



GOVERNMENT OF ODISHA

DEPARTEMNT OF WATER RESOURCES

UNDER A.I.B.P SCHEME

KANUPUR IRRIGATION PROJECT

TENDER SCHEDULE

FOR THE WORK

**“Maintenance of office Building in Kanupur Irrigation Colony at Basudevvpur
under KIP (Supply of labourers for different works for the period from 1st
September 2026 to 31st March 2027)”**

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TENDER NOTICE

Bid Identification No. SE, KRC & BD- 13/2026-27

Bids in sealed cover are invited under single bid system from reputed and experienced manpower service provider for “**Maintenance of office Building in Kanupur Irrigation Colony at Basudevpur under KIP (Supply of labourers for different works for the period from 1st September 2026 to 31st March 2027)**”, in the O/o Kanupur Reh. Camps & Building Division, Basudevpur. The details of the bidding process are as follows:

Procurement Details

Procurement officer	Bid Identification No.	Availability of Bid On –line	Submission of Bid On-line	Date & time of clarification	Date & time of opening of bid
1	2	3	4	5	6
Superintending Engineer, Kanupur Reh. Camps & Building Division, Basudevpur	SE, KRC & BD- 13/2026- 27	From 10.00 A.M of 07.08.2026 to 5.00 P.M of 17.08.2026	From 10.00 A.M of 07.08.2026 to 5.00 P.M of 17.08.2026	From 10.00 A.M of 07.08.2026 to 1.00 P.M of 17.08.2026	18.08.2026 at 11.00 A.M in the O/o the Kanupur Reh. Camps & Building Division, Basudevpur.

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 of Tender Inviting Authority

**Office of the, Superintending Engineer, Kanupur Reh. Camps & Building Division, Basudevpur,
Dist-Keonjhar, PIN-758047**

GOVERNMENT OF ODISHA
Office of the Superintending Engineer
Kanupur Rehabilitation, Camps & Building Division,
AT/PO-Basudevpur, Dist.-Keonjhar, PIN-758047.
e- PROCUREMENT NOTICE
Bid Identification No. SE, KRC & BD- 13/2026-27
Email- eekrdbasudevpur@gmail.com

'e' Procurement Notice No SE, KRC & BD- 13/2026-27

The Superintending Engineer Kanupur Rehabilitation, Camps & Building Division, Basudevpur on behalf of the Governor of Odisha invites online **percentage rate basis bid in Single cover** system through e-procurement for the work mentioned below.

1	Name of Works	:	Maintenance of office Building in Kanupur Irrigation Colony at Basudevpur under KIP (Supply of labourers for different works for the period from 1st September 2026 to 31st March 2027)
2	Estimated Cost put to tender	:	Rs. 4.20 Lakhs (Excluding of EPF, ESI, Service charge & GST)
3	Tender Paper Cost	:	Rs.2000/- (non-refundable)
4	Class of Contractor	:	- Registered under the Companies Act 2013 - Registered under the Indian Partnership Act 1932 - Registered under the Indian Trusts Act 1882 - Registered under the Societies Registration Act 1860. - Registered under the Limited Liability Partnership Act 2008 and equivalent Grade / Class - Registered Manpower Service Provider
5	Availability of Bid Documents and receipt of bid through online	:	From 10.00 A.M of 07.08.2026 to 5.00 P.M of 17.08.2026 in the website (www.tendersodisha.gov.in)
6	Date, time & place for opening of online tenders	:	18.08.2026 at 11.00 A.M in the O/o the Superintending Engineer, Kanupur Rehabilitation, Camps & Building Division, Basudevpur.
8	Name and Address of Officer Inviting Tender (OIT)	:	Superintending Engineer, Kanupur Rehabilitation, Camps & Building Division, Basudevpur, At/PO: -Basudevpur, Dist:- Keonjhar, Odisha. Email- eekrdbasudevpur@gmail.com

Further details can be seen from the e-procurement portal of Government Odisha at (www.tendersodisha.gov.in). The corrigendum/cancellation of the tender, if any will be uploaded and can be seen from the above website only

Superintending Engineer
Kanupur Reh Camps & Building Division,
Basudevpur

GOVERNMENT OF ODISHA
Office of the Superintending Engineer
Kanupur Rehabilitation, Camps & Building Division,
AT/PO-Basudevpur, Dist.-Keonjhar, PIN-758047.
e- PROCUREMENT NOTICE
Bid Identification No. SE, KRC & BD- 13/2026-27
Email- eekrdbasudevpur@gmail.com

1. The Superintending Engineer, Kanupur Reh Camps & Building Division on behalf of Govt. of Odisha invites bid in Single Cover system in online mode from eligible manpower service provider as detailed below:
2. Name of the Works : **Maintenance of office Building in Kanupur Irrigation Colony at Basudevpur under KIP (Supply of labourers for different works for the period from 1st September 2026 to 31st March 2027)**
3. Estimated cost put to tender : **Rs. 4.20 Lakhs** (Excluding of EPF, ESI, Service charge & GST)
4. Cost of Tender paper : **Rs.2,000/-** (Non refundable)
5. EMD Required **Rs.4,200/- (Payment through Online Mode Only)**
6. Last Date & Time of Online Bidding : **17.08.2026 up to 17.00 Hrs**
7. Date & Time of Opening of Online Bid : **18.08.2026 at 11.00 A.M**
8. Date & Time of availability of Bid Documents in the Portal : **From 10.00 A.M of 07.08.2026 to 5.00 P.M of 17.08.2026**
9. The Bidders have to participate in ONLINE bidding only and required to send uploaded hard copy to this office after opening of bid if required. Further details can be seen from the website: <https://tenderodisha.gov.in>. Any addendum/ corrigendum/ cancellation of tender can also be seen in the said site.
10. Bid documents consisting of eligibility criteria, Scope of work, set of terms & conditions of Contract, draft agreement & other necessary documents can be seen in the website: www.tendersodisha.gov.in during the bidding period.
11. BOQ in MS Excel format shall be made available to the bidder through e-procurement portal. The bidder shall download that particular excel sheet and fill in the rates in figures at the appropriate location. The line-item total in words and the total amounting in case of item rate tenders shall be calculated automatically and shall be visible to the bidder. The bidder is not supposed to change or modify the format of the excel sheet in any form.
12. Bidders are to submit only the original BOQ updated by the publisher after entering the relevant fields without any alteration / deletion / modification. Simple BOQ submission shall lead to

cancellation of Bid. In the percentage rate tender, the bidder quoting zero value is valid and will be taken as schedule of rates.

13. The Quoted rate shall not be less than the minimum wages fixed / notified by the Govt. of Odisha from time to time and shall include all statutory obligations. The service charge rate should be quoted between **3.85** percent to **7** percent on the total basic estimated labour cost as per govt. guideline vide Finance Department Ltr. No. 19595 dtd. 11.07.2023. If the bidder quotes less than the minimum service charges, the bid shall be treated as non-responsive and will not be considered. The service Charges quoted by the bidder shall be restricted to two decimals.
14. The Bidder shall transfer **online** the **cost of Bid document** (non-refundable) amount specified for the works in the table **Col no.-4** above per set towards cost of the bid.
14. The tenderer shall upload the scanned copy / copies of the documents and information as per requirement of the bid documents through the e-procurement portal. All documents and scanned copies are to be uploaded in the designated location technical bid (Cover-I) except the filled up intelligent excel sheet. The filled up intelligent bill of quantities in Excel format will be uploaded in the designated location of financial bid (Cover-II). The bidder is required to upload the required documents in appropriate location of Technical and Financial bid failing which the bid will be rejected. All the uploaded documents should be clear and legible. Before activating the submit button the clarity of the document may be ensured by taking out a sample copy. In the e-procurement tendering system the bidder is required only to submit the required information as per bid document instead of submitting the entire bid document. The "online" bidder shall digitally sign on all statements, documents, clarifications uploaded by him owning responsibility for their corrections / authenticity. If any of the information furnished by the bidder is found to be false / fabricated / bogus, the bidder will be black listed and his EMD / Bid Security will be forfeited. **Non submission of required documents, the bid will be treated as non-responsive.**
15. The bid for the work shall remain valid for a period of 90 days from the last date of receipt of bid.
16. The successful bidder shall submit original affidavit, **ISD @ 2% of the contract value** along with other documents in original for verification during drawl of agreement.
17. The selected bidder will have to deposit a Performance Security (**10% of the contract value**) in the form of N.S.C./ Post Office Savings Bank Account/ Post Office Term Deposit Account/ Kisan Vikas Patra/ Bank Guarantee in favour of the Divisional Officer from any Nationalized Scheduled Bank in India counter guaranteed by its local Branch at Bhubaneswar/ e-Bank Guarantee executed on the National e-Governance Services Limited (NeSL)/ Insurance Surety Bond Issued by an Insurance Company authorised by the Insurance Regulatory and Development Authority of India (IRDAI) Digital Document Execution Portal within seven days of issue of Letter of Acceptance (LoA) by the Divisional Officer (by e-mail) to the successful bidder otherwise the bid of the successful bidder shall be cancelled. Further, processing for Black listing shall be initiated against the bidder as per amendment to Para 3.5.5. (v) of OPWD Code, Volume-I vide Works Department Memorandum No.14459/W dated 20.09.2018 (O.M. No.07556900052021- 4559/W, Bhubaneswar, Dated the 05.04.2021).
18. As Goods and Service Tax has come into force with effect from 01.07.2017, GST as applicable will be paid extra after gross bill amount prepared vide Section-15 and Section-142 (11-C) of Odisha Goods and Service Tax Act 2017.

19. The Addendum/ Corrigendum / Cancellation if any will be hoisted in the website only.
20. All correspondences & information if any required will be sent to the bidders in their provided e-Mail address.
21. The authority reserves the right to cancel any or all the bids without assigning any reasons thereof.
22. The contractor shall be liable to fully indemnify the Department of any compensation under workmen compensation Act VII of 1993 on account of the workmen employed by the contractor and full amount of compensation paid will be recovered from the contractor. In the event of any claim sub-judice before any court of law, the claim amount shall be kept withheld till final disposal.
23. Contractor is required to abide by the fair wages clauses as introduced by Govt. of Odisha and will not pay less than the Fair wages fixed by Govt. to the labourers engaged by him for the work.
24. In case of any complaint by the labourer about the nonpayment of his wages as per latest minimum wages Act., the Superintending Engineer will have the right to investigate and if the contractor is found to be in at fault, Superintending Engineer may recover such amount due in any form from the contractor and pay such amount to the labourer directly under intimation to the local labour office of the Govt. The decision of the Superintending Engineer is final and binding on the contractor.
25. It should be understood clearly that no claim whatsoever will be entertained in regard to extra items of work or extra quantity of any item besides estimated amount, unless written order is obtained from the Engineer- in-charge and rates settled before the extra items of work or extra quantity of any item of work is taken up.
26. The security deposit together with the earnest money, Initial Security money and the amount withheld according to the provision of the agreement shall be retained as Security for the due fulfillment of this contract. Failure to enter into the required agreement and to make the security deposit as above shall entail forfeiture of the earnest money. The written agreement to be entered into between the contractor and the Govt. shall be the foundation of the rights of both the contractor and the Govt. and the contract shall be deemed to be incomplete until the agreement has first been signed by the contractor and then by the proper officer authorized to enter into the contract on behalf of the Govt.
27. Deduction of income tax at source will be made from each running account bill for the work at the rate as per Income Tax Act and as amended from time to time. (Present rate 1% in case of Individual Contractor & 2% in case of company, corporation & firm etc.)
28. GST on works contract as applicable at the time of payment shall be paid extra over the Gross amount of the running bill amount (vide section 15 and section 142 (11) (C) of Odisha GST Act 2017)
29. Under section 12 of contract labour (Regulation and Abolition Act 1970) the contractor who undertakes execution of work through labour, should produce valid license from licensing authority of labour department (labour license) to start the work.
30. Prevailing rate of GST (Presently TDS-2%) on the gross amount of the bill will be deducted from the contractor's bill as applicable on the date of payment where agreement value exceeds rupees two lakhs fifty thousand. (to be applicable as per Govt. Notification & amended from time to time).

