



COLLECTORATE: NUAPADA

(Social Security & EPD Section)

Bid Reference No. 857 /

Dated: 20/05/2026

**TENDER NOTICE**

Bids in sealed cover are invited under Two Bid system from reputed and experienced service providers for providing services of **10(Ten) nos. of Programme Assistants** to Office of the DSSO, Nuapada, Sub-Collector, Nuapada and its sub-ordinate Offices i.e. 05(Five) Block Offices and 03 ULBs of Nuapada District and **01 (One) no. of Peon** to the DSSO, Nuapada under the establishment of District Social Security Officer, Nuapada. The detail of the bidding process is as follows:

Sl. No.	Bidding Schedule	Deadline
1	Date of Issue	20.05.2026
2	Due Date and Time of receipt of Bid	02.06.2026 01:00 PM
3	Opening of Technical Bid	Will be intimated through Mail/Telephone
4	Opening of Financial Bid	

Bidders are required to submit the Technical and Financial bids separately. The bids in sealed cover-I containing "Technical Bid" and the sealed cover-II containing "Financial Bid" should be placed in a third sealed cover super-scribed with "Bid for Outsourcing of **10 No's of Programme Assistants & 01 no. of Peon** for the office of the DSSO, Sub-Collector, Nuapada & sub-ordinate offices like Blocks, ULBs of this District, **must reach to the office of the DSSO, Collectorate, Nuapada** on or before date **02.06.2026 by 01:00 PM** through **Postal/Courier. Mention the proper telephone/mail Id in the third sealed cover for further communication regarding date of opening of tender.**

The Bid documents containing eligibility criteria, scope of work, terms and conditions of the tender and draft agreement can be downloaded from the district website <https://nuapada.odisha.gov.in/>

Complete Address for submission of Bid:

To

**The District Social Security Officer,  
Collectorate, Nuapada  
Pin Code: 766105**

*[Signature]*  
20/5/26  
**District Social Security Officer  
Nuapada**

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### Instruction to Bidders

#### A. **General Information:**

- The office of the DSSO, Nuapada requires the service of reputed, well established, financially sound and registered Service Providers to provide adequately trained and disciplined persons. Preference will be given to the persons already having at least 05 years of experience under SS&EPD Deptt, Odisha.
- Sealed tender are invited under two bid system from reputed manpower agencies/service providers to provide the services 10 nos. of Programme Assistants and 01 Peon for a period of one year from the commencement of agreement and likely to be extended for a further period of one year subject to satisfactory performance, mutual agreement on yearly basis (Other terms & conditions will remain unchanged) through a suitable placement agency on contract basis to work in O/o the DSSO, Nuapada, Sub-Collector's office and its sub-ordinate offices like 05 Blocks and 03 ULBs to discharge their duties in the respective Social Security Section. The authority reserves the right to terminate the contract at any time after giving 30 days' notice to the service provider.
- Bidders are required to submit the technical & financial bids separately. The bids in **Sealed Cover-I containing 'Technical Bid' and Sealed Cover-II containing 'Financial Bid'** should be placed in a **Third Sealed Cover Super- Scribed with "Bid for Outsourcing of 10 nos of Programme Assistants & 01 Peon)"** must reach the undersigned on or before **02.06.2026 by 01:00 PM** through Postal/Courrier only addressing to District Social Security Officer, Nuapada, Collectorate, Nuapada, Pin-766105.
- The Service Providing Entity may fix the service charge at minimum of 3.85% of the basic salary as per the letter issued from SSEPD Department vide letter no:2514 Dated:27.02.2026. **The remuneration slab of the PA & Peon is attached for your reference.**
- The interested bidders may visit the location on any working day between the office hours to have a thorough knowledge of the work to be performed before preparation and submission of the bid or contact in Mobile No. **8118076318**.
-

**Eligibility criteria:**

Sl. No.	Eligibility Criteria	Supporting documents to be furnished along with the Technical Bid
1	The bidder should be registered under appropriate authority, such as <ul style="list-style-type: none"> <li>Registered under the Companies Act 2013</li> <li>Registered under the Indian Trusts Act 1882.</li> </ul>	Certificate of Incorporation/ Registration Certificate or Commercial Establishment Registration or MSME Registration or NSIC Registration or Udyam Registration
2	The bidder must have at least five years in business (up to the last date of submission of bid) for providing similar type of services to Central/ State Government/ Autonomous Bodies/ Corporate bodies.	Copies of the work order from the previous authorities.
3	The Registered Office/ Branch Office of the Service Provider must be located within the jurisdictional area of Odisha.	Valid address proof of the office (Copy of the Telephone or Electricity Bill or Agreement of House or Legal Document in this address)
4	Must have average annual financial turnover of Rs. 4.00 Crores during the last five financial years as on Dt. 31.03.2026.	Copies of audited Income/ Expenditure Statement and Balance Sheet for the concerned period or certified copy of C.A.
5	Must have its own bank account in any scheduled bank situated in Odisha.	Copies of the three months transaction amount certified by the Manager of the Bankers.
6	The agency should not have been blacklisted by any Central/ State government, or any other public sector undertaking or a corporation as on the date of submission of tender paper.	An undertaking to this effect to be furnished by the bidder as per the prescribed format. [Form – T2]
7	Must not have any pending judicial proceedings for any criminal offence against the Proprietor/ Director/ Persons to be deployed by the Service Provider.	An undertaking to this effect to be furnished by the bidder as per the prescribed format. [Form – T3]
8	Other Statutory Documents:	Copies of : <ul style="list-style-type: none"> <li>PAN,</li> <li>GSTIN,</li> <li>Valid labour Licence.</li> <li>Valid ISO Certificate i.e. ISO 9001:2015, ISO 14001:2015, ISO 45001: 2018, SA-8000:2014, ISO 27001:2013 and ISO 22000:2018.</li> <li>Copies of EPF &amp; ESI Registration Certificate.</li> <li>Copy of Commercial Establishment Registration Certificate.</li> <li>Copy of Bank solvency Certificate minimum Rs.1.00 Crores.</li> <li>IT returns for the last 3 Assessment years</li> <li>Valid License under PSARA</li> </ul>

