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**TENDER DOCUMENT**

**FOR**

**ENGAGEMENT OF 64 (SIXTY FOUR)**  
**NUMBERS OF GROUP - D PERSONNEL,**  
**ON OUTSOURCING BASIS THROUGH**  
**SERVICE PROVIDER AGENCY**

**COLLECTOR & DISTRICT MAGISTRATE,**  
**BHADRAK**



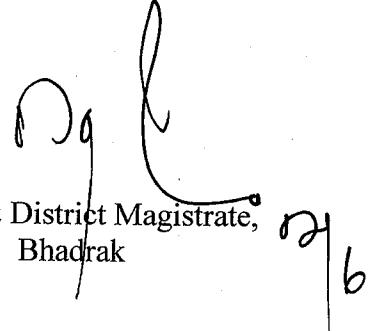
OFFICE OF THE COLLECTOR & DISTRICT MAGISTRATE, BHADRAK  
Tender Call Notice

TENDER CALL NOTICE FOR PROVIDING OUTSOURCING  
SERVICES OF GROUP-D PERSONNEL UNDER THE  
ADMINISTRATIVE CONTROL OF COLLECTOR, BHADRAK  
THROUGH MANPOWER SERVICE PROVIDER AGENCY

Notice No. 7996 /Estt. Dt- 12.06.2026

Sealed tenders are invited in the prescribed format from Outsourcing Service Provider Agencies for providing outsourcing services of 64 (Sixty Four) different Group-D personnel under the Administrative Control of Collector, Bhadrak for a period of one year from the date of commencing of the contract.

The detail of Tender paper along with Terms and Conditions is available in the official website of Bhadrak District: <https://bhadrak.odisha.gov.in>. The tender documents complete in all respect should reach to office of the Collector, Bhadrak latest by **02.07.2026** through Speed/Registered Post only.

  
Collector & District Magistrate,  
Bhadrak

**OFFICE OF THE COLLECTOR & DISTRICT MAGISTRATE, BHADRAK**

**(Tender Call Notice for providing outsourcing services of Group-D personnel under the Administrative Control of Collector, Bhadrak through Manpower Service Provider)**

Notice No. 7996 /Estt., Dt: - 12-06-2026

Sealed Tender/ quotation are hereby invited from registered firms / outsourcing agencies to provide services of **64 (Sixty Four)** Group-D personnel under the Administrative Control (Under Revenue Hierarchy) of Collector, Bhadrak for a period of one year from the date of commencing of the contract.

The intending registered firms/ outsourcing agencies may submit tender/ quotation along with other supporting documents in Office of the Collector & District Magistrate, Bhadrak, At/Po/PS/Dist-Bhadrak, PIN-756100 latest by date **02.07.2026 (05:00PM)** through registered post/ speed post/ courier. The submitted tender/quotation documents must accompany a **DD of Rs.10,000/- (Rupees Ten Thousand)** only in favour of Collector, Bhadrak payable at SBI, Bhadrak (Main Branch) towards cost of Tender paper (Non-refundable). No Tender/Quotation paper will be received by hand, e-mail and digital mode.

The details information of outsourcing services of aforesaid posts has been provided in the Tender Documents. The tender document will be available on the official website of Bhadrak District i.e. <https://bhadrak.odisha.gov.in>. The authority reserves every right to reject all or any of the tender/ quotation without assigning any reason thereof.

  
Collector & District Magistrate,  
Bhadrak

Memo No. 7997 /Estt, Dt:- 12-06-2026

Copy submitted to the Under Secretary to Government, Revenue & Disaster Management Department, Odisha, Bhubaneswar for kind information with reference to the Govt. Letter No. 42120, Dt- 30.11.2024 of R & DM Department, Odisha, Bhubaneswar.

Copy submitted to the Administrative Officer, Office of the Revenue Divisional Commissioner, Central Division, Odisha, Cuttack for kind information.

  
Additional District Magistrate,  
Bhadrak

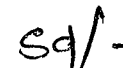
Memo No. 7998 /Estt, Dt:- 12-06-2026

Copy along with notice forwarded to the Joint Director, Advertisement Section, I & PR Department, Odisha, Bhubaneswar with a request to publish the advertisement in two wide circulated daily Odia News Paper.

