

**OFFICE OF THE COLLECTOR & DIST.MAGISTRATE, NUAPADA**  
(ST & SC Dev.Section)

Email: [dwonuapada001@gmail.com](mailto:dwonuapada001@gmail.com)

No 1235 / SSD dt 02.06.2025

**SHORT TENDER CALL NOTICE**

**SEALED TENDERS** are invited from eligible SERVICE PROVIDING AGENCIES to provide MANPOWER for the District Welfare Office, Nuapada as per the terms & conditions provided in the website [www.nuapada.odisha.gov.in](http://www.nuapada.odisha.gov.in) of NUAPADA District up to 01 PM of 11.06.2026. The bids shall be received through Regd. Post/ Speed Post Courier/ only during the office hours and will be opened on 12.06.2026 at 11 AM in presence of the bidders or their authorized agents in the Conference Hall of Collectorate, Nuapada.

The interested agencies should clearly mention on the top of envelope "Tender for Selection of Outsourcing Agency to provide MANPOWER". The Agencies who have applied are requested to remain present in the venue on the date of opening of tender. The detailed Terms & Conditions and list of documents to be submitted is available in our website <https://nuapada.odisha.gov.in>.

The Authority reserves the right for cancellation / modification of the Tender without assigning any reason thereof.

The Tender Documents of the bidders having criminal antecedents / previous unsatisfactory service reports/ previously black listed, shall be summarily rejected.

*S*  
29.05.26  
Collector, Nuapada

Memo No. 1236 //Date. 02.06.2025

Copy to Notice Board of DWO, Nuapada & Collectorate, Nuapada.

Copy to Sub-Collector, Nuapada/ all BDOs/all Tahasildars of Nuapada District for information and wide publication in their Notice Board.

Copy forwarded to The DeGM, Nuapada with a request to upload this Tender call notice in the District Web portal for wide publicity.

*S*  
29.05.26  
Collector, Nuapada

## Section - I

### SCOPE OF WORK AND GENERAL INSTRUCTIONS FOR BIDDERS

1. The District Welfare Officer, Nuapada on behalf of Collector & District Magistrate, Nuapada requires the service of reputed, well established, financially sound and registered Manpower Service Provider to provide services of manpower on contract basis to manage the day to day office works functioning in various places of Nuapada District.
2. Sealed tender is invited under two bid system from reputed Manpower Supply Agencies/Service Providers to provide the services for a period of three years w.e.f. the date of execution of agreement and is likely to be extended on yearly basis subject to satisfactory performance & mutual agreement. The authority reserves the right to terminate the contract at any time after giving 30 days notice to the service provider.
3. 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 "**Tender for Selection of Outsourcing Agency to provide MANPOWER**" engaged on outsourced basis- under ST & SC Dev.M&BCW Deptt. in Nuapada District must reach the undersigned on or before **11-06-2026 by 1.00 PM** through Regd. Post /Speed Post/ Courier service only.

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 Partnership Act 1932.</li><li>• Registered under the Limited Liability Partnership Act 2008.</li></ul>	Certificate of Incorporation / Registration Certificate
2	The bidder must be at least 5 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 /Experience Certificate/ agreement copy if any.