### **Submission of Bid:**

The proposal complete in all respect as specified must be accompanied with a Non-refundable amount **Rs. 1000/- (Rupees one thousand) only** towards **Bid Processing Fee** and **EMD** of **Rs. 10,000/-** in form of **Demand Draft** in favour of **the District Social Security Officer, Nuapada** drawn in any scheduled commercial bank and payable to **O/o DSSO, Nuapada** failing which the bid will be out rightly rejected. The bid should be sent through Speed Post/Registered Post/Couriers as to reach the authority by date 02.06.2026 by 01:00 PM to the office of DSSO, Nuapada.

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

The bid has been invited under two bid systems i.e. Technical Bid and Financial Bid. The bidders are advised to submit two separate envelopes super scribing "**Technical Bid**" for providing services of 10 nos. of programme Assistants & 01 no. of Peon and "**Financial Bid**" for providing 10 nos. of programme Assistants & 01 no. of Peon". Both sealed envelopes must be kept in a third sealed envelope super-scribing "Bid Document "for providing services of Programme Assistants & Peon in Nuapada District" with proper address and mail ID of the bidder.

### **B. List of Documents for submission**

Bidders are required to furnish the following documents.

- a) Covering letter along with power of attorney on the bidder's letter head
- b) Demand Draft in support of Bid processing fee as applicable.
- c) Demand Draft in support of EMD as applicable.
- d) Copy of Certificate of Incorporation for Company, for firm or agency copy of commercial establishment registration certificate.
- e) Copy of GSTIN, 3B latest.
- f) Copy of PAN
- g) Copies of IT returns for the last three assessment years (2023-24 to latest of 2025-26)
- h) Copies of EPF & ESI Registration Number
- i) Copy of Bank Account details.
- j) Copies of the Income/Expenditure Statements along with Balance Sheet for the last 3 years.
- k) Copies of work orders from the previous organizations for providing services



during last 5 years.

- l) Undertaking regarding non-blacklisting (On Stamp Paper)
- m) Undertaking regarding non-pending of any judicial proceedings (On bidder's Letter Head)
- n) Valid Labour License.
- o) Valid ISO Certificate i.e. i.e. ISO 9001:2015, ISO 14001:2015, ISO 45001: 2018, SA-8000:2014, ISO 27001:2013 and ISO 22000:2018.
- p) Copy of Bank solvency Certificate of minimum Rs.1.00 Crore.
- q) Copies of three months transactions amount.

Any deviation from the prescribed procedures/ required information/ formats/ conditions shall result in out-right rejection of the bid. Any conditional bid shall be out- rightly rejected.

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

The technical and Financial Bid will be opened in the presence of the committee members and the authorized representatives of the bidder who wish to be present on the spot at that time.

The EMD shall be forfeited if the successful bidder fails to undertake the work or fails to comply with any of the terms and conditions of the bid. The MSME registration firms covered under MSME act and registered under NSIC are exempted from submission of E.M.D. and paper cost for processing, in this regard necessary valid documents to be submitted in technical bid.

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

The bidder having the lowest evaluated financial bid (L-1) would be considered for award of the contract subject to fulfillment of the terms and conditions of the bid documents. In case, the lowest bidder (L-1) is disqualified after selection for any reason, then negotiations will be made with the second lowest (L-2) bidder for award of Contract at (L-1) price. However, the decision of the authority shall be final during the overall selection process.

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

**Duty time shall be fixed by the Authority of Head of the offices concerned.**

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

## **SECTION-II**

### **SCOPE OF THE WORK**

#### **GENERAL INSTRUCTIONS FOR BIDDERS AND SCOPE OF WORK**

##### **A. GENERAL INSTRUCTIONS:**

1. The persons deployed by the service provider shall be required to report for work at 10.00 AM and leave office at 5.30 P.M. and may also be required to work beyond 5.30 PM in case of urgent/emergency nature of work for which he would not be paid any extra remuneration. In case, the person deployed remains absent on a particular day or comes late / leaves early on three occasions, proportionate deduction from the remuneration for one day will be made.
2. The persons deployed for the purpose must have good moral character and cordial attitude and should not reveal the official information to outsiders and must maintain confidentiality.
3. The service provider shall nominate a coordinator who shall be responsible for periodic interaction with the Authority so that optimal services of the persons deployed could be availed without any disruption.
4. The attendance rolls for the personnel deployed by the Service Provider at the premises of Authority shall be provided by the concerned authority. The entire financial liability in respect of manpower services deployed in the Authority's location shall be that of the person Service Provider and the Authority will in no way be liable for the same. It will be the responsibility of the manpower Service Provider to pay to the person deployed a sum not less than the proposed monthly remuneration as mentioned in the financial bid.



