



**OFFICE OF THE COLLECTOR & DISTRICT MAGISTRATE, BHADRAK**  
**(Social Security & Empowerment of PwD Section)**

No. 117...../SS Date 22/01/2024

**TENDER NOTICE**

Sealed Tenders in Prescribed format are invited from Registered manpower service providers having valid license, statutory clearance, service tax registration, EPF registration ECI registration and PAN No. for providing the manpower as indicated in the scope of work under the establishment of District Social Security Officer, Bhadrak-756100 for a period of one year from the date of agreement of contract. The contract to Provide Services for Superintendent and supporting staff and contract to Provide Services for Security Guards separately at Integrated Infrastructure Complex (IIC), Dhamnagar, Bhadrak as detailed in the tender documents. The tender papers along with EMD and cost of tenders must be submitted separately for the post of **1. Superintendent & Supporting staff 2. Security Guards.**

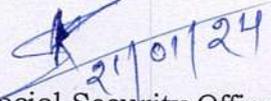
Sl No.	Location	Office Of The District Social security Officer, Bhadrak-756100
1	EMD	Rs.30,000/-only in favour of District Social Security Officer, Bhadrak in shape of DD payable at Bhadrak (refundable without interest)
2	Cost Of Tender Paper	Rs.1000/- (Rupees one thousand) Only (Non-Refundable) in shape of DD payable at Bhadrak in favour of District Social security Officer, Bhadrak. Tender paper available on website <a href="http://www.bhadrak.nic.in">http://www.bhadrak.nic.in</a>
3	Last Date, Time and Place of receipts of tenders through Speed Post/ Registered Post	16.02.2024 at 03.00PM <b>Tender Receive Address:-</b> District Social Security Officer, Bhadrak Post/ PS- Bhadrak Town Dist-Bhadrak , Pin- 756100
4	Opening of Technical Bids	17.02.2024 at 11AM in Sadbhabana Sabhagruha, Collectorate, Bhadrak.
5	Opening of Financial Bids & Finalisation of tenders	17.02.2024 at 03 P.M. in Sadbhabana Sabhagruha, Collectorate, Bhadrak.

Tender forms can be downloaded from the Bhadrak District Administration website <http://www.bhadrak.nic.in>. Incomplete, late applications, conditional Tenders, Non submission of EMD and Cost of tender papers shall be summarily rejected. **The authority reserves the right to reject/cancel any or all the tenders at any stage and moment without assigning any reason thereof.**

  
Collector & District Magistrate,  
Bhadrak

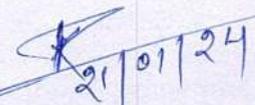
Memo No. 118/SS Dt. 22/01/2024

Copy forwarded to all DSSOs of Odisha/ Sub-Collector/ All BDOs/All Tahasildars/ All EOs of ULB / All District Level Officers of Bhadrak District for information. They are requested to display the tender call notice in their notice board for wide publicity/ copy to the Notice Board.

  
District Social Security Officer,  
Bhadrak

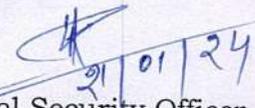
Memo No. 119/SS Dt. 22/01/2024

Copy of the quotation Call Notice forwarded to the D.I.O, NIC, Bhadrak for information and necessary action. He is requested to hoist the same in the District website for information of general public.

  
District Social Security Officer,  
Bhadrak

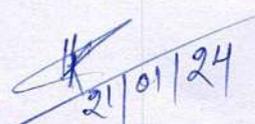
Memo No. 120/SS Dt. 22/01/2024

Copy to the PA to Collector, Bhadrak for kind information of Collector

  
District Social Security Officer,  
Bhadrak

Memo No. 121/SS /Dated 22/01/2024

Copy forwarded to the Joint Director (Advertisement), I & PR Department, Odisha, Bhubaneswar for information and necessary action. He is requested to publish in two daily widely circulated Odia news papers alongwith one daily widely circulated English news paper the above matter on or before 25/01/2024 in one day edition with a minimal space and the copies of the same including bill as per I & PR rate may please be sent to the District Social Security Officer, Bhadrak for necessary payment and office record.

  
District Social Security Officer,  
Bhadrak

**Services Providers (Superintendent and supporting staffs )****SCOPE OF WORK AND GENERAL INSTRUCTIONS FOR BIDDERS**

1. The District Social Security Office, Bhadrak requires the services of reputed, well established and financially sound Manpower Services Providers to Provide Services of the following category of staff at Integrated Infrastructure Complex (IIC), Dhamnagar, Bhadrak as indicated in the table below.

Sl.No.		Name of the posts to be engaged	No. of Posts to be engaged	Approximate age /Male female	Minimum Educational qualification required for the post.	Remuneration
1	Part -A	Superintendent	1	Above 45 years	Graduate in MBA or MSW with 3 years experience	Maximum Gross amount Rs 50,000/-
2		Programme officer-cum-consultant	1	25-32 years	Graduate in MSW with PGDCA	Maximum Gross amount Rs 50,000/-
3		Office Assistant-cum-DEO	2	25-32 years	Graduate in PGDCA	As per high skilled norms
4		Plumber	1	25-32 years	ITI with 2 years experience	As per skilled norms
5		Electrician	1	25-32 years	ITI with 2 years experience	As per skilled norms
6		Store keeper-cum-care taker	1	35-45 years	Graduate in PGDCA	As per high skilled norms
7		Multipurpose worker-cum-sweeper	2	24-30 years	Class-VIII pass	As per unskilled norms

1. The contract for providing the aforesaid manpower is likely to commence after signing the agreement for one year. The period of the contract may be curtailed/ terminated before completing the period of agreement, in case of owing to deficiency in service or substandard quality of manpower deployed by the selected service provider or because of change in the requirements. The authority however, reserves right to terminate this initial contract at any time after giving one weeks' notice to the selected service provider. The contract may be extended in future as per rule & requirement.
2. The interested bidder may download the tender documents from <http://www.bhadrak.nic.in> and submit to the District Social Security Office, Bhadrak. The tender paper fee Rs. 1000/- (Rupees one thousand only) in shape of Demand Draft must be submitted in favour of District Social Security Officer, Bhadrak along with documents.
3. The interested Manpower services providers may submit the tender document complete in all respects along with Earnest Money Deposit (EMD) of Rs.30,000/- (Rupees thirty thousand only) and other requisite documents should be sent to the District Social Security Officer, Bhadrak by dt. 25.01.2024 upto 05.00 PM by Registered Post/Speed Post only in favour of the District Social Security Officer, Bhadrak.

