



**ODISHA POLICE**  
**DISTRICT HEADQUARTERS, JAJPUR**  
**PANIKOILI**  
**REQUEST FOR PROPOSAL (REP)**  
**THROUGH LIMITED TENDER ENQUIRY**  
**TENDER NOTICE**

Bid Reference No. 01 / Dated : 16.03.2026

Due to official exigencies as well as for administrative, the due date and time for submission of bid, Opening of Technical Bid and Opening of Financial Bid for Outsourcing of Cleaning and Sweeping services in 14 numbers of Police Station of Jajpur District through service provider agency is as follows.

Sl. No.	Bidding Schedule	Deadline
1.	Date of Issue	16.03.2026
2.	Bid due date and Time	25.03.2026, 02.00 PM
3.	Opening of Technical Bid	25.03.2026, 03.00 PM
4.	Opening of Financial Bid	25.03.2026, 04.00 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 Outsourcing of manpower service for providing cleaning and sweeping service for Police Stations i.e Badachana, Jenapur, Jajpur Town, Tomka, Kaliapani, Kalinganagar, Dharmasala, Korei, Jakhapura, Byree, Sukinda, Panikoili, Kuakhia, Jajpur Road PSs of Jajpur District" must reach the undersigned on or before date 25.03.2026 by 02.00 PM by Speed Post/ Registered Post or can be dropped in the Tender Box kept at office of the Superintendent of Police, Jajpur.

The bid documents containing eligibility criteria, scope of work, terms and conditions of the tender and draft agreement are enclosed.  
Complete address for Submission of bid:

To  
The Superintendent of Police,  
Jajpur, Panikoili, Pin-755043

Head of Office Seal

Memo. No. 581 /

Dated: 16.03.2026

Copy along with copy of Bid Documents forwarded to the A.I.G of Police (Provisioning), Odisha, Cuttack for favour of kind information with reference to S.P. Hdqrs letter No.2490/Supply, dated 20.01.2026.

Superintendent of Police,  
Jajpur

Memo. No. 582 /

Dated: 16.03.2026

- i) Copy submitted to the Collector & District Magistrate, Jajpur for favour of kind information. He is requested to make it convenient to upload all the bid documents in Jajpur District website (<https://jajpur.odisha.gov.in>) for wide publicity.
- ii) Copy submitted to the CDPO, Jajpur/ Sub Collector, Jajpur/ RTO, Jajpur/ RTO, Chandikhole/ DWO, Jajpur/ District Labour Officer, Jajpur/ District Treasure officer, Jajpur for information. They are requested to make it convenient to paste the tender notice in their Notice Board for wide publicity.
- iii) Copy Submitted to DeGM, Jajpur for upload the documents in the District webside. Mail Id- degm\_jajpur.od.@od.gov.in

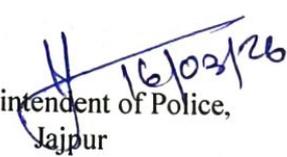
  
Superintendent of Police,  
Jajpur

Memo. No. 583 /

Date: 16.03.2026

Copy submitted to the District Information and Public Relations Officer, Jajpur for information. He is requested to publish the tender notice in the Leading Odia newspaper as per the clipping attached.

“Sealed tenders invited from outsourcing agencies for hiring of non-consultancy service across 14 Police Stations under Jajpur District. Last date submission of bid is 25.03.2026 by 02.00 PM. EMD and Bid Processing fees are applied. For details, kindly visit the website of Jajpur District. [www.jajpur.odisha.gov.in](http://www.jajpur.odisha.gov.in)”.

  
Superintendent of Police,  
Jajpur

Memo No. 584 /

Date: 16.03.2026

Copy to Head Clerk, Jajpur/ R.I. of Police, Jajpur/ Addl. S.P/ DyS.P, Hdqr/ Addl. SP, Kalinganagar/ SDPO, Jajpur/ SDPO, Jajpur Road for information and necessary action.

  
Superintendent of Police,  
Jajpur

**OFFICE OF THE SUPERINTENDENT OF**

**POLICE, PANIKOILI, JAJPUR**

**CONTACT NO. 0672- 6240112**

**E-MAIL ID : spjpp.odpol@od.gov.in**

**TENDER NOTICE**

**Bid Reference No. 01 /Dated-16.03.2026**

The Superintendent of Police, Jajpur invites sealed tender from the reputed agencies for cleaning and sweeping services for the 14 (Fourteen) nos of Police Stations under Jajpur District. The tender notice along with detailed terms & conditions is available on the official website of Jajpur District.

