

**Biju Patnaik University of Technology, Odisha
Rourkela**

No. BPUT/ CS&P/32/19/3808

Dated 29.07.2019

TENDER DOCUMENT FOR PROVIDING SECURITY SERVICES

A. General Information:

[Click to download MS Word format](#)

Biju Patnaik University of Technology, Odisha, Rourkela (in short "BPUT") requires the service of reputed, well established, financially sound and registered Service Providers to provide Security Services by deploying adequately trained and disciplined man power at BPUT, Chhend, Rourkela as per the requirement.

The period of contract for providing the aforesaid service will be ideally for 01 years from the date of effectiveness of the contract. The contract may be extended for a period, not exceeding the original duration of the contract on mutual consent depending upon the performance of the Service Provider and at the discretion of the authority. The authority reserves the right to terminate the contract at any time after giving 30 days' notice to the service Provider.

The interested bidders may visit the location on any working day between the office hours to have a thorough knowledge of the work to be performed before preparation and submission of the bid.

B. Bidding Schedule

1	RFP Issue Date	29.07.2019
2	Last Date and Time for Submission of Pre-Bid queries through email	05.08.2019
3	Pre Bid Meeting Date and Time	13.08.2019, 11.30 AM
5	Bid Submission Date and Time	28.08.2019, 5.00 PM
6	Technical Bid Opening Date and Time	29.08.2019, 11.30 AM
7	Financial Bid Opening Date and Time	31.08.2019, 11.30 AM

C. Eligibility Criteria :

Sl	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"> • Indian Companies Act 2013 • Indian Partnership Act 1932 • The Societies Registration Act 1860 • Limited Liability Partnership Act 2008 • Indian Trust Act 1882. 	Copy of Certificates of Incorporation / Registration issued by the competent authority

DATE :

Authorised Signature of Bidder
(With Seal)






Registrar
Biju Patnaik University
of Technology, Odisha,
Rourkela -15

2	The bidder must have at least five years in business (upto last date of submission of bid) for providing similar type i.e Security Services to Central / State Government/ Autonomous bodies/ Corporate bodies	Copies of supporting work order issued by respective authorities as applicable along with duly filled information sheet
3	The registered Office / branch office of the Service Provider must be located within the jurisdictional area of Rourkela.	Valid address proof of the office (Copy of the Land Line Telephone Bill / Electricity Bill / GSTIN of the Office Premise)
4	Bidder should have the average financial turnover of not less than Rs. 1.0 crores and should have a positive net worth for last Five financial years, ending 2018-19 for providing similar type of services as per the scope of the work.	Duly certified copy from the auditor / chartered accountant has to be provided certifying Organizations turnover during last five financial years
5	Must have its own bank account in any scheduled bank situated in Odisha	Copy of the pass book along with self- attested Bank Account Statement for the last six months period needs to be furnished.
6	Bidder should not have been blacklisted by any Central / State Government or any other public sector undertaking as on date of this RFP	Undertaking on stamp paper of appropriate value in shape of affidavit from the Notary regarding his eligibility and non-blacklisting needs to be furnished
7	Must not have any pending judicial proceedings for any criminal offence against the proprietor /Director / Persons to be deployed by the Service Provider	An undertaking to this effect must be submitted on the bidder letter head
8	Other Statutory Documents	Copies of PAN, GSTIN, Copies of EPF & ESI Registration Certificate, IT return for the last 3 years, Valid License under PSARA (Private Security Agencies Regulation Act, 2005)

D. Submission of Bid :

The proposal complete in all respect as specified must be accompanied with a Non- refundable amount of **Rs. 1000/-** towards **Bid Processing Fee** and **EMD** of Rs. 2.0 lakhs in form of **Demand Draft** in favour of "BPUT", drawn in any scheduled commercial bank and payable at Rourkela failing which the bid will be out rightly rejected. The bid should be sent through Speed Post/Registered Post so as to reach at BPUT by 28.08.2019 by 5.00 PM to the Registrar, Biju Patnaik University of Technology, Chhend, Rourkela- 769015.