(a)	Last Date and time for submission of Tender Documents (except Govt. holiday)	Dt. 16.02.2024 upto 03.00 PM
(b)	Opening of the Technical Bid	Dt. 17.02.2024 on 11.00 AM
(c)	Opening of the Financial Bids of eligible Tenders and Selection	Dt. 17.02.2024 on 03.00 PM

4. The interested agencies are advised to submit bids in double cover envelope super scribing "Tender for Providing Manpower Services". Technical Bid separately and the Financial Bid in separate sealed cover. Person qualifying in the technical Bid shall be considered for Financial Bid.

5. The Earnest Money Deposit (EMD) of Rs 30,000/- (Rupees thirty thousand only) refundable (without interest) should be necessarily accompanied in the Bids of the Service provider in the form of Demand Draft drawn in favour of District Social Security Officer, Bhadrak, payable at Bhadrak failing which the tender shall be rejected summarily. Exemption of EMD will not be allowed.

6. The Successful tender will have to deposit security money at "5% of the annual contract value as per the stipulation" in the form of Bank Guarantee from any nationalized Bank drawn in favour of District Social Security Officer, Bhadrak". This will be released after successful completion of contract.

7. The Tendering Manpower Service Providers are required to enclose self attested photocopies of the following documents along with the technical Bid failing which their bids shall be summarily/out rightly rejected and will not be considered by further.

**(a) Registration certificate of the applicant organization/ Proprietor/Company/Partnership**

**(b) Copy of PAN**

**(c) Copy of the IT return filed for the last three financial years from FY-2020-21 to 2022-23;**

**(d) Copies of EPF and ESI Registration Certificate;**

**(e) Copy of GST registration certificate and GST deposit certificate for last year;**

**(f) Certificate extracts of the Bank Account containing transactions from Oct-23 to Dec-23 before the only.**

**(G) Must have one contract of similar nature Rs. 25 lakh per annum during last Financial/ Calendar year. Certificate to be enclosed from the concerned organization indicating the amount of contract.**

**(H) Undertaking for not have been black-listed by any Central/State Govt./any Autonomous bodies during the recent past in non Judicial paper.**

**(I) Undertaking for not having any police case pending against the bidder in non Judicial paper.**

8. The conditional bids shall not be considered and will be out rightly rejected in very first instance. The man power service provider (bidder) should submit bid for all category of man power not in particular manner.

9. 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 scoring through is permitted in the financial Bid form. In such case, the tender shall be summarily rejected. However, the scoring through if any in the Technical Bid Application must be initialed by the person authorized to sign tender bids.

10. The Tender documents will be opened in the Sadhabana Sabhagruha, Collectorate, Bhadrak in presence of the selection committee and the representatives of the Manpower Service providers, if any, who wish to be present on the spot, at the time.

11. **The Competent Authority reserves the right to cancel any or all bids without assigning any reason thereof.**

#### **TECHNICAL REQUIREMENTS FOR THE TENDERING MANPOWER SERVICE PROVIDER**

1. The tendering manpower service provider should fulfill the following technical specifications:
2. They should be registered with the appropriate registration authority;
2. They should have their own bank account;
3. They should be registered with appropriate Authority under Employees Provident Fund and Employees State Insurance Acts.
4. Execution of contracts of one similar type (annual contract of Rs.25 lakh per annum) during preceding last Financial/ Calendar Year.
5. The minimum Qualification of the manpower to be engaged in the IIC, Dhamnagar, Bhadrak by the Manpower service provider indicated in the table.
6. The bidder has to submit the required documents as cited above at **Para-9**.

**APPLICATION-TECHNICAL BID**

**For Providing Services of superintendent and supporting staff in the Integrated Infrastructure Complex (IIC), Dhamnagar, Bhadrak**

1	Name of Tendering Manpower Service Provider	
2	Demand Draft towards cost of Tender Paper <b>Rs 1000/-</b>	DD NO _____ Date _____ of Rs. _____ of _____ Bank payable at _____
3	Details of Earnest Money Deposit(EMD) <b>Rs 30,000/-</b>	DD NO _____ Date _____ of Rs. _____ of _____ Bank payable at _____
4	<u>Nature of firm</u> Name of Proprietor/Partner/Firm/Company	
5	Full Address of Registered Office (With PIN Code)	
	Telephone No	
	Mobile No	
	FAX No	
	E-Mail ID	
6	Registration Number of the agency	
7	Name, Telephone No/Mobile No/E-Mail ID of Authorized Officer/Person to Co-Ordinate with the office	
8	Certificate extracts of the Bank Account containing transactions from Oct-23 to Dec-23 before the only.	
9	PAN No.(Attach copy of the PAN)	
10	One contract of Rs.25 lakh per annum of during last Financial/ Calendar Year.(Certificate for the concerned organization indicating the amount)	
11	GST Registration No.(Enclose copy of the certificate)	
	GST Submission Certificate (Enclose copy of online copy of submission certificate)	
12	ESI Registration No.(Enclose copy of the Certificate)	
13	EPF Registration No.(Enclose copy of the Certificate)	
14	Audit Report and IT return of last 3 year from 2020-21	

15	Undertaking of not have been blacklisted by any Govt./Autonomous bodies in non Judicial Paper	
16	Undertaking for not having any police case pending against the bidder in non Judicial Paper	

18. Give details of the similar contracts handed by the tendering Manpower Service Provider during the last 3 financial years from 2020-21 in the following format.

SL. NO.	Name of client address,telephone &fax no	Manpower services provided		Amount of contract(R s.Lacs) Annual	Duration of contract	
		Type of manpower provided	No		From	To

20. Additional information if any  
(Attach separate sheet if required)

Date:

Signature of authorized person

Place:

Full Name:

Seal:

Mobile No:

Email ID:

  
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**DECLARATION**

1. I \_\_\_\_\_ 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.
2. I have carefully read & understood all the terms & conditions of the tender and undertake to abide by  
them.
3. The 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:

Place:

Signature of authorized person

Full Name:

Seal:

Telephone No.

Mobile No.

Email Id.

**APPLICATION-FINANCIAL BID for Superintendent and Supporting staff of monthly rate per person**

Name of Tendering Manpower Service Provider & Address:-

Sl. No.	Manpower Type	Take Home Remuneration per day	No. of days (25 days)	Total take home remuneration	EPF 13 %	ESI 3.25 %	Sub Total (E+F+G)	Service Charge 3.85 % (Min.)	Total (H+I)	GST 18%	Total gross amount (J+K)	No. Of Post	Grand Total (L*M)
A	B	C	D	E	F	G	H=(E+F+G)	I	J=(H+I)	K	L=(J+K)	M	N=(L*M)
1	Superintendent										Bellow Rs 50,000/-	1	Bellow Rs 50,000/-
2	Programme Officer-cum-Consultant										Bellow Rs 30,000/-	1	Bellow Rs 30,000/-
3	Office Assistant-cum-DEO											2	
4	Plumber											1	
5	Electrician											1	
6	Store keeper-cum-Care Taker											1	
7	Multipurpose worker-cum-sweeper											2	

Date:

Place:

Signature of Authorized person

Full Name

Seal

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**Notes:**

1. The take home remuneration not less than the minimum wages decided by the Govt. in Labour Department time to time.
2. The total rate quoted by the service provider should be inclusive of all statutory/taxation/liabilities in force during the time of entering into the contract .The authority will have no liability in relation to any statutory or other dues.
3. The payment shall be made on conclusion of the calendar month only on the basis of no. of working days for which duty has been performed by each manpower as certified by the authority.
4. If the financial Bid of the tender are seems equal, then the authority will adopt to finalize the agency through lottery system.
5. The bids with "Nil" charges will be treated as "Non Responsive" and will be rejected during the financial evaluation stage.
6. The service charge should not be quoted less than 3.85 %.
7. The total gross amount should be rounded off as per the provisions.

**TERMS & CONDITIONS**

**GENERAL**

1. The Agreement is likely to be commenced from the date of engagement and will continue till 1 (one) year 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 after completion of one year from the date of execution of agreement unless extended further by the mutual consent of the Manpower Service Provider and the Authority.
3. The Agreement may be extended on the same terms and conditions or with some additions/deletions/modifications for a further specific period mutually agreed upon by the Manpower Service Provider and the Authority.
4. The Manpower Service Provider shall not be allowed to transfer, assign, pledge or sub-contract its rights and liabilities under this Agreement to any other agency or organisation by whatever name be called without the prior written consent of the Authority.
5. 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.
6. The Authority reserves the right to terminate/cancel the agreement during initial period also after giving 15 days notice to the Manpower Service Provider.
7. The Manpower Service Provider shall nominate a coordinator /Supervisor who shall be responsible for immediate interaction with the District Social Security Officer (DSSO) so that optimal services of the persons deployed could be availed without any disruption.

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8. The entire financial liability in respect of Manpower Services deployed in the offices concerned shall be that of the Manpower Service Provider and the officers concerned will no way be liable. It will be the responsibility of the Manpower Service provider to pay to the person deployed a sum not less than the minimum rate quoted in the financial bid and adduce such evidence as may be required by the DSSO.

9. For all intents and purposes the Manpower Service Provider shall be the "Employer" within the meaning of different Rules & acts in respect of manpower so deployed. The persons deployed by the Manpower Services Provider shall not have any claim whatsoever like employer and employee relationship against the authority concerned.

10. The Manpower Service Provider shall be solely responsible for the redressal of grievances of resolution of disputes relating to person deployed. The District Social Security Office, Bhadrak shall in no way be responsible for settlement of such issues whatsoever. In case the grievances of deployed person are not attended to by the Manpower Service Provider the deployed person can place their grievance before District Social Security Office, Bhadrak and an authorised representative of the Manpower Service Provider.

11. 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.

12. 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.

13. In case of termination of this Agreement on its expiry or otherwise the person deployed by the Manpower Service Provider shall not be entitled to and shall have no claim for any absorption in regular or other capacity in the office of DSSO.

14. 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.

15. The Manpower Service Provider must be registered with the concerned Govt. Authorities i.e Labour Commissioner, Provident Fund Authorities, Employees State Insurance Corporation, GST, 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 (Regulation and Abolition) Act 1970 if any, at this own part & cost..

16. 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 contribution towards Provident Fund, Employees State Insurance, wherever applicable.

17. The person deployed by the Manpower Service Provider should have good police records and no criminal case should be pending against them. It shall be submitted by the service provider agency.

18. The persons deployed should be polite, cordial and efficient while handling the assigned work and their action should be promote good will and enhance the image of the Concerned Office. The Manpower Service Provider shall be responsible for any act of indiscipline on the part of the persons deployed.

## LEGAL

19. 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.

20. The Manpower Service Provider shall be reasonable for compliance of all statutory provisions relating to minimum wages payable. The Office shall have no liability in this regard.

21. The Manpower Service Provider shall also be liable for depositing all taxes, levies, Cess etc. on account of service rendered by it to the offices 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 Office.

22. The Manpower Service Provider shall maintain all statutory regards under the law and produce the same, on demand to the authority of the department or office concerned or any authority under Law.

23. In case the Manpower Service Provider fails to comply with any liability under appropriate Law, and as a result thereof, the authority or the office concerned is put to any loss/obligation, monetary or otherwise the authority or the office concerned 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 is monetary terms.

24. The Agreement is liable to be terminated because of non performance deviation of terms and condition of contract, nonpayment of remuneration to employed persons and non deposit of statutory dues with the concerned agencies like E.P.F., E.S.I. and Service Tax etc. The DSSO, Bhadrak will have no liability towards nonpayment 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 is damage in caused to the institute by the persons deployed, the same shall be recovered from the unpaid bills or adjusted from the performance security Deposits.

## FINANCIAL

25. The technical Bid should be accompanied with an Eastern Money Deposit (EMD), refundable without interest of **Rs.30,000/-** on the form of Demand Draft drawn in favour of District Social Security Officer, Bhadrak payable at Bhadrak failing which, the tender shall be rejected out rightly.

26. The Eastern 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.

27. Within 10 days of receipt of the letter of Acceptance, the successful bidder shall deliver to the client a performance Security in any forms given below for an amount equivalent to 5% of the Annual contract value as per the stipulation. Performance security shall be submitted in the form of bank guarantee from any scheduled commercial bank in favour of District Social Security Officer, Bhadrak. Failure of the successful bidder to comply with the requirements of Sub-clause 1.11.1 of Finance Dept. letter No.37323 dt.30.11.2018) shall constitute sufficient grounds for cancellation of the award and forfeiture of the EMD. The performance shall be valid for a period for a period of 01 years from the date of effectiveness of the contract.
28. The Manpower Service Provider should make payment of the such engaged staff on monthly basis upon their absentee statements received from their immediate authority/officers and after disbursement the manpower service provider agency should submit the bill along with EPF, ESI statement to DSSO for necessary re-imburement.
29. 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.
30. The claim 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 authority.
31. The amount of penalty calculated @Rs.100 per day on account of delay, if any in providing a suitable substitute for the period beyond three working days by the Manpower Service Provider shall be deducted from its monthly bills in the succeeding month.
32. The successful bidder will enter in to an agreement with DSSO, Bhadrak for supply of suitable and qualified manpower as per requirement of this institute on the above terms and conditions.
- 33 .The Employer's share of contribution towards E.P.F. and E.S.I., G.S.T. (If applicable), and service charge of the manpower service provider shall not be deducted from the take home remuneration of the employee. The manpower service provider shall deposit all statutory dues with the concerned authority and claim the same from the concerned Govt. department/office along with its service charge by producing documentary proof of payment.
34. The Employee's share of contribution towards E.P.F. and E.S.I. shall be deducted by the manpower service provider from the minimum take home remuneration of the employee for deposit of the same with the concerned authorities.
35. The Authority reserves right to withdraw or relax any of the terms and conditions mentioned above so as to overcome problems if any encountered at a later stage.
36. In the event of any dispute arising to respect of the clauses of the agreement the same shall be resolved through negotiation. Alternatively the dispute shall be referred to next higher authority or controlling officer for his decision and the same shall be binding in all parties.
37. All dispute shall be under the jurisdiction under the court at Bhadrak only.
38. The successful bidder will enter into an agreement with the authority for supply of suitable & qualified Manpower as per requirement on the above terms and conditions.
39. The DSSO, Bhadrak shall arrange to provide locks/seal for stores, goodowns and offices etc. to the satisfaction of the Agency and show pilfer able items lying in open to the Agency.
40. The main premises, which may be specified by the DSSO, shall be guarded in all respects. The main building of the IIC shall be closed after working hours and locked in the presence of the representatives of

the IIC. The premises in locked condition shall be unlocked the next morning in the presence of the representative of the IIC and Agency, if needed.

-Sd-

Collector & Dist. Magistrate,  
Bhadrak

**Services Providers (Security Guards)**

1. Sealed Quotations in Prescribed form are invited for Bhadrak District from reputed well established and financial sound Security Agencies having all the eligible criteria as per term and condition for providing security services at **Integrated Infrastructure Complex (IIC), Dhamnagar, Bhadrak, Odisha.**

Sl.No.		Name of the posts to be engaged	No. of Posts to be engaged	Approximate age /Male female	Minimum Educational qualification required for the post.	Remuneration
1	<b>Part -B</b>	Security Guards	8	Above 21	Class-VIII passed	Not more than Rs 15000/-

**\* The break up are - Eight (8) security guards are required for security services of the above complex in 3 shifts round the clock**

2. The Quotation Call Notice containing detailed Terms and Conditions can be downloaded from the Bhadrak District website [www.bhadrak.nic.in](http://www.bhadrak.nic.in). The Firms should submit cost of Quotation papers of Rs.1,000/- (Rupees One Thousand only) in shape of D.D. drawn in favour of "District Social Security Officer, Bhadrak". The interested Security Agencies must submit the Quotation papers completed in all respect along with required documents and EMD of Rs.30,000/- (Rupees Thirty Thousand) only in shape of D.D. drawn in favour of "District Social Security Officer, Bhadrak". Documents should be submitted in two separate sealed covers super scribed as "**Technical Bid**" & "**Financial Bid**" and both of them put into a third sealed cover super scribing "**Quotations for Deployment of Security Guards at IIC**" to the Office of the District Social Security Officer, Bhadrak, At/Po: Bhadrak – 756100, Odisha, on or before 03.00 P.M. of Date 16.02.2024 by registered or speed post only. Quotations received through other means shall not be entertained.

3. The Quotations shall be opened on Dt 17.02.2023 at 11.00 A.M by the Collector, Bhadrak or any Officer Authorized by the Collector, in presence of members of the Tender Committee and the Tenderers or their authorized representatives.

The Quotations received beyond the scheduled date & time and incomplete Quotations shall not be entertained in any case.

The undersigned reserves the right to reject any or all the Quotations without assigning any reason thereof.

4. The contract for providing the aforesaid security guard agency is likely to commence after signing the agreement for one year. The period of the contract may be curtailed/ terminated before completing the period of agreement, in case of owing to deficiency in service or substandard quality of security guard deployed by the selected service provider or because of change in the requirements. The authority however, reserves right to terminate this initial contract at any time after giving one weeks' notice to the selected service provider. The contract may be extended in future as per rule & requirement.

(a)	Last Date and time for submission of Tender Documents (except Govt. holiday)	Dt.16.02.2024 upto 03.00 PM
(b)	Opening of the Technical Bid	Dt. 17.02.2024 on 11.00 PM
(c)	Opening of the Financial Bids of eligible Tenders and Selection	Dt. 17.02.2024 on 03.00 PM

5. The Earnest Money Deposit (EMD) of Rs 30,000/- (Rupees thirty thousand only) refundable (without interest) should be necessarily accompanied in the Bids of the Service provider in the form of Demand Draft drawn in favour of District Social Security Officer, Bhadrak, payable at Bhadrak failing which the tender shall be rejected summarily. Exemption of EMD will not be allowed.

6. The Successful tender will have to deposit security money at "5% of the annual contract value as per the stipulation" in the form of Bank Guarantee from any nationalized Bank drawn in favour of District Social Security Officer, Bhadrak". This will be released after successful completion of contract.

7. The Tendering Manpower Service Providers are required to enclose self attested photocopies of the following documents along with the technical Bid failing which their bids shall be summarily/out rightly rejected and will not be considered by further.

- (a) Registration certificate of the applicant organization/ Proprietor/Company/Partnership
- (b) Copy of PAN
- (c) Copy of the IT return filed for the last three financial years from FY-2020-21 to 2022-23;
- (d) Copies of EPF and ESI Registration Certificate;
- (e) Copy of GST registration certificate and GST deposit certificate for last year;
- (f) Certificate extracts of the Bank Account containing transactions from Oct-23 to Dec-23 before the only.
- (G) Must have one contract of similar nature Rs. 25 lakh per annum during last Financial/ Calendar year. Certificate to be enclosed from the concerned organization indicating the amount of contract.
- (H) Undertaking for not have been black-listed by any Central/State Govt./any Autonomous bodies during the recent past in non Judicial paper.
- (I) Undertaking for not having any police case pending against the bidder in non Judicial paper.
- (J) License No. under Contract Labour (R&A) Act (Attach proof)
- (K) Certificate on behalf of the Agency that, they will adhere, fulfill and meet the terms of payment of Minimum Wages under Minimum Wages Act as declared by Govt. of time to time.

8. The conditional bids shall not be considered and will be out rightly rejected in very first instance. The man power service provider (bidder) should submit bid for all category of man power not in particular manner.

9. 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 scoring through is permitted in the financial Bid form. In such case, the tender shall be

summarily rejected. However, the scoring through if any in the Technical Bid Application must be initialed by the person authorized to sign tender bids.

10. The Tender documents will be opened in the Sadbhabana Sabhagruha, Collectorate, Bhadrak in presence of the selection committee and the representatives of the Security Guard Service providers, if any, who wish to be present on the spot, at the time.

11. **The Competent Authority reserves the right to cancel any or all bids without assigning any reason thereof.**

#### **TECHNICAL REQUIREMENTS FOR THE TENDERING MANPOWER SERVICE PROVIDER**

1. The tendering manpower service provider should fulfill the following technical specifications:
2. They should be registered with the appropriate registration authority;
3. They should have their own bank account;
4. They should be registered with appropriate Authority under Employees Provident Fund and Employees State Insurance Acts.
5. Execution of contracts of one similar type (annual contract of Rs.25 lakh per annum) during preceding last Financial/ Calendar Year.
6. The minimum Qualification of the manpower to be engaged in the IIC, Dhamnagar, Bhadrak by the Manpower service provider indicated in the table.
7. The bidder has to submit the required documents as cited above at **Para-9**.

**APPLICATION-TECHNICAL BID**

**For Providing Services of Security Guards in the Integrated Infrastructure Complex (IIC),  
Dhamnagar, Bhadrak**

1	Name of Tendering Security Guard Service Provider Agency		
2	Demand Draft towards cost of Tender Paper <b>Rs 1000/-</b>	DD NO _____ Date _____ of Rs. _____ of _____ Bank payable at _____	
3	Details of Earnest Money Deposit(EMD) <b>Rs 30,000/-</b>	DD NO _____ Date _____ of Rs. _____ of _____ Bank payable at _____	
4	Nature of firm Name of Proprietor/Partner/Firm/Company		
5	Full Address of Registered Office (With PIN Code)		
	Telephone No		
	Mobile No		
	FAX No		
	E-Mail ID		
6	Registartion Number of the agency		
7	Name, Telephone No/Mobile No/E-Mail ID of Authorized Officer/Person to Co-Ordinate with the office		
8	Certificate extracts of the Bank Account containing transactions from Oct-23 to Dec-23 before the only.		
9	PAN No.(Attach copy of the PAN)		
10	One contract of Rs.25 lakh per annum of during last Financial/ Calendar Year.(Certificate for the concerned organization indicating the amount)		
11	GST Registration No.(Enclose copy of the certificate)		
	GST Submission Certificate (Enclose copy of online copy of submission certificate)		
12	ESI Registration No.(Enclose copy of the Certificate)		
13	EPF Registration No.(Enclose copy of the Certificate)		
14	Audit Report and IT return of last 3 year from 2020-21		
15	Undertaking of not have been blacklisted by any Govt./Autonomous bodies in non Judicial Paper		
16	Certificate on behalf of the Agency that they will adhere,		

	fulfill and meet the terms of payment of Minimum Wages under Minimum Wages Act as declared by Government from time to time	
17	License No. under Contract Labour (R&A) Act	
18	Undertaking for not having any police case pending against the bidder in non Judicial Paper	

18. Give details of the similar contracts handed by the tendering Manpower Service Provider during the last 3 financial years from 2020-21 in the following format.

SL. NO.	Name of client address,telephone &fax no	Manpower services provided		Amount of contract(R s.Lacs) Annual	Duration of contract	
		Type of manpower provided	No		From	To

20. Additional information if any  
(Attach separate sheet if required)

Date:

Place:

Signature of authorized person

Full Name:

Seal:

Mobile No:

Email ID:

**DECLARATION**

1. I \_\_\_\_\_ 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.
2. I have carefully read & understood all the terms & conditions of the tender and undertake to abide by them.
3. The 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:

Telephone No.

Mobile No.

Email Id.

**APPLICATION-FINANCIAL BID for Security Guards Agency of monthly rate per person**

Name of Tendering Security Guard Service Providing Agency  
 Provider & Address:-

Sl. No.	Manpower Type	Take Home Remuneration per day	No. of days (26 days)	Total take home remuneration	EPF 13 %	ESI 3.25 %	Sub Total	Service Charge 3.85 % (Min.)	Total	GST 18%	Total gross amount	No. Of Post	Grand Total
A	B	C	D	E	F	G	H = (E+F+G)	I	J = (H+I)	K	L = (J+K)	M	N = (L*M)
1	Security Guards										Bellow Rs 15,000/-	8	

Date:

Place:

Signature of Authorized person

Full Name

Seal

**Notes:**

1. The take home remuneration not less than the minimum wages decided by the Govt. in Labour Department time to time.
2. The total rate quoted by the service provider should be inclusive of all statutory/taxation/liabilities in force during the time of entering into the contract .The authority will have no liability in relation to any statutory or other dues.
3. The payment shall be made on conclusion of the calendar month only on the basis of no. of working days for which duty has been performed by each security guards as certified by the authority.
4. If the financial Bid of the tender are seems equal, then the authority will adopt to finalize the agency through lottery system.
5. The bids with "Nil" charges will be treated as "Non Responsive" and will be rejected during the financial evaluation stage.
6. The service charge should not be quoted less than 3.85 %.
7. The total gross amount should be rounded off as per the provisions.

**TERMS & CONDITIONS**

**GENERAL**

1. The Agreement is likely to be commenced from the date of engagement and will continue till 1 (one) year unless it is curtailed or terminated by the authority owing to deficiency of service sub-standard quality of security guard deployed, breach of contract etc or change in requirements.
2. The Agreement shall automatically expire after completion of one year from the date of execution of agreement unless extended further by the mutual consent of the Security Guards Service Provider and the Authority.
3. The Agreement may be extended on the same terms and conditions or with some additions/deletions/modifications for a further specific period mutually agreed upon by the Security Guards Service Provider and the Authority.
4. The Security Guard Service Provider shall not be allowed to transfer, assign, pledge or sub-contract its rights and liabilities under this Agreement to any other agency or organisation by whatever name be called without the prior written consent of the Authority.
5. The Security 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.
6. The Authority reserves the right to terminate/cancel the agreement during initial period also after giving 15 days notice to the Security Service Provider.
7. The Security Service Provider shall nominate a coordinator /Supervisor who shall be responsible for immediate interaction with the District Social Security Officer (DSSO) so that optimal services of the persons deployed could be availed without any disruption.

8. The entire financial liability in respect of Security Guard Services deployed in the offices concerned shall be that of the Security Guard Service Provider and the officers concerned will no way be liable. It will be the responsibility of the Security Guard provider to pay to the person deployed a sum not less than the minimum rate quoted in the financial bid and adduce such evidence as may be required by the DSSO.

9. For all intents and purposes the Security Guard Provider shall be the "Employer" within the meaning of different Rules & acts in respect of manpower so deployed. The persons deployed by the Manpower Services Provider shall not have any claim whatsoever like employer and employee relationship against the authority concerned.

10. The Security Guard Service Provider shall be solely responsible for the redressal of grievances of resolution of disputes relating to person deployed. The District Social Security Office, Bhadrak shall in no way be responsible for settlement of such issues whatsoever. In case the grievances of deployed person are not attended to by the Security Guard Service Provider the deployed person can place their grievance before District Social Security Office, Bhadrak and an authorised representative of the Manpower Service Provider.

11. The Authority shall not be responsible for any financial loss or any injury to any person deployed by the Security Guard Service Provider in the course of their performing the functions/duties or for payment towards any compensation.

12. The persons deployed by the Security Guard 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.

13. In case of termination of this Agreement on its expiry or otherwise the person deployed by the Security Guard Service Provider shall not be entitled to and shall have no claim for any absorption in regular or other capacity in the office of DSSO.

14. 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 Security Guard Service Provider.

15. The Security Guard Service Provider must be registered with the concerned Govt. Authorities i.e Labour Commissioner, Provident Fund Authorities, Employees State Insurance Corporation, GST, etc. and a copy of the registration should be submitted. The Security Guard Service Provider shall comply with all the legal requirements for obtaining License under Contract Labour (Regulation and Abolition) Act 1970, if any, at this own part & cost..

16. The Security Guard 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 Security Guard Service Provider shall be responsible for contribution towards Provident Fund , Employees State Insurance, wherever applicable.

17. The person deployed by the Security Guard Service Provider should have good police records and no criminal case should be pending against them. It shall be submitted by the service provider agency.

18. The persons deployed should be polite, cordial and efficient while handling the assigned of work and their action should be promote good will and enhance the image of the Concerned Office. The Security Guard Service Provider shall be responsible for any act of indiscipline on the part of the persons deployed.

## LEGAL

19. 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 Security Guard Service Provider as well as the person deployed liable for penal action under the applicable laws besides action for breach of contract.
20. The Security Guard Service Provider shall be reasonable for compliance of all statutory provisions relating to minimum wages payable. The Office shall have no liability in this regard.
21. The Security Guard Service Provider shall also be liable for depositing all taxes, levies, Cess etc. on account of service rendered by it to the offices 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 Office.
22. The Security Guard Service Provider shall maintain all statutory regards under the law and produce the same, on demand to the authority of the department or office concerned or any authority under Law.
23. In case the Security Guard Service Provider fails to comply with any liability under appropriate Law, and as a result thereof, the authority or the office concerned is put to any loss/obligation, monetary or otherwise the authority or the office concerned will be entitled to get itself reimbursed out of the outstanding bills or the performance security deposit of the Security Guard Service Provider to the extent of the loss or obligation in monetary terms.
24. The Agreement is liable to be terminated because of non performance deviation of terms and condition of contract, nonpayment of remuneration to employed persons and non deposit of statutory dues with the concerned agencies like E.P.F., E.S.I. and Service Tax etc. The DSSO, Bhadrak will have no liability towards nonpayment of remuneration to the persons employed by the Security Guard Service Provider and the outstanding statutory dues of the service provider to statutory authorities. If any loss or damage is caused to the institute by the persons deployed, the same shall be recovered from the unpaid bills or adjusted from the performance security Deposits.
25. The Security Agency shall be fully responsible for the security / watch in the premises of the Integrated Infrastructure Complex (IIC), Bhadrak.
26. A complete list of the security personnel, engaged by the Agency for deployment in the IIC, will be furnished by the Agency along with complete addresses and other antecedents. The Agency shall deploy only those whose antecedents have been verified by the Police Authorities / District Sainik Board / Record Officers of the Defence services.
27. The Agency shall submit weekly duty chart of the security personnel to the DSSO, Bhadrak or Authorized Officer prior to the commencement of the week. He shall also submit the daily attendance sheet of the security personnel for the previous working day to the DSSO, Bhadrak or the Authorized officer. Failure to do so shall result in non-payment for the day/days for which the attendance sheet is not furnished.

28.The Agency shall not replace the security personnel at random. This shall be done with the prior knowledge of the DSSO, Bhadrak or the Authorized Officer and full particulars of the security personnel so deployed shall be given to the DSSO, Bhadrak.

29.The Agency shall be liable to make alternate arrangements in case of the absence of the security personnel. Similarly, the Agency shall have to make alternate arrangements in case of National Holiday/Gazetted Holiday/Weekly off; No extra payment shall be payable on this account. The security personnel shall maintain the security check posts and other locations on all weekdays. No short leave or meal relief shall be permitted to the security personnel unless the Agency provides suitable substitute without any extra payment. The Agency shall keep sufficient number of leave reserves.

30.The Security Agency shall ensure that at no time any security point is unmanned. A register shall be maintained by the Agency at every gate where round the clock duty is performed to record the movements. Double Duty shall not be permitted unless specifically approved by the DSSO, Bhadrak or the Authorized Officer.

31.The DSSO, Bhadrak shall arrange to provide locks/seal for stores, godowns and offices etc. to the satisfaction of the Agency and show pilfer able items lying in open to the Agency.

32.The main premises, which may be specified by the DSSO, shall be guarded in all respects. The main building of the IIC shall be closed after working hours and locked in the presence of the representatives of the IIC. The premises in locked condition shall be unlocked the next morning in the presence of the representative of the IIC and Agency, if needed.

33.In case of senior citizens' homes / institutions / Special School hostels accommodated in the IIC building, a negotiable arrangement with all stakeholders will be made for opening and closing of the main Gate of IIC and accordingly the main entrance will be operated. It may be noted, the senior citizens' homes / institutions / Special School hostels will have their own Security arrangement for the premises allotted in their favour.

34.The Agency shall compensate the DSSO, Bhadrak in full for the loss sustained by the IIC on account of any theft, burglary and any other kind of intrusion in building/areas given for security. The amount of loss to be compensated by the agency shall be determined by the Collector, Bhadrak. It shall be binding on the Agency. The agency shall also be fully responsible for any loss of materials and property etc. of the IIC attributable to the negligence or failure of the security personnel in complying with the prescribed procedure. All losses thus suffered by the IIC shall be compensated in full by the Agency. The decision of Collector, Puri in this regard shall be binding on the Agency.

35.The Agency shall arrange to provide dress/uniform to all the security personnel on duty and ensure good behavior with all the staff of the IIC and as well as with the visitors and beneficiaries accommodated inside the IIC. They shall abstain from taking part in any staff union and association activities. The security personnel shall not be permitted to wear any odd wrappers. The dress shall be of uniform color and design. Each person deployed by the agency shall wear a badge bearing his name and designation.

36.The DSSO, Bhadrak shall not be liable to provide any residential accommodation to the security personnel at IIC building. No cooking or lodging shall be allowed in the premises of the IIC.

37. The Security Agency shall bear all the expenses incurred on the following.

- (i) Provision of torches and cells to the Security Guards on night patrol.
- (ii) Provision of Lathis/Ballams and other implements to the security personnel.
- (iii) Stationery for writing duty charts and registers at the security check points and for making entries of the visitors
- (iv) Directors for frisking.

38. The security staff shall be bound to observe all the Instructions issued by the DSSO, Bhadrak and the Authorized Officer concerning general discipline and behavior. In case, any person deployed by the Agency is inefficient, quarrelsome, infirm, and invalid or indulges in unlawful activity or the like, the Agency shall replace such person with a suitable substitute immediately.

39. The DSSO has also the right to check the various implements/torches etc. The Agency shall maintain these items to the satisfaction of the authorities concerned.

40. The security personnel deployed by the Agency shall be the employees of the Security Agency. The Agency shall bear all expenses in connection with the employment. The DSSO shall not be responsible financially or otherwise for any injury to the security personnel in the course of performing the security functions.

41. The Agency shall not be permitted to transfer / assign his rights and obligations under the contract to any other agency or organization or contractor.

42. The initial duration of the contract shall be one year and after the expiry of the said period of one year, the contract may, at the sole discretion of the Collector, Bhadrak be extended for a further period of one year on the same rate and terms and conditions. Collector, Bhadrak shall have the absolute right to terminate the contract at any time without assigning any reason thereof, by giving to the Agency 15 days notice of his intention to terminate the contract. The Collector, Bhadrak will also have the right to extend the contract on the same terms and conditions until such time, the new security agency take over in case fresh tendering.

43. In case the Agency wishes to terminate the contract, he shall give three months advance notice in writing to this effect to the DSSO, Bhadrak.

44. In case of failure of the Agency to commence work or in the event of breach of any of the terms of the contract, the security deposit of the Agency shall be forfeited. Any sum of money due to the agency, including the Security deposit refundable to him under the contract may owe to the DSSO, Bhadrak. The Collector, Bhadrak may after cancellation of the contract get the work done through any other agency for the remaining term of the contract at the risk and costs of the Agency.

45. The duty hours of the security guards will be fixed by the Agency for the time being, until further orders. When the IIC will be fully functional, the duty hours of the Guards will be governed by the instructions of the DSSO, Bhadrak and/or the IIC authorities.