31. An affidavit shall be furnished by the contractor at the time of submission of tender paper about the authentication of tender documents including bid security. The scanned copy of the affidavit is to be uploaded through the e-procurement portal along with the technical bid.
32. Commercial/ GST invoice should be submitted by the contractor at the time of preparation of the work bill for enabling the Division office to make necessary payment.
33. Agreement shall be drawn only after due verification of ISD of the successful bidder and if any illegitimate instruments are found, criminal proceedings will be initiated against the defaulting bidder and action will be initiated for blacklisting through the license issuing Authority.

Superintending Engineer
Kanupur Reh Camps & Building Division,
Basudevpur

SECTION-II

Instruction to Bidders

A. General Information:

1. Superintending Engineer, Kanupur Reh Camps & Building Division, Basudevpur requires the service of reputed, well established, financially sound and registered Service Providers to provide adequately trained and disciplined man power.
2. The period of contract for providing the aforesaid service will be from **01.09.2026 to 31.03.2027**. 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' 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 • 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 • Registered under appropriate authority.	Certificate of Incorporation/Registration
2	The bidder must have at least 1-3 years in business (up to the last date of submission of bid) for providing similar type of services to Central/State Government / Autonomous bodies/ agencies / societies / corporate bodies.	Experience certificate from the previous authorities mentioning the period of service.

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. 8.4 Lakhs during the last three financial years as on Dt. 31.03.2026. <i>(The average annual financial turnover should be more than 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. (i.e., last Six month from the date of calling tender)
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: • PAN, • GSTIN, • Copies of EPF & ESI Registration Certificate • IT return for the last 3 assessment year (2023-24 2024-25 & 2025-26) • Labour License (Before the Signing of agreement) • Form T1 must be filled up correctly.

B. Submission of Bid:

1. The proposal completed in all respect as specified must be accompanied with a non-refundable amount **Rs.2,000.00 (Rupees Two Thousand)** only towards Paper Cost and **Rs.4,200.00 (Rupees Four Thousand Two Hundred)** only towards EMD online in e-procurement portal.
2. Selected bidder will have to deposit a Performance Security (10% of the accepted contract value) in the form of N.S.C./ Post Office Savings Bank Account/ Post Office Term Deposit Account/ Kisan Vikas Patra/ Bank Guarantee in favour of the Divisional Officer from any Nationalized Scheduled Bank in India counter guaranteed by its local Branch at Bhubaneswar/ e-Bank Guarantee executed on the National e-Governance Services Limited (NeSL)/ Insurance Surety Bond Issued by an Insurance Company authorised by the Insurance Regulatory and Development Authority of India (IRDAI) Digital Document Execution Portal within seven days of issue of Letter of Acceptance (LoA) by the Divisional Officer (by e-mail) to the successful bidder otherwise the bid of the successful bidder shall be cancelled. Further, processing for Black listing shall be initiated against the bidder as per amendment to Para 3.5.5. (v) of OPWD Code, Volume-I vide Works Department Memorandum No.14459/W dated 20.09.2018 (O.M. No.07556900052021- 4559/W, Bhubaneswar, Dated the 05.04.2021). (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 last three assessment years
- (f) Copies of EPF & ESI Registration Number
- (g) Copy of Bank Account details
- (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 1-3 years.
- (j) Undertaking regarding non-blacklisting (On stamp paper)
- (k) Undertaking regarding non-pending of any judicial proceedings (On bidder's letterhead).
- (l) Copy of valid labour license. (Before the Signing of Agreement)

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 **18.08.2026 at 11:00 AM** 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.**

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

The service charge rate should be quoted between **3.85** percent to **7** percent on the total basic estimated labour cost as per govt. guideline vides Finance Department Ltr No. 19595 dtd. 11.07.2023. If the bidder quotes less than the minimum service charges, the bid shall be treated as non-responsive and will not be considered. **The service charge quoted by the bidders shall be restricted to two decimals.**

EPF@13% and ESI@3.25% will be added along with quoted service charges during payment of bills. GST will be added @18% as per prevailing circular.

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

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

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

SECTION-III

SCOPE OF THE WORK

A. Outsourcing Personnel

- a. Superintending Engineer, Kanupur Reh Camps & Building Division, Basudevpur invites sealed bids from the eligible bidders to Engagement of man power for day-to-day official works under Kanupur Irrigation Colony, Basudevpur on out-Sourcing basis through service provider for the period from 01.09.2026 to 31.03.2027.
- b. 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.
- c. **The Superintending Engineer, Kanupur Reh Camps & Building Division, Basudevpur 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, Kanupur Reh Camps & Building Division, Basudevpur will select the deserving candidate to work in the above.**
- d. The manpower service provider should have an empaneled 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.
- e. 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.
- f. The manpower deployed by the service provider will be required to report for work at official hour in normal case and may also be required to work beyond official hour in exceptional case for which he would not be paid any extra remuneration.
- g. 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.
- h. 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.

- i. 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.
- j. 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.
- k. 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.
- l. 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.
- m. 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.
- n. 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.
- o. In case of disputes, the decision of the Engineer-in-Charge shall be final and the binding on the Agency.
- p. All the disputes shall be under jurisdiction of the court of law at Keonjhar, District-keonjhar, Odisha.

(Prescribed Qualification & Experience of the Manpower)

Sl. No.	Manpower	Age Limit	Qualification	Work Experience	Remuneration (Minimum Take Home Remuneration)	Job Description
1	Semi-Skilled labour	18 to 60* years	• Under Matriculation • She/He is a good moral character and well behaving to his authority. • She/He should have speak and write odia language	She/he should have 1-3 years' experience	As per the notification of Govt. from time to time	Responsible for carrying out orders of authority

SECTION -IV

Schedule of Requirement:

The proposed manpower requirements are tentative and subject to change based on the Tender Inviting Authority's needs during the contract period. The numbers and categories of personnel may be adjusted or interchanged as the authority requires. :-

(To be filled up by the Tender Inviting Authority)

Sl. No.	Description	Tentative manpower Requirements
Manpower		
1	Semi-Skilled Labour	4 Nos

[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]

SECTION – V

GENERAL TERMS AND CONDITIONS

1. For all intents and purposes, the Service Provider shall be the “Employer” within the meaning of different Rules & Acts in respect of persons deployed. The persons deployed by the service provider shall not have any claim whatsoever like employer and employee relationship against the Authority under this agreement. The Service Provider shall make them known about their position in writing before deployment under the required service.
2. Persons to be deployed by the Service Provider should be above 18 years of age and not exceeding 60 years (65 years for retired employees) 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 salary slip, ESI, EPF etc. in respect of manpower deployed for the purpose and submit to the O/o Superintending Engineer, Kanupur Reh Camps & Building Division, Basudevpur every month for record and reference.**
6. The Service Provider shall maintain personal file in respect of all the staff who are deployed in office of the authority. The personal file shall invariably consist of personal details such as name, address, date of birth, sex, residential address (temporary/permanent), Bank Account, EPF/ESI 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 manpower 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.
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. 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 GST mentioned. GST as applicable shall be paid over and above the bill amount.
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 after satisfactory compliance of payment of wages and deposit of all statutory dues such as EPF, ESI, etc., supported with documentary evidence. No payment shall be released to the Service Provider unless satisfactory proof of payment of wages and statutory compliances is furnished. The Authority reserves the right to withhold part or full payment of the bill in case of non-compliance. Further, no advance fund will be released to the service providers.
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 of at the level of Administrative Departments.
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. Mis-representation of documents/ information, leads to termination of agreement.

SECTION – VI

TECHNICAL BID

COVERING LETTER
(*BIDDER LETTER*
HEAD)

Place:
Date:

To

The Superintending Engineer,
Kanupur Rehabilitation Camps &
Building Division, Basudevpur

Sub: Tender for “**Maintenance of office Building in Kanupur Irrigation Colony at Basudevpur under KIP (Supply of labourers for different works for the period from 1st September 2026 to 31st March 2027)**”

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- **SE, KRC & BD- 13/2026-27**.

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 is found violated, then your office shall have the rights to reject our proposal including forfeiture of the earnest money deposit absolutely.

I remain,

Name:

Address of the Bidder:

(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:
		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.	
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13. Financial Turnover of the bidder for the last 3 financial years. (*)

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

**From the date of issue of tender*

14. Details of the similar type service provided by the bidder in last 1-3 years:

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

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
- List of Documents as applicable

FORM-T2

UNDERTAKING

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

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

Yours sincerely,

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

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

FORM-T3

UNDERTAKING

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

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 undertake the service ... (description of services) (herein after 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 of _____ (amount of the guarantee in words and figures), and we undertake to pay you, upon your first written demand declaring the Service Provider to be in default under the contract and without cavil or argument, any sum or sums within the limits of (amount of guarantee) as aforesaid, without your needing to prove or to show grounds or reasons for your demand or the sum specified therein. We hereby waive the necessity of your demanding the said debt from the Service Provider before presenting us with the demand.

We further agree that no change or addition to or other modification of the terms of the contract to be performed there under or of any of the contract documents which may be made between you and the Service Provider shall in any way release us from any liability under this guarantee and we hereby waive notice of any such change, addition or modification.

This performance bank guarantee shall be valid until the _____ day of _____ year. Our branch at _____ (Name & Address of the Bank) is liable to pay the guaranteed amount depending on the filing of claim and any part thereof under this Bank Guarantee only and only if you serve upon us at our _____ branch a written claim or demand and received by us at our _____ branch on or before Dt _____ otherwise bank shall be discharged of all liabilities under this guarantee thereafter.

.....
(Signature of the authorized officer of the Bank)

.....
Name and designation of the officer

.....
Seal, name & address of the Bank & Branch

SECTION – VI

FINANCIAL BID

Sl. No.	Item Description	Quantity	Unit	Statutory wages (Excluding EPF, ESI, Service Charge & GST) in Rupees	Total Statutory wages (Excluding EPF, ESI, Service Charge & GST) in Rupees
1	Semi-Skilled Mulia (Sweeper)- To be engaged for cleaning the office, verandah, rooms, toilets of the CCE office premises etc. at Basudevapur.	183	Man days	512.00	93,696.00
2	Semi-Skilled Mulia (Watchman-1)- To be engaged in Kanupur irrigation colony.	212	Man days	512.00	1,08,544.00
3	Semi-Skilled Mulia (Watchman-2) -To be engaged in transit staff house of Qtr No.1/4, New irrigation colony, BJB Nagar, Bhubaneswar.	212	Man days	512.00	1,08,544.00
4	Semi-Skilled Mulia (Pump Helper)- To operate the pump for water supply to the in Kanupur irrigation colony including the all office of Kanupur irrigation project in the colony.	212	Man days	512.00	1,08,544.00
Quoted Service Charge		Excess	As per BoQ		

NB: 1. Service charge to be quoted in excess between 3.85% to 7.00 %.

2. Decimals up to 2 numbers are to be considered for practical purposes.