Copy to the DIPRO, Bhadrak for information with a request to coordinate with the I & PR Department for the above purpose.

Copy along with soft copy of notice and documents forwarded to the District E-Governance Manager, Bhadrak with request to host the tender notice in the official website of Bhadrak District for information of the public.

Copy to Notice Board of Collectorate, Bhadrak for wide publication.

  
Additional District Magistrate,  
Bhadrak

**OFFICE OF THE COLLECTOR & DISTRICT MAGISTRATE, BHADRAK**

Tender/ Quotation Call Notice No. 7999 /Estt. Date: 12-06-2026

Sealed tenders/ Quotations are hereby invited from the registered firms / out-sourcing agencies for outsourcing of support services in Offices under the administrative control of Collectorate, Bhadrak for a period of one year.

**DETAILS OF REQUIRED MANPOWER:**

Sl No	Name of the Services (Collectorate, Bhadrak)	Manpower to be outsourced	Monthly Consideration
01	Peon	09	Rs. 12600/- each
02	Watchman	02	
03	Chainman	04	
04	Process Server	09	
05	Peon to RS	03	
06	Collection Peon	23	
07	Orderly Peon	01	
08	Boat Men	02	
09	Literate Peon	01	
<b>Total Manpower</b>		<b>54</b>	
Sl No	Name of the Services (New Circuit House, Bhadrak)	Manpower to be outsourced	Monthly Consideration
01	Khansama	01	Rs. 12600/- each
02	Helper(Kitchen)	01	
03	Room Attendant	05	
04	Gardener	01	
05	Sweeper	01	
06	Choukidar	01	
<b>Total Manpower</b>		<b>10</b>	

NB: As per Finance Department Letter No. 30722/F dated 06.11.2021 & GA & PG Department Letter No. 8365/Gen.BBSR, Dt-12.03.2024, the consideration has been revised. The Employer's contribution towards EPF and ESI will be over and above the aforesaid consideration subject to satisfactory proof of such contribution made.

**ELIGIBILITY CRITERIA:**

- I. It should be registered in India as a Company, Firm, Society or a Trust. The registered office of *the manpower service provider should be located within Odisha.*
- II. The agency must have successfully undertaken similar nature of works for at least three years in last five years. Similar nature of work means the agency must have undertaken similar support services to Central Govt/ State Govt./ Public Sector Undertakings/ Reputed Private Organizations.
- III. The agency ought to have valid EPF Code in its name issued by *RPFCA, Odisha Circle*, PAN, GST registration certificate, ESI Registration Certificate, valid Labour registration certificate/ Contract labour licence issued by the competent Authority.
- IV. The Agency must have provided similar Support Services to Government/ Semi-Government Public Sector Undertaking clients successfully (uninterrupted/ continuous) for a period of minimum 3 years during the last 5 financial years i.e. 2021-22, 2022-23, 2023-24, 2024-25 & 2025-26 (Self-attested copies of the Completion Certificates/ Performance Certificates from the Employers to be furnished along with the technical proposal).

### **BID SYSTEM & EVALUATION AND SELECTION:**

- a. The bidding will be of two bid system i.e. Technical bid in Part I (ANNEXURE- I) and Financial Bid in Part -II (ANNEXURE- II). **The minimum service charge is Rs. 3.85% per person per month.** The bidder can fix service charges above 3.85% with proper justification. However such charges should not exceed 7% in any case. Bidders are not permitted to quote below this price as per Finance Deptt. Notification No.19595/F dtd.11.07.2023.
- b. The minimum qualifying score in technical evaluation shall be 70 % of the total marks and the financial proposals of the bidders securing qualifying marks in technical evaluation will only be opened. The financial bids shall be evaluated on the basis of **Least Cost Selection (LCS)** method. The format for the technical evaluation is given at Annexure-III.
- c. In case of multiple bidders quoting the lowest service charge, L1 shall be selected through a transparent system of lottery. While calculating the service charge, statutory dues including (but not limited to) EPF, ESI, GST etc. shall not be included in the price.
- d. The committee constituted under Delegation of Financial Power Rule, 1978 will evaluate the responsive bids and the successful bidder for placement of the contract will be selected. The contract will be awarded to the bidder whose bid has the lowest and competitive evaluated bid price.

### **RIGHT TO REJECTION:**

- a. The agency is expected to quote minimum approved rate for monthly consideration of above manpower after careful analysis and the rate of service charges. In case it is noticed that the rates quoted by the agency for any category is unusually high or unusually low in respect of Service Charge, it will be a sufficient cause for rejection of the quotation for the sake of quality work, unless the Collector & District Magistrate, Bhadrak is convinced about the reason of the rates on analysis of such rate.
- b. The Collector & District Magistrate, Bhadrak reserves the right to reject any or all the tender/ quotation received without assigning any reason thereof and the agency shall not be entitled to get any costs, charges or expenses incidental to or connected with preparation and submission of its Tender/ quotation documents.
- c. Canvassing in connection with Tender/ quotation documents containing uncalled for remarks are liable to be rejected.
- d. Tender/ quotation with any modification(s) and/or special condition(s) of the agencies or with any rider is liable to rejection.
- e. If the vendor fails to submit the minimum requirement such as tender/ quotation processing fee, EMD, copies of statutory documents and declarations.

### **WITHDRAWAL OR MODIFICATION OF QUOTATIONS:**

No request for withdrawal or modification will be entertained after the last date of submission of Tender/ quotation.

#### **EMD:**

- a. The technical bid must be accompanied with an **EMD of Rs.10,00,000/-** (Rupees Ten lakh) only as per Tender/ quotation notice in shape of Fixed Deposit Receipt pledged in favour of Collector, Bhadrak.
- b. Tender/ quotation without prescribed earnest money will be rejected.
- c. The earnest money will be refunded in case the tender/ quotation process is cancelled by the Collector & District Magistrate, Bhadrak.
- d. The earnest money deposit of successful agency, if awarded with work, will be kept as performance security with the Collector & District Magistrate, Bhadrak till the term of the agreement and will be refunded after successful completion of the contract agreement.

- e. The earnest money deposit of the un-successful agencies will be refunded immediately without interest after the execution of the contract agreement with the selected agency.
- f. The EMD will be forfeited if the Agency refuses to take up the work at the quoted price or if the agency fails to do the job as per satisfaction and leads to cancellation of contract/ agreement during the contract period.
- g. If any Agency is selected for award of the contract after evaluation of Bid and the firm is exempted for submission of EMD by any law, then Security money equal to the amount of EMD should be furnished by the Agency for awarding the contract.

**AGREEMENT:**

It shall be the responsibility of the successful agency to submit the signed copies of the agreement to the Collector & District Magistrate, Bhadrak within 15 days of issue of letter of intent work order. The agreement will be valid for **1 year** from the date of joining of Group-D employees without any further extension.

**SCOPE OF WORKS:**

The agency shall be responsible for the providing support services for following category; its strength & scope of which are given below.

Sl. No.	Category of support services	Number	Qualification & Experience
1.	Peon/ Process Server/ Chainman, Watchman/ Sweeper/ Peon to RS/ Collection Peon/Orderly Peon/ Boat Men/ Literate Peon	54	<b>Age Limit:</b> Minimum 18 years & Maximum 42 years as on 01.01.2026 <b>Educational Qualification:</b> Minimum 10th standard (Pass) <b>Working Hours:</b> 8 hours(excluding exigency cases)

Sl. No.	Category of support services	Number	Qualification & Experience
1.	Khansama/ Helper(Kitchen)/ Room Attendant/ Gardener / Sweeper/ Choukidar	10	<b>Age Limit:</b> Minimum 18 years & Maximum 42 years as on 01.01.2026 <b>Educational Qualification:</b> Minimum 10th standard(Pass) <b>Working Hours:</b> 8 hours (excluding exigency cases)

The outsourcing service would include the following tasks –

1. Opening and closing of Office Rooms.
2. Maintenance of Stationeries.
3. Arrangement for refreshment / water etc.
4. Delivery of local letters as and when required.
5. Distribution of office daks & files of general nature among the Officers.
6. Shifting of office equipment as and when required.
7. Performing other related tasks as and when required.