## FINANCIAL

1. The technical Bid should be accompanied with an Eastern Money Deposit (EMD), refundable without interest of **Rs.30,000/-** on the form of Demand Draft drawn in favour of District Social Security Officer, Bhadrak payable at Bhadrak failing which, the tender shall be rejected out rightly.
2. The Eastern 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.
3. Within 10 days of receipt of the letter of Acceptance, the successful bidder shall deliver to the client a performance Security in any forms given below for an amount equivalent to 5% of the Annual contract value as per the stipulation. Performance security shall be submitted in the form of bank guarantee from any scheduled commercial bank in favour of District Social Security Officer, Bhadrak. Failure of the successful bidder to comply with the requirements of Sub-clause 1.11.1 of Finance Dept. letter No.37323 dt.30.11.2018) shall constitute sufficient grounds for cancellation of the award and forfeiture of the EMD. The performance shall be valid for a period for a period of 01 years from the date of effectiveness of the contract.
4. The Security Guard Service Provider should make payment of the such engaged staff on monthly basis upon their absentee statements received from their immediate authority/officers and after disbursement the Security Guard service provider agency should submit the bill along with EPF, ESI statement to DSSO for necessary re-imburement.
5. In case of breach of any terms and conditions attached to this agreement, the performance security deposit of the Security Guard service provider shall be liable to be forfeited besides annulment of the agreement.
6. The claim 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 authority.
7. In case of absence of security guard(s) on any particular day compensation @ of Rs.200/- per guard(s) per absence will be recovered from the monthly bill of the Security Agency.
8. The successful bidder will enter in to an agreement with DSSO, Bhadrak for supply of suitable and qualified Security Guard as per requirement of this institute on the above terms and conditions.
9. The Employer's share of contribution towards E.P.F. and E.S.I. G.S.T. (If applicable), and service charge of the Security Guard service provider shall not be deducted from the take home remuneration of the employee. The Security Guard service provider shall deposit all statutory dues with the concerned authority and claim the same from the concerned Govt. department/office along with its service charge by producing documentary proof of payment.
10. The Employee's share of contribution towards E.P.F. and E.S.I. shall be deducted by the Security Guard service provider from the minimum take home remuneration of the employee for deposit of the same with the concerned authorities.
11. The Authority reserves right to withdraw or relax any of the terms and conditions mentioned above so as to overcome problems if any encountered at a later stage.

12. In the event of any dispute arising to respect of the clauses of the agreement the same shall be resolved through negotiation. Alternatively the dispute shall be referred to next higher authority or controlling officer for his decision and the same shall be binding in all parties.

13. All dispute shall be under the jurisdiction under the court at Bhadrak only.

14. The successful bidder will enter into an agreement with the authority for supply of suitable & qualified Security Guard as per requirement on the above terms and conditions.

15. The DSSO, Bhadrak shall arrange to provide locks/seal for stores, goodowns and offices etc. to the satisfaction of the Agency and show pilfer able items lying in open to the Agency.

16. The main premises, which may be specified by the DSSO, shall be guarded in all respects. The main building of the IIC shall be closed after working hours and locked in the presence of the representatives of the IIC. The premises in locked condition shall be unlocked the next morning in the presence of the representative of the IIC and Agency, if needed.

### **DUTIES AND RESPONSIBILITIES OF SECURITY STAFF**

The security staff deployed by the contractor shall perform the following functions:

- (i) The main security / check posts located at the various gates of the IIC premises and other sensitive points specified by the DSSO, Bhadrak or the Authorized Officer.
- (ii) To check the material/property going out of the building and outsiders entering the building through the procedures of the gate pass etc. as laid down by the authorities concerned.
- (iii) To perform watch and wards functions including night patrol on the various points of deployment.
- (iv) To operate the street lights and other lamps installed at strategic points.
- (v) To prevent the entry of stray dogs, cattle's antisocial elements, unauthorized persons and vehicles into the building.
- (vi) To prevent unauthorized entry. The security personnel should be able to categorize the legitimate visitors.
- (vii) To allow entry to visitors, only after an entry has been made in the register at the entry gate. This practice is to be followed at each entry gate. Entry of cycles and vehicle such as scooters, motor cycles and motors of strangers /visitors shall not be allowed in the premises, unless otherwise permitted by the authorities or the Authorised Officer.
- (viii) The guards will also take round of the backside of all important and sensitive points as specified by the DSSO or the Authorised Officer.
- (ix) The security guards on patrol duty should take care of all the water taps, valves and water hydrants installed in the open, all over the premises, for horticulture purposes.

- (x) Security guards should ensure that the flowers, plants, trees and grassy lawns are not damaged either by the staff or inmates or by outsiders.
- (xi) The security guards will also help the fire fighting staff in extinguishing the fire, if there is a fire or any other natural calamities.
- (xii) The Security Supervisor will be responsible for overall security arrangement. He will ensure that all instructions of the administration are strictly followed and there is no lapse of any kind.
- (xiii) Any other provision as may be deemed appropriate by the Collector, Bhadrak or the Authorised Officer shall be incorporated in the arrangement. The same shall also be binding on the Security Agency.
- (xiv) For all intents and purpose, the Security Agency shall be the "Employer" within the meaning of different Rules & Acts in respect of security guards so deployed by the Agency shall not have any claim whatsoever like employer and employee relationship against the District.
- (xv) If any information furnished by the Agency is found to be incorrect at any time, the contract is liable to be terminated without any notice and the security deposit is liable to be forfeited by the Institute.
- (xvi) All disputes and differences of any kind whatsoever arising out of or in connection with this agreement shall be referred to the arbitration of a sole arbitrator to be appointed by the Collector, Bhadrak. The arbitration shall be in accordance with the Arbitration and Conciliation Act, 1996. The place of Arbitration shall be Bhadrak Town, Bhadrak.
- (xvii) The Security Agency shall be solely responsible for the redressal of grievances or resolution of disputes relating to guards deployed. The District authority shall, in no way, be responsible for settlement of such Issues whatsoever.
- (xviii) In case of the termination of the this agreement on its expire on otherwise the person deployed by the Security Agency shall not be entitled to any privileges or shall have no claim for any absorption in regular or other capacity .
- (xix) The Earnest Money Deposit in respect of the agencies which do not qualify the Technical Bid (Firs 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.
- (xx) The successful Security Agency (Bidder) will have to deposit a security amount of **RS. 1,00,000/-** (Rupees One lakh) only in the from of Fixed Deposit Receipt (FDR) made in the name of the agency but pledged in favour of the Dist. Social Security Officer, Bhadrak 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.

- (xxi) The Security Agency shall raise the monthly bill, in triplicate, along with attendance sheet duly verified by the District 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.
- (xxii) 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.
- (xxiii) 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.

-Sd-

Collector & Dist. Magistrate,  
Bhadrak