

TENDER
FOR
ENGAGEMENT OF 12(TWELVE) NOS.
OF GROUP-D PERSONNEL (PEONS)
ON OUTSOURCING BASIS
AT REVISIONAL COURTS UNDER
BOARD OF REVENUE, ODISHA, CUTTACK

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BOARD OF REVENUE: ODISHA: CUTTACK

No.IV-E-13/2024 858 /Estt., dated 04-03-2025

TENDER NOTICE

The Board of Revenue, Odisha, Cuttack hereby invites Sealed Tenders in the prescribed format from reputed Registered Service Provider Agencies having registered office located within State of Odisha and possessing valid license, statutory clearance, service tax registration, EPF Registration, ESI Registration and PAN No. for providing services of **12 (Twelve) Nos. Group-D Personnel (Peon)** in 12 Revisional Courts under 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 12 (Twelve) numbers of Group-D Personnel (Peon) (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 G.A Department Resolution No.7982/GAD dated 07.03.2024. The bidders should have minimum of five years of experience in providing Group-D Personnel to Central Govt./State Govt. Department etc.

The estimated cost of the tender is of Rs. 18,15,000/- (Eighteen lakh fifteen thousand) only per annum excluding applicable taxes, statutory dues and negotiated service charges.

Last date of submission of Tender:- 21.03.2025 by 5.00 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 authorized 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 & Financial Bid – 24.03.2025 by 3.00 P.M.

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 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


Special Secretary (Establishment)

Memo No. 859 /Estt. dated 04-03-2025

Copy along with soft copy of notice and tender document forwarded to the Technical Director, NIC, Board of Revenue, Odisha, Cuttack with a request to upload the same in the official website of Board of Revenue, Odisha, Cuttack for wide publicity.


Special Secretary (Establishment)

Board of Revenue, Odisha, Cuttack

TENDER DOCUMENT

For providing 12 (Twelve) numbers of Group-D Personnel (Peon) (on outsourcing basis) in the Revisional Courts under Board of Revenue, Odisha, Cuttack by Service Provider Agency

TENDER SCHEDULE

(a)	Period of issue of Tender Document	04.03.2025
(b)	Last Date and time for Submission of Tender Document	21.03.2025 by 5.00 P.M.
(c)	Date and time for opening of (i) Technical Bids and (ii) Financial Bids	24.03.2025 by 3.00 P.M.
(d)	Likely date for commencement of deployment of Required Manpower service	01.04.2025

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 Service Providers to provide services of Group-D personnel(Peon) on outsourcing basis in the Revisional Courts under Board of Revenue, Odisha, Cuttack. The name and place of Revisional Courts under Board of Revenue are given below:

Sl. No.	Name of Revisional Courts
1	Land Reforms Commissioner, Cuttack
2	Director, Consolidation, Cuttack
3	Commissioner Consolidation, Cuttack
4	Commissioner Consolidation, Bhubaneswar
5	Addl. Commissioner Consolidation & Settlement, Cuttack
6	Addl. Commissioner Consolidation & Settlement, Balasaore
7	Addl. Commissioner Consolidation & Settlement, Berhampur
8	Addl. Commissioner Consolidation & Settlement, Sambalpur
9	Addl. Revisional Commissioner-I, Bhubaneswar
10	Addl. Revisional Commissioner-II, Bhubaneswar
11	Addl. Revisional Commissioner-III, Bhubaneswar
12	Addl. Revisional Commissioner-IV , Bhubaneswar

NB: The detailed address will be shared to the successful bidder.

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 the contract may be further extended for another one year provided the requirement of the offices for manpower persists at that time. The period of contract may be curtailed/terminated before completion of one year owing to deficiency in service or substandard quality of personnel deployed by the selected Service Provider. 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. **Under no circumstances the manpower/personnel shall be allowed to continue for more than a period of two years, so**

as to avoid future litigation relating to regularization.

