

BOARD OF REVENUE : ODISHA : CUTTACK.

No.XV-E-05/2023 1483 /Estt., Dated 21-04-2023

OFFICE ORDER

The Secretary, Board of Revenue, Odisha, Cuttack has been pleased to constitute a Committee consisting of following members for opening of Tender (Technical Bid on 08.05.2023, 12.00 P.M. & Financial Bid on 12.05.2023, 12.00 P.M.) for engagement of 78(Seventy Eight) numbers of Multitasking Court Assistants (MCA) in respect of the 39 Revisional Courts functioning under the office of Board of Revenue, Odisha, Cuttack on contractual basis through Registered Manpower Service provider.

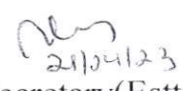
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|--|---|----------|
| 1. Secretary,
Board of Revenue, Odisha, Cuttack. | : | Chairman |
| 2. Financial Advisor,
Board of Revenue, Odisha, Cuttack. | : | Member |
| 3. Addlitional Secretary(Judl),
Board of Revenue, Odisha, Cuttack. | : | Member |
| 4. Addlitional Secretary(Rev.),
Board of Revenue, Odisha, Cuttack. | | Member |
| 5. Under Secretary, Care Taker Unit,
Board of Revenue, Odisha, Cuttack. | : | Member |
| 6. Addlitional Secretary(Estt.),
Board of Revenue, Odisha, Cuttack | : | Convenor |

By Orders of Secretary,
Board of Revenue, Odisha, Cuttack.


Addl. Secretary(Estt.)

Memo. No. 1484 /Estt., dated 21-04-2023

Copy forwarded to the Financial Advisor/ Addl. Secretary(Jud.)/ Addl. Secretary(Rev.)/ Under Secretary, Care Taker Unit/ P.A to Secretary, Board of Revenue/ Nazir, Main Board for information and necessary action with a request to make it convenient to attend the meeting on the scheduled date & time.


Addl. Secretary(Estt.)

**Tender Document for
Engagement of 78 (Seventy Eight)
Multitasking Court Assistants on
outsourcing basis through Service
Provider Agency**

BOARD OF REVENUE, ODISHA, CUTTACK

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BOARD OF REVENUE : ODISHA : CUTTACK.

No.XV-E-05/2023 1485 /Estt., dated 21.04.2023

TENDER CALL NOTICE

Board of Revenue, Odisha, Cuttack hereby invites Sealed Tenders from reputed Registered Manpower Service Provider Agencies having registered office located within State of Odisha and possessing valid license, statutory clearance, service tax registration, EPF Registration and PAN No., for providing services of 78(Seventy Eight) numbers of Multitasking Court Assistants (MCA) in respect of the 39 Revisional courts under the Board of Revenue, Odisha, Cuttack on outsourcing basis for a period of one year from the date of coming into force of the contract as would be indicated therein. The contract for supply of 78(Seventy Eight) numbers of Multitasking Court Assistants (on outsourcing basis) and the mode, manner and nature of duties shall be as per the details provided in the Tender Document. The intending Service Providers should furnish the Tender as per guidelines issued vide Finance Department Letter No.37323/F dated 30.11.2018 and Letter No. 30722/F dated 06.11.2021.

The estimated cost of the tender is of Rs. 1,05,22,800.00 (one crore five lakh twenty two thousand eight hundred) only per annum excluding applicable taxes, statutory dues and negotiated service charges. As per the FDOM No. 8484/F dated 05.04.2022, instead of submitting bid security, the bidders are required to furnish the Bid Security Declaration along with the Tender Document.

Last date of submission of Tender:- 06.05.2023 by 4 P.M.

Opening of the Tender :-

The Technical and Financial bid will be opened in 5th Floor Conference Hall of Board of Revenue, Odisha, Cuttack in presence of the Selection Committee and the authorised representatives of the Manpower Service Providers, if any, who wish to be present on the spot at the time of opening of the Bids, as per the following time table.

Technical Bid – 08.05.2023 at 12.00 P.M.

Financial Bid – 12.05.2023 at 12.00 P.M. (After opening and scrutiny of Technical Bid)

Incomplete and conditional Tender shall be summarily rejected. The Board of Revenue, Odisha, Cuttack reserves the right to reject any or all the Tenders, without assigning any reason thereof. The bidders should have at least three years' experience in providing manpower particularly to Courts/ Tribunals/ Government Department etc. The authority reserves the right to relax any of the provisions of the Tender Document in case of exigency.

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

By orders of Secretary,
Board of Revenue, Odisha, Cuttack


21/04/23
Additional Secretary (Estt.)

Memo No. 1486 /Estt. dated 21.04.2023

Copy forwarded to the Technical Director, NIC, Board of Revenue, Odisha, Cuttack for information and necessary action.

She is requested to upload the Tender Notice through Board's website for wide publicity.


21/04/23
Addl. Secretary (Estt.)

Board of Revenue, Odisha, Cuttack

TENDER DOCUMENT

Different important dates of the Tender For providing Services of Multitasking Court Assistants to the Board of Revenue, Odisha, Cuttack by Manpower Service Provider

(a)	Period of issue of Tender Document	From 17.04.2023 to 23.04.2023
(b)	Last Date and time for submission of Tender Document	06.05.2023 at 4.00 P.M.
(c)	Date and time for opening of (i) Technical Bids (ii) Financial Bids of eligible Bidders	08.05.2023 at 12.00 P.M. 12.05.2023 at 12.00 P.M.
(d)	Likely date for commencement of deployment of Required Manpower service	20.05.2023

SCOPE OF WORK AND GENERAL INSTRUCTIONS FOR BIDDERS

1. The Board of Revenue, Odisha, Cuttack requires the services of reputed, well established and financially sound Manpower Service Providers to provide services of Multitasking Court Assistants on contract outsourcing basis for day to day office work at 39 Revisional courts under the Board of Revenue, Odisha, Cuttack.
2. The contract for providing the aforesaid manpower shall continue for a period of one year from the date of commencement of service. The period of contract may be curtailed/terminated before completion of one year owing to deficiency in service or substandard quality of manpower deployed by the selected Service Provider or because of change in the Court's requirements. The Board of Revenue, Odisha, Cuttack, however, reserves right to terminate the initial contract at any time after giving 15 days notice to the selected Service Provider.
3. The contract for providing manpower shall be terminated if the selected bidder fails to provide the manpower having expertise in computer as well as manual works in court such as scanning and uploading of documents, physical sorting of cases records, fresh registration of the cases , drafting and issuing of notices, letter, etc.
4. The estimated cost of the contract is Rs.1,05,22,800/- per annum excluding applicable taxes, statutory dues and negotiated service charges.
5. The interested Manpower Service Providers shall submit the tender document complete in all respects along with Bid Security Declaration and other requisite documents by 06.05.2023 up to 04.00 P.M. at office of the Board of Revenue, Odisha, Cuttack.
6. The tender has been invited under two bid system i.e. Technical Bid and Financial Bid. The interested agencies are required to submit the bids in two separate sealed envelopes superscribing "Technical Bid for Providing Manpower Services to **Revisional Courts under** Board of Revenue, Odisha, Cuttack" and "Financial Bid for Providing Manpower Services to the **Revisional Courts under** Board of Revenue, Odisha, Cuttack". Both sealed envelopes should be kept in a third sealed envelope superscribing "**Tender for Providing Manpower Services to Revisional Courts under Board of Revenue,**

Odisha, Cuttack”.

7. The Technical Bid shall be accompanied with Bid Security Declaration, **failing which the tender shall be rejected summarily.**
8. The successful bidder will have to deposit a Performance Security Deposit of Rs.3,15,684/- (3% of the cost of the contract) in the form of Bank Guarantee from any Nationalized Bank drawn in favour of the Secretary, Board of Revenue, Odisha, Cuttack covering the period of contract. In case, the contract is further extended beyond the initial period, the Bank Guarantee will have to be accordingly renewed by the successful bidder with the permission of the Competent Authority.
9. The interested Manpower Service Providers are required to enclose the self attested documents as mentioned below along with the Technical Bid, **failing which their bids shall be summarily/outrightly rejected and will not be considered any further:**
- a) Registration certificate of the applicant's organization;
 - b) Copy of Aadhar /PAN/GIR card;
 - c) Copy of the IT return filed for the last three financial years;
 - d) Copies of EPF and ESI certificates;
 - e) Copy of the GST registration Certificate;
 - f) Certified extracts of the Bank Account containing transactions during last three years.
 - g) Copy of documents of at least three years" experience in providing manpower particularly to Courts / Tribunals / Government Department etc.
 - h) Self declaration that the agency is having no criminal antecedent/ no previous unsatisfactory service report/ previously not black listed by any organization.
10. The conditional bids shall not be considered and will be outrightly rejected.
11. All entries in the tender form should be legible and filled clearly. If the space for furnishing information is insufficient, a separate sheet duly signed by the authorized signatory may be attached. No overwriting or cutting is permitted in the Financial Bid Form. In such cases, the tender shall be summarily rejected. However, the cutting, if any, in the Technical Bid Application must be initialed by the person authorized to sign the tender bids.
12. The Technical bids shall be opened on the scheduled date and time **at**

12.00 P.M on 08.05.2023, in the 5th Floor Conference Hall of Board of Revenue, Odisha, Cuttack in presence of the Selection Committee and the representatives of the Manpower Service Providers, if any, who wish to be present on the spot at the time of opening of the Bids.

13. The Financial Bid of only those bidders will be opened who would be found successful in the Technical Bid. The Financial bids shall be opened **at 12.00 P.M on 12.05.2023**, in the 5th Floor Conference Hall of Board of Revenue, Odisha, Cuttack in presence of the Selection Committee and the representatives of the Manpower Service Providers, if any, who wish to be present on the spot at the time of opening of the Bids.
14. The Selection Committee can use its own discretion for selection of the service provider, the decision taken by the Committee shall be final
15. The Secretary, Board of Revenue reserves the right to annul all bids without assigning any reason.

TECHNICAL REQUIREMENTS FOR THE TENDERING MANPOWER SERVICE PROVIDER

1. The tendering manpower service provider agencies should fulfill the following technical specifications:
 - (a) The registered office of the manpower service provider agency should be located within the State of Odisha.
 - (b) The agency should have been registered with the appropriate registering authority.
 - (c) The agency should have at least three years" experience in providing manpower particularly to Courts/Tribunals/ Government Department etc.
 - (d) The agency should have own Bank Account.
 - (e) The agency should be registered with Income Tax and Service Tax (GST) department.
 - (f) The agency should be registered with appropriate authorities under Employees Provident Fund and Employees State Insurance Acts.
 - (g) The agency should have any other regulatory clearance (to be specified by the user Department) that may be required for providing manpower services.
 - (h) The agency should have minimum annual turn-over of Rs.0.5 Crores in providing manpower services.
 - (i) The agency should have executed contracts of similar type during preceding 3 years, of equal value or more than 60% of the estimated cost of the present contract.
 - (j) The agency should not have any criminal antecedent/ previous unsatisfactory service report/ previously black listed by any organization.

**TECHNICAL REQUIREMENTS FOR MANPOWER TO BE DEPLOYED
BY THE SUCCESSFUL MANPOWER SERVICE PROVIDER IN THE
BOARD OF REVENUE, ODISHA, CUTTACK**

1. The Multitasking Court Assistant personnel should be above 21 years and not more than 50 years of age.
2. Their minimum educational qualification must be Graduation with Post Graduate Diploma in Computer Application.
3. They must have experience in doing ministerial works in court such as scanning & uploading documents, physical sorting of records, online registration of cases etc. Lack of knowledge in computer and other works as mentioned above will lead to their immediate disengagement.
4. They must not have any criminal antecedent. Each personnel, at the time of his engagement, shall furnish a self declaration of not having any criminal antecedent duly verified and certified by the Agency.

APPLICATION - TECHNICAL BID

FOR PROVIDING SERVICES OF MULTITASKING COURT ASSISTANTS
IN THE REVISIONAL COURTS UNDER BOARD OF REVENUE, ODISHA, CUTTACK

1.	Name of the Manpower Service Provider	
2.	Details of Bid Security Declaration	
3.	Name of Proprietor/ Partner/ Director (Name of all Directors/Partners)	
4.	Full Address of Registered Office (with PIN Code)	
	Telephone No:	
	Mobile No:	
	FAX No:	
	E-mail ID:	
5.	Full Address of Branch Office (if any)	
6.	Name, Telephone No/Mobile No/ E- mail ID of Authorized Officer / Person to co- ordinate with the Board of Revenue, Odisha, Cuttack.	
7.	Banker of the Manpower Service Provider. (Attached copy of statement of A/c for the last three years)	
8.	PAN No: (Attach copy of the PAN)	
9.	Statutory Registration No: (under License & Contract Labour Act 1970 obtained from Labour Department, Government of Odisha)	
10.	Service Tax Registration No. (Enclose copy of the certificate)	

11.	EPF Registration No. (Enclose copy of the Certificate)					
12.	ESI Registration No. : (Enclose copy of the Certificate)					
13.	Tender Document Fee details. (Bank Draft Details)					
14. Financial turnover of the Manpower Service Provider for the last 3(three) Financial Year:						
Financial Year		Amount in lakh		Remarks if any		
2019-20						
2020-21						
2021-22						
15. Give details of the similar contracts handled by the tendering Manpower Service Provider during the last three years in the following format (if the space provided is insufficient, a separate sheet may be attached) :						
No.	Name of client, address, telephone & Fax. No.	Manpower services provided		Annual Bill amount (In Lakh)	Duration of contract	
		Type of manpower provided	No.		From	To
16. Additional information, if any (Attach separate sheet, if required)						

Date

Place

Signature of authorized person with seal

Full Name

Telephone No/Mobile No.

e-mail ID

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.

e-mail ID

APPLICATION - FINANCIAL BID

FOR PROVIDING SERVICES OF MULTITASKING COURT ASSISTANTS
IN THE REVISIONAL COURTS UNDER BOARD OF REVENUE, ODISHA, CUTTACK

1.	Name of the Manpower Service Provider:							
2.	Rate per person per month (8 hours per day) inclusive of all statutory liabilities, taxes etc. The bidders shall take into account the expenses to be incurred and statutory dues (Income tax, TDS @ 2% and GST TDS @ 2% from gross bill etc.) while quoting the service charge							
Sl. No.	Manpower Type	Monthly Rate per Person						
		*Take Home remuneration (Net)	EPF 13%	ESI 3.25 %	Other statutory dues if any	Service Charge	GST	Total per Person (Gross)
1.	Multitasking Court Assistant							

* Minimum take home remuneration of Multitasking Court Assistant is Rs.11,100/- per month per person as per Finance Department letter No.30722/F dated 06.11.2021.

Date

Signature of authorized person with seal

Place

Full Name

Telephone No/Mobile No.

e-mail ID

Notes :

1. The total rates quoted by the Service Provider should be inclusive of all statutory / tax liabilities in force at the time of entering into contract.
2. The payment shall be made on conclusion of the calendar month only on the basis of number of working days for which duty has been performed by each manpower.
3. The bids with NIL, or very low service charge can be treated as "Non responsive Bid".

TERMS AND CONDITIONS

GENERAL

1. The Agreement shall be valid for one year unless it is curtailed or terminated by the authority owing to deficiency of service, sub-standard quality of manpower deployed, breach of contract etc. or change in requirements.
2. The Agreement shall automatically expire after completion of one year unless extended further by the mutual consent of the Manpower Service Provider and Authority.
3. The Agreement may be extended, on the same terms and conditions or with some additions/deletions/modifications, for a further specific period mutually agreed upon by the Manpower Service Provider and Authority.
4. The Manpower Service Provider shall not be allowed to transfer, assign, pledge or subcontract its rights and liabilities under this Agreement to any other agency or organizations by whatever name be called without the prior written consent of the Authority.
5. Board of Revenue, Odisha, Cuttack, has the requirement of 78 (seventy eight) nos. of Multitasking Court Assistants on urgent basis for day to day office work at different Revisional Courts under Board of Revenue, Odisha, Cuttack.
6. The Manpower Service Provider will be bound by the details furnished by it to the Authority while submitting the tender or at subsequent stage. In case, any of such documents furnished by it is found to be false at any stage, it would be deemed to be a breach of terms of Agreement making it liable for legal action besides termination of the Agreement and forfeiture of performance security deposit.
7. The Authority reserves the right to terminate the Agreement anytime during the period of contract after giving 15 days notice to the Manpower Service Provider.
8. The persons deployed in the court will be called on holidays to attend duty if required in case of urgency. They are entitled for special leave as per FDOM No.30794 dated 06.11.2021.
9. The Manpower Service Provider shall nominate a coordinator who shall be responsible for immediate interaction with the Board of Revenue so that optimal services of the persons deployed could be availed without any disruption.
10. The entire financial liability in respect of manpower services deployed in Board of Revenue shall be that of the Manpower Service Provider and the Board of Revenue will in no way be liable. It will be the responsibility of the Manpower Service Provider to pay to the person deployed a sum not less than the minimum rate quoted in the financial bid and produce such evidence as may be required by Board of Revenue.

11. For all intents and purposes, the Manpower Service Provider shall be the "Employer" within the meaning of different Rules & Acts in respect of manpower so deployed. The persons deployed by the Manpower Service Provider shall not have any claim whatsoever like employer and employee relationship against Board of Revenue, Odisha, Cuttack.
12. The Manpower Service Provider shall be solely responsible for the redressal of grievances or resolution of disputes relating to persons deployed. The Board of Revenue, Odisha, Cuttack shall, in no way, be responsible for settlement of such issues whatsoever. In case the grievances of the deployed person are not attended to by the Manpower Service Provider, the deployed person can place their grievance before a Joint Committee consisting of a representative of the Board of Revenue and an authorized representative of the Manpower Service Provider.
13. The Board of Revenue, Odisha, Cuttack shall not be responsible for any financial loss or any injury to any person deployed by the Manpower Service Provider in the course of their performing the functions/duties, or for payment towards any compensation.
14. The persons deployed by the Manpower Service Provider shall not claim nor shall be entitled to pay, perks and other facilities admissible to regular /confirmed employees during the currency or after expiry of the Agreement.
15. In case of termination of this Agreement on its expiry or otherwise, the persons deployed by the Manpower Service Provider shall not be entitled to and shall have no claim for any absorption in regular or other capacity.
16. The person deployed shall not claim any benefit or compensation or absorption or regularization of deployment with office. Undertaking from the person deployed to this effect shall be required to be submitted by the Manpower Service Provider at the time of commencement of such deployment.
17. The Manpower Service Provider must be registered with the concerned Govt. Authorities i.e. Labour Commissioner, Provident Fund Authorities, Employees State Insurance Corporation etc. and a copy of the registration should be submitted. The Manpower Service Provider shall comply with all the legal requirements for obtaining License under Contract Labour (Regulations and Abolition) Act, 1970 if any, at his own part and cost.
18. 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 own personal reasons. The payment in respect of the overlapping period of the substitute shall be the responsibility of the Manpower Service Provider. The Manpower Service Provider shall be responsible for contributions towards Provident Fund and Employees State Insurance, wherever applicable.
19. The persons deployed by the Manpower Service Provider should have good police records and no criminal case should be pending against them. Police verification of the antecedents of the deployed personnel can be made at the discretion of the Board of Revenue, Odisha, Cuttack

20. The persons deployed should be polite, cordial and efficient while handling the assigned work and their actions should promote good will and enhance the image of the office.

LEGAL

21. The persons deployed shall not commit any mischief in any form with the judicial case records, documents, registers and files. In view of this, they shall be required to maintain confidentiality and breach of this condition shall make the Manpower Service Provider as well as the person deployed liable for penal action under the applicable laws besides, action for breach of contract.
22. The Manpower Service Provider shall be responsible for compliance of all statutory provisions to minimum wages payable to different types of worker in respect of the persons deployed by it in the Board of Revenue. The Board of Revenue, Odisha, Cuttack shall have no liability in this regard.
23. The Manpower Service Provider shall also be liable for depositing all taxes, levies, Cess etc., on account of service rendered by it to the concerned tax collection authorities, from time to time, as per the Rules and Regulations in the matter. Attested Xerox copies of such documents shall be furnished to the Board of Revenue, Odisha, Cuttack as and when required.
24. The Manpower Service Provider shall maintain all statutory registers under the law and shall produce the same, on demand, to the authority of the Board of Revenue or any other authority under law.
25. The Tax Deduction at Source (TDS) shall be done as per the provisions of Income Tax Act/Rules, GST Act/Rules, as amended, from time to time and a certificate to this effect shall be provided by the Board of Revenue, Odisha, Cuttack.
26. In case the Manpower Service Provider fails to comply with any liability under appropriate law and as a result thereof, the Board of Revenue is put to any loss/obligation, monetary or otherwise, the Board of Revenue will be entitled to get itself reimbursed out of the outstanding bills or the Performance Security Deposit of the Manpower Service Provider, to the extent of the loss or obligation in monetary terms.
27. The Agreement is liable to be terminated because of non-performance, deviation of terms and conditions of contract, non-payment of remuneration of employed persons and non-payment of statutory dues. The Board of Revenue will have no liability towards non-payment of remuneration to the persons employed by the Manpower Service Provider and the outstanding statutory dues of the service provider to statutory authorities. If any loss or damage is caused to the Board of Revenue by the person deployed, the same shall be recovered from the unpaid bills or adjusted from the Performance Security Deposit.

FINANCIAL

28. The Technical Bid should be accompanied with Bid Security Declaration, failing which the tender shall be rejected out-rightly.
29. The successful bidder will have to deposit a Performance Security Deposit of Rs.3,15,684/- (3% of the cost of the contract) in the form of Bank Guarantee from any Nationalized Bank drawn in favour of the Authority covering the period of agreement before commencement of the contract. In case, the contract is further extended beyond the initial period, the Bank guarantee will have to be accordingly renewed by the successful bidders.

The amount of performance security deposit is to be determined by the Authority taking into account the contractual obligation of the manpower service provider.

30. In case of breach of any terms and conditions attached to the agreement, the performance security deposit of the Manpower Service Provider shall be liable to be forfeited besides annulment of the Agreement.
31. The Manpower Service Provider shall raise the bill, in triplicate, alongwith attendance sheet duly verified by the Board of Revenue in respect of the persons deployed and submit the same to the prescribed authority within the 3rd day of the succeeding month. As far as possible the payment will be released within the 1st week of succeeding month.
32. The claims in bills regarding Employees State Insurance, Provident Fund and Service Tax etc., should be necessarily accompanied with documentary proof pertaining to the concerned bill month. A requisite portion of the bill or whole of the bill amount shall be held up till such proof is furnished, at the discretion of the Board of Revenue.
33. The amount of penalty calculated @ Rs.100/- per day on account of delay, if any, in providing a suitable substitute for the period beyond three working days by the Manpower Service Provider shall be deducted from the monthly bills in the succeeding month.
34. The Authority reserves the right to withdraw or relax any of the terms and conditions mentioned above so as to overcome the problem encountered at a later stage.
35. In the event of any dispute arising in respect of the clauses of the agreement the same shall be resolved through negotiation. Alternatively the dispute shall be referred to the Officer to be nominated by the Board of Revenue for his decision and his decision shall be binding on all parties.
36. All disputes shall be brought under the jurisdiction of the court at the place where the headquarters of the authority, who has executed the agreement, is located.
37. The successful bidder will enter into an agreement with the Board of Revenue for supply of suitable and qualified manpower as per requirement of the Board of Revenue on the above terms and conditions.

DOCUMENTS TO BE PROVIDED WITH THE TECHNICAL BID

1. Application - Technical Bid
2. Attested Copy of Registration of Agency
3. Certified copy of the statement of Bank Account of the Agency for the last three years
4. Attested copy of Aadhar/PAN/GIR Card
5. Attested copy of the latest IT return filed by agency for last 3 years
6. Attested copy of Service Tax registration certificate
7. Attested copy of the E.P.F. registration letter / certificate
8. Attested copy of the E.S.I registration letter / certificate
9. Certified documents in support of the financial turnover of the agency
10. Certified documents in support of entries in column 10-13 of Technical Bid application
11. 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.
12. Authorization Certificate of Agency
13. Bid Security Declaration Form (Annexure-I)
14. Copy of the document showing at least three years" experience in providing manpower particularly to Courts / Tribunals / Government Department etc.
15. Self declaration that the agency is having no criminal antecedent/ no previous unsatisfactory service report/ previously not black listed by any organization

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

1. List of Manpower short listed by agency for deployment in the Board of Revenue, Odisha, Cuttack 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.