Sl. No.	Bidding Schedule	Deadline
1.	Date of Issue	16.03.2026
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The tenders received after due date and time as well as without all documents will be rejected summarily.

Superintendent of Police, Jajpur reserves the right to reject or cancel any or all tenders without assigning any reasons.

Superintendent of Police,  
Jajpur

*16/03/26*

## **INDEX**

<b>Sl. No.</b>	<b>Section</b>	<b>Description</b>	<b>Page</b>
1.	Section-I	Instruction to Bidders	2 – 7
2.	Section-II	Scope of the Work	8 – 10
3.	Section-III	Schedule of Requirement	11
4.	Section-IV	General Terms and Conditions	12 – 14
5.	Section-V	Technical Bid	15 – 22
6.	Section-VI	Financial Bid	23 – 25
7.	Section-VII	Bid Submission Checklist	26
8.	Section-VIII	Service Agreement & PBG Format	27 – 28
9.	Section-IX	Performance Bank Guarantee Format	29– 30

## **SECTION-I**

### **Instruction to Bidders**

#### **A. General Information:**

- The office of the Superintendent of Police, Jajpur requires the service of reputed, well established, financially sound and registered Service Providers to provide **manpower service** for cleaning and sweeping service for the Police Stations i.e. **Badachana, Jenapur, Jajpur Town, Tomka, Kaliapani, Kalinganagar, Dharmasala, Korei, Jakhapura, Byree, Sukinda** PSs by deploying 01 (one) and **Panikoili, Kuakhia, Jajpur Road** PSs by deploying 2 (two) trained and disciplined manpower to each Police Station as per the requirement.
- Sealed tender are invited under two bid system from reputed manpower agencies/service providers to provide manpower service for cleaning and sweeping service for the Police Stations i.e. **Badachana, Jenapur, Jajpur Town, Tomka, Kaliapani, Kalinganagar, Dharmasala, Korei, Jakhapura, Byree, Sukinda, Panikoili, Kuakhia, Jajpur Road P.S** for a period of one year w.e.f. the date of execution of agreement and likely to be extended to a maximum of three years subject to satisfactory performance, mutual agreement on yearly basis (Other terms & conditions will remain unchanged) through a suitable placement agency on contract basis to work in each Police Stations i.e. **Badachana, Jenapur, Jajpur Town, Tomka, Kaliapani, Kalinganagar, Dharmasala, Korei, Jakhapura, Byree, Sukinda, Panikoili, Kuakhia, Jajpur Road P.S**. Preference will be given to the Local Tenderers to provide personnel having previous experience for working at Police Stations i.e. **Badachana, Jenapur, Jajpur Town, Tomka, Kaliapani, Kalinganagar, Dharmasala, Korei, Jakhapura, Byree, Sukinda, Panikoili, KUakhia, Jajpur Road P.S**. The authority reserves the right to terminate the contract at any time after giving 30 days' notice to the service provider.
- Bidders are required to submit the technical & 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 outsourcing of cleaning and sweeping service for the Police Stations i.e. Badachana, Jenapur, Jajpur Town, Tomka, Kaliapani, Kalinganagar, Dharmasala, Korei, Jakhapura, Byree, Sukinda, Panikoili, KUakhia, Jajpur Road P.Ss** must reach the undersigned on or before date **25.03.2026 by 2 PM** by Speed Post/ Regd. Post only or can be dropped in the Tender Box kept at office of the Superintendent of Police, Jajpur.
- 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 or contact in Mob. No.9439903858

## Eligibility criteria:

Sl. No.	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"> <li>• Registered under the Companies Act 2013</li> <li>• Registered under the Indian Partnership Act 1932 or Proprietorship Firm.</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>	<p>Certificate of Incorporation or Registration Certificate or Commercial Establishment Registration or MSME registration or NSIC Registration or Udyam Registration.</p>
2	<p>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/ corporate bodies.</p>	<p>Copies of the work order from the previous authorities.</p>
3	<p>The Registered Office / Branch Office of the Service Provider must be located within the jurisdictional area of Odisha.</p>	<p>Valid address proof of the office (Copy of the Telephone Bill or Electricity Bill or Agreement of House or any legal documents in this address)</p>
4	<p>Must have average annual financial turnover of Rs.2 Crores during the last five financial years as on Dt.31.03.2025.</p>	<p>Copies of audited Income/ Expenditure Statement and Balance sheet for the concerned period or certified copy of C.A.</p>
5	<p>Must have its own bank account in any scheduled bank situated in Odisha.</p>	<p>Copies of the six months transaction amount certified by Manager of the Bankers.</p>
6	<p>The agency should not have been blacklisted by any Central / State government / District Authority, or any other public sector undertaking or a corporation as on the date of this RFP</p>	<p>An undertaking to this effect to be furnished by the bidder as per the prescribed format <b>[Form – T2]</b></p>

Sl. No.	Eligibility Criteria	Supporting documents to be furnished along with the Technical Bid
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 to be furnished by the bidder as per the prescribed format. [ <b>Form – T3</b> ]
8	Other Statutory Documents:	<p>Copies of :</p> <ul style="list-style-type: none"> <li>• PAN,</li> <li>• TAN</li> <li>• GSTIN,</li> <li>• Valid labour Licence for minimum three hundred labours.</li> <li>• Valid ISO Certificates i.e. ISO 9001:2015, ISO 14001:2015, ISO45001:2018, SA-8000:2014, ISO 27001:2013 and ISO 22000;2018</li> <li>• Copies of EPF &amp; ESI Registration Certificate.</li> <li>• Copy of Commercial Establishment Registration Certificate.</li> <li>• Copy of Bank solvency Certificate minimum 5 crores.</li> <li>• IT return for the last 3 Assessment years.</li> <li>• Valid License under PSARA <b>(Private Security Agencies Regulation Act. 2005)</b> <i>(In case of Security Services)</i></li> </ul>

## **B. Submission of Bid:**

The proposal completes in all respect as specified must be accompanied with a Nonrefundable amount **Rs.300/- (Rupees Five hundred) only** towards **Bid Processing Fee** and **EMD of Rs.20, 000/- (no exemption for MSME registered firm)** in shape of **Demand Draft** in favour of the office of the Superintendent of Police, Jajpur drawn in any scheduled commercial bank and payable at **State Bank of India, Jajpur Town, Jajpur** failing which the bid will be out rightly rejected. The bid should be sent through Speed Post/Registered Posts so as to reach the authority by date 25.03.2026 by 2 PM to the office of the Superintendent of Police, Jajpur.

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**” (**name of the Service**) at office of the Superintendent of Police, Jajpur and “**Financial Bid**” (**name of the Service**). Both sealed envelopes must be kept in a third sealed envelope super-scribing “Bid Document-(Name of the Service)”

Selected bidder will have to deposit a Performance Security (5% of the annual contract value) in the shape of Bank Guarantee from any *scheduled Bank situated within Odisha in favour of* the office of the Superintendent of Police, Jajpur as per the prescribed format provided in the tender document at Section - IX 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. The service charge quoted as per latest notification, otherwise the financial bid rejected by authority. The Performance Bank Guarantee shall be renewed immediately after expiry of the FDR date, for the extension date of contract.

### **C. List of Documents for submission**

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

- a) Covering letter along with power of attorney on the bidder's letter head
- b) Demand Draft in support of Bid processing fee as applicable
- c) Demand Draft in support of EMD.
- d) Copy of Certificate of Incorporation for company, for firm or agency copy of commercial establishment registration certificate.
- e) Copy of GSTIN, 3B latest.
- f) Copy of PAN and TAN No.
- g) Copies of IT returns for the last three assessment years
- h) Copies of EPF&ESI Registration Number
- i) Copy of valid license under PSARA Act,2005 (in case of Security Service)
- j) Copy Bank Account details
- k) Copies of the Income/Expenditure statements along with Balance Sheet for the last 3years.
- l) Copies of work orders from the previous organizations for providing services during last 5 years.
- m) Undertaking regarding non-blacklisting (On stamp paper)
- n) Undertaking regarding non-pending of any judicial proceedings (On bidder's Letter head)
- o) Valid ISO Certificates i.e. ISO 9001:2015, ISO 14001:2015, ISO45001:2018, SA- 8000:2014, ISO 27001:2013 and ISO 22000;2018
- p) Copy of Bank solvency Certificate minimum 5 crores.
- q) Copies of the six months transaction amount certified by Manager of the Bankers.
- r) Copy of Net worth certificate minimum 5 crores.

Any deviation from the prescribed procedures/required information/formats/ conditions shall result in out-right rejection of the bid. Any conditional bids 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 date 25.03.2026 at 03.00 pm 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 date 25.03.2026 at 04:00 pm in presence of the authorized representatives.

The E.M.D. 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. The MSME registered firms are covered under MSME act and registered under NSIC are not exempted from submission of E.M.D. and paper cost for processing.

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.

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. Any query regarding the tender should be sent on the email ID- [spjpp.odpol@od.gov.in](mailto:spjpp.odpol@od.gov.in) within 20.03.2026. The query will be made immediately but there will be no change in schedule be allowed further considering the emergency of tender.

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.

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 service nature of the cleaning and sweeping personnel for Police Stations i.e. **Badachana, Jenapur, Jajpur Town, Tomka, Kaliapani, Kalinganagar, Dharmasala, Korei, Jakhapura, Byree, Sukinda, Panikoili, Kuakhia, Jajpur Road P.S** may interchange at any time as per office exigencies. Hence the manpower so outsourced/ engaged by the Agency shall be as per the above condition.

**Duty time shall be fixed by the Authority of Police Stations concerned.**

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 THE WORK**

**GENERAL INSTRUCTIONS FOR BIDDERS AND SCOPE OF WORK**

**A. GENERAL INSTRUCTIONS:**

1. The manpower deployed by the service provider shall be required to report for work at 07:00 AM to 10:00 AM and 02:00 PM to 05:00 PM daily and may also be required to work beyond 5:00 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.
2. The manpower 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.
3. 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.
4. 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 office. 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.
5. 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.
6. 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.
7. 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 their respective Bank Account.
8. 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.
9. The manpower to be engaged in the offices shall be given assignment as per the requirement of the office work and on due approval of Head of the Office.
10. In case of termination of this agreement on its expiry or otherwise, the person deployed by the service provider shall not be entitled to and have no claim for any absorption in regular or other capacity. Undertaking from the person deployed to this effect shall be required to be submitted by the service provider.

## **B. SCOPE OF WORKS**

### **CLEANING AND SWEEPING SERVICES:**

- Cleaning & Sweeping services comprise of a series of activities, including, but not restricted to sweeping, wet cleaning, steam cleaning and such other activities as may be necessary to maintain acceptable standards of cleanliness within a defined set of premises.
- The Service Provider to provide manpower for the premises as specified by the Buyer for the purposes of Cleaning and Sweeping. The successful bidder will have to undertake general sweeping, cleaning, mopping, dusting and maintenance of all floors, corridors, windows and staircases, toilets and bath rooms etc.
- To keep the office tables, chairs, almirahs, windows, book-shelves, cubicles and cabin clean and tidy.
- The bidder will undertake sweeping, cleaning, brooming and garbage collection of outside area (other than building) on daily basis to keep the area hygienic and tidy. Intensive cleaning of the floor, toilet and bath rooms shall be undertaken every Sunday.
- To attend to any other cleaning work as may be assigned to him from time to time by his official superior.

**TECHNICAL REQUIREMENTS FOR THE MANPOWER TO BE DEPLOYED BY THE SUCCESSFUL MANPOWER SERVICE PROVIDER IN THE POLICE STATIONS I.E. BADACHANA, JENAPUR, JAJPUR TOWN, TOMKA, KALIAPANI, KALINGANAGAR, DHARMASALA, KOREI, JAKHAPURA, BYREE, SUKINDA, PANIKOILI, KUAKHIA, JAJPUR ROAD P.S.**

**The manpower to be engaged should be above 18 years of age and not exceeding 50 years.**

1. The Minimum Educational Qualification for cleaning & sweeping will be 5<sup>th</sup> pass.
2. The manpower to be engaged should be un-skilled category and in a consolidated wage manner.

### SECTION -III

#### Schedule of Requirement:

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

(To be filled up by the Tender Inviting Authority)

Sl. No.	Description	Requirement
<b>Manpower</b>		
1	Manpower services for cleaning and sweeping	Cleaning and Sweeping personnel for Police Stations i.e. <b>Badachana, Jenapur, Jajpur Town, Tomka, Kaliapani, Kalinganagar, Dharmasala, Korei, Jakhapura, Byree, Sukinda, Panikoili, Kuakhia, Jajpur Road P.Ss</b> of Jajpur District.

*[NB: All the scopes are tentative & can be modified as per the requirement of the tender inviting authority.]*

## **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 and Acts in respect of the persons deployed. The persons deployed by the Service Provider shall not have any claim whatsoever, including employer–employee relationship, against the Authority under this Agreement. The Service Provider shall inform such persons of 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 termination of the contract. Persons to be deployed by the Service Provider should be above 18 years of age and not exceeding 50 years and must be physically fit to perform the assigned duties.
3. The Service Provider shall 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 performing their functions or duties, or for payment of any compensation.
4. The Service Provider shall exercise adequate supervision to ensure proper performance of the manpower deployed in accordance with the requirements. The Service Provider shall depute one full-time supervisor at the concerned office of the Authority for overall management of the services rendered at the site.
5. The Service Provider shall be solely responsible for compliance with the provisions of various labour and industrial laws, such as wages, allowances, compensation, EPF, ESI, bonus, gratuity, etc., relating to the manpower deployed at the Authority’s location.
6. The Service Provider shall maintain complete official records of disbursement of wages/salaries showing details of all supporting documents such as ESI, EPF, etc., in respect of the manpower deployed.
7. The Service Provider shall maintain a personal file in respect of all staff deployed in the office of the Authority. The personal file shall include personal details such as name, address, date of birth, gender, residential address (temporary/permanent), bank account details, EPF/ESI details, etc.
8. The manpower to be deployed by the Service Provider should not have any adverse police records or criminal cases against them. The Service Provider shall make adequate enquiries regarding the character and antecedents of the persons being recommended. An undertaking to this effect must be provided by the Service Provider prior to signing of the Agreement.
9. The Service Provider shall ensure that the manpower deployed is medically fit and shall maintain records of medical fitness certificates. The Service Provider shall immediately withdraw any manpower found unsuitable by the Authority for any reason upon receipt of such request.
10. The Service Provider shall ensure that the manpower deployed is disciplined and does not participate in any activity detrimental to the interest of the Authority.
11. The Authority shall not be liable for any compensation in case of any fatal injury or death caused to any manpower while performing or discharging their duties, during inspection or otherwise.

- 12.** In case of any theft, pilferage, loss, or other offences, the Service Provider shall investigate and submit a report to the Authority and maintain liaison with the police. FIR shall be lodged by the Authority wherever necessary. If required, a joint enquiry comprising representatives of both parties shall be conducted and responsibility fixed.
- 13.** In case of any loss caused to the Authority due to lapse on the part of personnel discharging duties, the same shall be borne by the Service Provider. The Authority shall have the right to deduct the appropriate amount from the Service Provider's bill. In case of frequent lapses, the Authority reserves the right to terminate the contract or take any other action without assigning any reason.
- 14.** In the event of any personnel being on leave or absent, the Service Provider shall ensure suitable alternative arrangements. If any person leaves the job for any reason, the Service Provider shall provide a suitable replacement within three (3) working days.
- 15.** In case of delay in providing the required replacement, a penalty at the rate of 1% of the annual contract value per week of delay shall be deducted from the monthly bill in the succeeding month.
- 16.** There shall be no increase in rates payable to the Service Provider during the contract period. The Service Provider shall be responsible for deposit of EPF, ESI, GST, and other statutory dues as applicable from time to time and shall submit proof of deposit to the Authority for records.
- 17.** 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. Subcontracting is not permitted under this Agreement.
- 18.** The Service Provider shall raise the bill in triplicate along with the attendance sheet duly verified by the concerned officer for the persons deployed and submit the same to the prescribed Authority in the first week of the succeeding month. Payment shall be released by the second week of the succeeding month.
- 19.** The Service Provider shall deposit the remuneration of the deployed manpower for the concerned billing period into their respective bank accounts through online transfer and submit proof of the same to the Authority for records.
- 20.** In case of dispute resolution relating to rights and liabilities arising out of this Agreement, the same shall be disposed of at the level of the Administrative Department.
- 21.** In the event of failure of the 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 shall attract termination of the contract with one (1) month prior notice.
- 22.** The Service Provider shall ensure that the persons deployed are not alcoholic, drug addicts, and do not indulge in any activity prejudicial to the interest of the Authority.
- 23.** The Authority reserves the right to withdraw or relax any of the terms and conditions mentioned above to overcome any difficulties encountered at a later stage.

- 24.** 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, whose decision shall be final and binding on all parties.
- 25.** All disputes shall be subject to the jurisdiction of the appropriate court.
- 26.** The Agreement may be terminated by either party by giving one (1) month's notice in advance. If the Service Provider fails to give one month's written notice for termination, one month's wages and any amount due shall be recovered by forfeiture of the Performance Security.
- 27.** The contract is liable to be terminated due to non-performance, deviation from any terms and conditions of the Agreement, non-payment of remuneration to deployed manpower, or nonpayment of statutory dues. The Authority shall have no liability towards such non-payment.
- 28.** The Service Provider shall be bound by the details furnished to the Authority while submitting the tender or at any subsequent stage. Misrepresentation of documents or information shall lead to termination of the Agreement.
- 29.** Additional manpower shall be supplied by the Service Provider as and when required during the validity period of the Agreement.
- 30.** The Service Provider shall provide photo identity cards to its personnel deployed at the site at its own cost.

**SECTION – V**

**TECHNICAL BID**

**COVERING LETTER**

**(BIDDER LETTER HEAD)**

*[Location, Date]*

To

The Superintendent of Police,  
Jajpur, Panikoili- 755043

Sub: Tender for Outsourcing Non-Consultancy Services.

Sir,

I, the undersigned, hereby offer to participate in the tender process for providing manpower services for cleaning and sweeping at the Police Stations i.e **Badachana, Jenapur, Jajpur Town, Tomka, Kaliapani, Kalinganagar, Dharmasala, Korei, Jakhapura, Byree, Sukinda, Panikoili, Kuakhia, Jajpur Road P.Ss** of Jajpur District, in accordance with your Tender Notice No. \_\_\_\_\_, dated \_\_\_\_\_.

We hereby submit our proposal, which includes the 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. I understand and accept that any misrepresentation or misinterpretation contained therein may lead to disqualification of our proposal. Our proposal shall remain valid for acceptance for a period of 90 (ninety) days, and I confirm that this proposal shall remain binding upon us and may be accepted by you at any time before the expiry of the bid validity period.

I hereby unconditionally undertake to accept all the terms and conditions as stipulated in the RFP document. In case any provision of this tender is found to be violated, your office shall have the right 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 and Earnest Money Deposit: (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
8.	PAN No.& TAN No (Attach self attested copy)	
9.	GSTIN (Attach self attested copy.)	
10.	E.P.F. Registration No. (Attach self attested copy.)	
11.	E.S.I. Registration No. (Attach self attested copy.) Attach attested copy)	

12.	PSARA License No. & Valid up to <b>(Applicable in case of Security Services, Labour License No for 300 labour</b>	
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13	Acceptance to all the terms & Conditions of the tender (Yes/No).	
14	Power of Attorney/ authorization letter for signing of the bid documents.	
15	Please submit an undertaking that no criminal case is pending with the police at the time of submission of bid.	
16	Kindly mention the total Number of pages in the tender document.	
17	ISO Certificates No. i.e. ISO 9001:2015, ISO 14001:2015, ISO45001:2018, SA-8000:2014, ISO 27001:2013 ISO 22000;2018	
18	Bank solvency Certificate minimum 5crores.	
19	Commercial Establishment Registration Certificate.	
20	Net worth certificates minimum 5 crores.	

21	Balance Sheet for the last 3 years.	
22	Work orders from the previous organizations for providing services during last 5 years. W.O No- a) b) c) d) e)	

**Financial Turnover of the bidder for the last 5 financial years. (\*)**

Financial Year *	Turn Over Amount (In INR)	Average Turnover (in INR]
FY1		
FY2		
FY3		
FY4		
FY5		

*\*from the date of issue of tender*

**Details of the similar type service provided by the bidder in last 5years:**

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						
5						

## **DECLARATION**

I, **Shri/Smt./Ms.** \_\_\_\_\_, Son/Daughter/Wife of **Shri** \_\_\_\_\_, **Proprietor/Director/Authorized Signatory** of (**Name of the Service Provider**), am 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 fully aware that furnishing any false information or fabricated document will lead to rejection of our tender at any stage, besides attracting liability for prosecution under the appropriate law.

**(Signature of Authorized Representative with seal)**

Place:.....

Date:.....

**Enclosures:**

1. Bid Processing Fee in the form of a Demand Draft, in original.
2. Earnest Money Deposit (EMD) in the form of a Demand Draft, in original.
3. Copy of the Tender Document, with each page duly signed and sealed.
4. Duly filled Technical Bid and Financial Bid.
5. 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 or debarred by any Central or State Government Department/Office or by any Public Sector Undertaking (PSU), and has not been 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 having 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 the Proprietor/Director/Persons to be deployed by our company have not been convicted of any offence in any Court in India during the recent past. I/We understand that I/We am/are 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 (L<sub>1</sub>) 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*.

In case of 2(two) or more bidders stand at L<sub>1</sub>, Bidders shall be selected through following criteria:

1. Annual turnover
2. Total number of project earlier done
3. Previous successful service done with Home Department, Govt. of Odisha

**SECTION – VI FINANCIAL BID**

**COVERING LETTER**

*(BIDDER LETTER HEAD)*

[Location, Date]

**To**

The Superintendent of Police,  
Jajpur, Panikoili – 755043

**Sub:** Tender for Outsourcing of Manpower Services for cleaning and sweeping of Police Stations i.e. **Badachana, Jenapur, Jajpur Town, Tomka, Kaliapani, Kalinganagar, Dharmasala, Korei, Jakhapura, Byree, Sukinda, Panikoili, Kuakhia, Jajpur Road P.Ss** of Jajpur District [Financial Proposal]

**Sir,**

I, the undersigned, offer to provide the services for cleaning and sweeping of Police Station i.e. **Badachana, Jenapur, Jajpur Town, Tomka, Kaliapani, Kalinganagar, Dharmasala, Korei, Jakhapura, Byree, Sukinda, Panikoili, Kuakhia, Jajpur Road P.Ss** of Jajpur District, in accordance with your Tender No. \_\_\_\_\_, Dated \_\_\_\_\_. Our attached financial proposal is [**Insert amount(s) in words and figures**] for the proposed services. This amount is inclusive of all taxes applicable as per the GST Act.

I do hereby undertake that, in the event of acceptance of our bid, the services shall be provided in accordance with the terms and conditions stipulated in the tender document.

Our financial proposal shall be binding upon us, subject to modifications resulting from contract negotiations, up to the expiration of the validity period of the proposal of **90 days**. I have carefully read and understood the terms and conditions of the tender and agree to provide the services accordingly.

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

I remain,

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)**

**APPLICATION – FINANCIAL BID**

**For Providing Manpower Assistance of Cleaning and Sweeping personnel for Police Stations i.e. Badachana, Jenapur, Jajpur Town, Tomka, Kaliapani, Kalinganagar, Dharmasala, Korei, Jakhapura, Byree, Sukinda, Panikoili, Kuakhia, Jajpur Road P.Ss of Jajpur District.**

1. Name of tendering Manpower Service Provider:
  
2. Rate per person per month (8 hours per day) inclusive of all statutory liabilities, taxes, levies, cess etc:

Sl. No	Manpower Type	Monthly Rate per person						
		*Take home remuneration per person	EPF @ 13%	ESI @ 3.25%	Other statutory dues if any	Service charges (as per FD O.M.No.19595/F dtd.11.7.23)	GST@ 18%	Total per person (3+4+5+6+7+8)
1	2	3	4	5	6	7	8	9
1.								

- Minimum take home remuneration per person should be Rs.12,600/- for the above services as per General Administration & Public Grievance Department Resolution No.7982/GAD Dated.07.03.2024.
- EPF/ESI of employees shall be borne by employees and shall be deducted as applicable.

Date:

Signature of authorized person

Full Name:

Place:

Seal:

## Notes:

- 1. The acceptable % of the service charge in the price bid shall be decided by the committee at the time of opening of the price bid for selection of the bidder. As clarified by the Government, there will be not any ZERO service charges or a negligible service charge which is against fair play and suspected with hidden cost. Hence such quotations are liable to be rejected.**

Note: A) It is clarified by the Government vide letter No.ME-1-IM-12/2014/14507 Dt.3-6-2014 that tender quoting zero or negligible service charges will not be taken into consideration and will be summarily rejected "As zero or negligible service charges are against fair play and suspected with hidden cost. B) The tendering agency have to explain in details the means they will adopt to utilize their service charge to meet all the contingencies in accordance with the Labour law presently in vogue required for their outsourcing service. C) It is obligatory on the part of outsourcing agency to manage duties of their manpower on off days and to follow all labour laws as applicable to them and that will be verified from time to time by the authority. D) Outsourced personnel is to be engaged by the service provider and authority/Government will not be liable for giving them contractual/permanent service in future. Such engagement by the service provider is absolutely temporary in nature and can be terminated at any time if deemed fit by the authority. False propaganda should not be spread by anybody that after a stipulated time these outsourced personnel will be made contractual, temporary, permanent employee of the Police Stations i.e. **Badachana, Jenapur, Jajpur Town, Tomka, Kaliapani, Kalinganagar, Dharmasala, Korei, Jakhapura, Byree, Sukinda, Panikoili, Kuakhia, Jajpur Road P.S.** The total rates quoted by the tendering agency should be inclusive of all statutory/taxation liabilities in force at the time of entering into the contract.

The payment shall be made on conclusion of the calendar month only on the basis of no. of working days for which duty has been performed by each manpower.

**SECTION – VII**  
**BID SUBMISSION CHECK LIST**

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	EMD		
4	Copy of Incorporation or Registration Certificate of the Bidder or Commercial establishment registration.		
5	Copy of PAN& TAN		
6	Copy of GSTIN Certificate and 3B		
7	Copies of Income Tax Clearance Certificate for the last three Assessment years		
8	Copy of Valid EPF & ESI Certificate, ISO Certificates,		
9	Copy of valid PSARA License (in case of Security Services)/Labour license.		
10	TECHNICAL BID duly filled in ( <b>Covering Letter, FORM- T1, T2 and T3</b> )		
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, Net Worth, Bank Solvency and Banker transaction certificate last six month.		
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.( <b>FORM- T2</b> )		
15	Undertaking for not having any police case pending against the bidder( <b>FORM- T3</b> )		
<b>FINANCIAL BID (ORIGINAL)</b>			
1	Covering Letter in Bidders Letter Head		
2	Duly Filled in Financial Bid ( <b>FORM- F1</b> )		

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 is page-numbered along with the 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:** \_\_\_\_\_

## SECTION – VIII

### SERVICE AGREEMENT

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

This **SERVICE AGREEMENT** is made on \_\_\_\_\_, between \_\_\_\_\_ (hereinafter called "*the Authority*"), of the **First Party**, and \_\_\_\_\_, having its principal place of business at \_\_\_\_\_ (hereinafter called "*the Service Provider*"), of the **Second Party**.

---

#### **WHEREAS**

(a) The "*Service Provider*", having represented to the "*Authority*" that it has the required manpower and other resources, has offered to provide the services in response to **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 set forth in this **Service Agreement**.

---

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

#### **1. Contract Documents**

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

- **Appendix A:** General Terms and Conditions
  - **Appendix B:** Scope of Work
  - **Appendix C:** Contract Price and Payment Terms
- 

#### **2. Mutual Rights and Obligations**

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

(a) The Service Provider shall carry out the services in accordance with the provisions of this Agreement; and

(b) The Certificate of Satisfactory Performance of Services by the Service Provider shall be issued by an officer authorized by the Authority, and in consideration thereof, the Authority shall make payments in the manner and within the time provided in this Agreement.

---

### 3. Mode of Payment

The Service Provider shall open a specific bank account for receiving payments from the Authority towards the services performed. The Service Provider shall furnish the details of such bank account to the Authority within **seven (7) days** of the signing of this Contract.

This Contract constitutes the entire agreement between the two parties in respect of their obligations and supersedes all previous communications and understandings between them.

---

### 4. Terms of Agreement

Now this Agreement witnesses as follows:

- (a) That in consideration of the payment to be made by the “*Authority*” to the “*Service Provider*”, the “*Service Provider*” hereby agrees to provide manpower resources to be engaged at the Police Stations i.e. **Badachana, Jenapur, Jajpur Town, Tomka, Kaliapani, Kalinganagar, Dharmasala, Korei, Jakhapura, Byree, Sukinda, Panikoili, Kuakhia, Jajpur Road P.Ss** in conformity with the terms and conditions of the Contract.
- (b) That the “*Authority*” hereby agrees to pay the “*Service Provider*” the contract price at the time and in the manner prescribed in the said terms and conditions.
- (c) The financial limit under this Contract shall vary with changes in statutory dues and government taxes, as applicable from time to time.
- (d) In the event of any dispute arising out of this Agreement, the same shall be settled in accordance with the terms and conditions of the Contract.
- (e) This Agreement shall be valid for a period of **one (1) year** with effect from the date of execution and may be renewed, subject to extension of the manpower services and mutual agreement of the parties.
- (f) The number of manpower may increase or decrease at any time during the period of the Contract, as per the requirement and decision of the competent authority.

*Witness1:*

*Witness2:*

*For and on behalf of [SERVICE PROVIDER]*

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*[Name and Designation of the Representative with seal] Witness1:*

*Witness2*

**SECTION-IX  
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 perform the service ..... (description of services) (hereinafter 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 amount 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 the aforesaid amount, without your needing to prove or 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 such 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 \_\_\_\_\_, \_\_\_\_\_ . Our branch at (Name & Address of the Bank and Branch) shall be liable to pay the guaranteed amount, or any part thereof, under this Bank Guarantee only and only if you serve upon us, at our \_\_\_\_\_ Branch, a written claim or demand, received by us at our said branch on or before Date: \_\_\_\_\_ .**

**Thereafter, the Bank shall stand discharged of all liabilities under this guarantee.**

**(Signature of the Authorized Officer of the Bank)**

.....

**Name & Designation of the Officer**

.....

**Seal, Name & Address of the Bank & Branch**

.....