



GOVERNMENT OF ODISHA
DEPARTMENT OF WATER RESOURCES

BID DOCUMENTS

Sweeping, cleaning and Sanitation to the HP Administrative Building
(including inside & outside of premises) at Delta Square, Bhubaneswar,
Odisha for the FY 2026-27.

Office of Executive Engineer
Support Services Division
Bhubaneswar

TENDER NOTICE

e-PROCUREMENT NOTICE NO- 01/2026-27

BID IDENTIFICATION NO- 01(02)/2026-27

Bids in sealed cover are invited under single bid system from reputed and experienced manpower service provider for the work “Sweeping, cleaning and Sanitation to the HP Administrative Building (including inside & outside of premises) at Delta Square, Bhubaneswar, Odisha for the FY 2026-27”. The details of the bidding process are as follows:

Sl. No	Bidding Schedule	Deadline
1	Date of Issue	07.07.2026
2	Last date of Bid Submission	24.07.2026 at 04.00 PM
3	Opening of Bid	24.07.2026 at 05.00PM

The bid documents containing eligibility criteria, scope of the work, terms and conditions of the tender and draft agreement can be downloaded from the website <http://tendersodisha.gov.in>

Complete address for submission of bid

**Office of the Executive Engineer, Support Services Division, 2nd Floor,
Dam Safety Building, Secha Sadan, Keshari Nagar, Unit – V, Bhubaneswar-
751001.**

Executive Engineer,
Support Services Division,
Bhubaneswar



GOVT. OF ODISHA, e- PROCUREMENT NOTICE

DEPARTMENT OF WATER RESOURCES

E-PROCUREMENT NOTICE

E-mail: eessdivision@gmail.com

E-PROCUREMENT NOTICE NO- 01/2026-27

1. The Executive Engineer, Support Services Division, Bhubaneswar on behalf of Govt. of Odisha invites bid in Single Cover system in ONLINE MODE from eligible manpower service provider as detailed below:
2. Number of Works : 2 Nos
3. Date & Time of availability of Bid Documents in the Portal : 17.07.2026 to 24.07.2026 up to 04.00 PM
4. Last Date & Time of Online Bidding : 24.07.2026 up to 04.00 PM
5. Date & Time of Opening of Online Bid : 24.07.2026 at 05.00 PM
6. The Bidders have to participate in ONLINE bidding only. Further details can be seen from the website: <https://tendersodisha.gov.in>. Any addendum/ corrigendum/ cancellation of tender can also be seen in the said site.

Sl No	Name of Work	Bid Identification No.	Cost of Work in Lakhs of Rupees	Paper Cost	E.M.D. in Rupees	Period	Class of Contractor
1	2	3	4	5	6	7	8
01	Sweeping, cleaning and sanitation to the Secha Sadan Building premises and Annual Maintenance of Garden and Lawn of the Secha Sadan Complex, Bhubaneswar, Odisha for the FY 2026-27.	EE, SSD 01(1)/26-27	28.05	6,000.00	28050.00	8 Months	Human Resources Supply
02	Sweeping, cleaning and Sanitation to the HP Administrative Building (including inside & outside of premises) at Delta Square, Bhubaneswar, Odisha for the FY 2026-27.	EE, SSD 01(2)/26-27	13.15	6,000.00	13160.00	8 Months	Human Resources Supply

Executive Engineer.

Sl. No.	Section	Description	Page
1.	Section-I	Instruction to Bidders	5-9
2.	Section-II	Scope of the Work	10
3.	Section-III	Schedule of Requirement	11-12
4.	Section-IV	General Terms and Conditions	13-15
5.	Section-V	Technical Bid	16-22

Executive Engineer,
Support Services Division,
Bhubaneswar

SECTION-I

Instruction to Bidders

A. General Information:

1. Executive Engineer, Support Services Division, Bhubaneswar requires the service of reputed, well established, financially sound and registered Service Providers to provide service for the work “Sweeping, cleaning and Sanitation to the HP Administrative Building (including inside & outside of premises) at Delta Square, Bhubaneswar, Odisha for the FY 2026-27”.
2. The period of contract for providing the aforesaid service will be from **01.08.2026 to 29.03.2027**. The contract period may be extended 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 of notice to the service provider.
3. The interested bidders may visit the location on any working day in the office hours to have a thorough knowledge of the work to be performed before preparation and submission of the bid.

Eligibility criteria:

Sl. No.	Eligibility Criteria	Supporting documents to be furnished along with the Bid
1	The bidder should be registered under appropriate authority, such as • Registered under the Companies Act 2013/ 1956 • 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 Certificates to be furnished
2	The firm/ organization should be registered under ISO 9001:2015, ISO 45001:2018, ISO 14001:2015	Certificates to be furnished
3	The firm should submit a valid Solvency Certificate to the extent of at least two times of the amount put to tender issued by the competent authority of Government of Odisha	Certificate to be furnished

Executive Engineer,
Support Services Division,
Bhubaneswar

4	The bidder must have at least five years in business for providing similar type of services to Central/State Government/Autonomous bodies / Agencies / societies / corporate bodies.	Experience certificate from the previous authorities mentioning the period of service up-to 28 th February 2026.
6	Must have average annual financial turnover of Rs. 27.00 lakhs during the financial year 2022-23, 2023-24 & 2024-25.	Copies of audited Income/ Expenditure Statement and Balance sheet for the period 2022-23, 2023-24 & 2024-25.
8	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 RFP	An undertaking to this effect to be furnished by the bidder as per the prescribed format [Form – T2]
9	Must not have any pending judicial proceedings for any criminal offence against the proprietor /Director/Persons to be deployed by the Service Provider	An undertaking to this effect to be furnished by the bidder as per the prescribed format. [Form – T3]
10	Other Required Documents:	Copies of: • PAN, • GSTIN • EPF & ESI Registration Certificate • IT return for the assessment year 2023-24, 2024-25 & 2025-26 • Labour License • Form T1 must be filled up correctly.

B. Submission of Bid:

The proposal complete in all respect as specified must be accompanied with a non-refundable amount **Rs.6,000.00 (Rupees Six Thousand) only** towards **Paper Cost** and **Rs. 13,160.00 (Rupees Thirteen Thousand One Hundred Sixty) only** towards EMD is to be furnished along with the bid document accompany the tender. For submission of bids through e-procurement portal, the bidder shall scan all the written pages of the bid security and cost of the bid document and upload to the system in designated place. The officer inviting bid shall not be responsible for any postal delay and / or non-receipt due to any frivolous reasons. Non-submission of “bid security” and “cost of bid document” within the specified period shall debar the bidder from participating in the online bidding system. Adjustment of EMD given with other tenders previously and submitted in other tenders shall not be entertained

Selected bidder will have to deposit a Performance Security (**5% of the annual contract value**) in the form of **Deposit Receipt of scheduled Bank (TDR, TDA, STDR) / Kissan Vikash Patra/ Post Office Saving Bank Account/ National Saving Certificate/ Post Office Time Deposit Account duly pledged in favour of Executive Engineer, Support Services Division, Bhubaneswar or Bank Guarantee** from any scheduled Bank situated within Odisha in favour of **Executive Engineer, Support Services Division, Bhubaneswar** 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 period 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.

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 letterhead
- b) Copy of Certificate of Incorporation of the firm /agency
- c) Copy of GSTIN
- d) Copy of PAN
- e) Copies of IT returns for the assessment year 2023-24, 2024-25 & 2025-26
- f) Copies of EPF & ESI Registration Certificate
- g) Copy of Bank Account details

Executive Engineer,
Support Services Division,
Bhubaneswar

- h) Copies of the Income/Expenditure statements along with Balance Sheet for the year 2022-23, 2023-24 & 2024-25.
- i) Copies of experience certificate from the previous authorities mentioning the period of service for the period of 5 years up-to 28th February 2026.
- j) Undertaking regarding non-blacklisting
- k) Undertaking regarding non-pending of any judicial proceedings (On bidder's letterhead)

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

All entries along with the pages in the bid document should be legible, filled-in clearly and signed by the authorized representative. If the space for furnishing information is insufficient, a separate sheet duly signed by the authorized signatory should be attached.

The Bid will be opened on **24.07.2026 at 5.00PM** in presence of the authorized representatives of the bidder who wish to be present on the spot at that time.

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.

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. **In case two or more bidders having lowest evaluated bid (L-1), fulfilled all terms and conditions of bid document, then the bidder will be selected through a transparent Lottery which will be intimated to the concerned bidder after technical bid evaluation.** In case of deviation of time in this matter, the rescheduled time will be intimated in due course of time.

The bidder shall pay minimum rate of wages to manpower deployed by him as per latest notification No. 3920 dtd. 01.05.2026 of the Labour Commissioner, Odisha.

The bidder shall quote the amount for manpower @08 hrs per day for 25 days per month for 08 months (including EPF @13%, ESI @3.25% & Labour cess @1% except GST) per person in values only.

Executive Engineer,
Support Services Division,
Bhubaneswar

The bidders shall quote the amount for agency service charges only (excluding of EPF, ESI, Labour cess & GST). The same amount should not be less than 3.85% and not more than 7% of basic minimum wages (As per the order No. 19595 dated 11.07.2023 of Finance Department, Govt. of Odisha).

The payment towards the persons providing the services 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.

Executive Engineer,
Support Services Division,
Bhubaneswar

SECTION-II

SCOPE OF THE WORK

1. Executive Engineer, Support Services Division, Bhubaneswar invites sealed bids from the eligible bidders to provide services for the work “Sweeping, cleaning and Sanitation to the HP Administrative Building (including inside & outside of premises) at Delta Square, Bhubaneswar, Odisha for the FY 2026-27”.
2. The materials will be supplied separately but not by the Service Provider.
3. The service provider should be managed by trained support staff to execute and perform the job and work assignment of such nature efficiently. The manpower to be deployed for this purpose should be registered under the service provider and must have the required qualifications, experience & relevant knowledge to perform the work.
4. The manpower service provider should have a list of experienced personnel so that un-interrupted and continued services can be provided during the period of contract. The service provider should be able to provide additional man power support whenever required by the authority under the same terms and condition.
5. The Agreement may be extended, on the same terms and conditions or with some additions / deletions / modifications, for a further specific period mutually agreed upon by both the party.
6. The manpower deployed for the purpose must have good moral character and cordial attitude.
7. The service provider shall nominate a coordinator who shall be responsible for periodic interaction with the Authority so that optimal services could be availed without any disruption.
8. 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.
9. 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 after deduction of applicable statutory dues.
10. It is the responsibility of the service provider to provide uninterrupted service to the authority.

Executive Engineer,
Support Services Division,
Bhubaneswar

SECTION -III

Schedule of Requirement:

1. Provision has been kept for the Cleaning of Floor Area of the entire building, latrine-Cum-Urinal, rooms, Waste paper baskets, dustbins, Chair and table top, walls, Ceiling, Passage, door and windows, carpets etc. of the H.P. Administrative Building complex.
2. Performance of Cleaning & Sanitation work of the following activities shall be maintained once daily as follows except for Common Toilets.
 - a. Cleaning of the floor area of all the rooms, stair case, passage, Verandah, entrance Space i.e. the entire carpet area of the building up to 6,200 Sqm. (Approx.)
 - b. Cleaning and mopping of all attached latrine-cum-Urinals including floor, dados and cleaning all the Sanitary and water supply fittings installed such as latrine Pan, Wash Basins etc.
 - c. Cleaning to all waste paper baskets kept in the rooms, dustbins kept in the passage of the building by carrying out waste materials and depositing the same in the Municipality dustbins outside of the premises of the H.P. Administrative Building complex.
 - d. Cleaning to all the chairs, tables and table glass tops placed in individual office rooms with wet/dry cloths.
 - e. Cleaning and dusting to all walls, ceiling areas, Partition wall, passage side wall, passages ceiling area and open space of the passages, shutters of the doors and windows, window grills, window glass panes and outer space of the building.
 - f. Clearing to all carpet area of rooms of offices building by Vacuum Cleaners.
 - g. Clearing and sweeping of outside building area regularly.
 - h. Maintenance of all lawn & gardens with grass Cutting, trimming, watering etc.
 - i. Cleaning thrice a day all the common Toilets to maintain hygiene.

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

Sl. No.	Description	Requirement
Category of Services (25 Working Days)		
1	Sweeper and Cleaner (Semi-Skilled)	09 Nos.

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

Executive Engineer,
Support Services Division,
Bhubaneswar

SECTION – IV

GENERAL TERMS AND CONDITIONS

1. For all intents and purposes, the Service Provider shall be the “Employer” within the meaning of different Rules & Acts in respect of persons deployed. The persons deployed by the service provider shall not have any claim whatsoever like employer and employee relationship against the Authority under this agreement. The Service Provider shall make them known about their position in writing before deployment under the required service.
2. The Service Provider will be overall responsible for the manpower deployed for performing the service. The Authority shall not be responsible for any financial loss or any injury to any person deployed by the Service Provider in the course of their performing the functions/ duties, or for payment towards any compensation.
3. 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.
4. Service Provider shall maintain complete official records of disbursement of wages/ salary showing details of all supporting documents such as ESI, EPF etc. in respect of manpower deployed for the purpose.
5. 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/ESI Details etc.
6. 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.
7. 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.
8. 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.
9. 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.
10. In case of any theft or pilferages, loss or other offences, the service provider will investigate and submit the report to the Authority and maintain liaison with the police. FIR will be lodged by the Authority, wherever necessary. If need be, joint enquiry comprising of both the parties shall be conducted and responsibility will be fixed.

Executive Engineer,
Support Services Division,
Bhubaneswar

11. 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.
12. In case the agency fails to commence / execute the work stipulated in the agreement or un-satisfactory performance or does not meet the statutory requirements of the contract, the amount of penalty calculated **at the rate of 1%** of the annual contract value per week shall be deducted from the bills.
13. 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. The rates quoted by the bidder are exclusive of GST. GST as applicable shall be paid over and above the bill amount.
14. 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.
15. The Service Provider shall raise the bill, in duplicate in the first week of the succeeding month. The payment will be released by the first week of the succeeding month depending upon availability of budget.
16. In case of dispute resolution relating to rights/liabilities arising out of the agreement, the same shall be disposed off at the level of Administrative Departments.
17. 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.
18. 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.
19. 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.
20. 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.
21. 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 due and any amount due to the service provider will be recovered by forfeiture of performance security.

Executive Engineer,
Support Services Division,
Bhubaneswar

22. The contract is liable to be terminated because of non-performance, deviation of any terms and conditions of agreement 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.
23. 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.
24. The Manpower Service Provider must have its own office and own bank account in any scheduled bank situated in Odisha. If not, he must open its own office and own bank account in Odisha within 15 days after get selected in the tender.

SECTION – V
TECHNICAL BID

COVERING LETTER
(BIDDER LETTER HEAD)

Bhubaneswar

Date :-

To

The Executive Engineer,
Support Services Division,
Bhubaneswar

Sub: Tender for Sweeping, cleaning and Sanitation to the HP Administrative Building (including inside & outside of premises) at Delta Square, Bhubaneswar, Odisha for FY 2026-27.

Dear Sir,

I, the undersigned, offer to participate in the tender process to provide services for Manpower in accordance with your Tender Notice No.: BID IDENTIFICATION NO-01(02)/2026-27.

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

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

Yours faithfully,

Name:

Address of the Bidder:

Executive Engineer,
Support Services Division,
Bhubaneswar

(FORM - T1)

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

Executive Engineer,
Support Services Division,
Bhubaneswar

13. Financial Turnover of the bidder for the financial year 2022-23, 2023-24 & 2024-25.

Financial Year	Turn Over Amount (In INR)	Average Turnover (in INR]
2022-23		
2023-24		
2024-25		

14. Details of the similar type service provided by the bidder the period of 5 years up-to 28th February 2026:

Sl. No.	Period	Name of Authority with Complete Address	Type of services provided with details of manpower /machinery deployed	Contract Amount (in INR)	Duration	
					From	To
1						
2						
3						
4						
5						

Executive Engineer,
Support Services Division,
Bhubaneswar

15. 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:

- Copy of tender document (each page must be signed with seal)
- Duly filled Technical Bid and Financial Bid
- List of Documents as applicable

Executive Engineer,
 Support Services Division,
 Bhubaneswar

FORM-T2

UNDERTAKING

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

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

Yours sincerely,

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

Name and Designation of the Signatory:

Name of the Bidder and Address:

Executive Engineer,
Support Services Division,
Bhubaneswar

FORM-T3**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:

Executive Engineer,
Support Services Division,
Bhubaneswar

FORMAT FOR BID SECURITY DECLARATION
(On Bidder's Letter Head)

I, _____ the (Designation) of (Name of the Organization) in witness whereof agree to submit this Bid Security Declaration Form as a part of our Technical Proposal. We understand that we shall be liable under this declaration to comply with all terms and conditions of the Bid. This declaration shall be in force, until the selected bidder is announced by the client or in case our bid is selected, this declaration shall be in force till the end date of the contract as per the provisions of this bid document.

While this declaration is in force, we understand that the client may cancel our empanelment and / or blacklist us from participating in any further tendering process in the state under the following reasons:

1. We withdraw our proposal during the bid validity period as specified in the bid document.
2. We do not respond to requests for clarification on our proposal
3. We fail to provide required information during the evaluation process or are found to be non-responsive or have provided false information in support of our qualification.
4. If we fail to:
 - a. Provide any clarifications to client
 - b. Agree to the decisions of the contract negotiation meeting.
 - c. Sign the contract within the prescribed time period (15 days)
 - d. Execute formal contract agreement within the given time line or I/we commit any breach of terms and Conditions as mentioned in the contract which attracts penal action.
5. Any other circumstance which holds the interest of the client during the overall selection process.

Name of the Authorized Representative:

(Signature of the Authorized Representative with Date)

Address of the Bidder

Executive Engineer,
Support Services Division,
Bhubaneswar