

DACD - ACCT - 2025, 3611, Dated 20.09.2025



## **TENDER DOCUMENT**

**FOR SERVICE PROVIDER**

**FOR THE SUPPLY OF VARIOUS CATEGORIES OF MANPOWER SERVICES TO**

**DHENKANAL AUTONOMOUS COLLEGE, DHENKANAL**

**ODISHA-759001**

**Website: [www.dhenkanalcollege.ac.in](http://www.dhenkanalcollege.ac.in)**

**N.B.** Please download the tender papers from the college website.

20/9/25  
20-9-25



**OFFICE OF THE PRINCIPAL**  
**DHENKANAL AUTONOMOUS COLLEGE, DHENKANAL**

Email ID: samsdklcollege@gmail.com / Website: www.dhenkanalcollege.ac.in

No. DACD-ACCT-2025, 8611 /DACD, Date. 20/09/25

**TENDER CALL NOTICE**

(For the award of contract for providing Manpower Services)

Sealed tenders are invited under a two-bid system from reputed, experienced and registered service providers having valid licenses and all up-to-date tax clearances to provide different manpower services to the College w.e.f. the date of the commencement of the agreement. Detailed information for the tender has been given in the Tender Document on the College website [www.dhenkanalcollege.ac.in](http://www.dhenkanalcollege.ac.in) . The last date, time and place for submission of the tender document are 14.10.2025 by 4.00 PM in the office of the undersigned through **Registered/Speed Post/Courier** only. Any other mode, late submission and incomplete bid in any respect will be outrightly rejected. The tender will open in presence of all the bidders or their authorized representatives as per the details of tender call notice. The authority reserves the right to cancel the tender in full or partial at any time without assigning any reason thereof. Any corrigendum(s) shall be communicated only through the website of the college as mentioned above.

Principal

Dhenkanal Autonomous College, Dhenkanal

Memo No. 8611(A) /Dt. 20/09/2025

Copy submitted to the Director, I & PR Department with a request to publish this notice in two leading news papers on or before 23.09.2025 in their respective Odisha editions.

Principal

Dhenkanal Autonomous College, Dhenkanal

Copy submitted to all Notice Boards/All Bursars/OIC, Purchase Committee/OIC, College Website/Guard file for information and necessary action.

Principal

Dhenkanal Autonomous College, Dhenkanal

### DETAILS OF TENDER CALL NOTICE

Tender No	DACD-ACCT-2025, 3611/Date: 20.09.2025
Tender Issuing Authority	Principal, Dhenkanal Autonomous College, Dhenkanal
Scope of Work	Provide the service of manpower on outsourcing basis
Last Date and Time For submission of Bid	14.10.2025 at 4.00 PM
Date, Time & Venue of opening of Technical Bid	15.10.2025 at 12.30 PM Staff Common Room
Date, Time & Venue of opening Financial bid	17.10.2025 at 12.30 PM Staff Common Room
Name & Contact number of the concerned person	Sri Pravat Kumar Pani, Sr. Assistant, 7008069793
Address for communication	Principal, Dhenkanal Autonomous College, Dhenkanal, Kunjakanta, Dhenkanal, Odisha, Pin- 759001
Cover containing quotations should be superscribed	"Tender for Providing Manpower Services to Dhenkanal Autonomous College, Dhenkanal"
EMD (Interest Free Refundable)	Rs. 5000/- (DD in any nationalized bank to be attached in Technical Bid)
<b><u>Mandatory submission</u></b> <b><u>A. Technical Bid</u></b> 1. Tender Application form 2. Technical Bid Form duly filled-in along with supporting documents. 3. Undertaking for not black listed 4. Undertaking for not having judicial proceedings 5. EMD in form of DD Rs. 5000/- <b><u>B. Financial Bid</u></b> Financial bid duly filled in	 1. Annexure-I 2. Annexure-II 3. Annexure-III 4. Annexure-IV  B. Annexure-V

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The Tender documents shall include the following:

- A. INSTRUCTIONS FOR BIDDERS
- B. ELIGIBILITY
- C. SUBMISSION OF BID
- D. LIST OF DOCUMENTS FOR SUBMISSION
- E. SCOPE OF WORKS
- F. GENERAL TERMS AND CONDITIONS
- G. LEGAL ASPECTS
- H. ANNEXURES
  - Annexure-I: Tender application form
  - Annexure-II: Technical Bid Format
  - Annexure-III: Undertaking for not being blacklisted
  - Annexure-IV: Undertaking for not having pending judicial proceeding
  - Annexure-V: Financial Bid Format

**I. SERVICE AGREEMENT FORMAT**

**A. INSTRUCTIONS FOR BIDDERS**

**a) Requirement of Services**

The **Dhenkanal Autonomous College, Dhenkanal** (hereinafter referred to as "*Authority*") requires the services of a reputed, well-established, and financially sound **Outsourcing Service Provider** to provide manpower services at various positions of the college.

**b) Period of Contract**

The period of the contract for providing the services shall be **one year** from the date of effectiveness of the contract, i.e., the date of supply of the required manpower services. The contract may be extended further if the requirement for manpower continues at that time. The contract may also be terminated earlier due to:

- Deficiency in service,
- Sub-standard quality of manpower supplied, or
- Change in requirement of the College.

The Authority reserves the right to terminate this contract at any time after giving **30 days' notice** to the selected Service Provider.

**c) Tentative Requirement**

The tentative requirements of manpower services are as given below:



SL NO	CATEGORY OF MANPOWER REQUIREMENT	REQUIREMENT
1	DEO (Semi-skilled)	01
2	Attendant (Unskilled)	11
3	Sweeper (Unskilled)	02
4	Watchman (Unskilled)	02

The requirements may increase or decrease in any or all of the categories.

**d) Site Visit**

The interested bidders may visit the location on any working day during office hours to have a thorough knowledge of the services to be performed before preparation and submission of the bid.

**e) Consortium/Joint Venture**

Any form of consortium and joint venture is **not allowed** under this tender.

**f) Bid Submission**

All entries in the bid documents should be legible, clearly filled, 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.

**g) Opening of Technical Bids**

The technical bids shall be opened on **15.10.2025 at 12:30 P.M.** in the presence of the authorized representatives of the bidders who wish to be present.

**h) Opening of Financial Bids**

The financial bids of the technically qualified bidders shall be opened in the presence of the authorized representatives of the bidders on **17.10.2025 at 12:30 P.M.**

**i) Earnest Money Deposit (EMD)**

The EMD shall be forfeited if the successful bidder fails to undertake the work or fails to comply with any of the terms and conditions of the service agreement. The EMD in form of DD of unsuccessful bidders shall be returned without interest through speed post to the registered address of the service provider.

**j) Validity of Bids**

The bid shall remain valid and open for acceptance by the competent authority for a period of **90 days** from the date of opening of the technical bids. No request for variation in quoted rates or withdrawal of bids on any ground shall be entertained during this period.

**k) Clarification of Bids**

To assist in analysis, evaluation, and comparison of bids, the Tender Inviting Authority may ask bidders individually for clarification of their bids. The request and the response shall be in writing, but no change in the price or substance of the bid shall be permitted.

**l) Selection Procedure**

Mere quotation of the lowest price shall not confer any right upon a bidder for award of the contract. Firms/Service Providers shall be selected on the basis of Quality and Cost-Based

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Selection (QCBS) procedures. In the event of two or more agencies securing the same score, preference shall be given to the agency with higher technical evaluation marks. The Committee reserves the right to award the contract to the bidder deemed most suitable, taking into consideration proven performance track record, details of similar services rendered during the last five years, financial standing, and statutory compliances.

**m) Minimum Wages**

The quoted rates shall not be less than the minimum wages fixed as per Labour Commissioner Odisha, Bhubaneswar/Govt. notification/notified by the **Finance Department, Government of Odisha**, from time to time, and shall include all statutory obligations.

**n) Liability of Service Provider**

The service provider shall be liable for all kinds of statutory dues payable in respect of all personnel provided under the contract. The Authority shall not be liable for any dues for availing the services of the personnel.

**o) Right of Authority**

The Authority reserves the right to accept or reject any or all the bids and to terminate the bidding process without assigning any reason thereof.

**B. ELIGIBILITY**

a) The bidder should be registered under the appropriate authority, such as the **Companies Act, 1956/2013, Indian Partnership Act, 1932, Indian Trusts Act, 1882, Societies Registration Act, 1860, or Limited Liability Partnership Act, 2008.**

*(Attach a self-attested copy of proof with the Technical Bid.)*

b) The bidder must have at least **five years of experience** (up to the last date of submission of the bid) in the business of providing manpower services of a similar nature to **Central/State Government, Autonomous Bodies, or Corporate Bodies.**

*(Attach a self-attested copy of proof with the Technical Bid.)*

c) The registered/branch office of the service provider must be located **within the State of Odisha.**

*(Attach a self-attested copy of proof with the Technical Bid.)*

d) The bidder must have an **annual financial turnover of at least ₹10,00,000 (Ten Lakhs only)** during the last three financial years, i.e., (2021-22, 2022-23 and 2023-24).

*(Attach a self-attested copy of proof with the Technical Bid.)*

e) The bidder must have a **bank account in any Scheduled Commercial Bank situated in Odisha.**

*(Attach a self-attested copy of proof with the Technical Bid.)*

f) The bidder must **not have been blacklisted** by any Central/State Government or any other Public Sector Undertaking/Authority in the past.

*(Attach a self-attested copy of proof with the Technical Bid.)*

g) The bidder must **not have any pending judicial proceedings for any criminal offence** against the Proprietor/Director/Key Persons of the service-providing agency.  
(Attach a self-declaration with the Technical Bid.)

h) The bidder must have the following statutory registrations: **GSTIN, PAN, EPF, ESI, and Labour Contract License.**  
(Attach self-attested copies of proof with the Technical Bid.)

i) The bidder must have filed **Income Tax Returns (ITRs)** for the last three financial years: 2022-23, 2023-24, and 2024-25.  
(Attach self-attested copies with the Technical Bid.)

j) The bidder must have **GST deposit clearances up to the last quarter of 2025.**  
(Attach a self-attested copy of proof with the Technical Bid.)

k) The bidder must have **ESI and EPF deposit clearances up to July 2025.**  
(Attach a self-attested copy of proof with the Technical Bid.)

### **C. SUBMISSION OF BID**

The bid shall be submitted under a **three-cover system** as described below:

#### **(a) First Cover: Technical Bid**

The sealed **Technical Bid Envelope**, superscribed on the top as "**Technical Bid for the contract of supply of different manpower services to Dhenkanal Autonomous College, Dhenkanal**", must contain the following:

1. Neatly written or typed, duly filled-in and signed **Technical Bid** (as per prescribed format).
2. **Self-attested copies of all supporting documents** in support of the eligibility criteria. (Refer clause D for list of documents to submitted along with technical bid)
3. **Demand Draft of Rs. 5,000/- (Rupees Five Thousand only)** towards EMD, drawn in favour of "**The Principal, Dhenkanal Autonomous College, Dhenkanal**", payable at Dhenkanal from any nationalized bank. (refundable without interest).

#### **(b) Second Cover: Financial Bid**

The sealed **Financial Bid Envelope**, superscribed on the top as "**Financial Bid for the contract of supply of different manpower services to Dhenkanal Autonomous College, Dhenkanal**", must contain **only the duly filled-in Financial Bid.**

**Note:** The Financial Bids of only those bidders who qualify in the Technical Bid shall be opened on the date and time mentioned in the Tender Document or as decided by the Authority.

#### **(c) Third Cover: Main Tender Cover (Big Cover)**

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The sealed **Main Tender Envelope**, superscribed on the top as *"Tender for the contract of supply of different manpower services to Dhenkanal Autonomous College, Dhenkanal"*, must contain:

1. The sealed **Technical Bid Cover**; and
2. The sealed **Financial Bid Cover**.

The Main Tender Cover must reach the office of:

**The Principal,  
Dhenkanal Autonomous College,  
Dhenkanal, Odisha – 759001**

through Speed Post / Registered Post//Courier only, by **14.10.2025 at 4:00 P.M.**

#### **D. LIST OF DOCUMENTS FOR SUBMISSION IN TECHNICAL BID**

Bidders are required to furnish the following documents along with the bid:

1. **Tender application form** duly filled up on the bidder's letterhead.
2. **Certificate of Incorporation / Registration** of Service Provider.
3. **EMD (Earnest Money Deposit)** of Rs 5000/- in the form of Bank Draft.
4. Copy of **GST Registration Certificate**.
5. Copy of **PSARA License** (if applicable for manpower/security services).
6. Copy of **PAN Card**.
7. Copies of **Income Tax Returns** for the last three financial years (2021-22, 2022-23 and 2023-24).
8. Copies of **EPF & ESI Registration Numbers**.
9. Copy of **Labour License**.
10. Copy of **Bank Account Details** (cancelled cheque/passbook page).
11. Copies of **Audited Financial Statements** for the last three financial years (Attach audited copies duly self-attested for FY 2021-22, 2022-23 and 2023-24).
12. **Financial Turnover** of the Bidder for the last three financial years (Attach audited copies duly self-attested for FY 2021-22, 2022-23 and 2023-24).
13. Copies of **Work Orders** from previous clients for providing similar types of services during the last 5 years.
14. **Undertaking regarding non-blacklisting** of the firm/agency/company (on bidder's letter head).
15. **Undertaking regarding no pending judicial proceedings** for any criminal offences (on bidder's letter head).
16. Copies of **GST deposit challans** up to the last quarter.
17. Copies of **EPF and ESI deposit challans** for the existing deployed manpower up to July 2025.

#### **E. SCOPE OF WORKS**



- a) The scope of services shall include the supply of various categories of manpower to **Dhenkanal Autonomous College, Dhenkanal**, in accordance with the requirements of the *Authority* from time to time. The manpower provided must be competent, qualified, and deployed strictly as per the instructions of the *Authority*. The *Service Provider* shall ensure timely availability of personnel, compliance with all statutory provisions, and satisfactory performance of assigned duties.
- b) The services shall be supervised and managed by adequately trained support staff to ensure efficient execution of all assigned tasks.
- c) All resources deployed shall be duly registered under the *Service Provider* and must possess the requisite qualifications, experience, and relevant knowledge as per the job descriptions specified by the *Authority*.
- d) The personnel deployed must have a clean police record, with no criminal case pending against them. An undertaking to this effect shall be submitted by the *Service Provider* to the *Authority* prior to commencement of services.
- e) The *Service Provider* shall be responsible for verifying the qualifications, experience, and credentials of all outsourced resources. The deployed staff shall remain accountable for the responsibilities assigned to them by the *Authority*.
- f) The *Authority* reserves the right to independently verify the credentials of deployed staff. In the event of any misrepresentation regarding qualifications or experience, the *Service Provider* shall immediately remove the concerned individual and provide a suitable replacement.
- g) The *Service Provider* must maintain a panel of trained and experienced personnel to ensure uninterrupted services during the contract period. Additional manpower shall be supplied as and when required by the *Authority*, under the same terms and conditions.
- h) This Agreement may be extended beyond the initial contract period with mutual consent, either on the same terms and conditions or with agreed modifications.
- i) All deployed staff shall adhere to prescribed working hours and may be required to work beyond regular hours, if necessary, without entitlement to additional remuneration. Any staff member found absent, arriving late, or leaving early on three occasions shall be subject to proportionate deduction in remuneration.
- j) All personnel must maintain good moral character, a cordial attitude, and strict confidentiality of official information. Disclosure of any confidential matter to unauthorized persons shall invite disciplinary action.
- k) Attendance registers for deployed personnel shall be maintained by the *Service Provider* and countersigned by the designated officer of the *Authority*.

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l) The entire financial liability for deployed staff shall rest solely with the *Service Provider*. The *Authority* shall have no responsibility towards salary or other dues. The *Service Provider* must ensure payment of remuneration not less than the amount quoted in the financial bid.

m) In case of resignation, discontinuance, or absence of any deployed personnel, the *Service Provider* shall ensure a suitable substitute is provided in advance to avoid disruption of services.

n) All personnel, by virtue of their engagement, being privy to confidential information, shall sign a confidentiality undertaking. Breach of confidentiality shall attract penal action under applicable laws, including termination of contract.

o) The *Service Provider* shall comply with all statutory requirements, including but not limited to payment of minimum wages, EPF, ESI, and any other dues payable to deployed staff, in accordance with prevailing laws.

p) The *Service Provider* shall make payment of wages to the deployed personnel at the close of every calendar month. Wages must be credited directly into the respective bank accounts of the staff within the **first week of the succeeding month**, after deduction of statutory dues. Proof of such disbursement shall be submitted to the *Authority*.

#### **F. GENERAL TERMS AND CONDITIONS**

a) For all intents and purposes, the *Service Provider* shall be treated as the "Employer" within the meaning of applicable rules and Acts in respect of the outsourced manpower. No employer-employee relationship shall exist between the deployed manpower and the *Authority*. The *Service Provider* shall make this explicitly clear in writing to all deployed personnel before engagement.

b) The *Service Provider* shall employ only adult labour. Employment of child labour will result in immediate termination of the contract. The age of newly deployed personnel without job experience shall be **not less than 21 years and not more than 42 years**, and they must be physically and mentally fit to perform their assigned duties.

c) The *Service Provider* shall be fully responsible for the safety, conduct, and performance of the deployed manpower. The *Authority* shall not be held liable for any financial loss, accident, injury, or compensation arising during the course of duty.

d) The *Service Provider* shall bear full responsibility for compliance with all applicable labour and industrial laws, including but not limited to wages, allowances, compensation, EPF, ESI, bonus, gratuity, and any other statutory obligations in respect of the manpower deployed.

e) The minimum educational qualifications for semi-skilled and unskilled categories shall be prescribed in accordance with the job description and the nature of work. While stipulating educational requirements, due care shall be taken to ensure quality standards.

*20/9/20*



f) The Attendant/Watchman/Seminar Assistant/Security Guard (Unskilled), Clerk (Semi-Skilled), and Computer Operator (Skilled) shall be engaged and paid on a daily wage basis at rates prescribed by the **Labour Commissioner, Bhubaneswar, Odisha**, subject to revision as per government notifications.

g) The *Service Provider* shall maintain personal files for all deployed manpower, containing details such as name, address, date of birth, educational qualifications, and valid identity proof.

h) The *Service Provider* shall issue **Photo Identity Cards** at its own cost to all deployed personnel before commencement of duties.

i) The *Authority* shall not be liable for any compensation in the event of fatal injury or accident caused to any deployed personnel while on duty, whether inside or outside the premises.

j) In case of any incident involving deployed personnel, the *Service Provider* shall investigate and submit a report to the *Authority*. If necessary, an FIR shall be lodged, and liaison shall be maintained with the police. Joint inquiries may be conducted wherever required.

k) Any financial loss or damage caused to the *Authority* due to negligence, misconduct, or non-performance by deployed personnel shall be recovered from the *Service Provider*, including deductions from monthly bills.

l) The *Service Provider* shall make immediate alternate arrangements in case of continuous absence of any personnel. Failure to provide replacements in time shall attract a **penalty of 1% of the annual contract value per week of delay**, recoverable from monthly bills.

m) The rates quoted by the *Service Provider* shall remain firm and fixed during the entire contract period. No escalation in rates shall be entertained under any circumstances.

n) The *Service Provider* shall ensure timely deposit of all statutory dues (EPF, ESI, GST, etc.) and submit copies of challans/receipts to the *Authority* for verification.

o) The *Service Provider* shall not transfer, assign, pledge, or subcontract its rights and obligations under this Agreement to any third party. **Sub-contracting is strictly prohibited.**

p) The normal duty hours shall be **8 hours per day**, excluding half an hour of rest, on all working days of the College, except Sundays and declared holidays.

q) The *Authority* may assign unskilled, semi-skilled, or skilled personnel to any office work as per its requirements and discretion.

r) Security Guards shall be unarmed and must undergo police verification. The *Service Provider* shall provide uniforms, shoes, and other essential items required for the performance of duties.

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e) In the  
to

s) The *Service Provider* shall submit bills in **triplicate**, duly supported with attendance sheets verified by the designated officer of the *Authority*, within the **first week of the succeeding month**.

t) The deployed personnel shall maintain a **polite, cordial, and professional attitude** at all times. Their conduct must promote goodwill and uphold the reputation of the institution. Any personnel found to be underperforming, inadequately trained, or exhibiting improper behavior shall be replaced by the *Service Provider* within **15 days** of written complaint from the *Authority*. The decision of the *Authority* in this regard shall be final and binding.

u) The *Service Provider* shall immediately withdraw and replace any personnel deemed unacceptable by the *Authority* on grounds of security risk, incompetence, conflict of interest, breach of confidentiality, or misconduct, upon written notice.

v) As the engagement is for an educational institution, the *Service Provider* shall ensure proper discipline and conduct of all personnel within the premises. Consumption of alcohol, paan, smoking, or loitering without work is strictly prohibited.

w) Upon satisfactory performance of the contract, the *Authority* may extend the engagement for a further period of up to **one year**, subject to mutual consent.

x) This Agreement may be terminated by either party by giving **one month's advance written notice**. In case of non-performance by the *Service Provider*, one month's wages or any amount due to the agency, as applicable, may be forfeited by the *Authority*.

#### **G. LEGAL ASPECTS**

a) The personnel deployed shall, during the course of their duties, have access to confidential documents and information which must not be disclosed to any third party. All deployed personnel shall be required to take an **oath of confidentiality**. Any breach shall render both the *Service Provider* and the concerned personnel liable for penal action under applicable laws, in addition to action for breach of contract.

b) The *Service Provider* shall be solely responsible for compliance with all statutory provisions relating to **minimum wages, allowances, EPF, ESI, and other benefits** payable to the personnel engaged at Dhenkanal Autonomous College, Dhenkanal. The *Authority* shall have **no liability** in this regard.

c) The *Service Provider* shall ensure timely deposit of all **taxes, levies, cess, and statutory dues** arising out of services rendered to Dhenkanal Autonomous College, Dhenkanal, with the appropriate authorities, in accordance with applicable rules and regulations. Attested copies of challans/receipts shall be furnished to the *Authority* for verification.

d) The *Service Provider* shall maintain all **statutory registers and records** as required under prevailing laws and shall produce them on demand before the Principal, Dhenkanal Autonomous College, Dhenkanal, or any other competent authority.

e) In the event of failure by the *Service Provider* to comply with statutory liabilities, leading to monetary or reputational loss to the *Authority*, such loss shall be recoverable from the outstanding bills of the *Service Provider* or by any other lawful means.

f) This Agreement may be **terminated** on grounds of non-performance, breach of contract, non-payment of remuneration to personnel, or non-payment of statutory dues. The *Authority* shall not be liable for unpaid remuneration or statutory dues of the *Service Provider*.

g) **Indemnity Clause (Added for Legal Safeguard):** The *Service Provider* shall indemnify and keep indemnified Dhenkanal Autonomous College, Dhenkanal, against all claims, damages, demands, suits, or legal proceedings arising out of any act, omission, or non-compliance by the *Service Provider* or its deployed personnel in relation to statutory provisions, confidentiality obligations, or performance of duties under this Agreement.

*U. Basal*  
Principal 20.9.23

Dhenkanal Autonomous College  
Dhenkanal

**TENDER APPLICATION FORM****To****The Principal,  
Dhenkanal Autonomous College, Dhenkanal****Sir,**

With reference to your Tender Notice No. ....dated ....., I hereby submit my tender for the supply of various categories of manpower services to Dhenkanal Autonomous College, Dhenkanal, in acceptance of the terms and conditions mentioned in the tender document.

1.	Name of the Bidder / Company name	
2.	Name of the authorised person	
2.	Full Postal Address	
3.	Telephone Nos / Mobile Nos / Fax Nos.	
4.	E-mail ID	
5.	PAN No.	
6.	GST No.	
8.	Bank Details	

**Undertaking**

1. I, the undersigned, hereby certify that I have thoroughly gone through the terms and conditions mentioned in the bidding document and undertake to comply with the same. The rates quoted by me shall remain valid and binding upon me for the entire validity period, and I further certify that the rates quoted are minimum and rational as per the prevailing market rates.
2. I hereby undertake to execute the work/supply order as per the directions given in the tender document within the stipulated period.

**Date :****Place :****(Signature of the Bidder)****Name :-****Designation :-****Registration No. of supplier / Bidder****(Official seal of the Firm)***21/05/2019*  
*20/5/25*



**Annexure-II**

**TECHNICAL BID**  
**(For the supply of manpower on outsourcing basis to**  
**Dhenkanal Autonomous College, Dhenkanal)**

Sl. No.	Information on the tender submitted			Proof Attached (Yes/No)
1	Name of the Bidder			
2	Certificate of Incorporation / Registration No.			
3	Name of the Authorised person			
4	EMD Details	DD No.		
		Date		
		Amount (Rs.)		
		Drawn on Bank		
5	Full Address of Registered Office	Postal Address		
		Telephone No		
		Fax No.		
		E-mail Address		
6	Name & Telephone of the authorised person signing the bid	Name		
		Mobile No.		
7	Bank Details of the Service Provider	Account No.		
		Bank and Branch Address		
		IFSC Code		
8	Registration No. of the Agency in details (Attach self-attested copy)			
9	Registration No. of the Labour Contract (Attach self-attested copy)			
10	PAN No. (Attach self-attested copy)			
11	GSTIN No. (Attach self-attested copy)			

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12	EPF Registration No. (Attach self-attested copy)			
13	E.S.I. Registration No. (Attach self-attested copy)			
14	Accept to all the terms and conditions (Yes/No)			
15	Power of Attorney / Authorisation letter for signing of the bid			
16	Submission of undertaking towards no criminal case is pending with the police and undertaking for non- blacklisting at the time of submission of bid			
17	Kindly mention the total number of pages in your tender document			
18	Financial Turnover of the Bidder for the last 3 financial years ( Attach audited copies duly self- attested)	Financial Years	Total Turnover (in lakhs Rupees)	
		2023-24		
		2022-23		
		2021-22		
19	Income Tax Returns last 3 FYs ( Attach audited copies duly self-attested)	2023-24		
		2022-23		
		2021-22		
20	GST Deposit ( Attach audited copies duly self- attested)	2024-25 (latest)		
		2023-24		
21	EPF Deposit ( Attach audited copies duly self- attested)	2024-25		
		2023-24		
22	ESI Deposit ( Attach audited copies duly self- attested)	2024-25		
		2023-24		
23	Details of the similar type of service provided by the bidder during last 5 years (Attach separate sheet, if required)	Name of the Client with telephone No.	From-To (Work Order No. and Date)	Attach the work order copy

N.B. Format to be strictly followed

Signature of bidder with date and seal

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*S. B. Boro*  
20-9-25



### DECLARATION

I, Smt./Ku./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 document. I have carefully read and understood all the terms and conditions of the tender and undertake to abide by them. The information / 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 the Authorized Representative:

Name:

Place:

Date:

Seal:

*Handwritten signature*  
20-9-25-



UNDERTAKING

Annexure-III

UNDERTAKING FOR NOT BEING BLACK LISTED

To

The Principal  
Dhenkanal Autonomous College, Dhenkanal

Ref: Tender No. .... Date.....

Madam/ Sir,

I/We .....hereby confirm that our  
agency/ firm..... has not  
been banned or black listed by any Govt. organization / financial institution /  
court / public sector / private sector / state govt./ central govt.

Place:

Date:

Signature of the Service Provider / Authorized Person  
Seal:

*Handwritten signature and date: 20-9-25*

**Annexure-IV**

**UNDERTAKING FOR NOT HAVING PENDING JUDICIAL PROCEEDINGS**

To

The Principal  
Dhenkanal Autonomous College, Dhenkanal

Ref: Tender No. .... Date.....

Madam/ Sir,

I/We .....hereby undertake that there is no criminal case pending in any Court of Law against our organization or against the Proprietor/Director/Persons to be deployed by our organization. Our organization has not been convicted of any offence in any court in Odisha/India during the recent past. I understand that, I am fully responsible for the contents of this undertaking and its truthfulness.

Place:

Date:

Signature of the Service Provider / Authorized Person  
Seal:

*Handwritten signature and date: 20.9.25*

**FINANCIAL BID**

(For the supply of manpower on outsourcing basis to  
Dhenkanal Autonomous College, Dhenkanal)

1. Name of the Manpower Service Provider: -

Sl. No.	Manpower Type	Rate of wage/Month (26 days)	EPF (13 %)	ESI (3.25 %)	Service Charges	Total (3+4+5+6)	CGST 9% on Col-7	SGST 9% on clum-7	Grand Total (7+8+9)
1	2	3	4	5	6	7	8	9	10
1	Unskilled (Attendant, Sweeper, Security) Sweeper-cum-Security								
2	Semi Skilled (DEO)								
	<b>GROSS TOTAL</b>								

**Note:**

1. The Bidders to quote the service charges in pursuance to Finance Dept. letter No. 19595/F, Dtd. 11.07.2023 (copy enclosed).
2. Rate of wage/Month shall be in accordance with the latest daily wage rate as per Labour Commissioner, Bhubaneswar.

Place:

Date:

Signature of the Service Provider / Authorized Person

Seal:

*B. Mal*  
20-9-25



## I. SERVICE AGREEMENT FORMAT

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

### AGREEMENT FOR ENGAGEMENT OF DAILY WAGE WORKERS ON OUTSOURCING BASIS

This Service Agreement is made on ..... by and between:

**Principal, Dhenkanal Autonomous College, Dhenkanal**  
(hereinafter referred to as the "Authority")

AND

.....  
(hereinafter referred to as the "Service Provider")

WHEREAS, the *Service Provider*, having represented to the *Authority* that it possesses the requisite resources and expertise, has offered to provide services in response to Tender Notice No. .... dated ..... issued by the *Authority*; and

WHEREAS, the *Authority* has accepted the said offer of the *Service Provider* to provide the required services under the terms and conditions set forth herein;

**NOW, THEREFORE, the parties hereby agree as follows:**

#### 1. Contract Documents

The following documents annexed hereto shall form an integral part of this Agreement:

- A. INSTRUCTIONS TO THE BIDDER
- E. SCOPE OF THE WORK
- F. GENERAL TERMS AND CONDITIONS
- G. LEGAL ASPECTS

#### 2. Rights and Obligations

- (a) The *Service Provider* shall duly perform the services in accordance with the provisions of this Agreement.
- (b) Upon satisfactory performance of the services, as certified by an officer duly authorized by the *Authority*, the *Authority* shall release payment to the *Service Provider* in accordance with the agreed terms.

#### 3. Execution of Agreement

This Agreement shall be executed on non-judicial stamp paper, the cost of which shall be borne by the *Service Provider*.

#### 4. Breach and Termination

*20.9.25*



Any breach of the terms and conditions of this Agreement by the *Service Provider* shall render this contract liable to cancellation. All disputes arising out of this Agreement shall fall under the jurisdiction of the competent courts at Dhenkanal.

### 5. Period of Agreement

This Agreement shall remain valid for a period of one (01) year, commencing from 01.11.2025 and ending on 31.10.2026, unless terminated earlier in accordance with the provisions herein.

IN WITNESS WHEREOF, this Agreement has been executed on this ..... day of ....., after due consideration and with full understanding of its contents by both parties.

Seal and Signature of the 'Authority'  
Provider'

Principal,  
Dhenkanal Auto. College, Dhenkanal

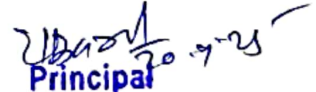
Seal and Signature of the 'Service

Witness No. 1 and Address

Witness No. 1 and Address

Witness No. 2 and Address

Witness No. 2 and Address

  
Principal  
Dhenkanal Autonomous College  
Dhenkanal

GOVERNMENT OF ODISHA  
FINANCE DEPARTMENT

No. 19595 /F., Date 11-07-2023  
FIN-COD-RULE-0001-2018

OFFICE MEMORANDUM

Sub.: Rate of Service Charge in Outsourcing of Services.....reg.

As no minimum rate of service charge has been prescribed, bidders are quoting zero or negligible service charge in respect of outsourcing of services. Hence, many a time, references are being received from various quarters for clarification in this matter.

2. In the meantime, Department of Expenditure, Ministry of Finance, Government of India has fixed the minimum rate of services charge vide OM No F.6/1/2023-PPD dated 06.01.2023.

3. Now, the State Government has been pleased to fix the following rate of service charge in outsourcing of services:

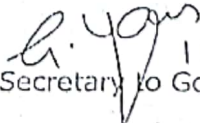
a. The minimum service charge shall be 3.85% (3% profit plus transaction charge);

b. The procuring entity can also fix the service charge above 3.85% with proper justification, whenever required. However, such charge should not exceed 7% in any case.

4. These instructions shall be deemed to be part of Odisha General Financial Rules.

This shall be effective from the date of issue.

By orders of the Governor,

  
Principal Secretary to Government