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

The bid has been invited under two bid systems i.e Technical Bid and Financial Bid. The bidders are advised to submit two separate envelopes super scribing "**Technical Bid for Security services**" and "**Financial Bid for Security services**". Both sealed envelopes must be kept in a third sealed envelope super-scribing "Bid Document (Security Services)"

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Biju Patnaik University
of Technology, Odisha,
Rourkela -15

Selected bidder will have to deposit a Performance Security (10% of the annual contract value) in the form of Bank Guarantee from any scheduled Bank situated within Odisha in favour of "Biju Patnaik University of Technology, Odisha, Rourkela" as per the prescribed format for a period of three months beyond the contract period. (i.e. Performance Bank Guarantee must be valid from the date of effectiveness of the contract to a period of three months beyond the contract period) as its commitment to perform services under the contract. Failure to comply with the requirements shall constitute sufficient grounds for forfeiture of the Performance Bank Guarantee. The Performance Bank Guarantee shall be released immediately after three months of expiry of the contract provided that there is no breach of contract on the part of the qualified bidder. No interest shall be paid on the Performance Bank Guarantee. In case, the contract is further extended beyond the initial contract period, the Bank Guarantee will have to be accordingly renewed by the deployed service provider as per the existing terms and conditions of the tender.

E. List of Documents for submission

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

- Covering letter along with power of attorney on the bidder's letter head
 - Demand Draft in support of Bid processing fee of Rs. 1000/-
 - Demand Draft in support of EMD of Rs. 2.0 lakhs
 - Copy of Certificate of Incorporation of the firm / agency
 - Copy of GSTIN
 - Copy of PAN
 - Copies of IT returns for the last three assessment years
 - Copies of EPF&ESI Registration Number
 - Copy of valid license under PSARA Act, 2005
 - Copy Bank Account details
 - Copies of the Income/Expenditure statements along with Balance Sheet for the last 3 years.
 - Copies of work orders from the previous organizations for providing services during last 3years.
 - Undertaking regarding non-blacklisting (On stamp paper)
 - Undertaking regarding non-pending of any judicial proceedings (On bidder's letter head)
- (a) 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.
- (b) All entries along with the pages in the bid document should be legible, filled-in clearly and signed by the authorized representative. If the space for furnishing information is insufficient, a separate sheet duly signed by the authorized signatory should be attached.
- (c) The technical Bid will be opened on 29.08.2019 at 11.30 AM in presence of the authorised representatives of the bidder who wish to be present on the spot at that time. Financial bid of the technically qualified bidders shall be opened on 31.08.2019 at 11.30 AM in presence of the authorized representatives.
- (d) 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.

DATE :

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of Technology, Odisha,
Rourkela -15

- (e) 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.
- (f) To assist in the analysis, evaluation and computation of bids, the authority may ask the bidders individually for clarification of their bids. The request for clarification and the response shall be in writing but no change in the price or substance of the bid offered shall be permitted.
- (g) The bidder having the lowest evaluated financial bid (L-1) would be considered for award of the contract subject to fulfilment 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.
- (h) 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.
- (i) 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.
- (j) The authority reserves the right to reject any or all bids and terminate the tender process without assigning any reason thereof.

F. Scope of the work

BPUP invites sealed bids from the eligible bidders for providing the security service at BPUP, Chhend, Rourkela. The scope of work is as follows :

- (a) The man power for the security services shall be round the clock. However, the deployment of the security personnel may be varied with respect to the scope of the service, which can be increased / decreased as per the convenience of the Authority.
- (b) The Service Provider shall ensure that the security personnel deputed are as per the scope of the work, physically & mentally healthy, have good character and not more than 45 years of age or less than 21 years of age.
- (c) The full particulars of the personnel to be deployed by the service provider including their names and addresses shall be furnished along with testimonials before they are actually deployed for the job.
- (d) Visitors shall be regulated as per the direction of the authority and procedure and records thereof shall be maintained as stipulated therein.
- (e) A senior level representative of the Service provider shall visit the Office premises at least once a week and review the service performance of its personnel. During the weekly visit, Service provider's representative will also meet the representative of the Authority dealing

DATE :

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Registrar
Biju Patnaik University
of Technology, Odisha,
Rourkela -15

with service under the contract for mutual feedback regarding the work performed and removal of deficiencies, if any, observed in their working.

