



# NABAKRUSHNA CHOUDHURY CENTRE FOR DEVELOPMENT STUDIES

Bhubaneswar - 751 013, Odisha

(ICSSR Institute in Collaboration with Government of Odisha)

No. 405 / NCDS

Date: 26.9.24

## TENDER NOTICE

Bid Reference No. 405

Date: 26.9.24

Bids in sealed cover are invited under two-bid system from reputed and experienced manpower service provider for providing MIS Personnel (01), Research Assistant (01) and Accounts Assistant (01) at State SIA Unit, Nabakrushna Choudhury Centre For Development Studies, Bhubaneswar, Odisha-751013. The above mentioned staff will be paid consolidated remuneration of Rs. 40000/- (Rupees Forty Thousand only), Rs. 25000/- (Rupees Twenty Five Thousand only) and Rs. 20000/- (Rupees Twenty Thousand only) per month respectively, inclusive of EPF & ESI excluding outsourcing consultancy fee. The details of the bidding process are as follows:

Sl. No	Bidding Schedule	Deadline
1	Date of Issue	26.09.2024
2	Bid Due Date and Time	23.10.2024 (05.30 PM)
3	Opening of Technical Bid	24.10.2024 (11.30 AM)
4	Opening and Financial Bid	24.10.2024 (03.30 PM)

Bidders are required to submit the technical and financial bids separately. The bids in sealed Cover-I containing "Technical Bid" and sealed Cover-II containing "Financial Bid" should be placed in a third sealed cover super-scribed "Bid for Providing services for State SIA Unit, NCDS" which must reach by Speed Post/Registered Post/ by hand must drop the sealed cover in the tender box, **on or before 23.10.2024 (up to 5.30 P.M.)**. The proposals received beyond the last date and time will be rejected. The authority reserves the right to reject any/ all proposals without assigning any reason thereof.

The bid documents containing eligibility criteria, scope of the work, terms and conditions of the tender and draft agreement can be downloaded from the NCDS website i.e. <https://ncds.nic.in>

  
26.9.24  
Secretary, NCDS



**ନବକୃଷ୍ଣ ଚୌଧୁରୀ ଉନ୍ନୟନ ଗବେଷଣା କେନ୍ଦ୍ର**  
**Nabakrushna Choudhury Centre for Development Studies**  
**ICSSR Institute in Collaboration with Government of Odisha**

**REQUEST FOR PROPOSAL**

**For**

**Selection of Manpower Service Provider for providing personnel to State  
Social Impact Assessment (SIA) Unit, NCDS, Bhubaneswar**

**NABAKRUSHNA CHOUDHURY CENTRE FOR DEVELOPMENT STUDIES,  
BHUBANESWAR, ODISHA**

**Tel: 0674-2300471/2301094**

**E-Mail: [ncdsbbsr1987@gmail.com](mailto:ncdsbbsr1987@gmail.com)**

**Website: <https://ncds.nic.in>**



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**Bid Reference No.**

**Date:**

Bids in sealed cover are invited under two-bid system from reputed and experienced manpower service provider for providing MIS Personnel (01), Research Assistant (01) and Accounts Assistant (01) at State SIA Unit, Nabakrushna Choudhury Centre For Development Studies, Bhubaneswar, Odisha-751013. The above mentioned staff will be paid consolidated remuneration of Rs. 40000/- (Rupees Forty Thousand only), Rs. 25000/- (Rupees Twenty Five Thousand only) and Rs. 20000/- (Rupees Twenty Thousand only) per month respectively, inclusive of EPF & ESI excluding outsourcing consultancy fee. The details of the bidding process are as follows:

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Secretary, NCDS

## **INDEX**

<b>Sl. No</b>	<b>Section</b>	<b>Description</b>	<b>Page</b>
<b>1</b>		<b>Bidder Data Sheet</b>	<b>4</b>
<b>2</b>	<b>Section-I</b>	<b>Instruction to Bidders</b>	<b>5-8</b>
<b>3</b>	<b>Section-II</b>	<b>Scope of the Work</b>	<b>9-12</b>
<b>4</b>	<b>Section-III</b>	<b>Schedule of Requirement</b>	<b>12</b>
<b>5</b>	<b>Section-IV</b>	<b>General Terms and Conditions</b>	<b>13-15</b>
<b>6</b>	<b>Section-V</b>	<b>Technical Bid</b>	<b>16-22</b>
<b>7</b>	<b>Section-VI</b>	<b>Financial Bid</b>	<b>23-24</b>
<b>8</b>	<b>Section-VII</b>	<b>Bid Submission Check List</b>	<b>25</b>
<b>9</b>	<b>Section-VIII</b>	<b>Service Agreement</b>	<b>26-27</b>



**BIDDER DATASHEET**

Sl. No	Particulars	Details
1	Name of the Client	Nabakrushna Choudhury Centre for Development Studies, Bhubaneswar
2	Method of Selection	Lowest and competitive evaluated bid method
3	Availability of Document	<a href="http://ncds.nic.in">http://ncds.nic.in</a>
4	Last Date for submission of Proposal	23.10.2024 (up to 5.30PM)
5	Date of opening of Technical Proposal	24.10.2024 (at 11:30PM)
6	Date of opening of Financial Bid	24.10.2024 (at 03:30PM)
7	Interview of candidate sponsored by selected service provider	28.10.2024 (at 11.00 AM)
8	Award of Assignment Offer Letter	01.11.2024
9	Acceptance & signature of Contract	After completion of due procedure
10	Bid Processing Fee (Non-Refundable)	INR 5000/- (Rupees Five Thousand only) (including GST) in the form of demand draft drawn in favour of NABAKRUSHNA CHOUDHURY CENTRE FOR DEVELOPMENT STUDIES" drawn in any Scheduled Commercial Bank payable at Bhubaneswar.
11	Contact Person	Coordinator, State SIA Unit, Nabakrushna Choudhury Centre for Development Studies, Bhubaneswar-751013.
12	Address for Submission of Proposal	Secretary, Nabakrushna Choudhury Centre for Development Studies, Institutional Area, Po-RRL, Gajapati Nagar, Bhubaneswar, Odisha 751013  Mode of Submission: Speed Post/Registered Post (Only to the address as specified above during the office hour only) / by hand must drop the sealed cover in the tender box.
13	Place of Opening of Proposal	State SIA Unit

## SECTION-I

### Instruction to Bidders

#### A. General Information:

1. Nabakrushna Choudhury Centre for Development Studies requires the services of Manpower Service Providers to provide services of MIS Personnel (01), Research Assistant (01) and Accounts Assistant (01) at State SIA Unit on contract basis in Nabakrushna Choudhury Centre for Development Studies, Bhubaneswar.
2. The period of contract for providing the aforesaid service will be for 01 year from the date of effectiveness of the contract. The authority reserves the right to terminate the contract at any time after giving 15 days notice to the service provider.

#### Eligibility Criteria:

Sl. No	Eligibility Criteria	Supporting documents to be furnished along with the Technical Bid
1	The bidder should be registered under appropriate authority, such as: <ul style="list-style-type: none"><li>• Registered under the Companies Act 2013</li><li>• Registered under the Indian Partnership Act 1932</li><li>• Registered under the Indian Trusts Act 1882</li><li>• Registered under the Societies Registration Act 1860.</li><li>• Registered under the Limited Liability Partnership Act 2008.</li></ul>	Certificate of Incorporation/Registration
2	The bidder must have at least 03 (Three) years in business (upto the last date of submission of bid) for providing similarity of services to Central Government / State Government/Autonomous bodies / agencies/ societies/ corporate bodies.	Copies of the work order from the previous authorities.
3	The Registered Office/Branch Office of the Service Provider must be located within the jurisdiction area of Odisha.	Valid address proof of the office (Copy of the Telephone/ Electricity Bill).
4	Must have its own bank account in any scheduled bank situated in Odisha.	Copies of the passbook and transaction statement for the Last 6 months.
5	The agency should not have been blacklisted by any Central/State	An undertaking to this effect to be furnished by the bidder



	government, or any other public sector under taking or a corporation as on the date Of this RFP.	as per the prescribed format [Form-T2].
6	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 to be furnished by the bidder as per the prescribed format [Form-T3].
7	Other Statutory Documents:	<p>Copies of:</p> <ul style="list-style-type: none"> <li>• PAN.</li> <li>• GSTIN,</li> <li>• Copies of EPF&amp;ESI Registration Certificate</li> <li>• IT return for the last 3 assessment year</li> <li>• Valid License under PSARA(Private Security Agencies Regulation Act, 2005)(In case of Security Services)</li> </ul>

**Note:** Net Worth of the Agency as on 31" March, 2024 (2023-24 audited FY) along with Audit Certificate for last 03 (Three) years should be attached.

B.

### Submission of Bid:

The proposal completes in all respect as specified must be accompanied with a non-refundable amount Rs. 1,000/- (One Thousand Only) towards **Bid Processing Fee** in form of **Demand Draft** in favour of "**Nabakrushna Choudhury Centre for Development Studies**" drawn in any schedule commercial bank and payable at Bhubaneswar failing which the bid will be out rightly rejected. The bid should be sent through Speed Post/Registered Post/ by hand must drop the sealed cover in the tender box so as to reach the authority by scheduled **Date and time**.

The authority will not be responsible for any postal delay. Bids without bid processing fee shall be rejected. Bids submitted after due date will be summarily rejected.

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**" supporting staff services and "**Financial Bid**" supporting staff services. Both sealed envelopes must be kept in a third sealed envelope super-scribing Bid Document.

C.

### List of Documents for submission

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

- a) Covering letter along with authorization on the bidder's letter head to participate in Tender process.
- b) Demand Draft in support of Bid processing fee as applicable in favour of Nabakrushna Choudhury Centre for Development Studies, Bhubaneswar".
- c) Copy of Certificate of Incorporation of the firm/agency.
- d) Copy of GSTIN.
- e) Copy of PAN.
- f) Copies of IT returns for the last three assessment years.
- g) Copies of EPF &ESI Registration Number.
- h) Copy of valid license under PSARA Act, 2005 (in case of Security Service)
- i) Copy Bank Account details.
- j) Copies of the Income/Expenditure statements along with Balance Sheet for the last 3 years.
- k) Copies of work orders from the previous organizations for providing services during last 3 years.
- l) Undertaking regarding non-black listing (On stamp paper).
- m) Under taking regarding non-pending of any judicial proceedings (On bidder's letterhead).



Any deviation from the prescribed procedures/required information/formats/conditions shall result in out-right rejection of the bid. Any conditional bid shall be out-rightly rejected.

All entries 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.

The technical Bid will be opened on 24.10.2024 (at 11:30 A.M.) in presence of the authorized 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 same day (24.10.2024) (at 03:30 P.M.) in presence of the authorized representatives.

The bid shall be valid for a period of 180 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.

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.

The bidder having the lowest evaluated financial bid (L-1) would be considered forward and if (L-1) bidder will be more than one then the authority will award the contract by draw of lots. In case, the lowest bidder (L-1) is disqualified after selection for any reason, the 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.

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

The service provider shall be liable for all kinds of dues payable in respect of manpower deployed /provided under the contract and the authority shall not be liable for any dues for availing the services of the personnel.

The authority reserves the right to reject any or all bids and terminate the tender process without assigning any reason thereof.



**SECTION-II**  
**SCOPE OF WORK AND TECHNICAL REQUIREMENTS**

**Scope of Work:**

**The Manpower Service Provider shall be responsible for the following works:**

1. Nabakrushna Choudhury Centre for Development Studies, Bhubaneswar invites sealed bids from the eligible bidders to provide "MIS Personnel, Research Assistant and Accounts Assistant" at NCDS, Bhubaneswar.
2. The manpower service provider should be managed by above 03 personnel to execute and perform the job and work assignment of such nature efficiently. The personnel to be deployed for this purpose should be registered under the service provider and must have the required qualifications, experience & relevant knowledge to perform the tasks assigned
3. It shall be the responsibility of the Service Provider to verify the qualification and experience of the outsourced personnel. The Candidates sponsored by the service provider will go through with an Interview by a Committee Constituted by the NCDS before Final Selection of Candidate. The candidates will be liable for performing the defined liabilities assigned by the authority time to time. The authority reserves the rights to verify and check the credentials and qualification of the outsourced personnel. If during the course of engagement of any outsourced personnel, it comes to notice of authority that he/she has misrepresented the fact about his/her qualification/experience, the Service Provider will have to terminate the service of such staff immediately.
4. The manpower service provider should have an empanelled list of trained/ experienced personnel, so that un-interrupted and continued services can be provided during the period of contract. The service provider should be able to provide additional man power support when ever required by the authority under the same terms and condition.
5. The personnel deployed by the service provider shall be required to report for work at 10.00 AM and leave office at 5.30 P.M. and may also be required to work beyond 5.30 PM for which he would not be paid any extra remuneration. In case, the person deployed remains absent on a particular day or comes late / leaves early on three occasions, proportionate deduction from the remuneration for one day will be made.
6. The personnel deployed for the purpose must have good moral character and cordial attitude and should not reveal the official information to outsiders and must maintain confidentiality.
7. The service provider shall nominate a coordinator who shall be responsible for periodic interaction with the Authority so that optimal services of the persons deployed could be availed without any disruption.



8. The attendance rolls for the personnel deployed by the Service Provider at the premises of Authority shall be provided by the Manpower Service Provider and it shall be monitored by the Service Provider on regular basis. These attendance rolls shall be signed by the authorized representative of Manpower Service Provider who shall get it verified from the designated officer.
9. The entire financial liability in respect of manpower services deployed in the Authority's location shall be that of the Manpower Service Provider and the Authority will in no pay liable for the same. It will be the responsibility of the manpower Service Provider to pay to the person deployed a sum not less than the proposed monthly remuneration as mentioned in the tender Notice.
10. The Manpower Service Provider shall provide a substitute well in advance if the reoccurs any probability of the person leaving the job due to his/her own personal reasons. The payment in respect of the overlapping period of the substitute shall be the responsibility of the Manpower Service Provider.
11. The persons deployed shall, during the course of their work be privy to certain qualified documents and information which they are not supposed to divulge to third parties. In view of this, they shall be required to take oath of confidentiality and breach of this condition shall make the Manpower Service Provider as well as the person deployed liable for penal action under the applicable laws besides, action for breach of contract.
12. The Manpower Service Provider shall be responsible for compliance of all statutory provisions relating to minimum wages payable to the persons deployed at the Authority's location. The service provider should ensure regular payment of monthly salary to the personnel engaged by the service provider by 10th of the succeeding month after deduction of applicable statutory dues. The service provider should credit the monthly salary of its employees in the respective Bank Account.
13. The engagement of outsourced person shall be purely on contract basis. The Service Provider shall at all times make it absolutely clear to the outsourced personnel hired through them. Any outsourced personnel deputed can be removed any time by giving notice to the Service Provider and the Service Provider will have to provide suitable replacement acceptable to Authority within 3 working days.

The following personnel shall be provided by the Manpower Service Provider:

Sl. No	Category	Nos.	Qualification, Experience & Responsibilities
1	MIS Personnel	01	<p><b><u>Educational Qualification:</u></b> MCA/ B.Tech Degree in Computer Science &amp; IT. Knowledge of MIS, data analysis, programming, PL/SQL, Ms Office, etc.</p> <p><b><u>Work Experience:</u></b> Work experience of one year on the knowledge of MIS, Data Analysis, Programming, PL/SQL, Ms Office.</p> <p><b><u>Age Limit:</u></b> She/he should be above 21 years of age and not exceeding 35 years as on 31.08.2024.</p> <p><b><u>Job Description:</u></b> She/he will be responsible in Data Base Management and other works related to SIA Unit at NCDS, Bhubaneswar.</p>
2	Research Assistant	01	<p><b><u>Educational Qualification:</u></b> Masters Degree in any Social Science preferably in Economics/Sociology/Social Anthropology and knowledge in Computer.</p> <p><b><u>Work Experience:</u></b> Work experience of one year on the subject relates to land acquisition and rehabilitation matters.</p> <p><b><u>Age Limit:</u></b> She/he should be above 21 years of age and not exceeding 35 years as on 31.08.2024.</p> <p><b><u>Job Description:</u></b> She/he will be responsible for assisting the Establishment Officer in preparation of TOR, Project Proposal, Agreement and other works related to SIA Unit at NCDS, Bhubaneswar like R &amp; R issues.</p>
3	Accounts Assistant	01	<p><b><u>Educational Qualification:</u></b> B.Com Degree, Experience in IT return filing, GST return filing, Tax audit.</p>



		<p><b><u>Work Experience:</u></b> Work experience one year in any reputed Chartered Accountant Firm/Organisation.</p> <p><b><u>Age Limit:</u></b> She/he should be above 21 years of age and not exceeding 35 years as on 31.08.2024.</p> <p><b><u>Job Description:</u></b></p> <ol style="list-style-type: none"> <li>1. Prepare and maintain the office account,</li> <li>2. UC, Invoice and SOE check</li> <li>3. GST Filing,</li> <li>4. Fund confirmation and Tax Invoice prepare</li> <li>5. Other works related to SIA Unit at NCDS, Bhubaneswar.</li> </ol>
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### **SECTION-III**

#### **Schedule of Requirement:**

Tentative requirement of Manpower to be deployed for the proposed services given here as under:-

Sl.No	Description	Requirement
1	MIS Personnel	01
2	Research Assistant	01
3	Accounts Assistant	01
<b>Total</b>		<b>03</b>

## SECTION-IV

### 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 35 years and physically sound to perform the duties.
3. The Service Provider will be over all 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.
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 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 wages/ 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 the staff who is deployed in office of the authority. The personal file shall in variably consist of personal details such as name, address, date of birth, sex, residential address (temporary/ permanent), Bank Account, EPF/ESI Details etc.
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 discipline and do not participate in any activity detrimental to the interest of authority.
11. The Service Provider shall provide 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 manpower 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 contractor 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.



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 Administrative Departments.
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.
25. 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 next higher authority or controlling officer for his decision and the same shall be binding on all parties.
26. All disputes shall be under the jurisdiction of the court at **Bhubaneswar**.
27. The agreement can be terminated by either party by giving 15 (Fifteen) days notice in advance. If the agency fails to give 15 (Fifteen) days 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 for feature of performance security.
28. 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.
29. The Manpower Service Provider will be bound by the details furnished to the authority while submitting the tender or at any subsequent stage. Misrepresentation of documents/ information, leads to termination of agreement.



**SECTION-V**

**TECHNICAL BID**

**COVERING LETTER**  
**(BIDDER LETTER HEAD)**

(Location, Date)

To

[Name and Designation of Tender Inviting Authority]  
[Office Address and Location]

Sub: Tender for Outsourcing of personnel under NCDS, Bhubaneswar, Odisha-751013  
(Technical Proposal)

Dear Sir,

I, the undersigned, offer to participate in the tender process to provide services for personnel under NCDS, 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 180 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 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: \_\_\_\_\_

**(FORM-T1)**

1	Name of the Bidder	
2	Details of Bid Processing Fee. (Demand Draft Details)	DD No Date Amount (Rs.) Drawn on Bank
3	Name of the Director	
4	Full Address of Registered Office	Postal Address Telephone No. FAX No.: E-Mail Address
5	Name & telephone number of the authorized person signing the bid	Name and Designation Mobile Number
6	Bank Name	Account Number Bank and Branch Name IFSC Code
7	PAN No. (Attach self attested copy)	
8	GSTIN) Attach self attested copy.)	
9	E.P.F. Registration No. (Attach self attested copy.)	
10	ESI Registration No. (Attach self attested copy.) Attach attested copy)	
11	PSARA License No. & Valid up to (Applicable in case of Security Services)	
12	Acceptance to all the terms & conditions of the tender (Yes/No).	
13	Power of Attorney/authorization letter for Signing of the bid documents	



14	Please submit an undertaking that no criminal case is pending with the police at the time of submission of bid.	
15	Kindly mention the total number of pages in the tender document.	

**16. Financial Turnover of the bidder for the last 3 financial years (\*)**

Financial Year*	Turnover Amount (in INR)	Average Turnover (in INR)

\*\*Net Worth of the Agency as on 31" March, 2024 (2023-24 audited FY) along with Audit Certificate for last 03 (Three) years should be attached.

**17. Details of the similar type service provided by the bidder in last 3 years:**

Sl. No	Period	Name of Authority with Complete Address & Fax no	Type of services provided with details of manpower/machinery deployed	Contract Amount (in INR)	Duration	
					From	To
1						
2						
3						
4						

## 18. Declaration

I, Shri \_\_\_\_\_ Son/ Daughter/ Wife of  
Shri \_\_\_\_\_, Proprietor/Director/Authorized signatory  
of \_\_\_\_\_ supporting staff services, 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 Authorized Representative with seal)

Place:.....

Date:.....

### Enclosures:

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



**FORM-T2**

**UNDERTAKING**

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

I hereby undertake that, our organization has not been blacklisted/ debarred by any of the Central Government/ State Government Department/ Office or by any Public Sector Undertaking (PSUs) and not blacklisted by any authority during the recent past.

Yours sincerely,

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

**Name and Designation of the Signatory:  
Name of the Bidder and Address:**

**FORM-T3**

**UNDERTAKING**

***[On the Bidder's Letter Head regarding not has 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:**



### **TECHNICAL BID EVALUATION**

Technical evaluation of the bids will be done to determine whether the bids complied to the prescribed eligibility condition and the requisite documents/ information have been properly furnished by the bidder or not.

Bids qualified the technical evaluation stage, will be considered for opening of the financial bids. The financial bids shall be opened in the presence of the tender committee and bidders' representatives who choose to attend. **Least Cost Selection Method** will be followed during the tender process to determine the selected bidder. The tender inviting authority will award the contract to the bidder whose bid has been determined as the ***lowest and competitive evaluated bid price.***

**SECTION-VI**

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

[Location, Date]

To

The Director,  
Nabakrushna Choudhury Centre for Development Studies  
Bhubaneswar-751013  
Email id: [ncdsbbsr1987@gmail.com](mailto:ncdsbbsr1987@gmail.com)

Sub: Tender for Outsourcing of personnel under NCDS, Bhubaneswar, Odisha-751013  
(Financial Proposal)

Sir,

I, the undersigned, offer to provide the services for MIS Personnel(1), Research Assistant(1), and Accounts Assistant(1) under NCDS, in accordance with your Tender No.\_\_\_\_ Dated:\_\_\_\_. Our attached financial price is **[Insert amount(s) in words and figures] for the proposed service**. This amount is inclusive of the taxes applicable as per GST Act. I do hereby undertake that, in the event of acceptance of our bid, the services shall be provided in respect to the terms and conditions as stipulated in the tender document.

Our financial proposal shall be binding upon us subject to the modifications resulting from contract negotiations, up to expiration of the validity period of the proposal of **180 days**. I have carefully read and understood the terms and conditions of the tender to provide the services accordingly.

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

Yours faithfully,

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

**Name and Designation of Signatory with Date and**

**Seal: Address of the Bidder:**



**(FORM-F1)**  
**(Administrative Charge)**

Sl. No	Categories of Resources	Monthly rate of employee								Total per person
		Remuneration	Employer share of		Employer share of		Other statutory dues, if any	Service charge	GST as applicable	
			EPF	ESI	EPF	ESI				
1	2	3	4	5	6	7	8	9	10	11
1	MIS Personnel	40,000/-								
2	Research Assistant	25,000/-								
3	Accounts Assistant	20,000/-								

NB: The Bidder has to quote the rate as per rate of remuneration mentioned in the above table. At rate should be written in alphabetically up to two decimal. Numerical information is not allowed.

- ✓ Col. No. 09 shall be considered for finding the lowest Quoted rate.
- ✓ Bidder with lowest evaluated competitive Total Administrative Charges for the required service will be awarded with contract. Based on which Contract will be awarded. In case of more than 2 bidder having the same rate than the L-1 shall be determined by draw of lots.
- ✓ The bids with "Nil" or very abnormally low quoted Service Charges will be treated as "Non responsive" and will be rejected during the financial evaluation stage.
- ✓ Applicable GST & Service Charge quoted is to be reimbursed by the Authority.
- ✓ For Col. No. 03 the minimum wages/remuneration shall not be less than the given rate.
- ✓ It is minimum so, the bidder may give higher remuneration than the prescribed amount.

Place:.....

Date:.....

(Sign and Seal of Authorized Representative)

## SECTION VII

### BID SUBMISSION CHECKLIST

Sl. No	Description	Submitted (Yes/No)	Page No
<b>TECHNICAL BID (ORIGINAL)</b>			
1	Covering Letter in Bidders Letter Head		
2	Bid Processing Fee		
3	Copy of Incorporation/Registration Certificate of the Bidder		
4	Copy of PAN		
5	Copy of GSTIN		
6	Copies of Income Tax Clearance Certificate for the last three Assessment years		
7	Copy of Valid EPF & ESI Certificate		
8	Copy of valid PSARA License (in case of Security Services)/Labour license		
9	TECHNICAL BID duly filled-in(Covering Letter,FORM-T1,T2 andT3)		
10	Financial details of the bidder along with all the supportive Documents such as copies of Income/ Expenditure Statement and Balance Sheet for the last 03 years		
11	Authorization in favour of the person signing the bid on behalf of the bidder.		
12	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		
13	Undertaking for not have been black-listed by any Central/State Govt/any Autonomous bodies during the recent past. (FORM-T2)		
14	Undertaking for not having any police case pending against the bidder(FORM-T3)		
<b>FINANCIAL BID (ORIGINAL)</b>			
1	Covering Letter in Bidders Letter Head		
2	Duly Filled in Financial Bid(FORM-FI)		

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: \_\_\_\_\_



## SECTION-VIII

### SERVICE AGREEMENT

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

This SERVICE AGREEMENT is made on \_\_\_\_\_ between \_\_\_\_\_  
(herein after called as the Authority of the 1<sup>st</sup> part and \_\_\_\_\_ its  
principal place of business at \_\_\_\_\_ (herein after called the  
"Service Provider of the 2<sup>nd</sup> Part.

#### WHEREAS

- a) 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.
- b) 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:

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

Appendix A: The General Conditions of Contract;

Appendix B: The Scope of Work;

Appendix C: Contract Price and Payment Term.

2. The mutual rights and obligations of the Authority and the Consultant shall be as set forth in the Contract, in particular:
  - a) The Service Provider shall carry out the service in accordance with the provisions of the Agreement; and
  - b) The Certificate on the satisfactory performance of services by the Agency shall be issued by an Officer authorized by the Client and inconsideration 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.

### 3. 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 7 days of the signing of the contract.

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

### 4. Now this agreement witnesses as below:-

a) 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

b) 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.

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

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

e) 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: