax Clearance (IT, TDS, GSO Certificate for the last three Assessment years		
9	copy of Valid EPF & ESI Registration Certificate		
10	Copy of License for supply of manpower		
11	Valid Copy of Labour License		

Dv



12	Financial details of the bidder along with all the supportive documents such as copies of Audited Income / Expenditure Statement and Balance Sheet for the last 3 financial years		
13	Power of Attorney in favour of the person signing the bid on behalf of the bidder.		
14	Details of the similar type service provided by the bidder in last 3 years		
15	Undertaking [Or neither have been black-listed nor any agreement have been terminated by any Central / State Govt./any Autonomous bodies during the recent past.(FORM- T2)		
16	Undertaking regarding not having any pending judicial proceedings in the FORM-T3 (On bidder's letter head)		
17	Valid address proof of the Registered /Branch office of the service provider (copy of the telephone/electricity bill)		
18	Copies of the Bank passbook and transaction statement for the last 06 months		
19	Copies of the Annexure-A, B, C		
FINANCIAL BID (ORIGINAL)			
1.	Covering Letter in Bidders Letter Head		

Sh

2.	Duly Filled in Financial Bid (FORM- FI)		
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It is to be ensured that:

- All information has been submitted as per the prescribes format only
- Each page has been separately bound with no loose sheets, and each page of all three parts are page numbered along with Index Page.
- All pages of the proposal need to be sealed and signed by the authorised representative.

Authorized Signatory [in full and initials]: _____

Name and Designation with Date and Seal: _____

N

SECTION- VIII

AGREEMENT

The Agreement is made on thisday of between the Registrar, Gangadhar Meher University represented byhere-in-after referred to as the "Authority" which expression shall, where the context so requires or admits, also include its successors or assignees of the one part;

And

M/S..... represented by Here-in-after called the "Manpower Service Provider" which expression shall, where the context so requires or admits, also include its successors or assignees of other part.

Whereas, the "Authority" desires that the services of "....." are required inDepartment / Office;

And whereas, the "Manpower service provider" has offered its willingness to the same in conformity with the provisions of the agreement;

The service provider shall deposit the EPE and ESI amount in respective account of outsourced Employee in time and shall submit the copy/ proof of deposit of the preceding Month at the time of submission of bill of the succeeding month failing which action will be taken as per rule.

And whereas the "Authority" has finalized the rate as per the terms and conditions of the agreement to the "Manpower Service provider".

Now this agreement witnesses as below:-

1. That the Annexure containing the Terms and Conditions (as specified in the Tender Document) shall be deemed to form and to be read and construed as part of this agreement.
2. That in consideration of the payment to be made by the "Authority" to the "Manpower Service Provider", the "Manpower Service Provider" hereby agrees with the "Authority" to provide personnel to be engaged as "....." in the (name of the Department / Office) in conformity with the provisions of the Terms and Conditions.
3. That the "Authority" hereby further agrees to pay the "Manpower Service Provider" the contract price at the time and in the manner prescribed in the said Terms and Conditions.
4. That in the event of any dispute that may arise it shall be settled as per the Terms and Conditions of the contract.



5. That in the event of requirement of more or less outsourcing employees, the Service Provider shall fulfil the requirement within the period of one month.

6. That this agreement is valid upto dated.....

IN WITNESS WHEREOF the parties have caused their respective common seals to be here unto affixed or have here unto set their respective hands and seals on the day and year first written above.

Signature of the Officer
(Service Provider)

Signature of the Authority
(Gangadhar Meher University, Sambalpur)

1. Witness

1. Witness

2. Witness

2. Witness



SECTION-IX

PERFORMANCE BANK GUARANTEE FORMAT

To

The Registrar,
Gangadhar Meher University,
Sambalpur-768001(Odisha)

Whereas (Name and Address of the Service Provider) (thereinafter called the "tenderer") has submitted their offer dated..... for the supply of
..... (hereinafter called the "tender")
against the purchaser's tender enquiry No.....

KNOW ALL MEN by these presents that WE..... of
..... having our registered office
at..... are bound unto
(hereinafter called the "Purchaser") in sum of for which
payment will and truly to be made to the said Purchaser, the Bank binds itself, its
successors and assigns by these presents. Sealed with the Common Seal of the said
Bank this..... day of20.....

THE CONDITIONS OF THIS OBLIGATION ARE:

(1) If the tenderer withdraws or amends, impairs or derogates from the tender in any respect within the period of validity of this tender.

(2) If the tenderer having been notified of the acceptance of his tender by the Purchaser during the period of its validity:-

a) If the tenderer fails to furnish the Performance Security for the due performance of the contract.

b) Fails or refuses to accept/execute the contract.

WE undertake to pay the Purchaser up to the above amount upon receipt of its first written demand, without the Purchaser having to substantiate its demand, provided that in its demand the Purchaser will note that the amount claimed by it is due to it owing to the occurrence of one or both the two conditions, specifying the occurred condition or conditions.

This guarantee will remain in force upto and including 45 days after the period of tender validity and any demand in respect thereof should reach the Bank not later than the above date. Our..... branch at.....
.....* (Name & Address of the)*

Δ

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

.....
(Signature Of the authorized officer of the Bank)

.....
Name and designation of the officer
.....

Seal, name & address of the Bank and address of the Branch

* Preferably at the headquarters of the authority competent to sanction the expenditure for purchase of goods/ Services or at the concerned district headquarters or the State headquarters.

N

SECTION- X

Model Bank Guarantee Format for furnishing EMD

To

The Registrar,
Gangadhar Meher University,
Sambalpur-768001(Odisha)

Whereas
(hereinafter called the "tenderer") has submitted their offer dated..... for the supply.....
(hereinafter called the "tender") against the purchaser's tender enquiry No.....of KNOW ALL MEN by these presents that WE.....having our registered office at.....are bound unto(hereinafter called the "Purchaser") in sum offor which payment will and truly to be made to the said Purchaser, the Bank binds itself, its successors and assigns by these presents. Sealed with the Common Seal of the said Bank this.....day of.....20.....
THE CONDITIONS OF THIS OBLIGATION ARE: (1) (2) If the tenderer withdraws or amends, impairs or derogates from the tender in any respect within the period of validity of this tender. If the tenderer having been notified of the acceptance of his tender by the Purchaser during the period of its validity:- a) If the tenderer fails to furnish the Performance Security for the due performance of the contract. b) Fails or refuses to accept/execute the contract. WE undertake to pay the Purchaser up to the above amount upon receipt of its first written demand, without the Purchaser having to substantiate its demand, provided that in its demand the Purchaser will note that the amount claimed by it is due to it owing to the occurrence of one or both the two conditions, specifying the occurred condition or conditions. This guarantee will remain in force upto and including 45 days after the period of tender validity and any demand in respect thereof should reach the Bank not later than the above date. Our... branch at.....* (Name & Address of the .. * branch) is liable to pay the guaranteed amount depending on the filing of claim and any part thereof under this Bank Guarantee only and only if you serve upon us at our.....
.....* branch a written claim or demand and received by us at our.....* branch on or before Dt.....otherwise bank shall be discharged of all liabilities under this guarantee thereafter.....
(Signature of the authorized officer of the Bank)

.....
Name and designation of the Officer.....

Seal, name & address of the Bank and address of the Branch * Preferably at the headquarters of the authority competent to sanction the expenditure for purchase of goods or at the concerned district headquarters or the State headquarters.



Annexure-A

Work Experience of the Bidder

Tender Advt. No. _____ / GMU, date _____

**Tender Notice for award of contract for providing Outsourcing service
of Sweeper in Gangadhar Meher University, Sambalpur**

Information on Experience in successfully undertaken of similar type of services in any State Govt./Central Govt./PSUs, in at least one project with minimum project cost amounting to INR 1 Crore in India in the last 3 financial years ending with FY2024-25 (i.e. FY-2022-23, FY-2023-24 & FY-2024-25)

Sl. No.	Name of the Project with Project Value more than INR 1 crore in India in the last 5 years	Work Order No./[Date or Work Completion Certificate No/Date	Total Project Value in Rs.	Page No of the work Order/Completion Certificate/Contract Agreement Copy has been attached in the Bid document
01				
02				
03				
04				
05				
06				
07				
08				
09				
10				

Place:

Date:

Bidder's Company Seal:

Authorized Signature with Seal [In full initials]



Annexure-B**Manpower Deployment Declaration**

Tender Advt. No. _____ /GMU, date _____

Tender Notice for award of contract for providing Outsourcing Services of
Sweeper in Gangadhar Meher University, Sambalpur

(Status of similar manpower in either of three months i.e. from June-2026, July-2026 & August-2026)

No.	Name of the ongoing Project of Govt./ PSU in which the similar Manpower engaged	Name of Manpower Engaged in the particular project of Govt./PSU	Number of Manpower as per the EPF record in either of three months i.e. from June-2026, July-2026 & August-2026	Page Number Reference of the EPF copy of the in either of three months i.e. from June-2026, July-2026 & August-2026
2				
3				
4				
5				
6				
7				
8				
9				
10				
Total Number of manpower engaged in different projects of Govt./PSUs as per EPF record				

N: B : This is to certify that the detail list of manpower given above are in tallied with the number of manpower as per ECR (EPF) Copy enclosed. Authorized Signature with Seal [In full and initials]

Business Address:



Annexure-C

Certificate for Average Annual Turnover

Tender Advt. No. _____/GMU, Date _____

Tender Notice for award of contract for providing Outsourcing Services of
Sweeper in Gangadhar Meher University, Sambalpur

Sl. No.	Financial Year	Annual Turnover in Lakhs
1.	2022-23	
2.	2023-24	
3.	2024-25	
Average Annual Turnover		

Certificate from the Statutory Auditor

This is to certify that, we have verified the books of accounts and records of the Firm/Company/ Agency and found the Average Annual Turnover of the Firm/Company/ Agency in the above listed last three Financial years is Rs./-

.....(In words).

Name of the audit firm: Seal of the audit firm:

Date:

(Signature, name and designation of the authorized signatory)

Membership Number UDIN Number

Note:- In case the Applicant does not have a statutory auditor, it shall provide the certificate from its chartered accountant that ordinarily audits the annual accounts of the Applicant.



FORMAT FOR POWER OF ATTORNEY

(On Bidder's Letter Head)

Tender Advt. No...../GMU, date.....

Tender Notice for award of contract for providing Outsourcing Services of
Sweeper in Gangadhar Meher University, Sambalpur

I, _____, the _____

<Designation> of <Name of the Organization> in witness whereof certify that <Name of person> is authorized to execute the attorney on behalf of <Name of organization>, <Designation of the person> of the organization acting for and behalf of the organization under the authority conferred by the <Notification/ Authority order no.> Dated <date of reference> has signed this Power of attorney at <Place> on this day of <day > <month > <year >

The signatures of <Name of person> in whose favor authority is being made under the attorney given below are hereby certified.

Name of the Authorized Representative:

(Signature of the Authorized Representative with Date)

CERTIFIED:

Signature, Name & Designation of person executing attorney:

Address of the Bidder:

