



CHIEF DISTRICT VETERINARY OFFICER, JAJPUR
FISHERIES & ANIMAL RESOURCES DEVELOPMENT, GOVERNMENT OF ODISHA

Bid Reference No: 282

Date: 21.01.26.

“TENDER FOR OUTSOURCING OF SERVICES FOR MANPOWER REQUIREMENT IN THE DISTRICT DIAGNOSTIC LABORATORY [Hiring of Reputed Manpower Agency/ Service Provider to provide Manpower support for District Diagnostic Laboratory]

**Name and Address of the Tender Inviting Authority:
CHIEF DISTRICT VETERINARY OFFICER, JAJPUR**

E-mail-cdvojaipur@gmail.com

Contact person: ADVO(DC), O/o CDVO, JAJPUR

**SECTION I
IMPORTANT DATES OF THE TENDER**

Date of publication of Bid Document in Website	:21.01.2026
Website where the bid document is published	: https://jajpur.odisha.gov.in
Last Date & Time of Receipt of Bid Document	:05.02.2026, AT-5 :30 PM
Date & Time of Opening of Tender Technical BID (Cover-A)	: 06.02.2026, AT-11:00 AM
Date & Time of Opening of Price Bid (Cover-B)	: 06.02.2026, AT-12:30 PM
Period of the contract	: One year from the date signing the contract
Consortium/ Joint Venture	: Not allowed
Place for Opening of Documents, Pre-Bid Conference And Address For Communication For Receipt of Bid Document	: O/o the Chief District Veterinary Officer, Jajpur

SECTION II GENERAL DEFINITION AND SCOPE OF CONTRACT

1. General Definitions

- **Department** means Fisheries and Animal Resources Development Department, Govt. of Odisha.
- **Government** means Government of Odisha.
- **Bid/Tender Inviting Authority** is the CDVO Jajpur who on behalf of the Department calls and finalizes bids for selection of manpower to be engaged in the user Institutions of the District.
- **Tender Evaluation Committee** is the Committees so constituted by the CDVO Jajpur to decide on the finalization of the bids.
- **User Institutions** are the Govt. Veterinary care institutions of Jajpur District under F&ARD Department, Govt of Odisha for which bids are invited.
- **Blacklisting/debarring** – the event occurring by the operation of the conditions under which the bidders will be prevented for a period of 3 years from participating in the future bids of Tender Inviting Authority/User Institution, the period being decided on the basis of number of violations in the bid conditions and the loss/hardship caused to the Tender Inviting Authority/User Institution on account of such violations.

2. Scope:

- The bids are invited for hiring of Reputed Manpower Agency/ Service Provider to provide Manpower support for District Diagnostic Laboratory.
- The bidders cannot withdraw their bids after opening of technical bid within the minimum bid validity period of 180 days and also after accepting the Letter of Award.
- Withdrawal or non-compliance of agreed terms and conditions after the execution of agreement will lead to invoking penal provisions and may also lead to black listing

SECTION-III

Instruction to Bidders

A. General Information:

Sealed tenders are invited in two bid system by the Tender Inviting Authority working in the F&ARD Department, Govt. of Odisha, for the services of reputed, well established, financially sound and registered Service Provider to provide manpower (one Laboratory Technician in the District Diagnostic Laboratory) by deploying adequately trained and disciplined man power for DDL in the district of Jajpur as per the requirement indicated under Schedule of requirement in Section VI and as per the qualifications outlined under the section IV.

The firms/suppliers should have a valid GST registration and should submit their bids latest by **05.02.2026, 5:30 PM** to the CDVO, Jajpur through Speed Post /Regd. Post/ Courier for "SUPPLY OF MAN POWER IN THE DISTRICT DIAGNOSTIC LABORATORY, JAJPUR" Any tender received after the due date & time will be rejected and this Office shall not be responsible for any postal delay.

The bidder(s) shall have to submit their tender in two separate sealed envelopes, that is one for technical bid by super scribing "Cover A (Technical Bid)" & second for "Cover B (Price Bids)." The technical Bid and price Bid (or Final Bid) should be put into a third Cover, which should be super-scribed, as "SUPPLY OF MAN POWER IN THE DISTRICT DIAGNOSTIC LABORATORY, JAJPUR" and should be addressed to:

**Chief District Veterinary Officer,
At/Po/ Dist- JAJPUR
Pin- 755001**

The Sealed tenders "Cover A" (Technical Bid) submitted by the bidders will be opened in the Office of the CDVO, JAJPUR on **06.02.2026, at 11:00 AM** and the financial bids will be opened on **06.02.2026, at 12:30 PM**. The bidders or their duly authorized representatives are allowed to be present during the opening of the tenders if they so like. However, absence of any bidder or their representative is not a bar to open the bid.

The interested bidders can download the entire Tender Document from the website <https://jajpur.odisha.gov.in> and submit the tender paper along with required documents and all the requested fees.

The period of contract for providing the aforesaid service will be ideally **1 year** from the date of effectiveness of the contract and extendable annually on mutual consent. The contract may be extended annually 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 Chief District Veterinary Officer, Jajpur 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 or can get their doubts clarified in the pre bid meeting.

A. Eligibility criteria:

Sl. No.	Eligibility Criteria	Supporting documents to be furnished along with the Technical Bid
1	The bidder should be registered under any of the following appropriate authority, such as <ul style="list-style-type: none"> Registered under the Companies Act 2013 Registered under the Indian Partnership Act 1932 Registered under the Indian Trusts Act 1882 Registered under the Societies Registration Act 1860. Registered under the Limited Liability Partnership Act 2008. 	Certificate of Incorporation/ Registration
2	The bidder must have at least five years in business (up to the last date of submission of bid) for providing similar type of services to Central /State Government/Autonomous Bodies / agencies / societies / corporate bodies.	Copies of the work order from the previous authorities. Annexure III
3	The Registered Office / Branch Office of the Service Provider must be located within the jurisdictional area of Odisha.	Valid address proof of the office (Copy of the Telephone / Electricity Bill/ Valid lease agreement). Odisha GST Registration is mandatory
4	Must have minimum average annual financial turnover of Rs. 50 lakhs during the last three financial years. (, 2022-23 , 2023-24 & 2024-25).	Copies of audited Income/ Expenditure Statement and Balance sheet for the concerned period duly signed by a Chartered Accountant with a valid UDIN No.
5	The agency should not have been blacklisted by any Central / State government, or any other public sector undertaking or a corporation as on the date of this bid.	An undertaking to this effect to be furnished by the bidder as per the prescribed format. [Annexure V]
6	Must not have any pending judicial proceedings for any criminal offence against the proprietor / Director & the Persons to be deployed by the Service Provider.	An undertaking to this effect to be furnished by the bidder as per the prescribed format. [Annexure VI]
7	Other Statutory Documents:	Copies of: <ul style="list-style-type: none"> PAN, GSTIN, Copies of EPF & ESI Registration Certificate IT return for the last 3 consecutive assessment years

B. BID PROCESSING FEE AND EMD:

- a. The bidder shall deposit a non-refundable amount of **Rs.1000/- (Rupees one thousand only)** toward cost of tender paper and BID processing fee in shape of demand draft drawn in any

- scheduled commercial bank and in favour of "Chief District Veterinary Officer, Jajpur." payable at Jajpur
- b. The demand draft / Govt. money receipt of Rs.1000/- is to be attached with the technical bid documents. Bid without bid processing fee will be out-rightly rejected.
 - c. An amount of **Rs.5,000/- (Rupees five thousand)** towards **BID security/ EMD** through demand draft need to be submitted along with the bid documents.
 - d. The bid EMD will be returned to unsuccessful bidders without interest. The EMD of successful bidders will be adjusted during the collection of performance security. 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 demand draft can be made in favour of the following particulars of Tender Inviting Authority.
Chief District Veterinary Officer, Jajpur

C. LIST OF DOCUMENTS FOR SUBMISSION

Bidders are required to furnish all the documents as per the document checklist listed at **Annexure VII**. 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 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.

D. REJECTION OF TENDER:

The tender paper will be rejected, if any of the following documents are wanting or not found with the tender:

- a. Non submission of the Bid processing fees and EMD.
- b. Bids without signature and self-attestation.
- c. Unsealed covers.
- d. Non submission of any document listed in **Annexure VII**.
- e. Any pre-condition by the bidder contradicting to the tender terms & conditions or non- compliance to product specification.

E. EVALUATION:

The bidder shall be evaluated on QCBS (Quality and Cost based Selection) on 70: 30 Technical to Financial ratio. For technical evaluation of the bidders the Tender Evaluation Committee has approved the following scoring criteria based on which marks will be awarded. The bidders scoring a minimum of 70 marks will qualify for further evaluation by the QCBS method.

Evaluation Criteria (100 Marks, Minimum qualifying marks 70 Marks)

Parameter	Maximum Marks
Average Turnover over last 3 financial years: 2022-23, 2023-24 & 2024-25 <ul style="list-style-type: none"> More than 50 lakh and up to one crore: 5 marks More than one crore and up to 5 crores: 10 marks For each additional one crore above 5 crore two marks will be added up to maximum of 20 marks. 	20
Net worth: <ul style="list-style-type: none"> More than one crore and up to 2.5 crore: 5 marks More than 2.5 crore and up to 5 crore: 7 marks More than 5 crore: 10 marks 	10
Employee base on outsourcing basis with valid license from Labour & ESI department, Statutory Compliances of EPFO/ESIC and latest payment confirmation slips certificate: <ul style="list-style-type: none"> Submitted for more than 50 and up to 100 employees: 5 marks Submitted for more than 100 and up to 200 employees: 10 marks Submitted for more than 200 employees: 15 marks 	15
Experience of Bidder in handling in Animal Resource Development Department with strength of manpower in single work order <ul style="list-style-type: none"> 10 < 20 – 5 marks 20 < 30 – 10 marks 30 and above – 15 marks 	15
Experience of working in last five years only: Awarded Govt./PSU labour contracts <ul style="list-style-type: none"> at least one contract worth more than Rs 5 lakh and up to 10 lakh: 5 marks, at least one contract more than Rs 10 lakh up to Rs 15 lakh :10 marks at least one contract more than Rs 15 lakh: 15 marks For each additional contract of more than 15 lakh an additional 2 marks will be added up to a maximum of 25 marks. 	25
Quality Standards/ Certifications for the service obtained by the Service provider: <ul style="list-style-type: none"> ISO 9001: 2015: 3 marks ISO 14001:2015: 3 marks ISO 45001: 2018: 3 marks ISO 27001:2013: 3 marks ISO 22000:2018: 3 marks 	15
TOTAL	100

QCBS evaluation will be on 70:30 ratio where 70 % weightage shall be given to technical score and 30% weightage shall be given to the financial score.

- Technical score of individual bidders shall be evaluated as $(TS) = \text{Score in Technical evaluation criteria} * 0.70$
- Financial score of Individual bidders shall be as $(FS): L1 (\text{Lowest Quote}) / \text{Bidder Quote} * 0.30$
- QCBS score of each of the bidder will be evaluated as $QCBS = "TS+FS"$
- The service charges of the bidders should conform to the Finance Department Notification No 19595 dated 11.07.2023. Bidders quoting service charges less than or more than the prescribed service charges of Finance Department will be out rightly rejected.

Bidder with the Highest Score in the QCBS shall be declared as H1 and will be the best qualified bidder for the award of contract.

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.

N.B: In the event of two or more bidders having same QCBS Score, the final qualifying bidder will be decided by lottery.

F. PERFORMANCE SECURITY:

The successful bidder has to deposit performance security @ 5% of the annual tender value within 7 days of issue of Letter of Award (LoA) at the time of execution of agreement in form of Account payee demand draft/ TDR pledged to CDVO Jajpur / bank guarantee from any scheduled Bank situated within Odisha in favor of **Chief District Veterinary Officer, Jajpur** as per the prescribed format. The BG should have validity of at least **90 days** beyond the contract period. A model BG form is attached herewith at Annexure-IX.

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.

G. AGREEMENT AND DEPLOYMENT OF MANPOWER:

The successful bidder shall execute an agreement with the Authority in ₹100 non-judicial stamp paper with all the terms and conditions mentioned in this tender document within 7 days of receipt of Letter of Award (LoA) and deposit of performance security and shall deploy the required manpower within 7 days of signing this contract. A model document for the contract of agreement is enclosed at Annexure VIII.

H. PAYMENT:

1. The service provider shall regularly pay the monthly remuneration to the personnel engaged by them by 5th of the succeeding month and all the statutory dues like EPF, ESI and taxes in respect of the said personnel. The service provider should credit the monthly remuneration of its employees in their respective Bank Accounts.
2. Having paid the monthly salary and the statutory dues (EPF, ESI & Taxes) the service provider shall submit the proof of bank transaction particulars (in respect of the remuneration of the personnel) and EPF and ESI deposit particulars by the 7th of the succeeding month along with monthly bills and attendance sheet/performance report duly verified by the officer concerned in respect of the persons deployed against the employee.
3. The Authority shall then credit the amount to the service provider on recoupment basis within 7 days of receipt of such documents. In no case the Authority will credit advance payment to the service provider.

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.

5. 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.
6. 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.

SECTION-IV

SCOPE OF THE WORK

SERVICES OF LABORATORY TECHNICIAN IN THE DDL

Job description of outsourced personnel:

1. One laboratory Technician will be engaged in each District Diagnostic Laboratory on outsourcing basis from a Service provider.
2. **Qualification:** They should have passed the Diploma in Medical Laboratory Technician from any of the Govt recognized institutions and they should be not be less than 21 years or more than 65 years of age during the initial engagement.
3. They will be given a monthly take home remuneration of ₹15,600/- + EPF + ESI + GST+ Service Charges of the service provider.
4. **Working Hours:** They will report for work in the District Diagnostic Laboratories from 10 am to 5.30 pm with half an hour of lunch break from 1.30 pm to 2.00 pm. They will be given weekly offs on Sundays only.
5. They may be called for duty in off days if any emergencies/ outbreaks reported.
6. They will be sometimes required to visit to villages along with the I/C DDL for sample collection from animals/ birds.
7. They will carry out Collection, labelling, packaging and processing of samples for routine examination and dispatch of outbreak/surveillance samples to ADRI, Phulnakhara.
8. They will prepare the pathology reports against the tests.
9. They will be involved in record keeping and smooth day to day management of DDLs.
10. They will assist in Sample collection in face of outbreak investigation, disease surveillance/ monitoring.
11. He will be required to receive and examine fecal samples, blood samples, tissue samples and to grow micro-organisms in culture media for conducting ABST and other tests.
12. He should be able to process all laboratory test requisitions and specimens quickly, efficiently and appropriately.
13. He should be efficient in loading, operating and maintenance of Laboratory Machinery and inform malfunctioning of any equipment to the I/c DDL.
14. He will maintain the laboratory log book/stock book and bring immediately to the I/c DDL about the stock of chemicals/reagents required.
15. He should safely dispose the biomedical waste as per the rules of BMW Disposal.
16. He will maintain all records and registers of the DDL and may be entrusted with any other laboratory responsibilities as and when required by the Authority.

General terms and conditions for services of the deployed manpower

17. The manpower has to stay at allotted location at his own arrangement and shall discharge his duties in the DDL JAJPUR as per the designated working hour and working days as detailed above.
18. The Service Provider shall ensure that the personnel deputed are as per the scope of the work, physically and mentally healthy and not more than 65 years of age or less than 21 years of age.
19. The full particulars of the personnel to be deployed by the service provider including their names and addresses shall be furnished along with testimonials before they are actually deployed for the job.
20. A senior level representative of the Service provider shall visit the concerned district in every fortnight and review the service performance of its personnel. During the fortnight visit, Service provider's representative will also meet the representative of the Authority dealing with service under the contract for mutual feedback regarding the work performed and removal of deficiencies, if any,

erved in their working. 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.

21. The incidental expenses like small implements/dress or uniform etc. shall be borne / supplied by the service provider at its own cost.

22. The day-to-day functioning of the services shall be carried out in consultation with and under direction of the Authority.

23. Any loss caused to the Authority due to the lapse on the part of the personnel discharging responsibilities, will be borne by the Service provider and in this connection, the Authority shall have the right to deduct appropriate amount from the bill of the Service provider to make such loss besides imposition of penalty. In case of frequent lapses on 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.

24. 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 way be 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 financial bid.

25. The Manpower Service Provider shall provide a substitute well in advance if there occurs any probability of the person leaving the job due to his/her own personal reasons. The payment in respect of the overlapping period of the substitute shall be the responsibility of the Manpower Service Provider.

26. 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.

27. 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.

SECTION – V

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 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.
3. 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.
4. 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.
5. 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.
6. The Service Provider shall provide uniform along with Photo ID Card to its personnel deployed at site at its own cost.
7. 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.
8. 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 needed, joint enquiry comprising of both the parties shall be conducted and responsibility will be fixed.
9. 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.
10. 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.
11. 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.
12. 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.
13. 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 organization. Sub-contracting is not allowed under this agreement.
14. In case of dispute resolution relating to rights/liabilities arising out of the agreement, the same shall be disposed of at the level of Administrative Departments.
15. 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.

16. 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.
17. 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.
18. 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.
19. All disputes shall be under the jurisdiction of the court at JAJPUR District Headquarters only.
20. 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.
21. 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.
22. 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 -VI

Schedule of Requirement

The Tender Inviting Authority requires the services of an experienced Laboratory Technician in the District Diagnostic Laboratory, Jajpur located in the campus of the O/o the CDVO Jajpur as per details given above.

Sl No	Type of Manpower	Basic remuneration	No of Manpower required	Remarks
1	Laboratory Technician with qualification as described under section IV	₹15,600.00 (EPF, ESI, GST, Services Charges as admissible)	1 (One)	The requirement of TIA may vary during the Contract period.

Annexure I

TECHNICAL BID

COVERING LETTER

(In BIDDER LETTER HEAD)

To

The Chief District Veterinary Officer, Jajpur

Sub: Tender for Outsourcing of Manpower for District Diagnostic Laboratory of Jajpur District.

Dear Sir,

I, the undersigned, offer to participate in the tender process to provide services for outsourcing of Manpower for District Diagnostic Laboratory of Jajpur District in accordance with your Tender Notice No:....., Dated.....

We are hereby submitting our proposal, which includes Technical Proposal and Financial Proposal sealed in separate envelope.

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 tender 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 – F1)

1.	Name of the Bidder	
2.	Name of the Director /	
3.	Full Address of Registered Office	Postal Address:
		Telephone No.:
		FAX No.:
		E-Mail Address:
4.	Name & telephone number of the authorized person signing the bid	Name and Designation:
		Mobile Number:
5.	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.	E.S.I. Registration No. (Attach self-attested copy.) Attach attested copy)	
11.	Acceptance to all the terms & conditions of the tender (Yes/No).	
12.	Power of Attorney/authorization letter for signing the of the bid documents	
13.	Please submit an undertaking that no criminal case is pending with the police at the time of submission of bid.	
14.	Kindly mention the total number of pages in the tender document.	

Annexure II:
Financial Turnover of the bidder for the last 3 financial years.

Bidders are required to provide the information about the annual turnover from the similar service during the last 03 years as per the following prescribed format. The self-attested audited Balance Sheet and Profit & Loss account signed by a Chartered Accountant with valid UDIN No. must be attached along with this form.

[To be provided on the Bidder Letter Head]

<Name of Bidder>

FINANCIAL CAPACITY OF BIDDER

Sl. No.	Period (Last 03 FYs)	Financial Turnover from the similar service in INR	Average Turnover from the similar service in INR
1.	2022-23		
2.	2023-24		
3.	2024-25		

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:

Annexure III
Details of the similar type service provided by the bidder in last 5 years only:

Sl. No.	Name of Authority with Complete Address & Contact No	Type of services provided with details of manpower /Machinery deployed	From (Date of award of contract)	To (Date of completion) Write ongoing for continuing projects	Period of Service	Contract Amount (in INR)
1						
2						
3						
4						
5						

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:

ls

Annexure IV:

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 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

Annexure V

DECLARATION FOR NOT BEING BLACKLISTED

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

I/We..... (Name & Designation) having My/our firm at..... do hereby declare that I/We have carefully read all the terms & conditions of RFP Notice of the Chief District Veterinary Officer, Jajpur. I will abide with all the terms & conditions set for in the bid document Reference No.....

I/We do hereby declare that, I/We have not been de-recognized/ debarred/ blacklisted by any State Govt./ Union Territory/ Govt. of India/Govt. organization for supply of required manpower/ part-supply/non-supply.

That, I am not a defaulter in supply of any manpower to the Chief District Veterinary Officer, Jajpur, Odisha, or any other indenting officers of the State of Odisha after being the successful bidder in past three years.

I/We do hereby declare that I/We will supply the approved manpower as per the terms, conditions & specifications of the RFP documents. I/We further declare that my/our performance security deposit will be forfeited if I/we fail to supply any approved manpower after getting order from the RFP inviting Authority.

I/We agree that the RFP inviting Authority can debar/ blacklist me/us for period of 03 years. If, any information furnished by us is proved to be false at the time of inspection/ verification and is not complying with the RFP terms & conditions.

Yours sincerely,

Authorized Signature
[In full and initials]:

Name and Designation of the Signatory:

Name of the Bidder and Address:

Affidavit before Executive Magistrate/Notary Public:

Annexure VI

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:

CS

Annexure – VII
FINANCIAL BID

COVERING LETTER

(BIDDER LETTER HEAD)

To
The Chief District Veterinary Officer, Jajpur

Sub : Tender for Outsourcing of Manpower for District Diagnostic Laboratory of Jajpur, District

Sir,

I, the undersigned, offer to provide the services for Outsourcing of Manpower for District Diagnostic Laboratory of Jajpur District in accordance with your Tender No....., Dated..... as per the financial proposal enclosed here for your kind consideration.

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*
with Date and Seal Address of the Bidder :

FORM -F2:
Application-Financial Bid

- For providing manpower to the District Diagnostic Laboratory under CDVO, Jajpur
- Basic Remuneration: ₹15600.00
- Name of tendering Manpower Service Provider:

Sl. No.	Manpower Type	Monthly rate per person						
		*Take home remuneration per person	EPF @ 13%	ESI @ 3.25%	Other statutory dues if any	Service Charge	GST@18%	Total
<u>1</u>	<u>2</u>	<u>3</u>	<u>4</u>	<u>5</u>	<u>6</u>	<u>7</u>	<u>8</u>	<u>9</u>
1	Laboratory Technician							

Place:

Date:

(Sign and Seal of Authorized Representative)

Annexure – VII

BID SUBMISSION CHECK LIST

Sl. No.	Description	Submitted (Yes/No)	Page No.
TECHNICAL BID (ORIGINAL)			
1	Covering Letter in Bidders Letter Head		
2	Bid Processing Fee		
3	EMD/ Bid security		
4	Copy of Incorporation / Registration Certificate of the Bidder		
5	Copy of PAN		
6	Copy of GSTIN (Odisha GST Mandatory)		
7	Copies of Income Tax Clearance Certificate for the last three consecutive Assessment years		
8	Copy of the latest GST return (October-2025, November-2025 & December-2025)		
9	Net worth certificate from a Chartered Accountant with valid UDIN no.		
10	Copy of Valid EPF & ESI Certificate with no of employee base		
11	TECHNICAL BID duly filled in (Covering Letter, FORM- F1)		
12	Financial details of the bidder along with all the supportive documents such as copies of Income / Expenditure Statement and Balance Sheet for the last 3 years duly signed by a Chartered Accountant and with a valid UDIN No.		
13	Power of Attorney in favor of the person signing the bid on behalf of the bidder Annexure X.		
14	List of completed / on-going assignments of similar nature (Past Experience Details) along with the copies of work orders for the respective from the authorities as per Annexure III.		
15	Undertaking for not have been black-listed by any Central / State Govt./any Autonomous bodies during the recent past.		
16	Undertaking for not having any police case pending against the bidder.		
FINANCIAL BID (ORIGINAL)			
1	Covering Letter in Bidders Letter Head		
2	Duly Filled in Financial Bid (FORM- F2)		

It is to be ensured that:

- All information has been submitted as per the prescribed format only.
- All the documents have to be bound with no loose sheets and each page to be numbered along with dated signature of the bidder with Index Page.
- All pages of the proposal need to be sealed and signed by the authorized representative.

Authorized Signatory [In full and initials] _____ **Name**
and Designation with Date and Seal: _____

Annexure VIII

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 _____ principal business at _____ (hereinafter called the "Service Provider") of the 2nd 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 hereto shall be deemed to form an integral part of this Contract:
 - Appendix A: General Terms and Conditions as per bid document.**
 - Appendix B: Scope of Work as per bid document.**
 - Appendix C: Contract Price and Payment Term as per bid document.**
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 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.

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 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. The payment will be done as per terms and conditions set out in the tender document.

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.....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 _____.
- f. *For and on behalf of [Tender Inviting Authority]*

Witness1:

Witness2:

For and on behalf of [SERVICE PROVIDER

[Name and Designation of the Representative with seal]

Witness1:

Witness2:

Annexure IX
PERFORMANCE BANK GUARANTEE FORMAT

To

The Chief district Veterinary Officer,

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

AND WHEREAS it has been stipulated by CDVO _____ 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

Annexure X
POWER OF ATTORNEY

(On a Stamp Paper of relevant value)

POWER OF ATTORNEY FOR AUTHORISED SIGNATORY

Know all men by these presents, we (name and address of the registered office) do hereby constitute, appoint and authorize Mr. /Ms. (name and address of residence) who is presently employed with us and holding the position of as our attorney, to do in our name and on our behalf, all such acts, deeds and things necessary in connection with or incidental to our proposal for [Name of the Service]

We hereby agree to ratify all acts, deeds and things lawfully done by our said attorney pursuant to this Power of Attorney and that all acts deeds and things done by our aforesaid attorney shall and shall always be deemed to have been done by us.

Executants

Signature of Attorney

(Name, Title and Address of the Attorney) Attested

Executants

Notes:

1. *To be executed by the sole Bidder.*
2. *The mode of execution of the Power of Attorney should be in accordance with the procedure, if any, laid down by the applicable law and the charter documents of the executant(s) and when it is so required the same should be under common seal affixed in accordance with the required procedure.*
3. *Also, where required, the executants(s) should submit for verification the extract of the charter documents and documents such as a resolution / power of attorney in favour of the Person executing this Power of Attorney for the delegation of power hereunder on behalf of the Bidder.*

In case the Proposal is signed by an authorized Director of the Bidder, a certified copy of the appropriate resolution / document conveying such Client may be enclosed in lieu of the Power of Attorney.

END OF DOCUMENT

Signature
21/1/20
Chief District Veterinary Officer
Jajpur