**INSPECTION OF WORKS:**

The Collector & District Magistrate, Bhadrak or other officers who are specifically authorized in this regard will have full power and authority to inspect work of the outsourcing services. The proprietor / representative of the agency / firm will meet the authorised officers in this office at least once a month for review of performance of above outsourcing services. On receipt of the recommendation of the authorised officers the remuneration will be release by the employer.

**INSTRUCTION FOR SUBMISSION OF TENDER WITH REQUIRED DOCUMENTS:**

- a. The tender/ quotation shall be submitted with EMD in Part-I i.e. Technical Bid (ANNEXURE-I) and Part-II i.e. Financial Bid (ANNEXURE-II) in two separate sealed envelopes super scribed with technical and financial bid as the case may be and name and address of the Tenderer/ quotationer. Both the envelopes i.e. Part-I and Part-II envelopes along with EMD shall be put in another envelope, which shall be super-scribed with "Tender/ Quotation for supply of Manpower on outsourcing basis for Collectorate, Bhadrak" along with name and address of the agency and should bear the address the **Collector & District Magistrate, Bhadrak, At/Po/PS/Dist.- Bhadrak, PIN-756001**. The agency should mention its complete postal address and telephone number, fax number, e-mail address etc. on the bottom left hand side of the envelope. The agency may submit any other details that he may like to furnish.
- b. Tender/ quotation received after the due date and time shall not be entertained.
- c. Both the bids completed in all respects (Technical & Financial) should reach the undersigned on Registered Post/ Speed Post/ Courier **on or before 5.00 P.M.** dated **02.07.2026**. The technical bid shall be opened on **03.07.2026**. The date of opening of the financial bids shall be intimated to those firms who shall qualify the technical bid.
- d. The Collector & District Magistrate, Bhadrak shall not be liable for any delay in receipt of the Bid by the agencies and no extension of time to the date of quotation opening shall be given for this reason.
- e. The Agency failing to submit all the specified documents shall be summarily rejected.
- f. **All documents** should bear **signature** of the bidder.
- g. The Agencies/ Firms/ Vendors can avail the facility of pre-bid meeting or may submit objections/ suggestions before the Collector & District Magistrate, Bhadrak by **23.06.2026**.

**DOCUMENTS TO BE SUBMITTED:**

1. Valid EPF Code issued by RPFC, Odisha Circle.
2. ESI registration Certificate with latest deposit challan copy, either of original or true copy along with the quotation document.
3. Firm Registration Certificate.
4. Valid Labour License issued by competent authority.
5. Photocopy of PAN Card along with copies of the acknowledgement of Annual I.T. return of the firm for the last three financial years.
6. GST Registration Certificate issued by the competent Authority along with copy of last return filed in this regard.
7. Past experience of minimum 3years uninterrupted/ continuous during last 5years as mentioned in the eligibility criteria with Performance certificate.
8. An undertaking that the agency will be able to deploy the requisite man power immediately after execution of the contract agreement should be enclosed in the technical bid.
9. An undertaking to the effect that the support services personnel that the agency is going to provide to this office, if selected, is not in relation with any of the staff of this office.
10. An affidavit to the effect that the agency have not been blacklisted by any Govt./ Semi-Govt./ PSU/ Undertaking/ Office / Organization.
11. Supporting documents like Govt. Certificate/ EPF document etc. showing total no. of persons engaged so far by the Service Provider must be submitted.

## GENERAL CONDITIONS:

- a. No personnel deployed by the Agency shall be paid less than the consideration fixed or prescribed by Govt. prevalent at the time of finalization of the bid.
- b. Statutory dues at appropriate rate as per rules etc. shall be given to each personnel by the Agency. GST @ 18% or as per present provisions would be paid on monthly consideration and service charges taking together. EPF & ESI being part of social security scheme will be out of coverage of GST.
- c. The Collector & District Magistrate, Bhadrak will make monthly payment to the Agency after receipt of **proper GST invoice** from the agency for the services rendered and the Agency will bear/pay all other benefits/statutory dues etc.
- d. As regards to GST, the firm will be held responsible for deposit of GST with concerned authorities.
- e. The agency will submit the copy of last challan in support of deposit of ESI and EPF in favour of deployed personnel positively along with the monthly bill submitted for payment.
- f. The bidder shall submit valid Labour registration/ Contract labour License.
- g. The monthly consideration should be paid to the personnel deployed by the agency on 2nd day of next month after receipt of absent/ present statement without awaiting the payment from Office of the Collector & District Magistrate, Bhadrak.
- h. There will be performance review of the manpower deployed as well as of the agency/ service provider in every 6 months by this office.
- i. In case of any mischief, disturbances, theft or negligence committed by the deployed manpower, action as deemed fit shall be taken against the agency with forfeiture of EMD/Security Deposit.
- j. The authority reserves the right to withdraw or relax any of the terms and conditions mentioned in this tender notice so as to overcome any problem that may be encountered at a later stage.
- k. Liquidated damage would be recovered from the out sourcing agency to the tune of actual expenses made on alternative arrangements, if the agency fails to perform the duty. This is over and above the performance security which would be forfeited also.

## NOTICE AND COMMUNICATION:

- a. The Agency is required to state its correct full address in the document.
- b. All notices, communications to any agency by stated address shall be deemed to have been sent or served if delivered or left or posted to the agency and shall be deemed to have been so performed on the day on which these were so delivered or left.
- c. All notices and communications addressed by the Collector & District Magistrate, Bhadrak to the Agency or by the Agency to the Collector & District Magistrate, Bhadrak concerning the work to be executed under the contract shall be in writing.

## OFFICE OF THE COLLECTOR &amp; DISTRICT MAGISTRATE, BHADRAK

(Establishment Section)

E mail: [bdk.estt@odisha.gov.in](mailto:bdk.estt@odisha.gov.in)**PART-I  
TECHNICAL BID**

1. Name of the Agency with Registration No.  
(Copy of registration to be enclosed)
2. Detail Address of the Registered Office & Branch Office.  
Phone No., Whatsapp No. of authorized person, FAX. No., E-mail id etc.  
i. Registered Office  
ii. Branch Office
3. Details of business experience

Sl. No.	Period	Name of the organization where man power deployed	Date of award of contract	Date of completion of contract	Nos. Of manpower deployed
1	2	3	4	5	6

(Copy of latest deposit attested challan of EPF to be enclosed)

(Copies of income tax return of last three years (i.e. 2022-23, 2023-24 &amp; 2024-25) and attested Xerox copy of own valid EPF code issued by the RPF, Govt. of India should be attached)

(Copy of Labour Registration/ Contract Labour License to be enclosed)

4. Whether copy of work order/ contract certificate of last 5yrs. from prescribed client in support of market presence enclosed:
5. Category of outsourcing services as per the requirement of Office of the Collector & DM, Bhadrak being provided previously in last 5yrs to Govt./Semi-govt./ Public sector offices:

Sl. No.	Period	All 4 categories	Any 3 categories	Any 2 categories	Any 1 category
1	2	3	4	5	6

(Valid supporting copies to be enclosed)

6. No. of Personnel engaged in a year in different Govt./ Semi Govt./ Public sector/ other private offices : (Copy of latest deposit attested challan of EPF to be enclosed)
7. Annual average turnover of last 3 yrs i.e. 2023-24, 2024-25 & 2025-26 (Copy of statement as at Annexure-V to be enclosed)
8. Whether experience details and Performance Certificate of last three years as

mentioned in the eligibility criteria (*Annexure-VI to be enclosed*)

9. Earnest Money deposit  
(A) FDR No. Name of the Bank:  
(B) Date  
(C) Amount

*(Original FDR to be enclosed)*

10. Whether having GSTIN Certificate:  
*(Xerox copies of Certificate to be enclosed)*  
*(Copy of last return should be enclosed)*
11. Whether having valid ESI Registration (*Enclose challan copies of latest deposits*)
12. Whether the undertaking to the effect that the Agency shall deploy the requisite Manpower services to the Office of Collector & District Magistrate, Bhadrak within 10 days of execution of Agreement enclosed:
13. Whether Affidavit that the agency is not blacklisted enclosed (Format for affidavit as at Annexure-VII)
14. Other documents as at Clause (e) of "Instruction for Submission of Tender/ Quotation with Required Documents" should be furnished.
15. CERTIFICATE TO BE GIVEN BY THE QUOTATIONER

Certified that, the above mentioned particulars are correct and true to the best of my / our knowledge. In case any statement made above is found not correct, my/ our quotation may be rejected by the Collector & District Magistrate, Bhadrak.

My/Our price is based on the basis of our full understanding about the job.

It is to confirm that our offers shall be valid for 90days from the date of opening of the qualifying bid.

I/We also authorize the Collector & District Magistrate, Bhadrak to forfeit my earnest money in case I/We fail to execute the job for whatever reason, if my/our quotation is accepted.

Authorized Signatory/ Signature [*In full and initials*]: \_\_\_\_\_

Name and Title of Signatory: \_\_\_\_\_

(Organization Seal)

OFFICE OF THE COLLECTOR & DISTRICT MAGISTRATE, BHADRAK  
(Establishment Section)  
E mail: [bdk.estt@odisha.gov.in](mailto:bdk.estt@odisha.gov.in)

**PART-II**  
**FINANCIAL BID**

FOR OUTSOURCING OF VARIOUS SERVICES IN OFFICES UNDER  
COLLECTORATE, BHADRAK:

1. Name of the Agency/Firm:-
2. Monthly consideration per month for each personnel (excluding service charges and any other applicable taxes):-
3. Amount of service charges per person payable :-(To be mentioned in figure and Words)
4. PAN No.:-
5. GST No.:-
6. Details of breakup of monthly consideration per person per month:-

Sl No	Type of Manpower	Monthly Rate per Person						
		*Take Home remuneration	EPF 13%	ESI 3.25%	Other statutory dues if any	Service Charge	GST	Total per Person (Gross)

\* Minimum take home remuneration of Group-D Personnel is Rs.12,600/- per month per person as per Finance Department letter No.30722/F dated 06.11.2021 and GA & PG Department Letter No. 8365/Gen. BBSR, Dt-12.03.2024.

Authorized Signatory/ Signature [*In full and initials*]: \_\_\_\_\_

Name and Title of Signatory: \_\_\_\_\_

(Organization Seal)

OFFICE OF THE COLLECTOR & DISTRICT MAGISTRATE, BHADRAK  
(Establishment Section)  
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**FORMAT FOR EVALUATION OF TECHNICAL PROPOSAL**

The technical bids only of those bidders will be evaluated who meets all the terms and conditions of the tender. The evaluation / scoring pattern for technical bids shall be made as per the following parameters:

Sl. No	Criteria	Maximum Mark	Supporting Documents required to meet the criteria
1.	<b>Nos. of Years in Business</b> 3 – 5 Years = 5 Mark Every additional Year = 1 Mark	10	Copy of Registration Certificate of the Firm
2.	<b>Past Experience of the Bidder during last 3 years In Government Offices</b>  No of Outsourced Services Performed Each Service = 2 mark	20	Copies of work orders from the previous client
3.	<b>Financial Strength</b>  Average last 3 years Turn Over above <b>01 Crore</b> = 5 Mark  For every additional turnover of Rs 10 lakh = 1 mark	10	Copies of audited balance sheet for the last 3 years
4.	Manpower on Payroll  Up to 50 nos. = 2 Mark 50 – 100 nos. = 4 Mark 100 – 200 nos. = 6 Mark 200 – 300 nos. = 8 Mark More than 500 = 10 Mark	10	Copy of current EPF Statement
<b>Total</b>		<b>50 Marks</b>	

- \* NB: 1. Supporting documents like Govt. Certificate issued by the Competent Authority/ EPF document showing total no. of persons engaged so far by the Service Provider must be submitted along with bid document.
2. For opening of Financial bid, vendors with 70% or more points/ marks in technical bid will only be considered.
3. Selection of vendor under this Least Cost System (LCS) method would be considered. There will be no weightage for technical score in the final evaluation and the responsive technically qualified proposal with the lowest evaluated cost shall be selected.
4. The minimum rate of service charge shall be 3.85% (3% profit plus transaction charge). Procuring entity may also fix the service charge above the 3.85% with proper justification, whenever required, provided that the service charge should not exceed 7% in any case.

**Check List (Technical Proposal)**

Please check whether following have been enclosed in the respective cover namely, Technical Bid: *(please arrange the documents serially in the following order & do the page numbering of the entire bid document and mention the page no. in the column "page No" against the particulars in the check list as mentioned below for ease of scrutiny)*

Sl. No.	Particulars	Whether submitted (Yes/No)	PageNo.
1	Bidder's Covering Letter.		
2	Application- Technical Bid		
3	Cost of Tender Paper non-refundable in shape of Bank Draft of Rs.10,000/- (Rupees Ten Thousand) only and Bid Security in shape of Bank Guarantee/ Term Deposit Receipt (TDR) of Rs.10,00,000/- (Rupees Ten Lakh) only as per Tender Call Notice.		
4	Self attested Copy of Registration of Agency		
5	Self attested Copy of Labour registration certificate/ Contract labour license		
6	Experience details & performance Certificate thereof (3 Years)		
7	Copies of Work Order / Contract certificates from the clients in support of market presence in last 5 years		
8	Copies in support of categories of support services engaged during last 5yrs. as per requirement of the Collector & DM, Bhadrak		
9	Copies showing persons engaged during last 1yr.		
10	Self attested copy of documents in support of the financial turnover of the Agency		
11	Self attested copy of the E.P.F. registration letter/certificate		
12	Self attested copy of the E.S.I registration letter / certificate		
13	Self attested copy of Aadhar /PAN / GIR Card		
14	Self attested Copy of the GST registration certificate		
15	Undertaking for immediate execution of contract upon selection		
16	Affidavit that the Agency is not blacklisted		
17	Self attested copy of the statement of Bank Account of the Agency for the last 6 (Six) months		
18	Self attested copy of the latest IT return filed by agency for last 3 (three) years		
19	Self attested copy of documents in support of entries in Technical Bid application		
20	Self attested copy of the terms and conditions at pages in Tender Document with each page duly signed and sealed by the authorized signatory of the agency in token of their acceptance .		
21	Letter of Authorization for attending Bid Opening.		
22	Any other relevant documents		

**ANNUAL AVERAGE TURN OVER STATEMENT***(To be furnished in the technical proposal)**(To be furnished in the letter head of the Chartered Accountant)*

The Annual Turnover of M/s \_\_\_\_\_ for the last 3 financial years are given below and certified that the statement is true and correct.

<b>Sl. No.</b>	<b>Financial Year</b>	<b>Turnover in Rs.</b>
1	2023-24	
2	2024-25	
3	2025-26	
Annual average turnover		

Date:

Place:

Signature of Chartered Accountant

(Name in Capital)

Seal

Membership No.

**Note:**

- 1) To be issued in the letter head of the Chartered Accountant with membership No.
- 2) Also attach photocopies of the audited P/L account of each year high lighting the turnover in support of that.
- 3) Provisional audited statement shall not be considered.

**PAST EXPERIENCE DURING LAST THREE YEARS***(To be furnished in the technical proposal)***(Attach separate sheets if the space provided is not sufficient)****A) Experience proof and certificate thereof****Financial Year 2023-24**

Sl. No.	*Name/ address of organization	Type of Manpower Supplied	Date of award of Assignment	Date of completion of assignment	**No. of personnel deployed	Performance Certificate enclosed (Yes /No)
1						
2						
3						

**Financial Year 2024-25**

Sl. No.	*Name/ address of organization	Type of Manpower Supplied	Date of award of Assignment	Date of completion of assignment	**No. of personnel deployed	Performance Certificate enclosed (Yes /No)
1						
2						
3						

**Financial Year 2025-26**

Sl. No.	*Name/ address of organization	Type of Manpower Supplied	Date of award of Assignment	Date of completion of assignment	**No. of personnel deployed	Performance Certificate enclosed (Yes /No)
1						
2						
3						

\*Please furnish to Work order/ Contract copies of the works executed in support of the information mentioned above along with the performance certificate of the client, serially in the same order as mentioned in the above format for ease of scrutiny.

\*\*No. of staff deployed should be clearly mentioned in the relevant work order / contract copies

Authorized Signatory/ Signature [*In full and initials*]: \_\_\_\_\_

Name and Title of Signatory: \_\_\_\_\_

(Organization Seal)

**Format for Affidavit**  
*(To be furnished in the technical proposal)*  
**(On a Stamp Paper of relevant value)**

**Affidavit**

I, M/s. \_\_\_\_\_ (the name of the agency with Address of the registered office) hereby certify and confirm that we or any of our promoter(s)/ Director(s) are not barred by Department of Govt. of Odisha/ or any other entity of GoO or blacklisted by any State Government or Central Government/ Department/ Organization in India from participating in Tenders as on the \_\_\_\_\_ (Date of Signing of this proposal).

We further confirm that we are aware that, our proposal for the captioned Project would be liable for rejection in case any material misrepresentation is made or discovered at any stage of the Bidding Process or thereafter during the agreement period.

Dated this.....Day of ....., 2026

Authorized Signatory/ Signature [*In full and initials*]: \_\_\_\_\_

Name and Title of Signatory: \_\_\_\_\_

(Organization Seal)

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

1. List of Man power shortlisted by agency for deployment in the Office of Collector & District Magistrate, Bhadrak containing full details i.e. date of birth, marital status, address, educational certificate, criminal antecedent declaration duly verified and certified etc.
2. Bio-data of all persons with Passport size Photograph.
3. Any other document considered relevant.

**BIDDER'S COVERING LETTERS**

To

The Collector & District Magistrate,  
Bhadrak

Ref: Tender Notice No. \_\_\_\_\_/Estt. Dt.

Sir

Having examined the conditions of contract and specifications , the receipt of which is hereby duly acknowledged , we the undersigned offer to execute the work shown in the scope of work and jurisdiction of contract as well as schedule of prices attached herewith and made part of this.

We undertake that, if our bid is accepted, we shall execute the work in accordance with specifications, time limits and terms & conditions stipulated in the tender documents.

We agree to abide by this bid for a period of 90 days from the date of bid opening and it shall remain binding upon us and may be accepted at any time before the expiry of that period. Until a formal agreement is prepared and executed, this Bid together with your written acceptance thereof in your notification of award shall constitute a binding contract between us.

Bid submitted by us is properly prepared and sealed so as to prevent any subsequent alteration or replacement. Tender Paper cost of Rs.10,000 / - (Rupees Ten thousand) only has been submitted in form of D.D. No in favour of Collector & District Magistrate, Bhadrak Drawn payable at Bhadrak .

Dated:-

Signature of Authorized Signatory .....

In capacity of the

**LETTER OF AUTHORISATION FOR ATTENDING BID OPENING**

To

The Collector & District Magistrate, Bhadrak

Sub : Authorization for attending bid opening on \_\_\_\_\_ in the Tender for  
Manpower Services of Co-ordinator, Group-D (on outsourcing basis)

Ref:- Tender Notice No. \_\_\_\_\_/Estt. Dated. \_\_\_\_\_.

Sir,

Following persons are hereby authorized to attend the bid opening for the tender mentioned above on behalf of \_\_\_\_\_  
(Bidder) in order of preference given below.

Order of Preference

Name

Specimen Signature 1.  
2.

OR

Officer authorized

To sign the bid

Documents on

Behalf of the bidder

Seal

Note:

1. Only one representative shall be allowed .
2. Permission for entry to the hall where bids are opened, may be refused in case authorization as prescribed above is not produced

**DECLARATION**

1. I \_\_\_\_\_ son / daughter / wife of  
Shri \_\_\_\_\_ Proprietor /Partner /  
Director /authorized signatory of the service provider, mentioned above, and competent to  
sign this declaration and execute this tender document.
2. I have carefully read and understood all the terms and 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 with seal

Place :-

Full Name

Telephone No/Mobile No.

Email ID-