3	The Registered Office or Branch Office of the Service Provider must be located within the jurisdictional area of the district of Nuapada.	Valid address proof of the office (Copy of the Telephone or Electricity Bill or any govt. order/certificate
4	Must have average annual financial turnover of Rs. 30.00 Lakhs during the last 3 consecutive financial years i.e.2022-23, 2023-24 & 2024-25.	Copies of audited Income/Expenditure Statement and Balance Sheet for the concerned periods by a Chartered Accountant.
5	Must have its own bank account in any scheduled bank situated in Odisha.	Copies of the six months transaction amount certified by the Manager of the concerned Bank.
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 this RFP.	An affidavit in Rs.10/- non-judicial stamp paper to this effect to be furnished by the bidder as per the prescribed format.  [Form-T2]
7	Must not have any pending criminal offence against the Proprietor/Director/Persons to be deployed by the Service Provider.	An affidavit in Rs.10/- non-judicial stamp paper to this effect to be furnished by the bidder as per the prescribed format.  [Form-T3]
	Other Statutory Documents:	Copies of: <ul style="list-style-type: none"> <li>• PAN,</li> <li>• TAN,</li> <li>• GSTIN,</li> <li>• Valid Contract Labour License for the minimum 100 hundred labours in a single order issued by Labour Department..</li> </ul> Valid ISO Certificates i.e. <ul style="list-style-type: none"> <li>• ISO 9001:2015</li> <li>• ISO 14001:2015</li> <li>• ISO 45001: 2018</li> <li>• ISO 27001:2013</li> <li>• ISO/IEC 20000-1:2018</li> <li>• CMMI MATURITY LEVEL 3</li> <li>• SA 8000:2014</li> <li>• ISO 22000:2018</li> </ul>

	<ul style="list-style-type: none"> <li>• OHSAS 18001:2007</li> <li>• Copies of EPF &amp; ESI Registration Certificate.</li> <li>• Copy of Commercial Establishment Registration Certificate.</li> <li>• IT returns for the last 3 consecutive financial years (2022-23, 2023-24 &amp; 2024-25).</li> </ul>
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**List of Documents to be submitted**

Bidders are required to furnish the following documents along with the Technical Bid:

- a) Demand Draft in support of Bid processing fee as applicable.
- b) Demand Draft in support of EMD as applicable.
- c) Copy of Certificate of Incorporation Registration of Company/ firm or agency
- d) Copy of commercial establishment registration certificate.
- e) Copy of GSTIN, GSTR-1 & GSTR-3B latest.
- f) Copy of PAN and TAN Number.
- g) Copies of IT return for the last three consecutive financial years.
- 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 3 years.
- l) Affidavit regarding non-blacklisting (On Stamp Paper)
- m) Affidavit regarding non-pending of any judicial proceedings (On bidder's Letter Head)
- n) Valid Contract Labour License for minimum One hundred labor in Odisha in a single order issued by Labour Department.
- o) Valid ISO Certificate i.e. ISO 9001:2015, ISO 14001:2015, ISO 45001:2018, ISO 27001:2013, ISO/IEC 20000-1:2018 & CMMI MATURITY LEVEL 3, SA 8000:2014, ISO 22000:2018, OHSAS 18001:2007
- p) Copies of six months transactions amount certified by Manager of the Bank.

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 in the pages of the bid document should be neatly computerized, be legible and be signed by the Bidder. If the space for furnishing information is insufficient, a separate sheet duly signed by the Bidder should be attached.

The technical Bid will be opened on 12-06-2026 at 11.00 AM in presence of the Bidders or their Authorized Representatives who wish to be present on the spot at that time. Financial bid of the technically qualified bidders shall be opened on 12-06-2026 at 11.00 AM in presence of the bidders or their Authorized Representatives.

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

The bid shall be valid for a period of **90 days** from the date of opening of the bids and no request for any variation in quoted rates and/withdrawal of bids on any ground by the bidder shall be entertained. Validity of the bids can be extended on mutual consent.

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. In case more than one firm quotes the same price in the Financial Bid, then the L-1 Bidder will be decided on the following tie breaking criteria.

1. The turnover for the financial year 2024-25 shall be considered.
2. If further required for tie breaking the turnover for the financial year 2023-24 shall be considered.
3. If further required for tie breaking the turnover for the financial year 2022-23 shall be considered.
4. Further, if the tie persists then the L1 will be decided by a draw system in the presence of the concerned contractors. The decision in this regard by the Committee shall be final and binding on all concerned.