- (f) The incidental expenses towards shoes, shocks, caps, torch stick, umbrella and raincoat etc. shall be borne / supplied by the service provider at its own cost.
- (g) The day to day functioning of the services shall be carried out in consultation with and under direction of the Authority. Proposals for efficient functioning of the security systems shall be discussed, considered and implemented from time to time by the Service provider with the approval of the Authority.
- (h) Any loss caused to the Authority due to the lapse on the part of the security personnel discharging responsibilities, will be borne by the Service provider and in this connection, the Authority shall have the right to deduct appropriate amount from the bill of the Service provider to make good such loss besides imposition of penalty. In case of frequent lapses on part of the security personnel deployed by the Service provider, Authority shall be within its right to terminate the contract or take any other action without assigning any reason whatsoever.
- (i) The Service provider shall ensure that any replacement of the personnel as required by the Authority for any reason specified or otherwise, shall be effected promptly without any additional cost to the Authority. If the Service provider wishes to replace any of the personnel, the same shall be done with prior intimation to the Authority at the Service provider's cost.

G. General Terms and Conditions

- (1) For all intents and purposes, the Service Provider shall be the "Employer" within the meaning of different Rules & Acts in respect of persons deployed. The persons deployed by the service provider shall not have any claim whatsoever like employer and employee relationship against the Authority under this agreement. The Service Provider shall make them known about their position in writing before deployment under the required service.
- (2) The Service Provider must employ adult labour only. Employment of child labour will lead to the termination of the contract. Persons to be deployed by the Service Provider should be above 18 years of age and not exceeding 45 years and physically sound to perform the duties and must be of good character. They should remain in the rent roll of the bill.
- (3) The Service Provider will be overall responsible for the manpower deployed for performing the service. The Authority shall not be responsible for any financial loss or any injury to any person deployed by the Service Provider in the course of their performing the functions/ duties, or for payment towards any compensation.
- (4) The Service Provider shall exercise adequate supervision to ensure performance of manpower deployed to provide the services in accordance with the requirements. The Service Provider shall depute one full time supervisor in concerned office of the authority, for overall management of the services to be rendered at the site.

DATE :

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Rourkela -15

- (5) The Service provider shall be solely responsible for compliance to the provisions of various Labour and industrial laws, such as, wages, allowances, compensation, EPF & ESI, Bonus and Gratuity etc. relating to manpower to be deployed by it at the Authority's location.
- (6) Service Provider shall maintain complete official records of disbursement of wage s/ salary showing details of all supporting documents such as ESI, EPF etc. in respect of manpower deployed for the purpose.
- (7) The Service Provider shall maintain personal file in respect of all the staff who are deployed in office of the authority. The personal file shall invariably consist of personal details such as name, address, date of birth, sex, residential address (temporary/permanent), Bank Account, EPF/ESIC Details etc. should produced certificate in this regard.
- (8) The manpower to be deployed by the Service Provider should not have any adverse Police records/criminal cases against them. The agency should make adequate enquiries about the character and antecedents of the persons whom they are recommending. An undertaking to this respect must be provided by the manpower service provider prior to signing of the agreement.
- (9) The Service Provider will also ensure that the manpower deployed are medically fit and will keep in record a certificate of their medical fitness. The Service Provider shall withdraw such manpower who are not found suitable by this office for any reasons immediately on receipt of such a request.
- (10) The Service provider shall ensure that the manpower deployed by it are disciplined and do not participate in any activity detrimental to the interest of the Authority. He should ensure the attendance through Biometric method.
- (11) The Service Provider shall provide uniform along with Photo ID Card to its personnel deployed at site at its own cost.
- (12) The Authority shall not be liable for any compensation in case of any fatal injury/death caused to any man power while performing/discharging their duties/ for inspection or otherwise.
- (13) In case of any theft or pilferages, loss or other offences, the service provider will investigate and submit the report to the Authority and maintain liaison with the police. FIR will be lodged by the Authority, wherever necessary. If need be, joint enquiry comprising of both the parties shall be conducted and responsibility will be fixed.
- (14) In case of any loss caused to the Authority due to lapse on the part of the personnel discharging duties, the same shall be borne by the Service Provider. Authority shall have the right to deduct appropriate amount from the bill of service provider. In case of frequent lapses on the part of the personnel deployed by the service provider, Authority shall be within its right to terminate the contract or take any other action without assigning any reason whatsoever.

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Registrar
Biju Patnaik University
of Technology, Odisha,
Rourkela -15

- (15) In the event of any personnel being on leave/absent, the service provider shall ensure suitable alternative arrangements to make up for such absence. If a person leaves the job for any reason, the Service provider is liable to provide the suitable replacement within 3 working days.
- (16) In case of delay in providing required replacement, the amount of penalty calculated **at the rate of 1%** of the annual contract value per week on account of delay, shall be deducted from the monthly bills in the succeeding month.
- (17) There would be no increase in rates payable to the Service Provider during the Contract period. The service provider will be responsible for deposit of EPF, ESI, GST and other statutory dues as applicable from time to time and submit the proof of deposit to authority for records.
- (18) The Service Provider shall not be allowed to transfer, assign, pledge or subcontract its rights and liabilities under this Agreement to any other agency or organisation. Sub-contracting is not allowed under this agreement.
- (19) The Services Provider shall raise the bill, in triplicate, along with attendance sheet duly verified by the officer concerned in respect of the persons deployed and submit the same to the prescribed authority in the first week of the succeeding month. The payment will be released by the second week of the succeeding month.
- (20) The Service Provider will have to deposit the remuneration of the deployed manpower for the concerned billing period in their respective bank account through online transfer and submit the details to the authority for necessary records.
- (21) In case of dispute resolution relating to rights/liabilities arising out of the agreement, the same shall be disposed off at the level of Vice Chancellor, BPUT, Rourkela.
- (22) In the event of failure of Service Provider to provide Services as per the terms and conditions of the agreement, the Performance Security shall be forfeited. Any violation of instructions/agreement or suppression of facts will attract termination of contract with 1 month prior notice to the Service Provider.
- (23) The Service provider should ensure that persons to be deployed are not alcoholic, drug addict and not indulge in any activity prejudicial to the interest of the Authority.
- (24) The Authority reserves the right to withdraw or relax any of the terms and condition mentioned above so as to overcome the problem encountered at a later stage. 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 Vice Chancellor, BPUT for his decision and the same shall be binding on all parties.
- (25) All disputes shall be under the jurisdiction of the High Court of Orissa, Cuttack.

DATE :

Authorised Signature of Bidder
(With Seal)



Registrar
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Rourkela -15

- (26) The agreement can be terminated by either party by giving one month's notice in advance. If the agency fails to give one month's notice in writing for termination of the agreement then one month's wages, etc. and any amount due to the service provider will be recovered by forfeiture of performance security.
- (27) The contract is liable to be terminated because of non-performance, deviation of any terms and conditions of agreement, non-payment of remuneration of manpower deployed and non-payment of statutory dues. The Authority will have no liability towards non-payment of remuneration to the persons deployed by the Service Provider and the outstanding statutory dues of the service provider to concerned authorities.
- (28) The Service Provider will be bound by the details furnished to the authority while submitting the tender or at any subsequent stage. Mis-representation of documents/ information, leads to termination of agreement.

REGISTRAR



DATE :

Authorised Signature of Bidder
(With Seal)



Registrar
Biju Patnaik University
of Technology, Odisha,
Rourkela -15

TECHNICAL BID

COVERING LETTER

(On the Bidder's Letter Head)

To
 The Registrar
 Biju Patnaik University of Technology,
 Chhend, Rourkela -769015

Sub : Request for Proposal for Selection of Agency for Providing Security Services

Sir,

I, the undersigned, offer to participate in the tender process to provide services for Selection of Agency for Providing Security Services in accordance with your Tender Notice No.: _____, Dated _____. We are hereby submitting our proposal, which includes Technical Proposal and Financial Proposal sealed in separate envelopes.