**Secretary,
Board of Revenue, Odisha,
Cuttack**

Bid Security Declaration Form (Annexure-I)

To

The Secretary,
Board of Revenue, Odisha, Cuttack.

Ref: Your Tender Notice No. _____ dated _____

Sir,

This is with reference to your above mentioned Tender for engagement of Multitasking Court Assistant. I/We hereby declare that:-

I/We understand that I/We may be disqualified from bidding for any contract with you for a period of two years from the date of notification if I am / We are in a breach of any obligation under the bid conditions, because I/We have withdrawn / modified / amended, impairs or derogates from the tender, my/our bid during the period of bid validity specified in the form of Bid.

I/We understand this Bid Security Declaration shall cease to be valid if I am / We are not the successful Bidder, upon the earlier of (i) the receipt of your notification of the name of the successful Bidder; or (ii) thirty days after the expiration of the validity of my/our Bid.

Date:

Authorized Signatory:

Name:

Designation:

Place:

Contact No.:

Email :

Company seal

LETTER OF AUTHORISATION FOR ATTENDING BID OPENING

(With Reference to Tender Notice No _____/Estt dt. _____)

To,

The Secretary,
Board of Revenue, Odisha, Cuttack

Subject: Authorisation for attending bid opening on _____ in the Tender for Manpower Services for 78 Nos. of Multitasking Court Assistant (on outsourcing basis).

Sir,

Following persons are hereby authorised 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 authorised 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 authorisation as prescribed above is not produced

List of 39 Revisional Courts under the Board of Revenue, Odisha, Cuttack

Sl No	Name of the Court
1	Member, Board of Revenue, Odisha at Cuttack and Camp Court, Bhubaneswar
2	Commissioner, Land Records & Settlement, Cuttack
3	Director, Consolidation, Cuttack
4	Land Reforms Commissioner, Cuttack
5	Commissioner, Consolidation, Cuttack
6	Commissioner, Consolidation & Settlement, Bhubaneswar
7	Commissioner, Consolidation, Bhubaneswar
8	Addl. Revisional Court-I, Bhubaneswar.
9	Addl. Revisional Courts-II, Bhubaneswar.
10	Addl. Revisional Courts-III, Bhubaneswar
11	Addl. Revisional Courts-IV, Bhubaneswar
12	Addl. Commissioner, Consolidation & Settlement, Cuttack
13	Addl. Commissioner, Consolidation & Settlement, Balasore
14	Addl. Commissioner, Consolidation & Settlement, Sambalpur
15	Addl. Commissioner, Consolidation & Settlement, Berhampur
16	Additional Commissioner, Land Records & Settlement(Jajpur)
17	Additional Commissioner, Land Records & Settlement (Vyasnarar)
18	RDC (Southern Division), Berhampur
19	RDC (Northern Division), Sambalpur
20	RDC (Central Division), Cuttack
21	Secretary to RDC (SD), Berhampur
22	Secretary to RDC (ND), Sambalpur
23	Secretary to RDC (CD), Cuttack
24	Collector, Koraput
25	Collector, Kalahandi
26	Collector, Malkangiri
27	Collector, Sundargarh
28	Collector, Nuapada
29	Collector, Rayagada
30	Collector, Nabarangpur
31	Additional Commissioner, Consolidation & Settlement, Nayagarh
32	Additional Commissioner, Consolidation & Settlement, Bhadrak
33	Additional Commissioner, Consolidation & Settlement, Kendrapara
34	Additional Commissioner, Consolidation and Settlement, Bargarh
35	Additional Commissioner, Consolidation and Settlement, (Keonjhar)
36	Additional Commissioner, Consolidation and Settlement, Sambalpur-II
37	Additional Commissioner, Consolidation and Settlement, Nuapada
38	Additional Commissioner, Consolidation and Settlement, Boudh
39	Additional Commissioner, Consolidation and Settlement, Berhampur-II