

Biju Patnaik University of Technology, Odisha Rourkela

No. BPUT/ CS&P/29/19/3809

Dated 29.07.2019

Tender Document for Providing Manpower Services

A. General Information:

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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 Manpower Services by deploying adequately trained and disciplined manpower at BPUT, Chhend, Rourkela as per the requirement.

The period of contract for providing the aforesaid service will be ideally 1 year 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, 3.30 PM
5	Bid Submission Date and Time	28.08.2019, 5.00 PM
6	Technical Bid Opening Date and Time	29.08.2019, 3.30 PM
7	Financial Bid Opening Date and Time	31.08.2019, 3.30 PM

C. Eligibility Criteria :

Sl	Eligibility Criteria	Supporting documents to be furnished along with the Technical Bid
1	<p>The bidder should be registered under appropriate authority such as :</p> <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

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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 Manpower Services to Central / State Government/ Autonomous bodies/ Corporate bodies/ Government Institution	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 as per Form T-2 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 as per Form T-3
8	Other Statutory Documents	Copies of PAN, GSTIN, Copies of EPF & ESI Registration Certificate, IT return for the last 3 years and Valid license for carryout similar work.

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 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 Manpower services**" and "**Financial Bid for Manpower services**. Both sealed envelopes must be kept in a third sealed envelope super-scribing "Bid Document (Manpower Services)

Date:

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Registrar
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 Rs. 10000/-
 - 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 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 3 years.
 - 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 3.30 PM 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 3.30 PM 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.
- (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.

Date:

Authorised Signature of Bidder
(With Seal)



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

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

The scope of work of activities including age, qualification, physical fitness and responsibilities are:

1. Housekeeping and Sanitation services

- (a) Perform routine cleaning of the internal and external areas at least two times a day to meet the required service standard.
- (b) Cleanliness of all common spaces and space inside the location within Project Facility.
- (c) Perform periodic cleaning of glass facades, structure at entrance plaza, external claddings etc. at all heights (internally and externally)
- (d) Dusting / cleaning of all furniture, sills, counters, screens, blinds & curtains, light fittings, signage, doors, door frames, fittings and glass pans etc. to remove debris, stains, cobwebs and marks.
- (e) Stairs including treads, risers, nosing, banisters, balustrades, handrails and ledges where present must be free from dust, debris, stains and marks. Polishing / vacuum cleaning / cleaning of floors, carpets, carpet tiles, mats and mat wells and ensure the same must be free from grit, dust and debris with no apparent stains. They must be clean and dry. All carpeted areas are to be cleaned by the manufactures recommended methods and recommended intervals.
- (f) Clean all water tanks and disinfects specially before start of rainy season and as

Date:

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instructed by Client.

- (g) Entrances, service areas, parking areas, paving at the entrance must be maintained so that no graffiti, debris, litter cigarette ends, dirt or spillages are apparent after cleaning.
- (h) All cleaning methods used must be of a sufficient quality to meet these standards and to maintain any guarantees on the floor covering.
- (i) Stainless steel surfaces must be treated with an appropriate cleaning and polishing agent
- (j) All sanitary ware including sinks, wash hand basins, seats, covers, hinges, tops, undersides, rims, taps, overflows, outlets, chains, plugs, urinals, brushes, toilet roll holders, tiled surfaces, splash backs, and vanity units must be free from scum, grease, hair, scale, dust, soil, spillages and removable stains. In addition, the surfaces should be disinfected.
- (k) Floors should be cleaned to the same standard as other building floors. In addition there should be no evidence of scum, grease, hair, and scale and the floors must be disinfected.
- (l) Dispensers must be clean, dry and free from dust, marks and smears with clean towels fitted. Hot air dryers must be clean, dry and free from dust, marks and smears.
- (m) Bins must be emptied, cleaned and dried inside and out, bin- liners replaced where necessary and placed in their original locations. Liners must be used at all times.
- (n) Service Provider shall collect the garbage and shall ensure proper disposal of waste outside the premises as per the standards and directions provided by BPUT .
- (o) other duties/ responsibility as assigned from time to time.

2. Caretaker

- (a) The Caretaker shall operate guest rooms, dormitories and student hostel as per the guidelines provided by BPUT.
- (b) Services shall include managing bookings, rent collection and its reporting, room service, housekeeping, washing/ changing of bed covers and linen, operation of air conditioners, cleaning of rooms, keeping toilets well equipped with supplies, keeping furniture and furnishings arrangements in order, guiding visitors to their destinations in the premises, attending problems and resolving the problems to closure, which occur on day-to-day basis.
- (c) Any other duty as to be assigned by from time to time.

The Care Taker should be above 25 years of age and not exceeding 40 years. The minimum educational qualification will be 12th pass. He/ She should have ability to understand and follow oral and written directions and can read English, Odia and Hindi and should physically fit to carry out the work efficiently.

Date:

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(With Seal)

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

3. Cook

- (a) The cook primarily shall be posted at bungalow of the Vice Chancellor and Guest House of the University as whole time basis to prepare foods as per specification / order.
- (b) Devise new methods of cooking and new menu items. by arranging the ingredients
- (c) Keep the kitchen neat and clean twice daily.
- (d) Prepare estimate expected food consumption and organises preparation well before schedule time.
- (e) Keep records and accounts of food purchases.
- (f) Well conversant to operate various kitchen appliance such as a blender, oven, grill, Juicer, grinder etc.
- (g) Any other duty as to be assigned by from time to time.

The Cook should be above 25 years of age and not exceeding 40 years. He should have ability to understand and follow oral and written directions and can read Odia and should physically fit to carry out the work efficiently.

4. Electrician

- (a) Assemble, install, test, and maintain electrical wiring, equipment, appliances, apparatus, and fixtures, using hand tools and power tools.
- (b) Diagnose malfunctioning systems, apparatus, and components, using test equipment and hand tools, to locate the cause of a breakdown and correct the problem.
- (c) Connect wires to circuit breakers, transformers, or other components and inspect electrical systems, equipment, and components to identify hazards, defects, and the need for adjustment or repair.
- (d) Advise the concern officer on whether continued operation of equipment could be hazardous.
- (e) Test electrical systems and continuity of circuits in electrical wiring, equipment, and fixtures, using testing devices such as ohmmeters, voltmeters, and oscilloscopes, to ensure compatibility and safety of system.
- (f) He should have valid electrician's license to meet governmental regulations.
- (g) Provide assistance during emergencies by operating floodlights and generators, placing flare.
- (h) Provide preliminary sketches and cost estimates for materials and services.
- (i) Any other duties/ responsibility as assigned from time to time.

Date:

Authorised Signature of Bidder
(With Seal)



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

The Electrician should be above 25 years of age and not exceeding 40 years. The minimum educational qualification will be ITI (Electrical) and having valid electrical license. He should be well conversant to handle HT/ LT line and electrical wiring system. He should have ability to understand and follow oral and written directions and physically fit to perform the routine task efficiently.

5. Plumber

- (a) Assemble pipe sections, tubing and fittings, using couplings, clamps, screws, bolts, cement, plastic solvent, caulking, or soldering, brazing and welding equipment.
- (b) Fill pipes or plumbing fixtures with water or air and observe pressure gauges to detect and locate leaks.
- (c) Review blueprints and building codes and specifications to determine work details and procedures.
- (d) Prepare written work cost estimates and intimate to concern officer.
- (e) Locate and mark the position of pipe installations, connections, passage holes, and fixtures in structures, using measuring instruments such as rulers and levels.
- (f) Measure, cut, thread, and bend pipe to required angle, using hand and power tools or machines such as pipe cutters, pipe-threading machines, and pipe-bending machines.
- (g) Install pipe assemblies, fittings, valves, appliances such as water cooler and water heaters, and fixtures such as sinks and toilets, using hand and power tools.
- (h) Any other duties/ responsibility as assigned from time to time.

The Plumber should be above 25 years of age and not exceeding 40 years. The minimum educational qualification will be Matriculation. He should conversant to Plumbing work and physically fit to perform the routine task efficiently.

6. Masson

- (a) Repairs, maintains and alters buildings, retaining walls and other brick or stone edifices.
- (b) Mixes mortar; lays bricks and stones and/or concrete sidewalks; makes and repairs steps.
- (c) Patches and/or replaces brick or stonework chimneys.
- (d) Installs and repairs tile floors and/or walls.
- (e) Reads blueprints and estimates masonry jobs
- (f) Plasters ceilings and/or walls and does carpentry work incidental to masonry work
- (g) Assigns work to a helper or apprentice.
- (h) Any other duties/ responsibility as assigned from time to time.

The Masson should be above 25 years of age and not exceeding 40 years. The minimum educational qualification will be Matriculation. He should conversant to Masonry work and

Date:

Authorised Signature of Bidder
(With Seal)



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



physically fit to perform the routine task efficiently.

7. Helper

- (a) Clean work areas using a variety of chemical solutions and removing grout and plaster.
- (b) Take and follow instructions to cut and shape bricks
- (c) Use power saws and tile cutters to perform cutting and shaping activities
- (d) Mix, cement, plaster, and grout either manually or by using machines by ensuring that standard mixing formulas are followed
- (e) Provide support in preparing, installing, repairing and rebuilding tile, brick and stone surfaces.
- (f) Remove damaged tiles, bricks and mortar and clean and prepare surfaces for rebuilding purposes.
- (g) Transport materials and tools to work sites and ensure that they are accounted for at the end of the day.
- (h) Any other duties/ responsibility as assigned from time to time.

The Helper should be above 25 years of age and not exceeding 40 years. He should conversant to Masonry work and physically fit to perform the routine task efficiently.

8. Water Pump Operator

- (a) Monitor gauges and flow meters and inspects equipment to ensure that tank levels, temperatures, and pressure are at specified levels, reporting abnormalities as necessary.
- (b) Communicate with other workers, using telephones, to start and stop flows of water.
- (c) Turn valves, starts pumps to start or regulate flows of water and connects hoses and pipelines to pumps & vessels prior to material transfer, using hand tools.
- (d) Clean, lubricates, and repairs pumps and vessels, using hand tools and equipment.
- (e) Pump Operator needs knowledge of relevant equipment, policies, procedures, and strategies for the protection of people, property of the institutions.
- (f) The Pump Operator needs knowledge of machines and tools, including their designs, uses, repair, and maintenance.
- (g) Any other duties/ responsibility as assigned from time to time.

The Water Pump Operator should be above 25 years of age and not exceeding 40 years. The minimum educational qualification will be Matriculation. He should conversant to maintenance of Water Pump and operation of pump and physically fit to perform the routine task efficiently.

9. Data Entry Operator

The Data Entry Operator should be above 21 years of age and not exceeding 40 years. The minimum educational qualification for Data Entry Operators will be graduation in any discipline. The Data Entry Operator should have a speed of 4000 characters per minute in English & Odia and should be well conversant with computers and essentially well trained in MS office, Internet and LAN function.

Date:

Authorised Signature of Bidder
(With Seal)



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



10. Attendant

The attendant should be above 18 years of age and not exceeding 40 years. He/She should have ability to understand and follow oral and written directions and can read English and Odia. He will clean the office table & chairs and carry the files, arrange the files as per direction. He/ She will also arrange the tea as and when required by the officer concern. He/ She should physically fit to perform the routine task efficiently. The minimum educational qualification will be matriculation.

11. Personal Assistant

- (a) Handle such of the correspondence of the Officer with the public as are not to be dealt with in the department;
- (b) Prepare the Officer's tour programme and arrange its circulation to all concerned
- (c) Make arrangements for journeys and other personal convenience of the officer on tour
- (d) Prepare tour particulars and send them to accounts section for preparation of the officer's traveling allowance bill
- (e) Keep necessary articles of stationery and books of reference for the officer's office, to keep them in safe custody and to correct and maintain these books up to date
- (f) Draw up the engagement list of the officer in such form as he may desire
- (g) Put up in time files and papers required by the officer for meetings and conferences
- (h) Collect papers and files and to submit them in time to the officer
- (i) Do such other work of similar nature, as enumerated above, as the officer may direct the personal assistant to look into

The Personal Assistant should be above 21 years of age and not exceeding 40 years. The minimum educational qualification for will be graduation in any discipline. He/She should have knowledge of typing with a speed of 4000 characters per minute in English and should be well conversant with computers and essentially well trained in MS office, Internet and LAN function. He should have ability to understand and follow oral and written directions and physically fit to perform the routine task efficiently.

12. Diarist

- (a) Enter the all the correspondence the diary register against each receipt
- (b) Bring, to the notice of the Registrar, undue delay by assistants in providing file numbers for the receipts marked to them
- (c) Put up to the Registrar every fortnight a list of correspondence received from Government, colleges and other sources
- (d) Responsible and to comply with the instructions of the Registrar
- (e) Any other duties/ responsibility as assigned from time to time.

Date:

Authorized Signature of Bidder
(With Seal)



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



The Diarist should be above 21 years of age and not exceeding 40 years. The minimum educational qualification for Diarist should be graduation in any discipline. He/ she should have well conversant with computers and essentially well trained in MS office, Ms Excel and Internet function.

13. Dispatcher

- (a) Maintain stamp accounts and different Register connected with dispatch of letters and other items
- (b) Number and date the letter, fill in the various columns of the issue register of the department, to put the communications in envelopes and hand over to the concern person/ Post Peon.
- (c) See that the necessary stamps have been affixed on the covers and that the letters have been dispatched.
- (d) Keep the upto date accounts/ postal receipt for necessary payment to post office.
- (e) Any other duties as assigned from time-to time.

The Diarist should be above 21 years of age and not exceeding 40 years. The minimum educational qualification for Dispatcher should be graduation in any discipline. He/ she should have well conversant with computers and essentially well trained in MS office, Ms Excel and Internet function.

14. Asst. Store Keeper

- (a) Plans and performs work that involves ordering, receiving, inspecting, returning, unloading, shelving, packing, labeling, pricing, delivering, and maintaining a perpetual inventory of forms, office supplies, and various types of equipment.
- (b) Rotates stock and arranges for disposal of surpluses.
- (c) Keeps records to maintain inventory control, cost containment and to assure proper stock levels.
- (d) Coordinates freight handling, equipment moving and minor repairs.
- (e) Operates computer assisted inventory, automotive equipment
- (f) Any other duties/ responsibility as assigned from time to time.

The Assistant Store Keeper should be above 21 years of age and not exceeding 40 years. The Minimum educational qualification for Store Keeper should be graduation in any discipline. He/ she should have well conversant with computers and essentially well trained in Inventory Control Management System.

15. Receptionist

- (a) The Receptionist shall operate front desk/help desk as per the guidelines provided by BPUT from time to time.

Date:

Authorised Signature of Bidder
(With Seal)



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



- (b) These Services pertain to the assisting/guiding the visitors, attending problems on Help-Desk and resolving the problems to closure, which occur on day-to-day basis.
- (c) The helpdesk/front desk operations shall include responding and resolving the problems which may related to visitors/premises which may or may not be logged
- (d) Any other duties/ responsibility as assigned from time to time.

The Receptionist should be above 21 years of age and not exceeding 40 years. The Minimum educational qualification for Receptionist should be graduation in any discipline. He/ she should have well conversant with computers and essentially well trained in spoken English.

16. Library Assistant

- (a) Lend and collect books, periodicals, videotapes, and other materials at circulation desks.
- (b) Enter and update patrons' records on computers.
- (c) Process new materials including books, audiovisual materials, and computer software.
- (d) Sort books, publications, and other items according to established procedure and return them to shelves, files, or other designated storage areas.
- (e) Locate library materials for patrons, including books, periodicals etc.
- (f) Inspect returned books for condition and due-date status, and compute any applicable fines.
- (g) Maintain records of items received, stored, issued, and returned, and file catalog cards according to system used.
- (h) Perform clerical activities such as filing, typing, word processing, photocopying and mailing out material, and mail sorting.
- (i) Provide assistance to librarians in the maintenance of collections of books, periodicals, magazines, newspapers, and audiovisual and other materials.
- (j) Any other duties/ responsibility as assigned from time to time.

The Library Assistant should be above 25 years of age and not exceeding 40 years. The Minimum educational qualification should be graduation in any discipline. He/ she should have well conversant with computers and essentially well trained in Library Activities. The additional qualification of B.Lib is desirable.

17. Laboratory Assistant

- (a) Prepare instructions and materials used during laboratory experiments and demonstrations.
- (b) Prepare the laboratory in advance before the lesson starts.
- (c) Ensure the Lab is ready and stocked with the necessary supplies. This includes monitoring all of the supplies used in the lab and restocking them as needed.

Date:

Authorised Signature of Bidder
(With Seal)



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



- (d) Carrying out experiments in a safe environment reduces the likelihood of accidents occurring.
- (e) Cleaning up any spills, equipment and glassware if any They also put back all the reagents and equipment in the designated place after the lesson ends.
- (f) Promoting Safety by ensuring that students do not practice any unsafe behaviors in the lab. They lock up all the reagents and unplug all electrical equipment to minimize the chances of accidents and fires.
- (g) Work closely with students during lab lessons and guide them through experiments.
- (h) Any other duties/ responsibility as assigned from time to time.

The Laboratory Assistant should be above 25 years of age and not exceeding 40 years. The Minimum educational qualification should be Diploma in CSE/ETC/Civil/ Mechanical/Electrical Engineering.

18. Technician (Hardware / Software / Networking)

- (a) Provide technical assistance relating to software and hardware
- (b) Set up hardware and install and configure software and drivers
- (c) Maintain and repair technological equipment (e.g. routers) or peripheral devices
- (d) Install well-functioning LAN/WAN and other networks and manage components (servers, IPs etc.)
- (e) Manage security options and software in computers and networks to maintain privacy and protection from attacks
- (f) Perform regular upgrades to ensure systems remain updated
- (g) Troubleshoot system failures or bugs and provide solutions to restore functionality
- (h) Ensure privacy and data protection and Perform regular upgrades
- (i) Any other duties/ responsibility as assigned from time to time.

The Technician should be above 25 years of age and not exceeding 40 years. The minimum educational qualification should be graduation in Computer Science or relevant field with proven experience as computer technician or similar role and experience with LAN/WAN networks. He/she should have thorough knowledge of computer systems and IT components.

19. Manager (Guest House)

- (a) Ensuring and providing flawless, upscale, professional and high class guest service experiences.
- (b) Responding to guests needs and anticipating their unstated ones.
- (c) Provide upscale guest service experiences for guests throughout their stay.
- (d) Monitor daily bookings and ensure assigned rooms are prepared prior to check-in
- (e) Oversee check-in and check-out procedures, including reservations and financial

Date:

Authorised Signature of Bidder
(With Seal)



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



- transactions.
- (f) Promptly address guests' requests, like in-room dining.
 - (g) Actively listen to and resolve complaints.
 - (h) Coordinate and manage communication between guests and staff
 - (i) Liaise with Housekeepers and Wait Staff to provide an overall comfortable guest experience
 - (j) Any other duties/ responsibility as assigned from time to time.

The Guest House Manager should be above 25 years of age and not exceeding 50 years. The minimum educational qualification should be graduation degree in Hospitality Management, Tourism, Business Administration and proven experience as Guest Relations Manager, Hotel Manager or similar role. He/she should have proficiency in English knowledge and other language.

20. Matron (Girls Hostel)

- (a) Taking care of students in their allotted blocks. Mediating between student disputes about noise, unacceptable behavior etc.
- (b) Establishing and maintaining appropriate social contact with students and Providing relevant information about the students whenever it is required.
- (c) Creation of all facilities in the hostel
- (d) Available for "on call - duty" whenever required, which provides emergency cover in the evenings and weekends.
- (e) Offering appropriate first aid support when needed.
- (f) Maintaining accurate records and writing reports
- (g) To supervise for the smooth running of the hostels, messes and other facilities within the hostel.
- (i) To ensure security of the students by coordinating with the security officer and staff
- (j) To perform any other responsibility assigned by the University
- (k) Any other duties/ responsibility as assigned from time to time.

The Matron should be above 30 years of age and not exceeding 50 years. The minimum educational qualification should be graduate in any discipline and proven experience as Matron in any Ladies Hostel for at least 5 years. She should have proficiency in English knowledge and other language.

21. Jr. Instructor

- (a) Assist in developing syllabi that clearly outline the course requirements, rationale, goals, and objectives.
- (b) Submits digital copies of syllabi and course handouts to the concern teacher in each semester.
- (c) Selects textbooks and other resources for the class and prepares class sessions and assignments to help students grasp course content

Date:

Authorised Signature of Bidder
(With Seal)



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



- (d) He shall assist the teacher in preparing students' attendance, participation, and academic progress, projects, quizzes and/or examinations that lead to a final grade.

The Jr. Instructor should be above 25 years of age and not exceeding 40 years. The minimum educational qualification should be Diploma in Engineering and proven experience as Jr. Instructor in any Engineering School for at least 5 years. She should have proficiency in English knowledge and other language.

22. Campus Supervisor

- (a) Ensure the maintenance of garden and campus regularly and review work methods and systems for improved productivity
- (b) Regularly check the quality of work being done by worker and maintain required levels and ensure that all work is completed to meet the University requirements and within the allocated timeframe
- (c) Keep records of incoming and outgoing of worker and supervise staff and supported employees at all times, especially while working alongside
- (d) Maintain awareness and knowledge of individual abilities and allocate tasks according to individual abilities and requirements
- (e) Ensure that employees receive adequate job rotation and ensure that employees maintain skills learnt by regular task rotation
- (f) Address complaints and resolve problems
- (g) Any other duties/ responsibility as assigned from time to time

The Campus Supervisor should be above 30 years of age and not exceeding 50 years. The minimum educational qualification should be graduate in any discipline and proven experience as Campus maintenance for at least 5 years. He should have proficiency in Odiya/ Hindi/ English knowledge.

23. Coders

The coders are mainly engaged to assist in the examination related work like shorting, ordering, packing, receiving dispatching of examination materials. The person should be above 25 years of age and not exceeding 45 years. The minimum educational qualification for Coders will be Matriculation and physically fit to carry out the job assigned from time to time.

24. Junior Engineer (Civil)

- (a) Analyze photographs, drawings and maps to inform the direction of projects as well as the overall budget constraints
- (b) Ensure project feasibility through continual evaluation of structural integrity and design practicality
- (c) Create designs that utilize a variety of materials
- (d) Perform and adjust quantity calculations for practical and budgetary purposes

Date:

Authorised Signature of Bidder
(With Seal)



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



- (e) Communicate with contractor/ construction authority as well as University to ensure maximum cohesion and fluidity on projects
- (f) Forecast design and construction time frames
- (g) Inspect project sites to ensure they meet relevant codes and are progressing properly
- (h) Review plans and blueprints being prepared by other construction agency before they are submitted to the authority for final approval.
- (i) He shall frequently serve as a liaison between the construction agency and University authority. In some cases, he will work closely develop the project schedules and deliver within timelines.
- (j) He shall make periodic site visits to monitor progress and ensure that projects are completed according to specifications and construction codes. Typically, he shall prepare a report about site conditions and progress and reports. In some cases, he shall provide direction to contractors on behalf of the University, particularly when project elements need to deviate from blueprints.

The Jr. Engineer (Civil) should have Diploma in Civil Engineering and at least 5 years of experience in any Government undertaking/ Public sector undertaking or medium scale industry. He should have valid license and experience in using AutoCAD and other related software. The person should be above 25 years of age and not exceeding 45 years.

25. Junior Engineer (Electrical)

- (a) The Jr. Engineer Electrical shall perform detailed calculations to establish standards and specifications of Electrical installation
- (b) Inspect installations and observe operations to ensure compliance with design and equipment specifications and safety standards
- (c) Keep current with the latest technical innovations in electrical engineering
- (d) Designing, maintaining, implementing, or improving electrical instruments, facilities, components, equipment products, or systems
- (e) Performing a wide range of engineering tasks by operating computer-assisted design or engineering software and equipment
- (f) Preparing specifications for purchases of electrical equipment and materials
- (g) Estimating material, labor, or construction costs for budget preparation and maintain electrical equipment

The Jr. Engineer (Electrical) should have Diploma in Electrical Engineering and at least 5 years of experience in any Government undertaking/ Public sector undertaking or medium scale Industry. He should have valid license and experience in using AutoCAD and other related software. The person should be above 25 years of age and not exceeding 45 years.

G. General Terms and Conditions

- (1) For all intents and purposes, the Service Provider shall be the "Employer" within the Date:


 Authorised Signature of Bidder
 (With Seal)

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 prescribed age and not exceeding the prescribed age 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.
- (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

Date:

Authorised Signature of Bidder
(With Seal)



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



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.
- (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.