3. The Group-D manpower shall be engaged as peon. The details of placement of 12 (twelve) nos. of Group-D manpower is given above.
4. The contract of service provider shall be terminated if the selected bidder fails to provide manpower having expertise in doing peon works in the offices to the extent of carrying files, official papers and books etc. inside or outside office along with additional works that may be assigned to him by the authority from time to time as & when required and fails to provide the manpower who are in good physical health condition having expertise in the above work and to be good vigilant during the silent hours.
5. The estimated cost of the contract is **Rs.18,15,000/- (Eighteen lakh Fifteen Thousand)** only per annum excluding applicable taxes, statutory dues and negotiated service charges.
6. The interested Service Provider Agency shall submit the tender document complete in all respects along with other requisite documents by 21.03.2025 up to 5.00P.M. at the office of the Board of Revenue, Odisha, Cuttack.
7. The tender has been invited under two bid systems i.e. Technical Bid annexed at **Annexure-I** and Financial Bid annexed at **Annexure-III**. The interested bidders are required to submit the bids in two separate sealed envelopes super scribing "**Technical Bid**" and "**Financial Bid**". Both sealed envelopes should be kept in a third sealed envelope super scribing "**Tender for Providing services of Group-D personnel (Peon) to the Revisional Courts under Board of Revenue, Odisha, Cuttack**".
8. The Technical Bid must be accompanied with an Earnest money deposit (EMD) of **Rs. 1,00,000/- (Rupees one lakh)** only in shape of Demand Draft drawn in favour of the Secretary, Board of Revenue, Odisha, Cuttack in any Nationalized Bank, payable at Cuttack. No interest will accrue on the Earnest money deposit.
 - Tender without prescribed Earnest money deposit (EMD) will be rejected.
 - The EMD of the unsuccessful bidders will be returned in case the tender process is cancelled or after completion of the tender process.
 - The EMD of the successful bidders is refundable (without interest) on

receipt of performance security.

- The EMD will be forfeited if the Successful Agency refuses to take up the work at the quoted price.

9. The successful bidder will have to deposit a Performance Security Deposit of **Rs.1,50,000/- (One Lakh Fifty Thousands) only** in the shape 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.

10. The interested Service Provider agencies are required to enclose the self attested documents as mentioned below along with the Technical Bid, **failing which their bids shall be summarily/out rightly rejected and will not be considered any further:**

- a) Copy of Registration certificate of the applicant's organization;
- b) Copy of Aadhar /PAN
- c) Demand Draft in support of EMD as applicable.
- d) Copy of the IT return filed for the last three financial years
- e) Copies of EPF and ESI certificates;
- f) Copy of the GST registration Certificate;
- g) Certified extracts of the Bank Account containing transactions during last three years.
- h) Copy of documents of at least five years experiences in providing manpower **particularly Group-D Personnel** to Central Govt./ State Government Department etc.
- i) Self declaration that the agency is having no criminal antecedent/ no previous unsatisfactory service report/ previously not black listed by any organization.

11. The conditional bids shall not be considered and will be out rightly rejected.

12. 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 initialized by the person authorized to sign the tender bids.

13. The Technical bid and Financial bid shall be opened on the scheduled date and time at 3.00 P.M. on 24.03.2025, in the 5th Floor Conference Hall of Board of Revenue, Odisha, Cuttack in presence of the Selection Committee and the representatives of the Service Provider Agency, if any, who wish to be present on the spot at the time of opening of the Bids.
14. The Financial Bid of only those bidders will be opened who would be found successful in the Technical Bid.
15. The bidders to quote service charge in pursuance of Finance Department Office Memorandum No. 19595/F dated 11.07.2023.
16. The Selection Committee can use its own discretion for selection of the service provider. The decision taken by the Committee shall be final.
17. The Secretary, Board of Revenue reserves the right to annul any or 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 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 "five years" experience in providing manpower **particularly Group-D Personnel** to Central Govt./ State Govt. 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 man power services.
 - (h) The agency should have minimum annual turn-over of Rs.5 Crores in providing man power 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 PERSONNEL TO BE DEPLOYED BY
THE SUCCESSFUL MANPOWER SERVICE PROVIDER IN THE
REVISIONAL COURTS UNDER BOARD OF REVENUE, ODISHA, CUTTACK**

1. The Group-D personnel deployed should be above 18 years and not more than 50 years of age and physically fit.
2. They must be literate.
3. 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 GROUP-D PERSONNEL (PEON)
IN THE REVISIONAL COURTS UNDER BOARD OF REVENUE,
ODISHA, CUTTACK

1.	Name of the Service Provider Agency	
2.	Details of Earnest Money Deposit (Demand Draft Details)	DD No.
		Date:
		Amount (Rs.)
		Drawn on Bank:
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	GST 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. Financial turnover of the Service Provider agency for the last 3(three) Financial Year:						
Financial Year	Amount in lakh		Remarks if any			
2021-22						
2022-23						
2023-24						
14. Give details of the similar contracts handled by the tendering Man power 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. & e-mail ID	Man power services provided		Annual Bill amount (In Lakh)	Duration of contract	
		Type of services provided	No.		From	To
15. Additional information, if any (Attach separate sheet, if required)						

Date:

Signature of authorized person with seal

Place:

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:

ANNEXURE-III								
APPLICATION- FINANCIAL BID								
FOR PROVIDING SERVICES OF GROUP-D PERSONNEL (PEON) IN THE REVISIONAL COURTS UNDER BOARD OF REVENUE, ODISHA, CUTTACK								
1.	Name of the Service Provider Agency:							
2.	Rate per person per month 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.	Category of the employee	Monthly Rate per Person						
		*Take Home remuneration (Net)	EP F13 %	ESI 3.25 %	Other statutory dues if any	Service Charge	GST	Total per Person (Gross)
1.	Group-D personnel (Peon)							

*1. Minimum take home remuneration of Group-D personnel (Peon) is Rs.12,600/- per month per person as per G.A & P.G Department Resolution No.7982/GAD dated 07.03.2024.

2. The Bidders to quote service charge in pursuant to Finance Department letter No. 19595/F, dated 11.07.2023.

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 personnel.

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 personnel 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 Service Provider Agency 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 Man power service provider Agency and Authority. **Under no circumstances the manpower/personnel shall be allowed to continue for more than a period of two years, so as to avoid future litigation relating to regularization.**
4. 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 organizations by whatever name be called without the prior written consent of the Authority.
5. Board of Revenue, Odisha, Cuttack has made the requirement of 12 (twelve) nos. of Group-D personnel (Peon) on urgent basis for day to day official work in Revisional Courts under Board of Revenue, Odisha, Cuttack as indicated above.
6. The 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. Action as deemed proper shall be initiated against the Service Provider agency.
7. The Authority reserves the right to terminate the Agreement any time during the period of contract after giving 15 days notice to the Service Provider Agency.
8. The persons deployed in the Revisional Courts for official work besides normal working hours 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 and G.A & P.G Department Resolution No.7982/GAD dated 07.03.2024.

9. The Service Provider Agency 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 Revisional Courts under Board of Revenue shall be that of the Service Provider and the Board of Revenue will no way be liable. It will be the **responsibility** of the 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 Service Provider shall be the "Employer" within the meaning of different Rules & Acts in respect of personnel so deployed. The persons deployed by the Service Provider shall not have any claim whatsoever like employer and employee relationship against Board of Revenue, Odisha, Cuttack.
12. The 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 Service Provider, the deployed person can place their grievance before Grievance Officer of the Board of Revenue.
13. The Board of Revenue, Odisha, Cuttack 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.
14. The persons deployed by the 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 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 Service Provider at the time of commencement of such deployment.
17. The Service Provider Agency 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 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 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 Service Provider. The Service Provider shall be responsible for contributions towards Provident Fund and Employees State Insurance, wherever applicable.
19. The persons deployed by the 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.
21. The agency must not have been blacklisted by any Central/ State Government or any other public sector undertaking or any authority during the recent past. An undertaking to this effect shall be furnished by the Bidders as per the prescribed format at FORM T2.

LEGAL

22. 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.
23. The 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.
24. The 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.
25. The 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.

26. 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.
27. In case the 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.
28. 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 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

29. The Technical Bid should be accompanied with EMD of Rs.1,00,000/- (Rupees one lakh) only (refundable) in the form of Demand Draft, failing which the tender shall be rejected out-rightly.
30. The successful bidder will have to deposit a Performance Security Deposit of Rs.1,50,000/- (One Lakh Fifty Thousands) only 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 performance security deposit 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 service provider.
31. In case of breach of any terms and conditions attached to the agreement, the performance security deposit of the Service Provider Agency shall be liable to be forfeited besides annulment of the Agreement.
32. The Service Provider shall raise the bill, in triplicate, along with attendance sheet duly verified by the Board of Revenue in respect of the persons deployed and submit the same to the prescribed authority in the 20th day of the month and as far as possible the payment will be released in the 28th day of the same month, subject

to availability of funds. The Service Provider shall be responsible for transfer of remuneration to the persons deployed within the next 48 hours and in no case later than the last day of every month.

33. 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 monthly bill. 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.
34. 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.
35. 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.
36. 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.
37. 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.
38. 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 before providing services.

ANNEXURE-V

DOCUMENTS TO BE PROVIDED WITH THE TECHNICAL BID

1. Bidder's Covering Letter
2. Application- Technical Bid
3. Attested Copy of Registration of Agency
4. EMD in the form of Demand Draft in original
5. Certified copy of the statement of Bank Account of the Agency for the last three years
6. Attested copy of Aadhar /PAN Card
7. Attested copy of the latest IT return filed by agency for last 3 years
8. Attested copy of GST Registration certificate
9. Attested copy of the E.P.F. Registration letter/certificate
10. Attested copy of the E.S.I Registration letter / certificate
11. Certified documents in support of the financial turnover of the agency
12. Certified documents in support of entries in column 10-13 of Technical Bid application
13. 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.
14. Authorization Certificate of Agency
15. Copy of the document showing at least five years" experience in providing manpower particularly Group-D personnel (Peon) to Central Govt./ State Govt.etc
16. Self declaration that the agency is having no criminal antecedent/ no previous unsatisfactory service report/ previously not black listed by any organization

ANNEXURE-VI

DOCUMENTS TO BE SUBMITTED BY THE SUCCESSFUL AGENCY BEFORE DEPLOYMENT OF PERSONNEL

1. List of persons shortlisted by agency for deployment in the Revisional Courts under Board of Revenue, Odisha, Cuttack containing full details i.e. date of birth, marital status, address, educational certificate(if any), 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**

ANNEXURE-VII

BIDDER'S COVERING LETTER

To,
The Secretary,
Board of Revenue, Odisha, Cuttack

Ref: Tender Notice No. _____/dt. _____

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

We undertake that, if our bid is accepted, we shall execute the work in accordance with specifications, time limits and terms & conditions stipulated in the tender documents and also submit the performance security deposit as per the conditions mentioned in the contract.

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

Bid submitted by us is properly prepared and sealed so as to prevent any subsequent alteration or replacement.

Dated this _____ Day of _____ (the month and year)

Signature of authorised Signatory _____

In capacity of _____

Duly authorized to sign the bid for and on behalf of _____

LETTER OF AUTHORISATION FOR ATTENDING BID OPENING

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

To,

**The Secretary,
Board of Revenue, Odisha, Cuttack**Sub: Authorisation for attending bid opening on _____ in the Tender for providing manpower Services for **12 (Twelve) Nos. of Group-D personnel (Peon)** 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 with Name and Specimen Signature

Sl.No.	Name in order of Preference	Signature
1.		
2.		

OR

Officer authorised to sign the bid documents on behalf of the bidder.

Signature of the Authorized Signatory

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

ANNEXURE-IX

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 organisation has not been blacklisted/ debarred by any of the Central / State Government Department/ office or 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: