



GOVERNMENT OF ODISHA  
DEPARTMENT OF WATER RESOURCES

**BID DOCUMENTS**

Outsourcing of Human Resources for management for day-to-day activities of Quality Control Laboratory under the Superintending Engineer, Quality Assurance Division, Chandikhol for the year 2026-27.

**Office of the Superintending Engineer,  
Quality Assurance Division,  
Chandikhol**

**TENDER NOTICE**

E-PROCUREMENT NOTICE NO- 01/2026-27

BID IDENTIFICATION NO- 01/2026-27

Bids in sealed cover are invited under single bid system from reputed and experienced manpower service provider for providing manpower services for management for day-to-day activities of Quality Control Laboratory under the Superintending Engineer, Quality Assurance Division, Chandikhol. The details of the bidding process are as follows:

Sl. No	Bidding Schedule	Deadline
1	Date of Issue	20.06.2026 at 11:00 A.M.
2	Bid Due Date and Time	30.06.2026 at 11:00 A.M.
3	Opening of Bid	30.06.2026 at 11:30 A.M.

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](http://www.tendersodisha.gov.in)

Complete address for submission of bid

**Office of the Superintending Engineer, Quality Assurance Division,  
Chandikhol, At/Po- Neulapur, PIN-755024.**

S/d-  
Superintending Engineer,  
Quality Assurance Division,  
Chandikhol



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 Superintending Engineer, Quality Assurance Division, Chandikhol 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 Work : Outsourcing of Human Resources for management for day-to-day activities of Quality Control Laboratory under the Superintending Engineer, Quality Assurance Division, Chandikhol for the year 2026-27
3. Estimated Cost (excluding GST) : Rs. 5.59 Lakh (Approx.)
4. Paper Cost : Rs. 4,000.00
5. E.M.D. : Rs. 5600.00
6. Class of Contractor : Human Resources Supply
7. Date & Time of availability of Bid Documents in the Portal : 20.06.2026 at 11:00 A.M. to 30.06.2026 up to 11:00 A.M.
8. Last Date & Time of Online Bidding : 30.06.2026 up to 11:00 A.M.
9. Date & Time of Opening of Online Bid : 30.06.2026 at 11:30 A.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.

S/d-  
Superintending Engineer.

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S/d-  
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Quality Assurance Division,  
Chandikhol

## SECTION-I

### Instruction to Bidders

#### A. General Information:

1. Superintending Engineer, Quality Assurance Division, Chandikhol requires the service of reputed, well established, financially sound and registered Service Providers to provide adequately trained and disciplined manpower services for O/o the Superintending Engineer, Quality Assurance Division, Chandikhol.
2. The period of contract for providing the aforesaid service will be from **01.07.2026 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 <ul style="list-style-type: none"> <li>• Registered under the Companies Act 2013/ 1956</li> <li>• Registered under the Indian Partnership Act 1932</li> <li>• Registered under the Indian Trusts Act 1882</li> <li>• Registered under the Societies Registration Act 1860.</li> <li>• Registered under the Limited Liability Partnership Act 2008.</li> </ul>	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 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 <sup>th</sup> February 2026.
4	Must have average annual financial turnover of <b>Rs. 13.00 lakhs</b> during the financial year 2022-23, 2023-24 & 2024-25.	Expenditure Statement and Balance sheet for the period 2022-23, 2023-24 & 2024-25.

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5	The agency should not have been blacklisted by any Central / State government, or any other public sector undertaking or a corporation as on the date of this RFP	An undertaking to this effect to be furnished by the bidder as per the prescribed format <b>[Form - T2]</b>
6	Must not have any pending judicial proceedings for any criminal offence against the proprietor /Director/Persons to be deployed by the Service Provider	An undertaking to this effect to be furnished by the bidder as per the prescribed format. <b>[Form - T3]</b>
7	Other Required Documents:	Copies of: <ul style="list-style-type: none"> <li>• PAN,</li> <li>• GSTIN,</li> <li>• EPF &amp; ESI Registration Certificate</li> <li>• IT return for the assessment year 2023-24, 2024-25 &amp; 2025-26</li> <li>• Labour License</li> <li>• <b>Form T1</b> must be filled up correctly.</li> </ul>

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

The proposal completes 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. 5,600.00 (Rupees Five Thousand Six 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, Chandikhol or Bank Guarantee** from any scheduled Bank situated within Odisha 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

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- 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 **30.06.2026 at 11:30 A.M.** 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 on dated 30.06.2026 at 4:00 P.M.** 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.

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The bidder shall quote the amount for manpower @08 hrs per day for 26 days per month for 09 months (including EPF @13% & ESI @3.25% except GST) per person in values only.

The bidders shall quote the amount for agency service charges only (excluding of EPF, ESI & 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.**

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## **SECTION-II SCOPE OF THE WORK**

### **A. Manpower Services**

1. Superintending Engineer, Quality Assurance Division, Chandikhol invites sealed bids from the eligible bidders to provide manpower services for management for day-to-day activities of Quality Control Laboratory under the Superintending Engineer, Quality Assurance Division, Chandikhol.
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, Chandikhol 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, Chandikhol will select the deserving candidate to work in the above.**
4. The manpower service provider should have an empaneled list of trained/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 the Manpower Service Provider and the Authority.
6. The persons deployed shall be required to report for work at 10.00 A.M./at time required by the officer under whom they shall be asked to work and would leave at 6.00 P.M and also be required to work beyond 6.00 PM for which he would not be paid any extra remuneration.
7. The person deployed may be called on holidays to attend duty as and when required in exceptions circumstance without any extra cost there to.
8. 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.
9. 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.

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10. 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.
11. 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.
12. 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 substitutes the responsibility of the manpower service provider. The manpower service provider shall be responsible for contribution towards provident fund and employees state Insurance wherever applicable.
13. The persons deployed shall, during the course of their work be privacy 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.
14. 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 day 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.
15. It is the responsibility of the service provider to provide uninterrupted service to the authority

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**(Prescribed Qualification & Experience of the Manpower Services)**

Sl. No.	Manpower Service	Age Limit	Qualification	Work Experience	Remuneration (Minimum Take Home Remuneration)	Job Description
1	Skilled Mulia (Skilled)	Minimum 18 years	<ul style="list-style-type: none"> <li>• Minimum +2 or equivalent in any discipline from any Govt. recognized College/ Institution.</li> <li>• Good Proficiency in MS Office Tools, internet applications with efficient typing &amp; data entry skill.</li> <li>• Sound knowledge to handle minimum hardware / software troubleshooting.</li> <li>• She/ he should have good moral character and must be well behaving to his authority.</li> </ul>	She/he should have 1-3 years post qualification working experience in MIS/ Administration/ Management under any reputed central / state / PSUs / reputed corporate organization	As per the notification of Govt. from time to time	<ul style="list-style-type: none"> <li>• Responsible to carry out all administrative requirements of the Authority like day-to-day official work/ file management, secretarial practices, data entry work &amp; other related work</li> <li>• Assist available technical personnel in quality control laboratory for quality control tests of various construction material.</li> </ul>
2	Mulia (Un-Skilled)	Minimum 18 years	<ul style="list-style-type: none"> <li>• Minimum 7th pass or equivalent from any Govt. Recognized School</li> <li>• /Institution. She/ he should have good moral character and must be well behaving to his authority.</li> </ul>	She/he should have 1-3 years experience.	As per the notification of Govt. from time to time	<ul style="list-style-type: none"> <li>• Assist available technical personnel in quality control laboratory for quality control tests of various construction material.</li> </ul>

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**SECTION -III****Schedule of Requirement:**

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

<b>Sl. No.</b>	<b>Description</b>	<b>Requirement</b>
<b>Manpower Services</b>		
1	Skilled Mulia (Skilled)	01 Nos.
2	Mulia (Un-Skilled)	03 Nos.

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**SECTION – IV****GENERAL TERMS AND CONDITIONS**

1. For all intents and purposes, the manpower service provider shall be the employer within the meaning of different rules and acts in respect of manpower so deployed. The persons deployed by the manpower service provider shall not have any claim whatever like employer and employee relationship against the department or office concern. The Service Provider shall make them known about their position in writing before deployment under the required service.
2. 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.
3. The Manpower Service Provider will be bound by the details furnished by it to the Authority while submitting the quotation of at subsequent stage. In case, any of such documents furnished by it is found to be false at any stage, it would be deemed to be a breach of terms of Agreement making it liable for legal action besides termination of the Agreement.
4. The authority reserves the right to terminate the Agreement after giving 01 month notice to the Manpower Service Provider.
5. The Manpower service provider shall be solely responsible for the redressal of grievances or resolution of disputes relating to persons deployed. The Department shall, in no way be responsible for settlement of such issues whatsoever. In case the grievances of the deployed persons are not attend, to the manpower services provider the deployed person can place their grievance before a joint committee consisting the representative of the department or office concerned and an authorized representative of the manpower service provider.
6. The Department shall not be responsible for any financial loss or any injury to any person deployed by the manpower service provider in course of their performing the function or duties, or for payment towards any compensation.
7. 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.
8. 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.

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9. 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.
10. 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.
11. 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.
12. 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.
13. 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.
14. 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.
15. 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.
16. 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.
17. 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.

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18. 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.
19. The Service Provider will maintain the attendance sheet of the manpower services provided to the authority and should submit the attendance sheet to be duly verified from the competent authority the first week of the succeeding month.
20. The Service Provider shall raise the bill, in duplicate, along with attendance sheet duly verified by the competent authority in the first week of the succeeding month.
21. The payment will be released by the first week of the succeeding month depending upon availability of budget.
22. 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 if desired by the authority.
23. 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.
24. 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 01 month prior notice to the Service Provider.
25. 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.
26. 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.
27. 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.
28. The agreement can be terminated by either party by giving one month's notice in

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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.

29. 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.
30. The persons deployed by the manpower service provider shall not claim nor shall be entitled to pay, perks and other facilities admissible to regular/confirmed employees during the currency or after expiry of the agreement.
31. In case of the termination of this agreement on its expiry or otherwise, the persons deployed by the manpower service provider shall not be entitled to and shall have no claim in absorption in regular or other capacity.
32. The person deployed shall not claim any benefit or compensation or absorption or regularization of deployment with office under the provision of rules and acts. Undertaking from the person deployed to this effect shall be kept by the manpower service provider and may provide to the authority whenever required.
33. The Manpower Service provider must be registered to the concerned Govt. authorities i.e. Labour commissioner, provident fund authorities, employees state Insurance corporation etc., and a copy of the registration should be submitted. The Manpower service provider shall comply with all the legal requirements for obtaining under license under contract labour (Regulation and Abolition) Act. 1970 if any, at his own part and cost, if required under the act.
34. The Person deployed should be polite, cordial, and efficient while handing the assigned work and their actions should promote good will and enhance the image of Department or Office concerned. The manpower service provider shall be responsible for any act indiscipline on the part of the persons deployed.
35. The Manpower Service provider shall be responsible for compliance of all statutory provisions relating to minimum wages payable to different types worker in respect of the person deployed by it to the department or Office concerned. The department or office concerned has no liability in this regard.
36. The Manpower service provider shall also be liable for depositing all taxes, levies, cess etc. on account of service rendered by it to the department or Office concerned to the concerned Tax collection authorities from time to time, as per the rules and regulation of the matter. Attested Xerox copies of such documents shall be furnished to the Department or Office concerned whenever required.
37. The manpower service provider shall maintain all statutory registers under the Law and shall produce the same, on demand, to the authority of Department or

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Office concerned or any other authority under Law.

38. In case, the manpower service provider fails to comply with any liability under appropriate law and as a result there of the Department or the office concerned is put to any loss/obligation, monetary or otherwise, the Department or the office concerned will be entitled to get itself reimbursed out of the outstanding bills or the performance security deposit of the Manpower Service Provider, to the extent of the loss or obligation in monetary terms.
39. The Tax deduction at sources (T.D.S.) shall be done as per the provisions of Income Tax Act/Rules, as amended, from time and a certificate to this effect shall be provided by the Department or Office concerned.
40. The Agreement is liable to be terminated because of non-performance, deviation of terms and conditions of the contract, non-payment of remuneration of employed persons and non-payment of statutory dues. The department or office concerned will have no liability towards nonpayment of remuneration to the persons employed by the Manpower service provider and the outstanding statutory dues of the service provider to the statutory authorities. If any loss or damage is caused to the department or office concerned by the persons deployed, the same shall be recovered from the unpaid bills or adjusted from the performance security deposit.
41. In case of breach of any terms and conditions attached to this agreement, the performance security deposit of the Manpower service provider shall be liable to be forfeited besides annulment of the Agreement.
42. The claim in bills regarding Employees sate Insurance, Employees Provident Fund, and service Tax should be necessarily accompanied with documentary proof pertaining to the concern bill month. A requisite portion of the Bill or whole of the bill amount shall be held up till such proof is furnished, at the discretion of the department or Office concern.
43. All disputes shall be under the jurisdiction of the Court at the place where the headquarters of the authority, who has executed the agreement, is located.

S/d-  
Superintending Engineer,  
Quality Assurance Division,  
Chandikhol

**SECTION - V****TECHNICAL BID****COVERING LETTER*****(BIDDER LETTER HEAD)****Chandikhol**Date :-*

To

The Superintending Engineer,  
Quality Assurance Division,  
Chandihol

Sub: Tender for "Outsourcing of Human Resources for management for day-to-day activities of Quality Control Laboratory under the Superintending Engineer, Quality Assurance Division, Chandikhol for the year 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-01/2026-27.

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:**

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Chandikhol

**(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.	

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Quality Assurance Division,  
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**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						

S/d-  
 Superintending Engineer,  
 Quality Assurance Division,  
 Chandikhol

**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

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 Superintending Engineer,  
 Quality Assurance Division,  
 Chandikhol

**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 :**

S/d-  
Superintending Engineer,  
Quality Assurance Division,  
Chandikhol

**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:**

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Quality Assurance Division,  
Chandikhol

**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

S/d-  
Superintending Engineer,  
Quality Assurance Division,  
Chandikhol