5. 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 Service Provider.
6. 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 Service Provider as well as the person deployed liable for penal action under the applicable laws besides, action for breach of contract.
7. The Manpower Service Provider shall be responsible for compliance of all statutory provisions relating to minimum wages payable to the persons deployed at the Authority's location. The service provider should ensure regular payment of monthly remuneration to the personnel engaged by the service provider by the end of the month after deduction of applicable statutory dues as per the guidelines of Govt. of Odisha. The service provider should credit the monthly salary of its employees in their respective Bank Account.
8. The engagement of outsourced person shall be purely on outsourcing basis. The Service Provider shall at all times make it absolutely clear to the outsourced personnel hired through them. Any outsourced personnel deputed can be removed any time by giving notice to the Service Provider and the Service Provider will have to provide suitable replacement acceptable to Authority within 3 working days.
9. The persons to be engaged in these offices shall be given assignment as per the requirement of the office work and on due approval of Head of the office.

**B. SCOPE OF WORKS:**

The Programme Assistants engaged in the offices like all 05 Blocks, 03 ULBs, office of Sub-Collector, Nuapada and DSSO, office are basically deployed to discharge their duties in Social Security Section i.e SS&EPD Section of these offices. Whenever/wherever, if necessary, they may discharge their duties as assigned by their immediate administrative authorities.



**TECHNICAL REQUIREMENTS FOR THE PERSONS TO BE DEPLOYED**

*BY THE SUCCESSFUL SERVICE PROVIDER IN THE O/o DSSO, NUAPADA, ODISHA -766105*

1. The manpower to be engaged should be above 18 years of age and not exceeding 42 years.
2. The Minimum Educational Qualification will be a graduate with PGDCA or equivalent with good computer operational skills.
3. The manpower to be engaged should be skilled category and in a consolidated wage manner.

**SECTION -III**

**Schedule of Requirement:**

Tentative requirement of services to be deployed for the proposed services given here as under: -

**(To be filled up by the Tender Inviting Authority)**

Sl. No.	Description	Requirement
<b>Manpower</b>		
1	<b>One Programme Assistant each at all 05 Blocks, 03 ULBs, office of the Sub-Collector &amp; DSSO, Nuapada</b>	<b>10 nos</b>
2	<b>Peon at DSSO, Nuapada</b>	<b>01 no.</b>

*[Handwritten Signature]*

## SECTION – IV

### GENERAL TERMS AND CONDITIONS

1. For all intents and purposes, the Service Provider shall be the “Employer” within the meaning of different Rules & Acts in respect of persons deployed. The persons deployed by the service provider shall not have any claim whatsoever like employer and employee relationship against the Authority under this agreement. The Service Provider shall make them known about their position in writing before deployment under the required service.
2. The Service Provider must employ adult Labour only. Employment of child Labour will lead to the termination of the contract. Persons to be deployed by the Service Provider should be above 18 years of age and not exceeding 42 years and physically & MENTALLY sound to perform the duties.
3. The Service Provider will be overall responsible for the person deployed for performing the service. The Authority shall not be responsible for any financial loss or any injury to any person deployed by the Service Provider in the course of their performing the functions/ duties, or for payment towards any compensation.
4. The Service Provider shall exercise adequate supervision to ensure performance of person deployed to provide the services in accordance with the requirements. The Service Provider shall depute one full time supervisor in concerned office of the authority, for overall management of the services to be rendered at the site.
5. The Service provider shall be solely responsible for compliance to the provisions of various Labour and industrial laws, such as, wages, allowances, compensation, EPF&ESI, Bonus and Gratuity etc. relating to manpower to be deployed by it at the Authority’s location.
6. Service Provider shall maintain complete official records of disbursement of wages/ salary showing details of all supporting documents such as ESI, EPF etc. in respect of person deployed for the purpose.
7. The Service Provider shall maintain personal file in respect of all the persons those are deployed in office of the authority. The personal file shall invariably consist of personal details such as name, address, date of birth, sex, residential address (temporary/permanent), Bank Account, EPF/ESI Details etc.
8. The persons to be deployed by the Service Provider should not have any adverse Police records/criminal cases against them. The agency should make adequate enquiries about the character and antecedents of the persons whom they are recommending. An undertaking to this respect must be provided by the manpower service provider prior to signing of the agreement.
9. The Service Provider will also ensure that the manpower deployed are medically fit and will keep in record a certificate of their medical fitness. The Service Provider shall withdraw such manpower those are not found suitable by this office for any reasons immediately on receipt of such a request & provide substitute as per contract.

10. The Service provider shall ensure that the person deployed by it are disciplined and do not participate in any activity detrimental to the interest of the Authority.
11. The Service Provider shall provide uniform along with Photo ID Card to its personnel deployed at site at its own cost.
12. The Authority shall not be liable for any compensation in case of any fatal injury/death caused to any person while performing/discharging their duties/ for inspection or otherwise.
13. In case of any theft or pilferages, loss or other offences, the service provider will investigate and submit the report to the Authority and maintain liaison with the police. FIR will be lodged by the Authority, wherever necessary. If need be, joint enquiry comprising of both the parties shall be conducted and responsibility will be fixed.
14. In case of any loss caused to the Authority due to lapse on the part of the personnel discharging duties, the same shall be borne by the Service Provider. Authority shall have the right to deduct appropriate amount from the bill of service provider. In case of frequent lapses on the part of the personnel deployed by the service provider, Authority shall be within its right to terminate the contract or take any other action without assigning any reason whatsoever.
15. In the event of any personnel being on leave/absent, the service provider shall ensure suitable alternative arrangements to make up for such absence. If a person leaves the job for any reason, the Service provider is liable to provide the suitable replacement within 3 working days.
16. In case of delay in providing required replacement, the amount of penalty calculated at **the rate of 1%** of the annual contract value per week on account of delay, shall be deducted from the monthly bills in the succeeding month.
17. There would be no increase in rates payable to the Service Provider during the Contract period. The service provider will be responsible for deposit of EPF, ESI, GST and other statutory dues as applicable from time to time and submit the proof of deposit to authority for records.
18. The Service Provider shall not be allowed to transfer, assign, pledge or subcontract its rights and liabilities under this Agreement to any other agency or organization. Sub-contracting is not allowed under this agreement.
19. The Services Provider shall raise the bill, in triplicate, along with attendance sheet duly verified by the officer concerned in respect of the persons deployed and submit the same to the prescribed authority in the first week of the succeeding month. The payment will be released by the second week of the succeeding month.
20. The Service Provider will have to deposit the remuneration of the deployed person for the concerned billing period in their respective bank account through online transfer and submit the details to the authority for necessary records.
21. In case of dispute resolution relating to rights/liabilities arising out of the agreement, the same shall be disposed of at the level of Administrative Departments.
22. In the event of failure of Service Provider to provide Services as per the terms and conditions of the agreement, the Performance Security shall be forfeited. Any violation



of instructions/ agreement or suppression of facts will attract termination of contract with 1-month prior notice to the Service Provider.

- 23.** The Service provider should ensure that persons to be deployed are not alcoholic, drug addict and not indulge in any activity prejudicial to the interest of the Authority.
- 24.** 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.
- 25.** In the event of any dispute arising in respect of the clause soft he 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.
- 26.** All disputes shall be under the jurisdiction of the appropriate court.
- 27.** The agreement can be terminated by either party by giving one month's notice in advance. If the agency fails to give one month's notice in writing for termination of the agreement, then one month's wages, etc. and any amount due to the service provider will be recovered by forfeiture of performance security.
- 28.** The contract is liable to be terminated because of non-performance, deviation of any terms and conditions of agreement, non-payment of remuneration of outsourced person deployed and non-payment of statutory dues. The Authority will have no liability towards non-payment of remuneration to the persons deployed by the Service Provider and the outstanding statutory dues of the service provider to concerned authorities.
- 29.** The Service Provider will be bound by the details furnished to the authority while submitting the tender or at any subsequent stage. Mis-representation of documents/ information, leads to termination of agreement.
- 30.** The service provider will be supplied additional service as and when required during the validity period of agreement.
- 31.** The outsourcing of services will be strictly only outsourcing of services, not manpower.

**SECTION – V****TECHNICAL BID****COVERING LETTER****(BIDDER LETTER HEAD)***[Location, Date]***To**

The District Social Security Officer  
Nuapada  
PIN -766105

**Sub:** Tender for Outsourcing of 10 nos. of Programme Assistants in SSEPD units of different offices like 05 Blocks, 03 ULBs, Sub-Collector Office and office of DSSO, Nuapada and 01 Peon in DSSO, Nuapada. [Technical Proposal]

Sir,

I, the undersigned, offer to participate in the tender process to provide services for **10 nos of programme Assistants & 01 Peon** in accordance with your Tender Notice No.: \_\_\_\_\_ Dated \_\_\_\_\_. We are hereby submitting our proposal, which includes Technical Proposal and Financial Proposal sealed in separate envelopes.

I hereby declare that all the information and statements provided in the technical proposal are true and correct and I accept that any misinterpretation contained in it may lead to disqualification of our proposal. Our proposal will be valid for acceptance up to 90 Days and I confirm that this proposal will remain binding upon us and may be accepted by you at any time before the validity of the bid.

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

I remain,

Yours faithfully,

Authorized Signatory with Date and Seal

Name and Designation: \_\_\_\_\_ Address  
of the Bidder: \_\_\_\_\_



## (FORM - T1)

1.	Name of the Bidder	
2.	Details of Bid Processing Fee and Earnest Money Deposit: (Demand Draft Details)	DD No.:
		Date:
		Amount (Rs.):
		Drawn on Bank:
3.	Name of the Director /	
4.	Full Address of Registered Office (Attach a valid address proof like Telephone/Electricity bill/House legal document)	Postal Address:
		Telephone No.:
		FAX No.:
		E-Mail Address:
5.	Name & telephone number of the authorized person signing the bid	Name and Designation:
		Mobile Number:
6.	Bank Name	Account Number:
		Bank and Branch Name:
		IFSC Code:
7.	PAN No. (Attach self-attested copy)	
8.	GSTIN (Attach self-attested copy.)	
9.	E.P.F. Registration No. (Attach self-attested copy.)	
10.	E.S.I. Registration No. (Attach self-attested copy.) Attach attested copy)	
11.	Valid PSARA License	



12.	Acceptance to all the terms & Conditions of the tender (Yes/No).	
13.	Power of Attorney/ authorization letter for signing the of the bid documents	
14.	Please submit an undertaking that no criminal case is pending with the police at the time of submission of bid.	
15.	Please submit an undertaking in stamp paper for not having blacklisted by any Central/ State government, or any other public sector undertaking or a corporation as on the date of submission of bid.	
16.	Kindly mention the total Number of pages in the tender document.	
17.	Valid ISO Certificate i.e. i.e. ISO 9001:2015, ISO 14001:2015, ISO 45001:2018, SA-8000:2014, ISO 27001:2013 and ISO 22000:2018.	
18.	Bank solvency Certificate minimum 1 crore.	
19.	Turnover certificate of average annual financial turnover of Rs. 4.00 Crores during the last five financial years as on Dt. 31.03.2026	
20.	Commercial establishment Registration Certificate, Registered under the Companies Act 2013, Registered under the Indian Trusts Act 1882	
21.	IT return for last 3 years	



22.	Valid Labour License	
23.	Income/Expenditure statement and Balance sheet for the last 3 years	
24.	Work orders from the previous organizations for providing services during last 5 years	

**17. Financial Turnover of the bidder for the last 5 financial years. (\*)**

Financial Year	Turn Over Amount (In INR)	Average Turnover (in INR]
FY1-2021-22		
FY2-2022-23		
FY3-2023-24		
FY4-2024-25		
FY5-2025-26		

*\*from the date of issue of tender*

**18. Details of the similar type service provided by the bidder in last 5years if any:**

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

**19. Declaration**

I, Shri Son/ Daughter/ Wife of Shri \_\_\_\_\_  
 , Proprietor/ Director/ Authorized signatory of \_\_\_\_\_



(Name of the Service Provider), competent to sign this declaration and execute this tender;

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

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

(Signature of Authorized Representative with seal)

Place: .....

Date: .....

**Enclosures:**

- 1. Bid Processing Fee in the form of Demand Draft in Original.
- 2. EMD in the form of Demand Draft in Original.
- 3. Copy of tender document (each page must be signed and sealed).
- 4. Duly filled Technical Bid and Financial Bid.
- 5. List of Documents as applicable.

**FORM-T2**

**UNDERTAKING**

*[On the Stamp Paper of appropriate value in shape of affidavit from the Notary regarding non-blacklisting]*

I hereby undertake that, our organization has not been blacklisted/ debarred by any of the Central/ State Government Department/ Office or by any Public Sector Undertaking (PSUs) and not blacklisted by any authority during the recent past.

Yours sincerely,

Authorized Signature [In full and initials]

Name and Designation of the Signatory:

Name of the Bidder and Address:



**FORM-T3****UNDERTAKING**

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

I, hereby undertake that there is no criminal case pending in any Court of Law against our company or against the Proprietor/Director/Persons to be deployed by our company.

I/we further certify that Proprietor/Director/Persons to be deployed by our company of my company have not been convicted of any offence in any Court in India during the recent past. I understand that I am fully responsible for the contents of this undertaking and its truthfulness.

Yours sincerely,

Authorized Signature [In  
full and initials]

**Name and Designation of the Signatory:**

**Name of the Bidder and Address:**



### **BID EVALUATION PROCESS**

Technical evaluation of the bids will be done to determine whether the bids complied to the prescribed eligibility condition and the requisite documents / information have been properly furnished by the bidder or not. Bids qualified the technical evaluation stage, will be considered for opening of the financial bids. However, during evaluation of the technical bids, a marking process will be followed where marks will be awarded to the bidders on the basis of different criterias and these marks will be used in the financial bid if required. The financial bids shall be opened in the presence of the tender committee and bidders' representatives who choose to attend. **Least (L1) Cost Selection Method** will be followed during the tender process to determine the selected bidder. The tender inviting authority will award the contract to the bidder whose bid has been determined as the *lowest*. **In case more than one firm quotes the same price during opening of the financial bid, then the bidder (participated in Financial Bid) who secures highest marks (Annexure-A) in the technical bid will be selected as L-1 bidder and if marks are also same then selection will be made as per the lottery system or will be decided by the committee.**



**ANNEXURE-A****MARKS AWARDED DURING TECHNICAL BID EVALUATION***(It will be taken into consideration only if more than one bidders quote same price in financial bid)*

SL NO	Parameter	Range	Marks	Max. Marks
1	Organization Strength	Average turn over in last 5 years Rs 5 Crore to 10 Crore-10 marks More than 10 Crore-20 marks	10-20	35
		Employee based on outsourcing basis with valid Labour license from Labour department & ESI department 100-150 employees =5 marks, 150-200 employees=10 marks, 200 above employees -15 marks	5-15	
2	Organization Experience Statutory Compliance & Quality Certification	Office functioning in Odisha 3-5 Years =5 marks, 5 years above=10 marks	5-10	20
		Awarded Govt/PSU Single contract value worth Rs-1 Crore to 2 Crore=5 mark, 2 Crore above-10 marks	5-10	
3	ISO Certificate	ISO 9001:2015 & ISO 14001:2015 & ISO 45001:2018 & SA-8000:2014 & ISO 27001:2013 & ISO 20000:2018 & CMMI MATURITY LEVEL 3	15	15
4	Work Experience	Work order received from different authorities from last 5 years	20	20
5	Similar Work order	Similar Work order of Dist. Social Security Officer received in last 06 months from opening of the tender. One work order with Agreement-05 marks, Two or more work order with Agreement-10 marks	10	10
<b>TOTAL</b>				<b>100</b>