Date:

Authorised Signature of Bidder
(With Seal)



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



- (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.
- (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: Tender Document for Providing Manpower Services
Ref: Tender Notice No. _____, dated _____
 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)

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




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:

DM

**Authorized Signatory
with Date and Seal**
Authorised Signature of Bidder
(With Seal)

9/

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

Date:

Authorised Signature of Bidder
(With Seal)

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



FINANCIAL BID

Form F-1
Financial Proposal Submission Form
(On the letterhead of the Bidder)

To
Registrar
BPUT, Rourkela -769015

Sub: Tender Document for Providing Manpower Services at BPUT, Rourkela
Ref: Tender Notice No. _____, dated _____

Dear Sir,

I/We, the undersigned, is pleased to provide our financial offer for **providing Manpower 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:

Sl	Type of Manpower	Category	Amount Per person in Rs. Without taxes	Amount in figure
1	Housekeeping and Sanitation services	Unskilled		
2	Caretaker	Skilled		
3	Cook	Skilled		
4	Electrician	Skilled		
5	Plumber	Skilled		
6	Masson	Skilled		
7	Helper	Unskilled		
8	Water Pump Operator	Skilled		
9	Data Entry Operator	Highly Skilled		
10	Attendant	Skilled		
11	Personal Assistant	Highly Skilled		
12	Diarist	Highly Skilled		
13	Dispatcher	Highly Skilled		
14	Asst. Store Keeper	Highly Skilled		
15	Receptionist	Highly Skilled		
16	Library Assistant	Highly Skilled		
17	Laboratory Assistant	Highly Skilled		
18	Technician (Hardware / Software / Networking)	-		
19	Manager (Guest House)	-		
20	Matron (Girls Hostel)	Highly Skilled		
21	Jr. Instructor	Highly Skilled		
22	Campus Supervisor	Highly Skilled		
23	Coders	Semi Skilled		
24	Jr. Engineer (Civil)	-		
25	Jr. Engineer (Electrical)	-		

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,

Name and Designation of Signatory
Name of Bidder :


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

Form F-2

(in letterhead of the bidder)

Detail Break Up for the Financial Bid

Sl	Manpower	Rate of wages	Statutory dues				Other charges, if any	Service charges (pls specify)	Total chargeable Amt. per month
			EPF		ESI				
			Employer share	Employee share	Employer share	Employee share			
1	Housekeeping and Sanitation services		specify % & Amt.	specify % & Amt.	specify % & Amt.	specify % & Amt.			
2	Caretaker		-do-	-do-	-do-	-do-			
3	Cook		-do-	-do-	-do-	-do-			
4	Electrician		-do-	-do-	-do-	-do-			
5	Plumber, Masson, Helper		-do-	-do-	-do-	-do-			
6	Water Pump Operator		-do-	-do-	-do-	-do-			
7	Data Entry Operator		-do-	-do-	-do-	-do-			
8	Attendant		-do-	-do-	-do-	-do-			
9	Personal Assistant		-do-	-do-	-do-	-do-			
10	Diarist		-do-	-do-	-do-	-do-			
11	Dispatcher		-do-	-do-	-do-	-do-			
12	Asst. Store Keeper		-do-	-do-	-do-	-do-			
13	Receptionist		-do-	-do-	-do-	-do-			
14	Library Assistant		-do-	-do-	-do-	-do-			
15	Laboratory Assistant		-do-	-do-	-do-	-do-			
16	Technician (Hardware / Software / Networking)		-do-	-do-	-do-	-do-			
17	Manager (Guest House)		-do-	-do-	-do-	-do-			
18	Matron (Girls Hostel)		-do-	-do-	-do-	-do-			
19	Jr. Instructor		-do-	-do-	-do-	-do-			
20	Campus Supervisor (Gardening)		-do-	-do-	-do-	-do-			
21	Coders		-do-	-do-	-do-	-do-			
22	Jr. Engineer (Civil)		-do-	-do-	-do-	-do-			
23	Jr. Engineer (Electrical)		-do-	-do-	-do-	-do-			

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
Biju Patnaik University
of Technology, Odisha,
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

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.


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

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