



GOVERNMENT OF ODISHA
DEPARTMENT OF WATER RESOURCES

BID DOCUMENT

For

“Outsourcing of Human Resources for management of day to day activities of Quality Assurance Laboratory under the Superintending Engineer, Quality Assurance Division, Cuttack for the Year 2026-27.”

Office of Superintending Engineer,
Quality Assurance Division,
Cuttack

Contractor

Superintending Engineer,
Quality Assurance Division,
Cuttack

TENDER NOTICE

Bid Reference No. **QAD-04 /2026-27**

Bids in sealed cover are invited under single bid system from reputed and experienced manpower service provider for providing Outsourcing Personnel to Quality Assurance Laboratory under the Superintending Engineer, Quality Assurance Division, Cuttack. The details of the bidding process are as follows:

Sl. No	Bidding Schedule	Deadline
1	Date & Time of availability of BidDocuments	06/07 /2026 11:00 AM
2	Clarification start Date	06/07 /2026 11:00 AM
3	Clarification end Date	15/07 /2026 03:00 PM
4	Last Date & time of bidding	15/07 /2026 03:00 PM
5	Date & time of opening of Bid	15/07 /2026 04:00 PM

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 www.tendersodisha.gov.in.

Complete address for submission of online bid on the website www.tendersodisha.gov.in and address as

**Office of Superintending Engineer, Quality Assurance Division,
Unit -VIII, Cuttack.**

Superintending Engineer,
Quality Assurance Division,
Cuttack



GOVT. OF ODISHA,
DEPARTMENT OF WATER RESOURCES
Detailed Tender Call Notice
 E-mail: seqadcuttack7@gmail.com

BID IDENTIFICATION NO-----/2026-27

1. The Superintending Engineer, Quality Assurance Division, Cuttack on behalf of Govt. of Odisha invites bid in Single Cover system from eligible manpower service provider as detailed below:
2. Number of Works : “Outsourcing of Human Resources for management of day to day activities of Quality Assurance Laboratory under the Superintending Engineer, Quality Assurance Division, Cuttack for the Year 2026-27.”
3. Estimated Cost(excluding GST) : Rs. 9.08 Lakhs (Approx.)
4. Paper Cost Rs.4000.00
5. E.M.D. Rs. 9100.00
6. Class of Contractor Human Resources Supply
7. Date & Time of availability of Bid Documents in the Portal 06.07.2026 at 11:00 A.M to 15.07.2026 up to 3:00 P:M
8. Last Date & Time of Online Bidding 15.07.2026 up to 3:00 P.M
9. Date & Time of Opening of Bid 15.07.2026 at 4:00 P.M
10. The Bidders have to participate in ONLINE bidding only and required to send uploaded hard copy to this office after opening of bid. 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.

Contractor

Superintending Engineer,
 Quality Assurance Division,
 Cuttack

INDEX

Sl. No.	Section	Description	Page
1.	Section-I	Instruction to Bidders	5-9
2.	Section-II	Scope of the Work	10-12
3.	Section-III	Schedule of Requirement	13
4.	Section-IV	General Terms and Conditions	14-16
5.	Section-V	Technical Bid	17-26

Contractor

Superintending Engineer,
Quality Assurance Division,
Cuttack

SECTION-I Instruction to Bidders

A General Information:

1. Superintending Engineer, Quality Assurance Division, Cuttack requires the services of reputed, well established, financially sound and registered Service Providers to provide adequately trained and disciplined man power at Quality Assurance Laboratory under the Superintending Engineer, Quality Assurance Division, Cuttack as per the requirement.
2. The period of contract for providing the aforesaid service will be start after completion of bidding process. 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 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	<p>The bidder should be registered under appropriate authority, such as</p> <ul style="list-style-type: none"> • Registered under the Companies Act 2013 /1956 • Registered under the Indian Partnership Act1932 • Registered under the Indian Trusts Act 1882 • Registered under the SocietiesRegistration Act1860. • Registered under the Limited Liability Partnership Act2008. • The firm / organization should be registered under ISO 9001:2015, ISO 45001:2018, ISO 14001:2015. • The firm should submit a valid Solvency Certificate to the extent of least two times of the amount put to tender issued by the competent authority of Government of Odisha. 	<p>Certificate of Incorporation/ Registration Certificates</p>
2	<p>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.</p>	<p>Experience certificate from the previous authorities mentioning the period of service up-to 28th February 2026.</p>