**SECTION – VI****FINANCIAL BID****COVERING LETTER****(BIDDER LETTER HEAD)***[Location, Date]***To**

**The District Social Security Officer  
Nuapada  
Collectorate, Nuapada PIN-766105**

**Sub:** Tender for Outsourcing of 10 nos. of Programme Assistants 01 no. of Peon [Financial Proposal.

Sir,

I, the undersigned, offer for providing services of 10 nos. of Programme Assistants 01 No. of Peon in accordance with your Tender No. \_\_\_\_\_, Dated \_\_\_\_\_. Our attached financial price is *[Insert amount(s) in words and figures]* for the proposed services. This amount is inclusive of the taxes applicable as per GST Act. I do hereby undertake that, in the event of acceptance of our bid, the services shall be provided in respect to the terms and conditions as stipulated in the tender document.

Our financial proposal shall be binding upon us subject to the modifications resulting from contract negotiations, up to expiration of the validity period of the proposal of **90 days**. I have carefully read and understood the terms and conditions of the tender to provide the services accordingly.

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

I remain,

Yours faithfully,

Authorized Signatory  
*[In full and initials]*

**Name and Designation of Signatory with Date and Seal:  
Address of the Bidder:**



**(FORM -F1)****(Administrative Charge)****APPLICATION – FINANCIAL BID FOR PROGRAMME ASSISTANT****For Providing Programme Assistant to the Office of the DSSO, Nuapada, Odisha 766105.**

1. Name of tendering Service Provider:-

2. Rate per person per month (8 hours per day) inclusive of all statutory liabilities, taxes, levies, cess etc:

Sl. No	Personnel Type (Experience wise)	Monthly Rate per Programme Assistant						Total per PA (3+4+5+6+7+8)
		* Basic Remuneration of each person (Includes Employees EPF & ESI Share)	EPF (Empl oyer)	ESI @ (Emplo yer)	Other statutory dues if any	Service charge	GST@ 18%	
1	2	3	4	5	6	7	8	9
02	Less than 05 years	15600						
03	5+ to 10 years	16600						
04	10+ to 15 years	17600						
05	15+ to 20 years	18600						
06	20+ to 25 years	19600						
07	More than 25 years	20600						

- Minimum remuneration of PA per person and fixation of remunerations will be as per the **Letter No:4832 Dated:03.05.2025** of SSEPD Deptt, Odisha.
- EPF/ESI of employees shall be borne by employees and shall be deducted as applicable.
- Pls follow the above letters of SSEPD Department for more information as attached.


Date:

Signature of authorized person

Place:

Full Name:

Seal:



**(FORM -F1)****(Administrative Charge)****APPLICATION – FINANCIAL BID FOR PEON****For Providing PEON to the Office of the DSSO, Nuapada, Odisha 766105.**

3. Name of tendering Service Provider:
4. Rate per person per month (8 hours per day) inclusive of all statutory liabilities, taxes, levies, cess etc:

Sl. No	Personnel Type (Experience wise)	Monthly Rate per PEON						
		* Basic Remuneration of each person (Includes Employees EPF & ESI Share)	EPF (Empl oyer)	ESI @ (Emplo yer)	Other statutory dues if any	Service charge	GST@ 18%	Total per PA (3+4+5+ 6+7+8)
1	2	3	4	5	6	7	8	9
01	Basic Wage	12600						

- Minimum remuneration of the Peon will be as per the **Letter No:9846 /Dated:26.08.2025** of SSEPD Deptt, Odisha.
- EPF/ESI of employees shall be borne by employees and shall be deducted as applicable.
- Pls follow the above letters of SSEPD Department for more information as attached.

Date:

Signature of authorized person

Full Name:

Place:

Seal:



**Notes:**

- 1. The acceptable % of the service charge in the price bid shall be decided by the committee at the time of opening of the price bid for selection of the bidder. As clarified by the Government, there will be not any ZERO service charges or a negligible service charge which is against fair play and suspected with hidden cost. Hence such quotations are liable to be rejected.**

Note: A) It is clarified by the Government vide letter No.ME-1-IM-12/2014/14507 Dt.3-6-2014 that tender quoting zero or negligible service charges will not be taken into consideration and will be summarily rejected "As zero or negligible service charges are against fair play and suspected with hidden cost. B) The tendering agency has to explain in details the means they will adopt to utilize their service charge to meet all the contingencies in accordance with the Labour law presently in vogue required for their outsourcing service. C) It is obligatory on the part of outsourcing agency to manage duties of their person on off days and to follow all labour laws as applicable to them and that will be verified from time to time by the authority. D) Outsourced personnel is to be engaged by the service provider and authority/Government will not be liable for giving them contractual/permanent service in future. Such engagement by the service provider is absolutely temporary in nature and can be terminated at any time if deemed fit by the authority. False propaganda should not be spread by anybody that after a stipulated time these outsourced personnel will be made contractual, temporary, permanent employee of the Collector, Nuapada.