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

The service provider shall be liable for all kinds of dues payable in respect of manpower deployed/ provided under the contract and the authority shall not be liable for any dues for availing the services of the personnel. The authority reserves the right to reject any or all bids and terminate the tender process without assigning any reason thereof.

The eligible bidders, those have the capability of providing above types of manpower as per the prescribed technical parameters in the tender document, are allowed to participate in the selection process. Part bids will not be taken into consideration.

## **Section - II**

### **The scope of work of Outsourcing Agency is as follows;**

- I. Payroll Management of deployed Manpower
- II. All the statutory compliances like TDS, PF, ESIC, Service Tax etc. shall be done by the successful bidder.

The detailed terms of reference for the Human Resource Outsourcing agency can be broadly categorized into following two parts:

#### **Human Resources Management**

- Ensure regular payment of monthly remuneration to deployed personnel through NEFT as per the rates mentioned.
- Ensure statutory compliance like EPF, ESI, TDS deduction etc. as required by the prevailing norms.
- Provide replacement of personnel in case of vacancies arising during the course of the agreement.

#### **Other conditions:**

- The day to day work of the deployed personnel will be assigned by the designated officer and all the monitoring and reporting aspects of the deployed personnel will be under the control and supervision of the designated officer.
- The District Welfare Officer, Nuapada on behalf of Collector, Nuapada shall have the right to verify the actual payment made and may request the Manpower Service Providing Agency to provide extract of the bank statement of the payments made as the proof of payment and if not satisfied shall withhold the payments due to the HR Service Provider in addition to other legal action.
- In case the Authority is not satisfied with the performance of the deployed personnel or because of indiscipline and on receipt of such complaint, the Collector, Nuapada may ask the Human Resource Service Provider in writing, providing the reasons thereof, to withdraw the personnel and provide a replacement.

### Section- III

#### ELIGIBILITY CRITERIA FOR THE MANPOWER SERVICE PROVIDER AGENCY

Following are the essential qualifying criteria for the Manpower Providing Agency to technically qualify for the assignment:

1. The bidder should be registered as a Human Resource Service provider Firms, Private Limited Company, Public Limited Company, or Society/ Trust since last 5 years. The Incorporation/Registration certificate should be furnished as documentary proof. The registered office of the manpower service provider must be located within the jurisdictional area of Nuapada. Document such as Electricity Bill / Telephone bill/Govt. Order or Certificate in support of the existence of the office must be submitted.
2. It must have at least five years of past experience (from the last date of submission of tender) in providing manpower to Central / State Government Departments.
3. The bidder should have valid registration under Service Tax Rules, Income Tax, EPFO, ESI Corporation and under Labour Act. The bidders are required to enclose self-attested photocopies of the following documents duly sealed along with the Technical Bid, failing which their bids shall be out rightly rejected and will not be considered.
  - (i) Copy of GST Registration Certificate of the applicant organization along with copy of GST return (GSTR-1, GSTR-3B) for the month of February-2026 to April-2026
  - (ii) Annual Return of GST 2022-23, 2023-24 & 2024-25
  - (iii) Copy of PAN card
  - (iv) Copy of TAN
  - (v) Copy of EPF Registration Certificates along with extracts of the Bank Accounts containing transactions during last 3 years as on 31.03.2026, and copy of Challan, Return Statement & Payment Confirmation Receipt for February-2026, March-2026 & April-2026.
  - (vi) Copy of ESI Registration Certificates along with extracts of the Bank Accounts containing transactions during last 3 years as on 31.03.2026, and copy of contribution report and Payment Confirmation Receipt for February-2026, March-2026 & April-2026.
  - (vii) Audited Financial Statement for the last three financial years (2022-23, 2023-24 & 2024-25).
  - (viii) Copy of Income Tax returns for last three financial years 2022-23, 2023-24 & 2024-25.
  - (v) Copies of the work orders from the Govt. Agencies for providing manpower services during the last three financial years 2023-24, 2024-25 & 2025-26).
  - (ix) Must have annual average financial turnover of **Rs.30.00 lakhs** in last 3 financial years 2022-23, 2023-24 & 2024-25. Copies of Audited Financial Statement for the concerned period must be provided.
4. The bidder should not have been black listed by any State Government or Central Government. A self declaration to this effect shall be submitted by the bidder in the prescribe format.

## Section IV

### GENERAL TERMS AND CONDITIONS

#### 3.1 Cost of Tender Document & Earnest Money Deposit

- a. **Tender Cost** - Tender document can be downloaded from the website <https://nuapada.odisha.gov.in> . Bidder must submit **Tender Cost of Rs 5,000/- (Rupees Five thousand only)** in shape of Demand Draft only drawn in favour of "District Welfare Officer, Nuapada" payable at Nuapada, failing which the tender shall be out rightly rejected.
  - i. **Earnest Money Deposit** - Bidders should submit along with their Technical Bids, an **Earnest Money Deposit (EMD) of Rs.1,00,000/- (Rupees One Lakhs) only, (refundable without interest)**, should necessarily be accompanied with the technical bid in shape of Demand Draft only drawn in favour of "District Welfare Officer, Nuapada" payable at Nuapada failing which the tender will be summarily rejected. The tender EMD of all unsuccessful bidders would be refunded within 180 days of the bidder being notified as unsuccessful. The EMD, for the amount mentioned above, of successful bidder would adjust as a part of the Performance Guarantee during the period of the contract.
  - ii. The EMD amount is interest free and will be refundable to the unsuccessful bidders without any accrued interest on it.
  - iii. The tender paper submitted without EMD, mentioned above, will be summarily rejected.
  - iv. The EMD may be forfeited:-
    - a. If a bidder withdraws its bid during the period of bid validity.
    - b. In case of a successful bidder, if the bidder fails to sign the contract in accordance with this tender paper.
    - c. If found to have a record of poor performance such as having abandoned work, having been black-listed, having inordinately delayed completion and having faced Commercial failures etc.

#### 3.2 Performance Security Deposit:-

The successful bidder will have to deposit a Performance Security Deposit of **2% of the Contract value** in shape of Demand Draft only **in favour of "District Welfare Officer, Nuapada"**.

## **Submission of Bids**

The tender has been invited under two bid system

- i) Technical Bid**
- ii) Financial Bid.**

The interested agencies are advised to submit two separate sealed envelopes super scribing "**Technical Bid for providing Manpower Services to District Welfare Officer, Nuapada**" and "**Financial Bid for providing Manpower Services to District Welfare Officer, Nuapada**". Both sealed envelopes must be kept in a sealed third envelope super scribing "**Tender Document for providing Manpower Services to District Welfare Officer, Nuapada.**"

### **3.3 Completeness of the Bid**

- a) Submission of the proposals/bid shall be deemed to have been done after careful study and examination of the tender paper document with full understanding of its implications.
- b) The conditional bids shall not be considered and will be out rightly rejected

### **3.4 Late Bid**

- a. Bids received after the due date and the specified time (including the extended period if any) for any reason whatsoever, shall be rejected.
- b. The Office of the District Welfare Officer, Nuapada shall not be responsible for any postal delay or non-receipt/ non-delivery of the documents. No further correspondence on the subject will be entertained.
- c. Collector, Nuapada reserves the right to modify and amend any of the stipulated condition/criterion.

### **3.5 Language of the Bid**

The Proposal should be filled by the Bidder in English language only.

### **3.6 Currency of the Proposal/ Bid Document**

The currency (ies) of the Proposal offer and the transaction details provided in the Proposal/ Bid Document should be in Indian Rupees (INR).

### **3.7 RIGHT TO TERMINATE THE PROCESS**

- a. The Collector, Nuapada may terminate the Tender process at any time and without assigning any reason thereof. This Office makes no commitments, express or implied, that this process will result in a business transaction with anyone.
- b. The submission of tender paper does not constitute an offer by the District Welfare Officer, Nuapada. The bidder's participation in this process may result in selecting the bidder to engage towards execution of the contract.

**Section V**  
**GUIDELINES FOR SUBMISSION OF PROPOSAL**

**4. .1 TECHNICAL PROPOSAL**

Bidders are required to submit the Technical Proposal in the prescribed format only. The technical proposal should accordingly include the following:

1. Bid Cover Letter – Technical Bid [Form-1]
2. Bidders profile [Form-2]
3. Document Checklist [Form-3]
4. Self-declaration of not being ineligible/blacklisted [Form 4]
5. All Documentary Evidences as required in the tender document (please refer Document Checklist [Form-3])
- 6.

**Section-VI**  
**EVALUATION PROCESS**

I. In the first stage, the technical proposals will be scrutinized as per the Eligibility criteria and completeness of the documents as prescribed in the tender document.

II. The bids qualifying the Eligibility criteria and complete with regard to availability of the documents will be considered for Final Evaluation.

III. Tender Committee: The Tender Committee constituted by Collector, Nuapada to finalize the tender.

**Section- VII**  
**AWARD OF CONTRACT**

The District Welfare Officer, Nuapada on behalf of Collector, Nuapada will award the Contract to the successful bidder qualifying in the Technical Bid.

**6.1 NOTIFICATION OF AWARD**

The District Welfare Officer, Nuapada will notify the successful bidder in writing or by fax or email, that its proposal has been accepted.

**6.2 SIGNING OF THE CONTRACT**

After notification award by the Office of the District Welfare Officer, Nuapada notifies the successful bidder that its proposal has been accepted, the concerned and individual Officer of the Collector, Nuapada shall enter into a separate contract/Agreement with the selected Outsourcing Agency incorporating all clauses.

**6.3 FAILURE TO AGREE WITH TERMS AND CONDITIONS OF THE TENDER PAPER**

Failure of the successful bidder to agree with the Legal Agreement and Terms & Conditions of the tender paper shall constitute sufficient grounds for the annulment of the award, in which event the Office of the Collector, Nuapada may award the contract to the next best value bidder or call for new proposals from the interested bidders.

6.4 TERM OF THE AWARD

The period of contract shall be for a period of six months initially from the date of execution of agreement and on assessment of outcome & satisfactory performance, engagement can be extended for an year only.

**Section-VIII**

**PAYMENT TERMS & CONDITION**

The Service Provider will claim Service Charge on negotiable basis (having lowest bidder of service charge is being considered) after signing the separate agreement with the Collector, Nuapada from due engagement of Manpower at the respective level.

**TECHNICAL BID (Form-1)**

**FOR PROVIDING MANPOWER SERVICES TO NUAPADA DISTRICT**

01	Name of the Organization	
02	Legal Status	
03	Name of the Manpower Service Provider	
04	Name of the Proprietor / Director	
05	Full Address of Registered Office with Telephone Number, FAX No & Email Address / Website	
06	Name & Telephone No of the Authorized Person to liaise with authority	
07	Registration No. of Certificate of Incorporation & Date	
08	Bank Name of the Manpower Service Provider	Account No. Bank & Branch Name. IFS Code.
09	PAN (Attach self-attested Copy)	
10	TAN (Attach self-attested Copy)	
11	GST Registration No (Attach self-attested copy)	
12	EPF Registration No (Attach self-attested copy)	
13	ESI Registration No (Attach self-attested copy)	

14	The Brach Office of the Service Provider must be located within the Jurisdictional area of Nuapada	
15	Acceptance of all terms & conditions of the tender (Yes / No)	
16	No. of years of experience as HR service provider (as on 31.03.2026)	
17	Date of first assignment as Hr Service Provider	
18	Date of first assignment as Hr Service Provider for Govt. Deptt.	
19	Power of Attorney/Authorization letter for signing the bid documents	
20	Submit an undertaking that no criminal case is pending with Police at the time of submission of bid	
21	Please mention the total number of pages in the tender document	
22	Valid ISO/Other Certificates  ISO 9001:2015 ISO 14001:2015 ISO 45001: 2018 ISO 27001:2013 ISO/IEC 20000-1:2018 ISO 22000:2018 CMMI MATURITY LEVEL 3 SA 8000:2014 OHSAS 18001:2007	
23	Annual Turn Over	2022-23 2023-24 2024-25
24	Balance sheet for last three financial years (2022-23,2023-24 & 2024-25)	
25	IT Return for 2022-23,2023-24 & 2024-25	
26	Commercial Establishment Registration Certificate	
27	Valid Labour License for 100 Nos	
28	Details of EMD	Demand Draft No , Date & Amount

29	Details of Tender Cost	Demand Draft No , Date & Amount
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**Financial Turnover of the bidder for the last 03 financial years:**

Financial Year	Turnover Amount (In INR)	Average Turnover (In INR)
FY 2022-23		
FY 2023-24		
FY 2024-25		

30. Please give details of the major similar contracts handled by the Manpower Service Provider during the last three financial years i.e. 2023-24, 2024-25 & 2025-26 in the following format:

(Please attach separate sheet, if required)

Sl No	Name, address & Telephone Number of the Client	Details of Manpower Service Provided		Amount of Contract (Rs in Lakh)	Duration of Contract	
		Type of Manpower Provided	Number		From	To

**Authorized Signatory ( In full and initials)**

**Full Name:**

**Designation:**

**Seal**

**Address:**

**Phone No (O):**

**Phone No (M):**

**Place:**

**Date:**

**FORM T-2**

**AFFIDAVIT**

(On Rs.10/- Non-Judicial Stamp Paper in shape of affidavit from the Notary regarding non-blacklisting)

I..... hereby undertake that,our organization ..... has not been debarred by any of the Central / State Government / Office or by any Public Sector Undertaking(PSUs) and not black listed by any authority during 2022-23 upto 30.04.2026

**Authorized Signatory**  
(In full & initial)

**Name & Designation of the signatory:**

**Name of the bidder & address:**

**FORM T-3**

**AFFIDAVIT**

(On Rs.10/- Non-Judicial Stamp Paper in shape of affidavit from the Notary regarding not having any pending judicial proceeding 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 or Director or persons to be deployed by our company.

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

**Authorized Signatory**  
(In full & initial)

**Name & Designation of the signatory:**

**Name of the bidder & address:**

**Section-V**  
**TECHNICAL BID**  
**(BIDDER LETTER HEAD)**

[Location, Date]

To

**The Dist. Welfare Officer,  
Nuapada**

Sub: Tender for Providing Manpower on outsourced basis- in Office of the District Welfare Officer, Nuapada [Technical Proposal]

Sir,

I the undersigned, offer to participate in the tender process to engage staff on outsourced basis in the office of the District Welfare Officer, Nuapada in accordance with your Tender No. \_\_\_\_\_ Dated \_\_\_\_\_. We are hereby submitting our proposal which includes Technical Proposal & Financial Proposal sealed in separate envelopes.

I hereby declare that 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 upto 90 days and I confirm that this proposal will remain binding upon us and may be accepted by you at any time before 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 violate, then your office shall have the right to reject our proposal including forfeiture of the EMD.

Yours faithfully,

**Authorized Signatory**  
[in full and initials]

**Name and Designation of the Signatory**

**with Date and Seal:**

**Address of the Bidder:**

**FINANCIAL BID**  
**(BIDDER LETTER HEAD)**

[Location, Date]

To

**The Dist. Welfare Officer,  
Nuapada**

Sub: Tender for Providing Manpower on outsourced basis- in Office of the District Welfare Officer, Nuapada [Financial Proposal]

Sir,

I, .....the undersigned, offer to provide the services for **[Insert title of the Service]** in accordance with your Tender No. \_\_\_\_\_ Dated \_\_\_\_\_. Our attached financial price is [Insert amount(s) in words and figures] for the proposed service. This amount is exclusive 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 90days. I have carefully read and understood the terms and conditions of the tender to provide the services accordingly.

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

Yours faithfully,

**Authorized Signatory**  
[in full and initials]

**Name and Designation of the Signatory**

**with Date and Seal:**

**Address of the Bidder:**

**(FORM-F1)**

**(Administrative Charge)**

**APPLICATION - FINANCIAL BID**

**For Providing Manpower Assistance to District Welfare Office, Nuapada, Odisha  
766105.**

1. Name of tendering Manpower Service Provider:
2. Rate per person per month inclusive of all statutory liabilities, taxes, levies, cess etc:

Sl No.	Manpower Type	Monthly Rate per person						Total per person (3+4+5+6+7+8)
		Remuneration per person.	EPF @ 13%	ESI @3.25%	Other statutory dues if any	Service charge	18% GST@	
1	2	3	4	5	6	7	8	9
1	DEO/MIS-Asst.	As per actual						
2	District Coordinator/Cell Coordinator	As per actual						
3	CCA/LCCA	As per actual						
4	Matron	As per actual						

1. Remuneration per person is as mentioned at col-03 for the above services (As per actual).
2. EPF/ESI share of employees shall be borne by employee and shall be deducted as applicable as per law in force.
3. GST shall be charged as applicable as per law
4. The bidders are requested only to quote service charges as per Finance Department OM No.19595/F Dt.11.07.2023 in the column No.7 above. All other column should remain blank.

Date:

**Authorized Signatory**  
[In full and initials]

Notes:

01. The Service Charge quoted should not be less than 3.85% of the remuneration.
02. The total rates quoted by the Agency should be inclusive of all Statutory Liabilities & Taxes in force at the time of submitting the tender & fixed for the period of contract. No alteration shall be allowed under any circumstances unless and until Government notifies the same
03. 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 per the actual.
04. Bidders have to quote for all the positions under this tender and the bid with lowest evaluated monthly charges for the required manpower (from sl.1 to 2) will be awarded with the contract.
05. The employee's share of contribution towards EPF & ESI shall be deducted by the service provider from the minimum take home remuneration of the person engaged (subject to the willingness of the employee) and deposit the same with appropriate authority. Proof of deposit of the same with the concerned authority must be furnished.
06. In case of non compliance of any of the above conditions, the Bid will be summarily rejected.

**Signature of Authorized Signatory with Seal**

**Full Name:**

**Designation:**

**Address:**

**Phone No.**

**Place:**

**Date:**

**Form 3: Document Checklist for Technical Bid**

Sl.	Eligibility Compliance Document	Provided (Yes/ No)	Page No in the Technical Bid
1	Copy of Certificate of Incorporation / Registration/ Partnership Deed, MoA/ Bye-laws, etc.		
2	Copy of GST Registration Certificate		
3	Copy of Income Tax , PAN & TAN		
4	Copy of Labour Registration Certificate		
5	Copy of Commercial Establishment Registration Certificate		
6	Copy of EPF Registration Certificate		
7	Copy of ESI Registration Certificate		
8	Copy of ISO Certificates		
9	Copy of Audited Balance sheet and Profit & Loss Account as proof of Annual Turnover for the financial years 2022-23,2023-24 & 2024-25		
10	Copy of Income Tax Return for the financial years 2022-23,2023-24 & 2024-25		
11	Copy of Annual GST Return for the financial years 2022-23,2023-24 & 2024-25		
12	The Brach Office of the Service Provider must be located within the Jurisdictional area of Nuapada		
13	Submit an undertaking that no criminal case is pending with Police at the time of submission of bid		
14	Copy of work orders from the client		
15	Tender Paper Cost (DD No.: ....., Amount: ....., Bank: ....., Date: .....) )		
16	Earnest Money (DD No.: ....., Amount: ....., Bank.: ....., Date: .....) )		

Signature of witness

**Signature of Authorized Signatory with Seal**

Date:

Date:

Place:

Place:

**DECLARATION**

**(Bidders letter Head)**

1. I, Shri \_\_\_\_\_ / Kumari \_\_\_\_\_ /  
Shrimati....., Son/Daughter/Wife  
of Shri....., Proprietor/ Director, am  
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 tender 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/ our tender at any stage besides liabilities towards prosecution under  
appropriate law.

**Signature of Authorized Signatory with Seal**

**Place:**

**Date:**

**Full Name:**

**Designation:**

**Address:**

**Phone No (O):**

**Phone No (M):**

**Form 4:**

**Self-declaration of not being ineligible**

(on the Bidders letter head)

I, Sri/Smt. \_\_\_\_\_ aged about \_\_\_\_\_ years  
S/o/D/o/W/o \_\_\_\_\_ Proprietor/Partner/ Director of  
M/s \_\_\_\_\_ At- \_\_\_\_\_ Po- \_\_\_\_\_,  
PS \_\_\_\_\_, and District \_\_\_\_\_ do hereby solemnly declare as  
follows:

- 1) That pursuant to the tender call notice dt. \_\_\_\_\_ of the Office of the Collector, Nuapada at the District level, I/my firm/company am/is an intended bidder to participate in the said tender process.
- 2) That as per terms & conditions of the tender documents, I am to declare that, I/my firm/company have not been blacklisted by any Central/State Govt. Organisation or by any Public Sector undertakings of the State/Central Govt.
- 3) That neither any criminal case nor any vigilance case is pending against me/my firm/company before any forum.
- 4) That the facts stated above are true to the best of my knowledge and belief.

**Signature of Authorized Signatory with Seal**

**Place:**

**Date:**

**Full Name:**

**Designation:**

**Address:**

**Phone No (O):**

**Phone No (M):**

**SECTION IX**

**BID SUBMISSION CHECK LIST**

Sl No.	Description	Submitted (Yes/No)	Page No.
<b>TECHNICAL BID (ORIGINAL)</b>			
1	Forwarding Letter in Bidders Letter Head		
2	Bid Processing Fee		
3	EMD		
4	Copy of Incorporation or Registration Certificate of the Bidder		
5	Copy of PAN		
6	Copy of TAN		
7	Copy of GST Registration Certificate		
8	Copy of GSTR-1 & GSTR-3b from February-26 to April-2026		
9	Annual return of GST for 2022-23 to 2024-25		
10	Copies of Income Tax Clearance Certificate for the last three Assessment years 2023-24,2024-25 & 2025-26		
11	Copy of Valid EPF Certificates		
12	Copy of valid ESI Certificate		
13	Copy of valid ISO Certificates		
14	Copy of valid Labour License		
15	Copy of Commercial Establishment Registration.		
16	TECHNICAL BID duly filled in ( <b>Forwarding Letter, FORM-T1, T2 and T3</b> )		
17	Financial details of the bidder along with all the supportive documents such as copies of Income /Expenditure Statement and Balance Sheet for the last 3 years, and Banker transaction certificate last six month.		

18	Power of Attorney in favor of the person signing the bid on behalf of the bidder on letter head.		
19	List of completed / on-going assignments of similar nature (Past Experience Details) along with the copies of work orders for the respective assignments from the authorities.		
20	Affidavit for not having been black-listed by any Central / State Govt. /any Autonomous bodies during the recent past. <b>(FORM-T2)</b>		
21	Affidavit for not having any police case pending against the bidder <b>(FORM-T3)</b>		
<b>FINANCIAL BID (ORIGINAL)</b>			
1	Forwarding Letter in Bidders Letter Head		
2	Duly Filled in Financial Bid (FORM-F1)		

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**