Contractor

Superintending Engineer,
Quality Assurance Division,
Cuttack

Sl. No.	Eligibility Criteria	Supporting documents to be furnished along with the Technical Bid
3	The Registered Office / Branch Office of the Service Provider must be located within the State of Odisha.	Valid address proof of the office (Copy of latest Telephone / Electricity Bill)
4	Must have average annual financial turnover of Rs. 12.68 Lakhs during the last three financial years as on Dt. 01.04.2026 [<i>The average annual financial turnover should be twice the estimated cost of the service</i>]	Copies of audited Income/ Expenditure Statement and Balance sheet for the concerned period. (2023-24, 2024-25 & 2025-26).
5	Must have its own bank account in any scheduled bank situated in Odisha.	Copies of the bank pass book and transaction statement for the last 6 months.
6	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]
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. [Form - T3]
8	Other Statutory Documents:	Copies of : <ul style="list-style-type: none"> • PAN, • GSTIN, • Copies of EPF & ESI Registration Certificate • IT returns for the last 3 assessment year (2023-24, 2024-25 & 2025-26). • Labour License • Form T1 must be filled up correctly.

Contractor

Superintending Engineer,
Quality Assurance Division,
Cuttack

B. Submission of Bid:

The proposal complete in all respect as specified must be accompanied with a Non- refundable amount **Rs. 4,000.00 (Rupees Four Thousand) only** towards **Paper Cost and Rs. 9,100.00. (Rupees nine thousand one hundred) 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 Superintending Engineer, Quality Assurance Division, Cuttack or Bank Guarantee** from any scheduled Bank situated within Odisha in favour of **Superintending Engineer, Quality Assurance Division, Cuttack** 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 (if required) 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 last five assessment years
- f) Copies of EPF & ESI Registration Number
- g) Copy Bank Account details

Contractor

Superintending Engineer,
Quality Assurance Division,
Cuttack

- h) Copies of the Income/Expenditure statements along with Balance Sheet for the last 3 years.
- i) Copies of experience certificate from the previous organizations for provided services during last 5 years.
- j) Undertaking regarding non-blacklisting (On stamp paper)
- k) Undertaking regarding non-pending of any judicial proceedings (On bidder's letter head).

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

All entries along with the pages in the bid document should be legible, filled-in clearly and signed by the bidder or 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 15.07.2026 at 4:00 P.M in presence of the bidder or authorized representatives of the bidder who wish to be present on the spot at that time.

Successful bidder will be debarred in future from participating in tender for 3 years and will be blacklisted by competent authority, if he fails to undertake the work or fails to comply with any of the terms and conditions of the bid.

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 on dated 17.07.2026 at 11:30AM.** In case of deviation of time in this matter, the rescheduled time will be intimated in due course of time.

The bidder shall quote the rates only for service charges and the same rates should not be less than 3.85 % and not more than 7% of basic remuneration (As per the Order No.19595 dated 11.07.2023 of Finance Department, Govt. of Odisha).

Contractor

Superintending Engineer,
Quality Assurance Division,
Cuttack

However, for service charge more than 3.85 % proper justification for the same should be furnished by the bidder in a separate sheet along with the bid document.

The payment towards outsourced persons shall not be less than the minimum wages fixed / notified by the Government of Odisha from 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.

Contractor

Superintending Engineer,
Quality Assurance Division,
Cuttack

SECTION-II SCOPE OF THE WORK

A. Outsourcing Personnel

1. Superintending Engineer, Quality Assurance Division, Cuttack invites sealed bids from the eligible bidders to provide the Outsourcing Personnel to Quality Assurance Laboratories all over the state under the Chief Engineer, Quality Assurance, Bhubaneswar.
2. The manpower 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 Outsourcing personnel.
3. **The Superintending Engineer, Quality Assurance Division, Cuttack shall verify the qualification and experience of the Candidates for performing the defined responsibilities assigned by the authority from time to time. The Superintending Engineer, Quality Assurance Division, Cuttack will select the deserving candidate to work in the above.**
4. The manpower service provider should have an empanelled list of trained/experienced Outsourcing 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 by the service provider will required to report for work at 10.00 AM and leave office at 5.30 P.M. in normal case and may also be required to work beyond 5.30 PM in exceptional case for which he would not be paid any extra remuneration.
7. 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.
8. 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.
9. The attendance rolls for the personnel deployed by the Service Provider at the premises of Authority shall be provided by the Manpower Service Provider and it shall be monitored by the Service Provider on regular basis. These attendance rolls shall be signed by the authorized representative of Manpower Service Provider who shall get it verified from the designated officer.

Contractor

Superintending Engineer,
Quality Assurance Division,
Cuttack

10. 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.
11. 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.
12. 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.
13. 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.
14. It is the responsibility of the Service Provider to provide uninterrupted service to the authority.
15. 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.

Contractor

Superintending Engineer,
Quality Assurance Division
Cuttack

(Prescribed Qualification & Experience of the Manpower)

Sl. No.	Manpower	Age Limit	Qualification	Work Experience	Remuneration (Minimum Take Home Remuneration)	Job Description
1	Skilled Person	Minimum 18 years	<ul style="list-style-type: none"> Minimum 10+2 examination passed or higher from any board/University recognized by Central or state Govt./Institution. 	She/ He should have basic knowledge to read & write English. Experience/certificate in MS office/Computer application/knowledge of working with MS word, Excel is preferable.	As per the notification of Govt. From time to time	<ul style="list-style-type: none"> Assist available technical personnel in Quality Assurance Laboratory for quality control tests of various construction material.
1	Semi Skilled Person	Minimum 18 years	<ul style="list-style-type: none"> Minimum Matriculate or equivalent from any Govt. recognized School /Institution. Sound knowledge to handle the basic testing kits and tools in both physical and digital mode. 	She/he should have 1-3 years post qualification working experience.	As per the notification of Govt. From time to time	<ul style="list-style-type: none"> Assist available technical personnel in Quality Assurance Laboratory for quality control tests of various construction material.
2	Un-Skilled Person	Minimum 18 years	<ul style="list-style-type: none"> Minimum 7th pass or equivalent from any Govt. Recognized School /Institution. 	She/he should have 1-3 years post qualification working experience.	As per the notification of Govt. From time to time	<ul style="list-style-type: none"> Assist available technical personnel in Quality Assurance Laboratory for quality control tests of various construction material

Contractor

Superintending Engineer,
Quality Assurance Division
Cuttack

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
Manpower		
1	Skilled Person	03 Nos.
2	Semi-Skilled Person	02 Nos.
2	Un-Skilled Person	01 No.

[NB: All the scopes are tentative & can be modified as per the requirement of the Tender Inviting Authority. Strike out the service which is not required for the purpose]

Contractor

Superintending Engineer,
Quality Assurance Division
Cuttack

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. Persons to be deployed by the Service Provider should be above 18 years of age and physically sound to perform the duties.
3. The Service Provider will be overall responsible for the manpower deployed for performing the service. The Authority shall not be responsible for any financial loss or any injury to any person deployed by the Service Provider in the course of their performing the functions/ duties, or for payment towards any compensation.
4. The Service provider shall 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 wages/ 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 staffs 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.
7. 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.
8. The Service Provider shall withdraw such man powers who are not found suitable by this office for any reasons immediately on receipt of such a request.
9. 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.
10. 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.

Contractor

Superintending Engineer,
Quality Assurance Division
Cuttack

11. 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.
12. 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.
13. 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.
14. 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.
15. The service provider will be paid as per the rates approved during finalization of bid. The rates payable to the manpower engaged will be governed by the government notification from time to time 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 GST mentioned. GST as applicable shall be paid over (Labour cost +Service charges).
16. 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.
17. The Services Provider shall raise the bill, in duplicate, along with attendance sheet duly verified by the officer concerned in respect of the persons deployed and submit the same to the prescribed authority in the first week of the succeeding month. The payment will be released by the first week of the succeeding month.
18. The Service Provider will have to deposit the remuneration of the deployed manpower for the concerned billing period in their respective bank account through online transfer and submit the details to the authority for necessary records.
19. 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.

Contractor

Superintending Engineer,
Quality Assurance Division
Cuttack

20. 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.
21. 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.
22. 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.
23. 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.
24. 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.
25. 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.
26. 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.

Contractor

Superintending Engineer,
Quality Assurance Division
Cuttack

SECTION – V**TECHNICAL BID**

COVERING LETTER
(BIDDER LETTER HEAD)

Cuttack

Date :-

To

The Superintending Engineer,
Quality Assurance Division,
Cuttack

Sub: Tender for Engagement of Service Personnel's through service provider on
**“Outsourcing of Human Resources for management of day to day activities of
Quality Assurance Laboratory under the Superintending Engineer, Quality
Assurance Division, Cuttack for the Year 2026-27.”**

Ref. : Bid identification No.: -----/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: -----/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 RFP document. In case any provision of this tender are found violated, then your office shall have the rights to reject our proposal including forfeiture of the earnest money deposit absolutely.

I remain,

Signature of Bidder

Name:

Address of the Bidder:

Contractor

Superintending Engineer,
Quality Assurance Division
Cuttack

(FORM - T1)

1.	Name of the Bidder	
2.	Full Address of Registered Office	Postal Address:
		Telephone No.:
		FAX 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:
		Type of Account: Current/ Saving
		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.	

Contractor

Superintending Engineer,
Quality Assurance Division
Cuttack

14. Financial Turnover of the bidder for the last three (3) financial years. (*)

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

**from the date of issue of tender*

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

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

Contractor

Superintending Engineer,
Quality Assurance Division
Cuttack

16. 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:

- a. Copy of tender document (each page must be signed and sealed)
- b. Duly filled Technical Bid and Financial Bid
- c. List of Documents as applicable

Contractor

Superintending Engineer,
 Quality Assurance Division
 Cuttack

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:**

Contractor

Superintending Engineer,
Quality Assurance Division,
Cuttack

FORM-T3

UNDERTAKING

[On the Bidder's Letter Head regarding not have any pending judicial proceedings for anycriminal 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:**

Contractor

Superintending Engineer,
Quality Assurance Division,
Cuttack

**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

Contractor

Superintending Engineer,
Quality Assurance Division,
Cuttack

BOQ

Name of the Work:-Outsourcing of Human Resources for management of day to day activities of Quality Assurance Laboratory under the Superintending Engineer, Quality Assurance Division, Cuttack for the Year 2026-27."

ANALYSIS OF BASIC AMOUNT FOR FY 2026-27 (For the Period from 01.07.2026 to 31.03.2027)

Sl.No.	Description of items	Unit	Amount in Rs.
A.	Engagement of Skilled Person		
	Rate per day / person (Excluding Tax)		572.00
	Rate per month considering 26 working days per month		14872.00
	Rate per person per month		14872.00
	03 (Three) nos. of Skilled Person	3	44616.00
	For 09 Months	9	401544.00
B.	Engagement of Semi-Skilled Person		
	Rate per day / person (Excluding Tax)		522.00
	Rate per month considering 26 working days per month		13572.00
	Rate per person per month		13572.00
	02 (Two) nos. of Semi-Skilled Person	2	27144.00
	For 09 Months	9	244296.00
C.	Engagement of Un-Skilled Person		
	Rate per day / person (Excluding Tax)		472.00
	Rate per month considering 26 working days per month		12272.00
	Rate per person per month		12272.00
	01 (One) no. of Un-Skilled Person	1	12272.00
	For 09 Months	9	110448.00
	Estimated (Basic Amount)		756288.00

(Rupees seven lakh fifty six thousand two hundred eighty eight only)

N.B :-EPF(13% & ESI (3.25%) on Basic Amount is to be paid extra. Minimum Service Charges (3.85%) & Maximum Service Charges 7% as per FD.GST will be paid extra as per Govt. norms

Estimator
Quality Assurance Division
Cuttack

Superintending Engineer
Quality Assurance Division
Cuttack

Contractor

Superintending Engineer,
Quality Assurance Division,
Cuttack

DETAIL CALCULATION SHEET

Name of the work:- Outsourcing of Human Resources for Management of day to day activities of Quality Assurance Laboratory under the Superintending Engineer, Quality Assurance Division, Cuttack for the year 2026-27.

Sl. No.	Man power	Rate per month per man power	EPF @ 13% (Col.3 x 13%) (In Rs.)	ESI @ 3.25% (Col.3 x 3.25%) (In Rs.)	Service Charges (In Rs.)	Total cost (3+4+5+6)	Quantity (Nos. required)	Total cost of Man power per one month (Col.7x8)	Total cost of Man power per Nine months (Col.9 x 09 months)
1	2	3	4	5	6	7	8	9	10
1	Skilled Person	14872.00	1933.36	483.34			3.00		
2	Semi-skilled Person	13572.00	1764.36	441.09			2.00		
3	Un-skilled Person	12272.00	1595.36	398.84			1.00		
	Total							Grand Total=	

1. Quoted Service charge must be in Rupees in round figure only without any decimals. If decimal is quoted it will not be considered & only integer value will be evaluated for Grand total.
2. Column No. 7, 9 & 10 Not to be rounded up. Derived decimals (upto two digit) to be taken into consideration.
3. The final derived Grand total amount (including decimals) will be entered in BOQ (In the column " Basic rate in Figures to be entered by the Bidder")
4. No alteration towards above mentioned minimum labour rate, % of EPF & ESI are permissible.
5. This sheet to be uploaded in the BOQ.
6. Any deviation of derived amount of Grand Total and Rate quoted in BOQ differs the financial bid will be rejected.

Contractor

Superintending Engineer
Quality Assurance Division,
Cuttack

Contractor

Superintending Engineer,
Quality Assurance Division,
Cuttack

ITEM RATE BOQ

Tender Inviting Authority : Superintending Engineer, Mahanadi Barrage Division, Cuttack

Name of Work : Outsourcing of Human Resources for management of day to day activities of Quality Assurance Laboratory under the Superintending Engineer, Quality Assurance Division, Cuttack for the Year 2026-27

<u>PRICE SCHEDULE</u>				
Sl. No.	Item Description	Quantity	Units	Amount
1	2	3	4	5
1	Providing Engagement of Skilled labour, Semi-skilled labour & Un-skilled labour for Superintending Engineer, Quality Assurance Division, Cuttack (As per detail calculation sheet of Page No. 25 of Bid documents).	1.000	Lumpsum	Grand total as per detail calculation sheet

Contractor

Superintending Engineer,
Quality Assurance Division,
Cuttack