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

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 person.



**SECTION – VII**  
**BID SUBMISSION CHECK LIST**

Sl. No.	Description	Submitted (Yes/No)	Page No.
<b>TECHNICAL BID (ORIGINAL)</b>			
1	Covering Letter in Bidders Letter Head		
2	Bid Processing Fee		
3	EMD		
4	Copy of Incorporation or Registration Certificate of the Bidder or Commercial establishment registration.		
5	Copy of PAN		
6	Copy of GSTIN 3B		
7	Copies of Income Tax Clearance Certificate for the last three Assessment years		
8	Copy of Valid EPF & ESI Certificate, ISO Certificate		
9	Copy of valid PSARA License (in case of Security Services)/Labour license		
10	TECHNICAL BID duly filled in ( <b>Covering Letter, FORM- T1, T2 and T3</b> )		
11	Financial details of the bidder along with all the supportive documents such as copies of Income / Expenditure Statement and Balance Sheet for the last 5 years, Net Worth, Bank Solvency and Banker transaction certificate last three month.		
12	Power of Attorney in favour of the person signing the bid on behalf of the bidder.		
13	List of completed / on-going assignments of similar nature (5 years Past Experience Details) along with the copies of work orders for the respective assignments from the authorities.		
14	Undertaking for not have been black-listed by any Central / State Govt./any Autonomous bodies during the recent past. ( <b>FORM- T2</b> ).		
15	Undertaking for not having any police case pending against the bidder ( <b>FORM- T3</b> )		
16	All required valid ISO Certifications		
17	Bank Details		
18	Valid Labour License		
<b>FINANCIAL BID (ORIGINAL)</b>			
1	Covering Letter in Bidders Letter Head		
2	Duly Filled in Financial Bid ( <b>FORM- F1</b> )		

It is to be ensured that:

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

Authorized Signatory [In full and initials]: \_\_\_\_\_

Name and Designation with Date and Seal: \_\_\_\_\_



**SECTION - VIII**

**SERVICE AGREEMENT**

**(To be made on Rs.100.00 Non-Judicial Stamp Paper)**

The agreement will be made upon the finalization of Selection process.

*[Handwritten signature]*



Government of Odisha

Department of Social Security & Empowerment of Persons with Disabilities

No. 4832 /SSEPD  
SSEPD-SS2-SS-0001-2024

Dt. 03.05.2025

From  
Deepak Routrai, OAS (SAG)  
Additional Secretary to Government  
To  
All DSSOs

Sub: *Revision of remuneration of Programme Assistants engaged under NSAP-reg.*

Ref: *This Department release order Memo no. 4830 dtd. 03.05.2025*

Madam/Sir,

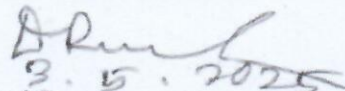
In inviting a reference to the subject cited above, I am directed to say that GA&PG Department vide their Resolution No. 7982 dtd. 07.03.2024 had enhanced the remuneration of the manpower provided by Service Provider Agencies. Accordingly, the remuneration of Programme Assistants engaged under NSAP has been revised based on the years of experience as follows:

REVISED RATE OF REMUNERATION						
EXISTING MONTHLY REMUNERATION	REVISED MONTHLY REMUNERATION BASED ON YEARS OF EXPERIENCE (in Rs.)					
WAGES PER MONTH (in Rs.)	Less than 5 years	5+ to 10 years	10+ to 15 years	15+ to 20 years	20+ to 25 years	More than 25 years
12,262	15,600	16,600	17,600	18,600	19,600	20,600

The total cost of engagement including all statutory dues of Programme Assistants based on the years of experience is annexed at Annexure-A and the monthly remuneration of all engaged Programme Assistants from April 2025 to June 2025 of FY 2025-26 is at Annexure-B.

It is, therefore, requested to take all necessary steps for release of remuneration to the Programme Assistants as per the revised rate.

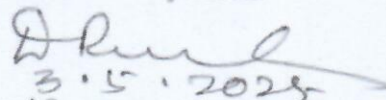
Yours faithfully,

  
3.5.2025  
Additional Secretary to Government

Memo No. 4833 //SSEPD

Dt. 03.05.2025

Copy forwarded to all Collectors for kind information and necessary action.