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

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

I remain,

Yours faithfully,

**Authorized Signatory
 with Date and Seal**

Name and Designation: _____
 Address of the Bidder: _____



DATE :

Authorised Signature of Bidder
 (With Seal)




FORM T-1

INFORMATION ABOUT THE BIDDER

1	Name of the Firm/Company	
2	Name of the Bidder	
3	Details of Bid Processing Fee	DD No. : Date : Amount : Drawn Bank :
4	Details of EMD	DD No. : Date : Amount : Drawn Bank :
5	Name of the Director/ Proprietor	
6	Full Address of Registered Office	Postal Address Telephone No.: Fax No.: E-mail :
7	Year of Incorporation (attached copy registration)	
8	Year of commencement of business	
9	Principal place of business	
10	Name & telephone number of authorized person signing the bid	Name & Designation : Mobile No.
11	Bank Name	Account Number Bank & Branch Name IFSC Code
12	PAN No.	
13	GSTIN No. (attached the self attested copy)	
14	EPF Registration No. (attached self attested copy)	
15	ESI Registration No. (attached self attested copy)	
16	PSARA License No. & Valid up to (attached self attested copy)	
17	Acceptance to all terms & conditions of the Tender (Yes/ No)	
18	Authorization letter for signing the of the bid documents	
19	Please submit an undertaking that no criminal case is pending with the police at the time of submission of bid	
20	Mention the total number of pages in the tender document	

DATE :

**Authorized Signatory
with Date and Seal**

Authorised Signature of Bidder
(With Seal)




**Registrar
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Rourkela -15**

21. Financial Turnover of the bidder for the last 5 financial years

FINANCIAL CAPACITY OF BIDDER

Sl	Period (Last 5 FYs)	Financial Turnover from the similar service in INR	Average Turnover from the similar service in INR
1	2013-14		
2	2014-15		
3	2016-17		
4	2017-18		
5	2018-19		

Certificate from the Statutory Auditor

This is to certify that [Insert name of the bidder with detail address] has the annual turnover against the respective FY on account of providing similar service.

Seal and Signature of the Auditor

Authorized Signature

[In full and initials]: _____

Name and Designation of Signatory: Name of the Bidder:

22. Past Experience of the Bidder

Details of the similar assignments undertaken / completed during the last Five years:

Sl	Period	Name of Authority with complete address and contact numbers	Type of service provided with detail of manpower deployed	Contract amount	Duration	
					From	To

N.B. : Copies of the Work Orders / Completion Certificates from the respective authorities needs to be furnished by the Bidder along with the technical proposal as proof of evidence.

Authorized Signature

[In full and initials]: _____

Name and Designation of Signatory: Name of the Bidder:

DATE :

Authorised Signature of Bidder
(With Seal)




**Registrar
Biju Patnaik University
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Rourkela -15**

23. Declaration

I, Shri Son/Daughter/Wife of Shri _____
 Proprietor/ Director/ Authorized signatory of _____
 (Name of the Service Provider), competent to sign this declaration and execute this tender;

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

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

(Signature of Authorised Representative with seal)

Place:

Date:

Enclosures:

- Bid Processing Fee in the form of Demand Draft in original
- EMD in the form of Demand Draft in original
- Copy of tender document (each page must be signed and sealed)
- Duly filled Technical Bid and Financial Bid
- List of Documents as applicable



DATE :

Authorised Signature of Bidder
 (With Seal)



Registrar
 Biju Patnaik University
 of Technology, Odisha,
 Bhubaneswar -15

FORM T-2

UNDERTAKING

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

I/we, hereby undertake that, our company has not been blacklisted / debarred by any of the Central / State Government Ministry / Department/ Office or by any Public Sector Undertaking (PSUs) and I/we are 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:



DATE :

Authorised Signature of Bidder
(With Seal)



**Registrar
Biju Patnaik University
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Rourkela -15**

FORM T-3

UNDERTAKING

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

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

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

Yours sincerely,



Authorized Signature
[In full and initials]

Name and Designation of the Signatory:

Name of the Bidder and Address:



 Registrar
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Rourkela -15

FINANCIAL BID

Financial Proposal Submission Form
(On the letterhead of the Bidder)

[Location,
Date]

To
Registrar
BPUT, Rourkela -769015

Sub: Tender for Providing Security Services at BPUT, Rourkela

Dear Sir,

I/We, the undersigned, is pleased to provide our financial offer for **Providing Security Services at BPUT, Rourkela**, in accordance to your Request for Proposal No. _____ Dated _____ and our Technical Proposal. Having gone through the RFP and having fully understood the scope of work for the captioned assignment as set out in the RFP; we are pleased to quote the following lump sum fees (exclusive of applicable taxes) for the proposed service as:

1. For one Security Guard

In Figures	
In Words	

2. For one Supervisor

In Figures	
In Words	

Note:

1. Tax will be paid as per prevailing applicable rates.
2. All payments to the service provider will be subjected to deduction of taxes at source as per applicable laws.

Our Financial Bid shall be binding upon us subject to the modifications resulting from contract negotiations, up to expiration of the validity period of the Bid.

I/ We understand you are not bound to accept any Bid you receive.

Yours sincerely,

Authorized Signature
[In full and initials]

Name and Designation of Signatory :

Name of Bidder :
Complete Address :




Registrar
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Rourkela -15

Form F-1

Detail Break Up for the Financial Bid

SI	Manpower	Rate of wages	Statutory dues				Service charges (pls specify)	Total chargeable Amt. per month	
			EPF		ESI				Other charges, if any
			Employer share	Employee share	Employer share	Employee share			
1	Security Guard (Skilled)		Pls specify % & Amt.	Pls specify % & Amt.	Pls specify % & Amt.	Pls specify % & Amt.			
2	Security Supervisor (Highly skilled)		Pls specify % & Amt.	Pls specify % & Amt.	Pls specify % & Amt.	Pls specify % & Amt.			

Authorized Signature
(in full & initial)

Name and Designation of Signatory:

Name of the Bidder:

Address:

Important Note :

1. The Rate per person, per month inclusive of all statutory liabilities except GST/ other taxes.
2. The wages shall not be less than the minimum daily wages approved by the Govt. of Odisha, violation of which at any stage, will lead to rejection of tender or termination of contract
3. The total rates quoted by the bidder should be inclusive of all statutory/taxation liabilities in force at the time of entering into the contract except Service Tax/GST which may be claimed and paid extra..
4. The service charge should be more than the TDS(IT) amount. The bidder quoting service charge equivalent to or less than the TDS amount, will be rejected.

 Registrar
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Rourkela -15

Submission of Check List

SI No	Description	Submitted Yes/ No	Page No.
TECHNICAL BID (ORIGINAL)			
1	Covering letter in the Bidders letter head		
2	Bid Processing fee		
3	EMD		
4	Copy of Incorporation / Registration Certificate of the Bidder		
5	Copy of the PAN		
6	Copy of GSTIN		
7	Copies of Income Tax Clearance Certificate for the last three assessment year		
8	Copy of the valid EPF & ESI Certificate		
9	Copy of the valid PSARA Licence		
10	Technical Bid duly filled in (covering letter , Form T1,T2, and T3)		
11	Financial details of the bidder along with all the supportive documents such as copies of Income / Expenditure Statement and Balance Sheet for the last 5 years		
12	Power of Attorney in favour of the person signing the bid on behalf of the bidder		
13	List of completed / on-going assignments of similar nature (Past Experience Details) along with the copies of work orders for the respective assignments from the authorities		
14	Undertaking for not have been black-listed by any Central / State Govt./any Autonomous bodies during the recent past.		
15	Undertaking for not having any police case pending against the bidder		
FINANCIAL BID (ORIGINAL)			
16	Covering Letter in Bidders Letter Head		
17	Duly Filled in Financial Bid		

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 needs to be sealed and signed by the authorized representative.*

Authorized Signatory [In full and initials]: _____

Name and Designation with Date and Seal:

Registrar
Biju Patnaik University
of Technology, Odisha,
Rourkela -15

SERVICE AGREEMENT
(To be made on Rs. 100.00 Non Judicial Stamp Paper)

This **SERVICE AGREEMENT** is made on _____ between,
_____ (hereinafter called as the "**Authority**") of
the 1st Part and _____ its principal place of
business at _____
_____ (hereinafter called the "**Service Provider**")
of the 2nd Part.

WHEREAS

the "**Service Provider**"; having represented to the "**Authority**" that he has the required manpower and other resources, has offered to provide the service in response to the Tender Notice No: _____
Dated: _____ issued by the Authority;

the "**Authority**" has accepted the offer of the Service Provider to provide the required services as per the terms and conditions as set forth in this Service Agreement.

NOW, THEREFORE, IT IS HEREBY AGREED between the two parties as follows:

The following documents attached hereto shall be deemed to form an integral part of this Contract:

- A. General Terms and Conditions**
- B. Scope of Work;**
- C. Contract Price and Payment Term;**

The mutual rights and obligations of the Authority and the Consultant shall be as set forth in the Contract, in particular :

The Service Provider shall carry out the service in accordance with the provisions of the Agreement; and

The Certificate on the satisfactory performance of services by the Agency shall be issued by an Officer authorized by the Client and in consideration of the Certificate of Satisfactory Performance of Services Provider, the Authority shall make such payments and in such a manner as is provided in the Agreement.

Mode of Payment





Registrar
Biju Patnaik University
of Technology, Odisha,
Bourkela -15

The Service Provider will open a specific Bank Account for payment by the Authority in the beneficiary account towards the Service performed by the service provider. The Service Provider will furnish the details of the Bank Account to the Authority within 7days of the signing of the contract.

This Contract constitutes the agreement between two parties in respect to obligations and supersedes all previous communications between the Parties.

Now this agreement witnesses as below:-

That in consideration of the payment to be made by the "Authority" to the "Service Provider", the "Service Provider" hereby agrees with the "Authority" to provide manpower resources to be engaged in the [Insert the location] in conformity with the provisions of the terms and conditions of the contract.

That the "Authority" hereby further agrees to pay the "Service Provider" the contract price at the time and in the manner prescribed in the said terms and conditions.

Financial limit under this Contract varies with changes in statutory dues and government taxes as applicable from time to time.

That in the event of any dispute that may arise it shall be settled as per the terms and conditions of the contract.

That this agreement is valid up to _____.

For and on behalf of [Tender Inviting Authority]

Witness 1:

Witness 2:

For and on behalf of [SERVICE PROVIDER]

[Name and Designation of the Representative with seal]

Witness 1:

Witness 2:

**Registrar
Biju Patnaik University
of Technology, Odisha,
Rourkela -15**

PERFORMANCE BANK GUARANTEE FORMAT

To
**NAME & ADDRESS OF THE
TENDER INVITING AUTHORITY**

WHEREAS _____ (Name and address of the Service Provider) (hereinafter called "the Service Provider) has undertaken, in pursuance of Contract No. _____ dated _____ to undertake the service (description of services) (herein after called "the contract").

AND WHEREAS it has been stipulated by _____ (Name of the Authority) in the said contract that the Service Provider shall furnish you with a bank guarantee by a scheduled commercial bank recognized by you for the sum specified therein as security for compliance with its obligations in accordance with the contract;

AND WHEREAS we have agreed to give the Service Provider such a bank guarantee;

NOW THEREFORE we hereby affirm that we are guarantors and responsible to you, on behalf of the Service Provider up to a total of _____ (amount of the guarantee in words and figures), and we undertake to pay you, upon your first written demand declaring the Service Provider to be in default under the contract and without cavil or argument, any sum or sums within the limits of (amount of guarantee) as aforesaid, without your needing to prove or to show grounds or reasons for your demand or the sum specified therein.

We hereby waive the necessity of your demanding the said debt from the Service Provider before presenting us with the demand.

We further agree that no change or addition to or other modification of the terms of the contract to be performed there under or of any of the contract documents which may be made between you and the Service Provider shall in any way release us from any liability under this guarantee and we hereby waive notice of any such change, addition or modification.

This performance bank guarantee shall be valid until the _____ day of _____ year. Our branch at _____ (Name & Address of the Bank) is liable to pay the guaranteed amount depending on the filing of claim and any part thereof under this Bank Guarantee only and only if you serve upon us at our _____ branch a written claim or demand and received by us at our _____ branch on or before Dt _____ otherwise bank shall be discharged of all liabilities under this guarantee thereafter.

(Signature of the authorized officer of the Bank)
Name and designation of the officer
Seal, name & address of the Bank & Branch

**Registrar
Biju Patnaik University
of Technology, Odisha,
Rourkela -15**