  
3.5.2025  
Additional Secretary to Government

**Remuneration of Programme Assistants as per GA&PG Department Resolution No. 7982 dtd. 07.03.2024**

**Annexure-A**

Details of Programme Assistant

A																							
1	Name	2	ID No.	3	Grade/Designation	4	Registered EPF No.	5	Registered ESI No.	6	Gender	7	Job Location	8	Date of Joining	9	Bank Name	10	Branch Name	11	Bank account No.	12	IFSC Code
B																							
Gross wage earned (in Rs.)																							
Column No.	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O								
Row No.	1	Number of days worked					Formula	Pre-revised Basic wage of Programme Assistants engaged under NSAP	Experience of less than 5 years	Experience of 5-10 years	Experience of 10-15 years	Experience of 15-20 years	Experience of 20-25 years	Experience of more than 25 years									
17	2	Basic Wage per day					G18	12262	15600	16600	17600	18600	19600	20600									
18	3	Basic Salary (B1*B2)					0	0	0	0	0	0	0	0									
19	4	Allowances (specify)					0	0	0	0	0	0	0	0									
20	i.						0	0	0	0	0	0	0	0									
21	ii.						0	0	0	0	0	0	0	0									
22	iii.						0	0	0	0	0	0	0	0									
23	5	Over Time					0	0	0	0	0	0	0	0									
24	6	Any Other					0	0	0	0	0	0	0	0									
25	7	Total Gross					0	0	0	0	0	0	0	0									
26	C						G25-SUM(G18-G24)	12262	15600	16600	17600	18600	19600	20600									
27	1	EPF (Employee's share 12% of Basic)					G27=G25*0.12	1471	1872	1992	2112	2232	2352	2472									
28	2	ESI (Employee's share 0.75% of Basic)					G28=G25*0.0075	92	117	125	132	140	147	155									
29	3	Others (specify such as Income Tax, Professional Tax etc.)					0	0	0	0	0	0	0	0									
30	4	Total Deductions					0	0	0	0	0	0	0	0									
31	D	Net Salary Payable (B-C)					G30=G27+G28	1563	1989	2117	2244	2372	2499	2627									
32	E	EPF Deposit					G31=G25-G30	10699	13611	14484	15356	16229	17101	17974									
33	1	Employer's Share @ 13% of the Basic					G33=G25*0.13	1594	2028	2158	2288	2418	2548	2678									
34	2	Total EPF deposit for the month (C1+E1)					G34=G27+G33	3066	3900	4150	4400	4650	4900	5150									
35	F	ESI Deposit																					
36	1	Employer's Share @ 3.25% of the Basic					G36=G25*0.0325	399	507	540	572	605	637	670									
37	2	Total EPF deposit for the month (C2+F1)					G37=G28+G36	490	624	664	704	744	784	824									
38	G	Total amount billed for the employee																					
39	1	Gross+E1+F1																					
40	2	(Add) service charge (variable from district to district)					G39=G25+G33+G36	14255	18135	19298	20460	21623	22785	23948									
41	3	Total (G1+G2)					200	200	200	200	200	200	200	201									
42	4	(Add) GST @ 18% on G3					G41=G39+G40	14455	18335	19498	20660	21822.5	22985	24149									
43	5	Total amount billed for the employee (G3+G4)					G42=G41*0.18	2602	3300	3510	3719	3928	4137	4347									
							G43=G41+G42	17056	21635	23007	24379	25751	27122	28495									



**Government of Odisha**  
**Department of Social Security and Empowerment of Persons with Disabilities**

**No.9846 /SSEPD**  
SSEPD-FE-OM-0001-2020

**Dt.26.08.2025**

From

**Sri Tapan Kumar Dalai**  
Under Secretary to Government.

To

**All DSSOs**

Sub: Clarification on monthly remuneration of Group-D persons engaged on out sourcing basis against the sanctioned posts in the O/o concerned DSSOs

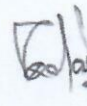
Ref: - Letter no 5225/SSEPD Dt. 14.05.2025 of this Department

Sir,

In inviting reference to the subject cited above, I am directed furnish following clarifications:

- I) The revised remuneration effected vide above referred letter of this Department shall be applicable w.e.f 14.05.2025 i.e from the date of issue of the letter
- II) The applicable GST rate shall be 18% of the Gross and service charges. The revised break up of monthly remuneration is enclosed at **annexure-I**.
- III) The amount shall be debitible from 41(DEMAND NUMBER) -2235 (SOCIAL SECURITY AND WELFARE)-02 (SOCIAL WELFARE)-001 (DIRECTION AND ADMINISTRATION)-0482(FIELD ADMINISTRATION)-08001-013-11-1-0(OFFICE EXPENSES)

Yours faithfully,

  
26/8/2025

Under Secretary to Government

## ANNEXURE-I

A		Gross Wage earned (in Rs.)	
1	Number of days worked		NA
2	Basic wage per day		NA
B	Basic salary As per GA&PG Resolution no 7982/GAD dt. 07.03.2024		₹ 12,600
1	Allowances (specify):		₹ 0
2	Over Time		₹ 0
3	Any other		₹ 0
4	Total Gross		₹ 12,600
C		Deductions	
1	EPF (Employee's share @ 12 % of Basic)		₹ 1,512
2	ESI (Employee's share 0.75 @ % of Basic)		₹ 95
3	Others (specify such as Income Tax, Professional Tax, etc.)		₹ 0
4	Total Deductions		₹ 1,607
D	Net Salary Payble (Gross — Deductions)		₹ 10,994
E		EPF Deposit	
1	Employer's share @ 13 % of the Basic		₹ 1,638
2	Total EPF deposit for the month (C1 + E1)		₹ 3,150
F		ESI Deposit	
1	Employer's share @ 3.25% of Basic		₹ 410
2	Total ESI deposit for the month (C2 + F1)		₹ 504
G		Total amount billed for the employee	
1	Gross +E1 + F1		₹ 14,648
2	(Add) service fee /charge (Variable) as per agreement (Rs. 200 has been kept as a sample charge)		₹ 200
3	Total (G1 + G2)		₹ 14,848
4	(Add) GST @ 18% on G3		₹ 2,673
5	Total amount billed for the employee (Tentative) (G3 +G4)		₹ 17,521