

ODISHA COOPERATIVE TASAR & SILK FEDERATION (SERIFED) LTD.
Sahid Nagar, Janpath, Bhubaneswar-751007, Tel: 2545586/2545852
Email-serifedodisha@gmail.com

Expression of Interest

For

SELECTION OF MANPOWER SERVICE PROVIDER
For Odisha Co-Operative Tasar & Silk Federation (SERIFED) Ltd., Bhubaneswar

**Issued to
Address:**

**Telephone No:
Email No.**

CONTENTS OF EOI / TENDER DOCUMENT

Sl.No.	Description of Contents	Page Number
1	Objective of the Eoi.	04
2	Scope of work and general instructions for service bidders.	05
3	Terms and Condition.	06-10
4	Overall guidelines for general requirements for bid.	11-14
5	Tender Evaluation.	15-19
6	Financial Bid.	20-21
7	Award of Contract.	22-23
8	Payment Schedule.	24
9	Financial requirement for bid.	25
10	Formats for bid.	26-33

**ODISHA CO-OPERATIVE TASAR & SILK FEDERATION (SERIFED) LTD.
Sahid Nagar, Janpath, Bhubaneswar-751007, Tel: 2545586/2545852
Email-serifedodisha@gmail.com**

Ref No- IV-1-(127)/SERIFED/2023-24/1614

Date:07.08.2023

Expression of interest call Notice

Odisha Co-Operative Tasar & Silk Federation (SERIFED) Ltd., Bhubaneswar invites sealed EoI / tender proposal for Selection of MANPOWER SERVICE PROVIDER for SERIFED for providing different kinds of Man power (Technical & Non –Technical) for Odisha Co-Operative Tasar & Silk Federation (SERIFED) Ltd., Bhubaneswar. The EoI / tender documents will be available up to dt.25/08/2023 during office hours 10:00 A.M. to 5:00 P.M. excluding holidays. The last date for submission of EoI / tender proposal is up to 4:00 P.M. on dt.25/08/2023. The Technical Bids will be opened on dt.29/08/2023 at 4:00 P.M in the office of the undersigned. The Financial bids of the qualified bidders will be opened on dt.31/08/2023 at 5:00 P.M. for further details, please visit our office website www.serifedodisha.in.

The authority reserves the right to accept or reject any or all EoI / tender proposals without assigning any reason thereof.

**Sd/-
MANAGING DIRECTOR**

Memo No- 1615 (03)

Date: 07.08.2023

1. Copy submitted to the Commissioner-cum-Secretary to Govt., H.T & H Deptt., Govt. of Odisha, Bhubaneswar for favour of kind information & necessary action.
2. Copy submitted to Director of Textile & Handloom, Odisha for favour of kind information & necessary action.
3. Copy to Notice Board of SERIFED for information and wide circulation.

**Sd/-
MANAGING DIRECTOR**

Accepted by

a. OBJECTIVE OF THE EOI

The Odisha Co-Operative Tasar & Silk Federation (SERIFED) Ltd., Bhubaneswar, requires engagement of eligible, reputed and qualified organizations to facilitate and support the selection and recruitment process for the following categories of posts i.e., Jr. Engineer (Civil), Office Assistant, E-Commerce Executive, Field Assistant, Sales Attendant and Group - D

1.2 SCHEDULE OF Eoi / TENDER PROCESS

Sl. No.	Particulars	Details
1	Period of availability of Eoi / tender document	Up to 25/08/2023 during office hours from 10.00 A.M. to 5.00 P.M (Excluding holidays) or can be downloaded from website www.serifedodisha.in
2	Place of availability	Odisha Co-Operative Tasar & Silk Federation (SERIFED) Ltd. Plot-140, Sahid Nagar, Bhubaneswar
3	Cost of Eoi / tender document	Rs.500/- (Rupees FiveHundred) only non-refundable
4	Earnest Money to be deposited with Eoi / tender document	Rs.10,000/- (Rupees Ten Thousand) only in shape of D.D. in favour of Odisha Co-Operative Tasar & Silk Federation (SERIFED) Ltd., Bhubaneswar
5	Last date for receipt of Eoi / tender document Proposals	Up to 4:00 PM on 25/08/2023 in the office the Managing Director, SERIFED Ltd, Bhubaneswar
6	Date and Time of opening of Eoi / tender document Proposals	Opening of Technical Bids at 4:00 PM on dt.29/08/2023 & the Financial Bids of successful bidders will be opened at 5:00 PM on dt. 31/08/2023 in the office the Managing Director SERIFED Ltd. Bhubaneswar
7	For further information	Odisha Co-Operative Tasar & Silk Federation (SERIFED) Ltd, Sahid Nagar, Bhubaneswar Contact: (0674) 2545586 within office hours (on working days)

SCOPE OF WORK

The category of personnel required is given below: -

Sl. No.	Category of Post	No. of Manpower Required
1	Junior Engineer (Civil)	02
2	Estimator (Civil)	01
3	Accounts Assistant	01
4	Technical Assistant	01
5	Steno / Multi Task Assistant	02
6	E-Commerce Assistant	01
7	Field Assistant	02
8	Office Assistant	03
9	Sales Assistant	04
10	Sales Attender	04
11	Store Keeper-cum-Exhibition In-Charge	01
12	Driver	01
13	Peon & Sweeper-cum-Watchman	05

TECHNICAL QUALIFICATION & EXPERIENCE REQUIREMENTS FOR MANPOWER TO BE ENGAGED IN SERIFED

- a. He/she should be above 18 years of age and not exceeding 40 years.
- b. The Minimum Educational Qualification for the required manpower will be as hereunder:

Sl.No.	Name of the Post	Education Qualification
1	Jr. Engineers (Civil) / Estimator	Diploma in civil with minimum 3 years field experience in supervising construction work/building with expert in Auto cad for preparation of plan & estimate etc.,
2	Accounts Assistant	Graduate with MBA, MFC or M. Com. with PGDCA with minimum one year experience in Govt., aided organization/project
3	Technical Assistant	Graduate with PGDCA, Must have working knowledge of e-tendering work in Engineering Cell with minimum 3 (three) years working experience of e-tendering work through Engineering Cell in Govt., aided organization/project. Technical Assistant must have working knowledge in Engineering Cell. The Technical Assistant should have a speed of 40 characters per minute in English/Odia and should be well conversant with computers and essentially
3	Steno / Multi Task Assistant	Graduate with PGDCA with short hand with minimum one year experience in Govt., aided organization/project. The Office Assistant should have a speed of 40 characters per minute in English/Odia and should be well conversant with computers and essentially well trained in MS office, Ms Excel & PPT, Internet & LAN function.

4	Office Assistant / Sales Assistant / Store Keeper	Graduate with PGDCA with minimum one year experience in Govt., aided organisation/project. The Office Assistant should have a speed of 40 characters per minute in English/Odia and should be well conversant with computers and essentially well trained in MS office, Ms Excel & PPT, Internet & LAN function.
5	Field Asst.	B.sc (CBZ) or B.sc (Sericulture) or B.sc (Agriculture)
6	E-Commerce Assistant	Any Graduate with PGDCA with minimum three-year experience in photography of E-Commerce business.
7	Sales Attendant / Peon	H.S.C

DOCUMENT TO BE SUBMITTED BY THE SUCESSFUL AGENCY BEFORE DEPLOYMENT OF MANPOWER

1. List of Manpower shortlisted by agency for deployment in Labour & Employment Department, containing full details i.e., date of birth, marital status, address, education qualification, etc.
2. Bio – data of all persons.
3. Any other document considered relevant.

3. TERMS & CONDITIONS

GENERAL:

1. The selected manpower Service Provider shall execute an agreement for providing necessary services in the SERIFED agreement form.
2. The agreement shall automatically be expired on due date unless extended by the mutual consent of the manpower service provider and the authority.
3. The agreement may be extended on the same terms & conditions or with some additions / deletions/ modification for a further specific period mutually agreed upon by the Manpower Service Provider and the authority.
4. The Manpower 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 by whatever name be called without the prior written consent of the Authority.
5. The requirement of SERIFED may increase or decrease, during the period of initial contract also and the Firm would have to provide additional manpower services, if required on the same terms & conditions.
6. The Manpower Service Provider will be bound by the details furnished by it to the Authority while submitting the Eol or 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.

7. The Authority reserves the right to terminate the Agreement during initial period also after giving 15 days' notice to the Manpower Service Provider.

8. The persons deployed shall be required to report for work at as directed to the Unit Head or such other Officer as may have been kept in charge of the Office Establishment of the Office concerned and would leave after 8-hour work and may also require to work beyond this, if required, for which he would not be paid any extra remuneration. In case, the person deployed remains absent on a particular day or comes late/ leaves early on three occasions, proportionate deduction from the remuneration for one day will be made.

9. The Manpower Service Provider shall nominate a coordinator who shall be responsible for immediate interaction with SERIFED so that optimal services of the persons deployed could be availed any disruption.

10. The entire financial liability in respect of manpower service deployed in the SERIFED shall be that of the Manpower Service Provider and SERIFED in no way be liable. It will be the responsibility of the Manpower Service Provider to pay to the person deployed a sum not less than the minimum rate as per the government guidelines and adduce such evidence as may be required by SERIFED.

11. For all intents and purposes, the Manpower Service Provider shall be the "Employer" within the meaning of different Rules & Acts in respect of manpower so deployed. The persons deployed by the Manpower Service Provider shall not have any claim whatsoever like employer and employee relationship against SERIFED.

12. The Manpower Service Provider shall be solely responsible for the redressal of grievances or resolution of disputes relating to persons deployed. SERIFED shall, in no way, be responsible for settlement of such issues whatsoever. In case the grievances of the deployed person are not attended to by the Manpower Service Provider the deployed person can place their grievance before a Joint Committee consisting of a representative of SERIFED and an authorized representative of the Manpower Service Provider.

13. The SERIFED shall not be responsible for any financial loss or any injury to any person deployed by the Manpower Service Provider in the course of their performing the functions / duties, or for payment towards any compensation.

14. 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.

15. In case of 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 for any absorption in regular or other capacity.

16. 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 required to be submitted by the Manpower Service Provider.

17. The Manpower Service Provider must be registered with 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 License under Contract Labour (Regulations and Abolition) Act, 1970 if any, at his own part and cost.

18. 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. The Manpower Service Provider shall be responsible for contributions towards Provident Fund and Employees State Insurance, wherever applicable.

19. The persons deployed by the Manpower Service Provider should have good police records and no criminal case should be pending against them.

20. The persons deployed should be polite, cordial and efficient while handling the assigned work and their actions should promote good will and enhance the image of SERIFED. The Manpower Service Provider shall be responsible for any act of indiscipline on the part of the persons deployed.

LEGAL:

21. 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.

22. The Manpower Service Provider shall be responsible for compliance of all statutory provisions relating to minimum wages payable to different types of workers in respect of the persons deployed by it in SERIFED. The SERIFED shall have no liability in this regard.

23. The Manpower Service Provider shall also be liable for depositing all taxes, levies, cess etc. on account of service rendered by it to SERIFED, to the concerned tax collection authorities, from

time to time, as per the rules and regulations in the matter. Attested xerox copies of such documents shall be furnished to SERIFED.

24. The Manpower Service Provider shall maintain all statutory registers under the Law and shall produce the same, on demand, to the authority of SERIFED or any other authority under Law.

25. The Tax deduction at Source (TDS) shall be done as per the provisions of Income Tax Act / Rules, as amended, from time to time and a certificate to this effect shall be provided by SERIFED.

***Note: Registration / License under the Contract Labour (Regulation and Abolition) Act, 1970 is applicable to Manpower Service Provider employing more than 20 workmen.**

26. In case, the Manpower Service Provider fails to comply with any liability under appropriate law, and as a result thereof, SERIFED is put to any loss / obligation, monetary or otherwise, SERIFED 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.

27. The Agreement is liable to be terminated because of non-performance, deviation of terms and conditions of contract, non-payment of remuneration of employed persons and non-payment of statutory dues. The SERIFED will have no liability towards non-payment of remuneration to the person employed by the Manpower Service Provider and the outstanding statutory dues of the service provider to statutory authorities. If any loss or damage is caused to SERIFED by the persons deployed, the same shall be recovered from the unpaid bills or adjusted from the performance Security Deposit.

FINANCIAL:

28. The Technical Bid should be accompanied with an earnest Money Deposit (EMD), refundable without interest, in the form of Demand Draft / Pay Order drawn in favour of SERIFED payable at Bhubaneswar, failing which the EoI shall be rejected outrightly.

29. The Earnest Money Deposit in respect of the agencies which do not qualify the Technical Bid (First Stage) / Financial Bid (Second competitive stage) shall be returned to them without any interest. In case of a successful EoI if the agency fails to deploy the required manpower against the initial requirement within 30 days from the date of placing the order, the EMD shall stand forfeited without giving any further notice.

30. The successful EoI will have to deposit a Performance Security Deposit of **Rs. 50,000.00** (Rupees Fifty Thousand) only in the form of Bank Guarantee or only Nationalised Bank drawn in favour of the Authority covering the period of contract.

In case, the contract is further extended beyond the initial period, the Bank Guarantee will have to be accordingly renewed by the successful EoI. The amount of Performance Security Deposit is to be determined by the Authority taking into account the contractual obligation of the manpower service provider.

31. In case of breach of any terms and conditions of the agreement, the Performance Security Deposit of the Manpower Service Provider shall be liable to be forfeited besides annulment of the Agreement.

32. The Manpower Service Provider shall raise the bill, in triplicate, along with

attendancesheetdulyverifiedbySERIFEDinrespectofthepersonsdeployedand submit the same to the prescribed authority of SERIFED in the first week of the succeedingmonth.Asfar as possiblethepaymentwillbereleasedbythesecond week of the succeedingmonth.

33. TheclaimsinbillsregardingEmployeesStateInsurance,ProvidentFund,ServiceTaxetc.shouldbeneces sarilyaccompaniedwithdocumentaryproofpertainingtothe concernedbillmonth.Arequisiteportionofthebillorwholeofthebillamountshall behelduptillsuchproofisfurnished,atthediscretionofSERIFED.

34. Theamountofpenaltycalculated@Rs.100/- perdayonaccountofdelay,ifany,in providing a suitable substitute for the period beyond three working days by theManpowerServiceProvidersshallbedeductedfromitsmonthlybillsinthesucceedingmonth.

35. SERIFEDreservestherighttowithdraworrelaxanyofthetermsandconditions mentionedabovesoastoovercometheproblemencounteredatalaterstage.

36. In the eventofanydisputearisinginrespectoftheclausesoftheagreementthesame shall be resolved through negotiation. Decision of the Managing Director of SERIFED shall be binding on allparties.

37. The successful bidder will enter into an agreement with SERIFED for supply ofsuitableandqualified manpowerasperrequirementofSERIFEDontheabovetermsandconditions.

4. OVERALL GUIDELINES FOR GENERAL REQUIREMENTS FOR BID

General Instructions

- a) While every effort has been made to provide comprehensive and accurate background information, requirements and specifications bidders must form their own conclusions about the solution needed to meet the requirements. Bidders and recipients of this EoI may consult their own legal advisers in relation to this EoI.
- b) All information supplied by the bidders may be treated as contractually binding on the bidders, on successful award of the assignment by the SERIFED on the basis of this EoI.
- c) No commitment of any kind, contractual or otherwise shall exist unless and until a formal written contract has been executed by or on behalf of the SERIFED. Any notification of preferred bidder status by the SERIFED shall not give rise to any enforceable rights to the Bidder. The SERIFED may cancel this public procurement at any time prior to a formal written contract being executed by or on behalf of the SERIFED.
- d) This EoI supersedes and replace any previous documentation and communications and Bidders should place no reliance on such communications.

Complaint Proposals / Completeness of Response

Bidders are advised to study all instructions, forms, terms, requirements and other information in the EoI documents carefully. Submission of the bid shall be deemed to have been done after careful study and examination of the EoI document with full understanding of its implications.

Failure to comply with requirements of this paragraph may render the proposal non-complaint and the proposal may be rejected.

Bidders must: -

- a) Include all documentation as specified in this EoI.
- b) Follow the format of this EoI and respond to each element in the order as set out in this EoI.
- c) Comply with all the requirements as set out in this EoI. The documents once submitted by the bidder in sealed cover along with tender paper are final. No further document or communication will be entertained once the tender is opened.

Key Requirements of the Bid

Right to Terminate the Process

- a) SERIFED may terminate the EoI process at any time and without assigning any reason. SERIFED makes no commitments, express or implied that this process will result in a business transaction with anyone.
- b) This EoI does not constitute an offer by SERIFED. The bidder's participation in this process may result SERIFED selecting the bidder to engage towards execution of the contract.

Eol Document Fees

Eol document can be downloaded from the website www.serifed.in. The bidders are required to submit the document fee (non-refundable) of **Rs. 500/- (Rupees Five Hundred)** only by Demand Draft in favor of “The Odisha Co-Operative Tasar & Silk Federation (SERIFED) Ltd.” payable at Bhubaneswar from any of the scheduled / Nationalized bank along with the proposal. Proposals received without or with inadequate Eol documents fees shall be rejected.

Earnest Money Deposit (EMD)

Bidders shall submit, along with their bids, EMD of Rs. **10,000/- (Rupees Ten Thousand)** only in Demand Draft issued by any Nationalized / Scheduled bank in favor of “The Odisha Co-Operative Tasar & Silk Federation (SERIFED) Ltd.” payable at Bhubaneswar and should be valid for **90 days** from the due date of the Eol.

- a) EMD of all unsuccessful bidders would be returned / refunded by SERIFED within one month of declaration of the successful bidder. The EMD for the amount mentioned above of successful bidder would return upon submission of performance security.
- b) The EMD amount is interest free and will be returned / refundable to the unsuccessful bidders without any accrued interest on it.
- c) The bid/ proposal submitted without EMD mentioned above will be summarily rejected. The EMD may be forfeited. If a bidder withdraws its bid during the period of bid validity.
- d) In case of a successful bidder, if the bidder fails to sign the contract in accordance with this Eol.

Submission of Proposals

The bidders should submit their responses as per the format given in this Eol in the following manner.

- a) **Technical Proposal** – (1 copy) in first envelop. The technical proposal should include details of Technical Evaluation Criteria, supporting documents & the copy for presentation of proposed methodology and team structure in 1st envelope.
- b) **Commercial Proposal** – (1 Original copy) in 2nd envelope

Please submit a documented Technical Proposal which should include: -

- a) An outline of the approach which the firm intends to adopt, including a detailed service (s) description.
- b) Time required for supply of Manpower, preferably within 15 days from the date of issue of work order to the party.
- c) A detailed statement of the way in which the work would be undertaken showing, inter-alia, the scheduling of the personnel services during the period of contract.
- d) An indication of the type of staff to be deployed and their academic backgrounds and practical experience in digitization related projects.
- e) A statement of suitability indication experiences in similar projects including the year in which it was undertaken and details of the clients served.

Note: Any financial information contained in the technical proposal will invalidate the proposal

- a) The proposal should be according to the format as mentioned in this Eol. While preparing the proposal the following points should be kept in mind: -
- b) The offer should remain valid from acceptance for 180 days from the date of closing.

- c) The proposals shall address all the requirement of this tender and must be submitted in the English language.
- d) The response to Technical Proposal (including pre-qualification criterion) and Commercial Proposal (as mentioned in previous paragraph) should be covered in separated sealed envelopes superscribing “Technical Proposal’ and “Commercial Proposal” respectively.
- e) Please note that prices should not be indicate in the Technical Proposal but should only be indicated in the Commercial Proposal.
- f) These two envelopes containing copies of Technical Proposal (including the pre-qualification proposal) and Commercial Proposal should be put in single sealed envelope clearly marked “Response to EoI for Supply of Manpower for performing and managing dat-to-day activities at SERIFED and the wordings “DO NOT OPEN BEFORE <Date and Time>”.
- g) The outer envelope should also indicate clearly the name, address, telephone number, e-mail and fax number of the bidder to enable the bid to be returned unopened in case it is declared “Late”.
- h) All the pages of the proposal must be sequentially numbered and must contain the list of contents with page numbers. Ant deficiency in the documentation may result in the rejection of the bid.
- i) The original proposal / bid shall be prepared in indelible ink. It shall contain no interlineations or overwriting, except as necessary to correct errors made by the bidder itself. Any such corrections must be initiated by the person (s) who sign (s) the proposals.
- j) All pages of the bid including the duplicate copies, shall be duly signed and stamped by the authorized person (s) who sign the bid.
- k) The bid should be submitted by speed post / registered post / courier only. No hand receipt of the bid shall be entertained.

Authentication of Bids

A proposal should be accompanied by a power-of-attorney in the name of the signatory of the proposal.

Preparation and Submission of Proposal

Proposal Preparation Costs

A bidder can submit only one proposal at a time. Bidder submitting more than one proposal shall be rejected. The bidder shall be responsible for all costs incurred in connection with participation in the EoI process, including, but not limited to costs incurred in conduct of informative and other diligence activities, participation in meetings / discussions / presentations, preparation of proposal in providing any additional information required by SERIFED to facilitate the evaluation process and in negotiating a definitive contract or all such activities related to the bid process.

SERIFED will in no case be responsible or liable for those costs, regardless of the conduct or outcome of the bidding process.

Language

The proposal should be filled by the bidder in English language only. If any supporting documents submitted are in any language other than English, translation of the same in English language is to be duly attested by the bidders. For the purposes of interpretation of the proposal, the English translation shall govern.

Venue & Deadline for Submission of Proposals

Proposals, in its complete form in all respects as specified in the EoI, must be submitted to at the address specified below. All submissions must be to SERIFED through the **registered post / speed post / courier only**.

SERIFED will not be responsible for any delays caused by the **registered post / speed post / courier** in this matter.

Addressed To	
Name	Odisha Co-Operative Tasar & Silk Federation (SERIFED) Ltd.
Address	Plot No. – 140, Janpath, Sahid Nagar, Bhubaneswar – 751 007
Telephone	0674-2545586
Last Date & Time of Submission	25/08/2023 at 04:00 P.M.

Late Bids

- a) Bids received after the due date and the specified time (including the extended period, if any) for any reason whatsoever, shall not be entertained and shall be returned unopened.
- b) The bids submitted by telex / telegram / fax / e-mail, etc., shall not be entertained. No correspondence will be entertained in this matter.
- c) SERIFED shall not be responsible for any postal delay or non-receipt / non-delivery of the documents. No further correspondence on the subject will be entertained.
- d) SERIFED reserve the right to modify and amend any of the above stipulated condition / criterion depending upon project priorities vis-à-vis urgent commitments.

Evaluation Process

- a) SERIFED will constitute a Proposal Evaluation Committee to evaluate the responses of the bidders.
- b) The Proposal Evaluation Committee constituted by the SERIFED will evaluate the responses to the EoI and all supporting documents / documentary evidence. Inability to submit requisite supporting documents / documentary evidence may lead to rejection.
- c) The decision of the Proposal Evaluation Committee in the evaluation of response to the EoI shall be final. No correspondence will be entertained outside the process of negotiation / discussion with the Committee.
- d) The Proposal Evaluation Committee may ask for meetings with the bidders to seek clarification on their proposals.
- e) The Proposal Evaluation Committee reserves the right to reject any or all proposals on the basis of any deviations.
- f) Each of the responses shall be evaluated as per the criteria and requirements specified in this EoI.

Tender Opening

The proposals submitted up to 25/08/2023 at 04:00 P.M. hours will be opened at 29/08/2023 at 04:00 P.M. by the Managing Director, SERIFED or any other officer authorized by SERIFED in the presence of such bidders or their duly authorized representatives. The representatives of the bidders are advised to carry the identity card or a letter of authority from the tendering firms to identify their bonafides for attending the opening of the proposal.

Tender Validity

The offer submitted by the bidders should be valid for minimum period of **180 days** from the last date of submission of bid.

4.9 Site Visit

The bidder may wish to visit and examine the site (s) of the project, at its own responsibility and risk, and obtain all information that may be necessary for preparing the bid and entering into the contract. The cost of visiting the site (s) shall be borne by the bidder.

5 TENDER EVALUATION

- a) Initial scrutiny of the bid shall be done and the proposal shall be treated as non-responsive in found incongruous in terms of: -
- i) Having been not submitted in the format as specified in the EoI document.
 - ii) Received without the Letter of Authorization (Power of Attorney).
 - iii) Found with suppression of details.
 - iv) Submitted without the documents requested in the checklist.
 - v) Having incomplete information, subjective, conditional offers and partial offers submitted.
 - vi) Having non-compliance of any of the clauses stipulated in the EoI.
 - vii) Having lesser validity period.

All responsive bids will be considered for further processing as per the steps given below: -

- a) First the Pre-Qualification Proposal will be evaluated and only those bidders who qualify the requirements will be eligible for next set of evaluations. Technical Proposal and Commercial Proposal (without opening) of bidders who do not meet the Pre-Qualification criteria will be returned.
- b) The technical score of all the bidders would be calculated as per the criteria mentioned below. All the bidders who achieve at least 70% in the technical evaluation would be eligible for Financial Bid opening and comparison.
- c) Lowest bid among financial bid will be awarded the contract.
- d) Proposals of bidders would be evaluated as per Technical Evaluation Criteria and Financial Evaluation Criteria. Agencies / firms should clearly indicate giving explicit supporting documentary evidence, with respect to the above, in absence of which their proposals will be rejected summarily at the qualification stage itself.
- e) The submission of tender fees & EMD is mandatory for all interested bidders and is applicable for its units covered under MSMEs

Pre-Qualification Evaluation

The evaluation committee will carry out a detailed evaluation of only those bids which satisfy the pre-qualification criteria defined below: -

Sl. No.	Basic Requirements	Specific Requirements	Documents / Information to be provided in the submitted proposal
1	Legal Entity	The Company should be incorporated under Indian Companies Act, 1956 or any other legal entity registered in India like proprietorship or partnership firms. Firm / company must have been registered for a minimum period of	<ol style="list-style-type: none">1. Certification of Incorporation.2. Registration Certificate.3. IT Returns for the last three consecutive financial years (up to March 31st2023)4. Service Tax Registration Certificate.

		five years ending with 31 st March 2023	5. GST Registration Certificate. 6. EPF and ESI Registration Certificate.
2	Geographical Presence	The bidder must have its office located in Odisha.	Address proof (No such undertaking shall be considered)
3	Blacklisting	The Company should not have been blacklisted by the Government or Government Entity in the last 3 years ending with 31 st March 2023 and till the date of submission of the bid.	The organization will have to submit an affidavit (court affidavit on original stamp paper of relevant value) with following clauses: - 1. It has not been blacklisted by any Government Organization. 2. The organization does not have any legal suit / criminal case pending against if for violation of PF / ESI / MW Act or any other law. Self-declaration by the bidder in Letter Head.
4	Annual Turnover	The company must have an average annual turnover of Rs. 1 Crore in last three years.	1. Audited Balance Sheet of last three financial years (FY 2020-21, 2021-22 and 2022-23) 2. The bidder should submit the Chartered Accountant certificate specifically on the average annual turnover.
5	Technical Capability	The Service Provider Agency should have experience of five years' in providing manpower to Government Departments, Public Sector Undertakings, Banks Insurance Companies, etc., for which the required experience certificates are to be enclosed.	Year wise Work Order + Work Completion Certificates of the bidder (List to be prepared in one sheet and submitted)
6	Manpower Strength	The vendor should have at least 200 relevant manpower on its roll to be eligible to bid in the project	Self-Certification in excel format by the authorized signatory with clear declaration to staff. The bidder has to submit EPF / ESI / Employee Id / Bank account details. This is to be given by bidders for evaluation at pre-qualification stage.
7	Fees	The bidder must have submitted Rs. 500/- (Rupees Five Hundred) only towards the cost of the tender document. The bidder must have furnished the EMD of Rs. 10,000/- (Rupees Ten Thousand) only	DD from a schedule bank / Nationalized bank payable at Bhubaneswar.

Table Format for Bidder's Profile & Supporting Documents

Sl. No.	Particulars	Information in detail with Supporting Documents with Page No.
1	Registration Certificate No. / Date of Registration	
2	Demand Draft towards cost of tender paper	
3	Details of Earnest Money Deposit	
4	Name of Proprietor / Partner / Director	
5	Full address of Operating Branch Office (with Pin Code, Telephone No., Mobile No., E-mail, etc.)	
6	Name, telephone no. / mobile no. / e-mail address of authorized officer / person to co-ordinate with the office of SERIFED	
7	Banker of the Manpower Service Provider (attach certified copy of statement of account for the last three years Address and telephone number of banker	
8	Attested copy of PAN Card	
9	Statutory Registration No. (under License & Contract Labour Act 1970 obtained from Labour Department, Government of Odisha	
10	Attested copy of GST Registration Certificate	
11	Attested copy of EPF Registration letter / certificate and last updated ECR Challan copy	
12	Attested copy of ESI registration letter / certificate	
13	Average Annual Turnover of the agency (Chartered Accountant Certificate Copy)	
14	Attested copies of the IT return filed by agency for last three years	
15	Home Department permission letter for Security Guard	
16	Affidavit from Notary Public declaring firm is not blacklisted	
17	Experience certificate, if any	
18	Copy of power-of-attorney in the name of the signatory of the proposal to be submitted	
19	Give details of the similar contracts handled by tendering Manpower Service Provider during the last three financial years (2020-21, 2021-22 & 2022-23) in the following format	

(If the service providing agency list provided is insufficient, a separate sheet may be attached)

Sl. No.	Name of client, address, telephone, etc.	Manpower Services Provided		Annual Bill amount (Rs. in Lakhs)	Duration of Contract	
		Type of manpower provides	No.		From	To

Technical Evaluation

The proposals submitted by the prime bidder will be evaluated on three broad parameters as described in the table below. The bidder must get at least 70% of the maximum possible score i.e., out of total 100 marks, in the technical section in order to qualify for opening of the Commercial / Financial Evaluation

Technical Bid Evaluation Sheet:

Sl. No.	Criteria	Sub – Criteria	Basis of Evaluation	Maximum Marks	Supporting Documents
1	Relevant experience in similar completed projects	No. and size of completed project (Experience in manpower outsourcing) The work order should have been issued in last three years, as on 31 st March	1 project worth Rs. 15 Lakhs = 5 Marks	40	Work Order + Project Completion Certificate from the Client
			1 project worth Rs. 16 to Rs. 30 Lakhs = 10 Marks		
			1 project worth Rs. 31 to Rs. 45 Lakhs = 15 Marks		
			1 project worth Rs. 45 Lakhs and above = 20 Marks		
			Cap of max 40 marks		
			Note – The marks to be multiplied with number of projects		
2	Relevant experience in similar on-going projects	On going project (Experience in handling similar type of projects in manpower outsourcing)	1 project worth Rs. 15 Lakhs = 2.5 Marks	10	Work Order + Project Completion Certificate from the Client
			1 project worth Rs. 16 to Rs. 30 Lakhs = 7.5 Marks		
			1 project worth Rs. 31 to Rs. 45 Lakhs = 15 Marks		
			1 project worth Rs. 45 Lakhs and above = 10 Marks		
			Cap of max 10 marks		
3	Average Annual Turnover of the Bidding	Average Annual Turnover of the last three financial year 2020-21, 2021-22 &	More than equal Rs. 60 Lakhs = 5 Marks More than equal to Rs. 61 Lakhs to Rs. 70 Lakhs = 10	15	The bidder should submit the Chartered

	Company	2022-23 (Minimum of Rs. 50 Lakhs as pre-qualification criteria)	Marks More than equal to Rs. 71 Lakhs = 15 Marks Cap of max 15 Marks		Accountant certificate specifically on the average annual turnover.
4	Proposed Methodology and Team Structure	Approach and methodology for resource management and feedback mechanism. Number of similar manpower available with the firm.	Qualitative assessment based on: - 1. Team structure & availability of personnel and reporting mechanism = 10 Marks 2. Risk mitigation (contingency plan) and exception handling = 10 Marks 3. Bidders, if any, having experience in the same manpower project earlier = 5 Marks	25	
5	Empanelment / Selected by H.T & H Department, Govt. of Odisha	The agency's selection by H.T. & H Department and its Apex Organization for providing any kind of manpower		10	Work order from H.T. & H Department, Govt. of Odisha

6 FINANCIAL BIDS

Financial Proposal (Overall Cost)

The following tables should be used to quote the cost of supply of manpower for performing and managing day-to-day activities at SERIFED per month which shall be inclusive of all cost i.e., manpower & service charges, etc. The least cost quoted (i.e., Cost of Service Charge per Manpower quoted) by the bidder shall be treated as L1 bidder.

Sl. No.	Manpower Type	Fixed Monthly Remuneration (in Rs.)	Floor rate of service charges i.e., 5% of fixed monthly remuneration (Service Charges per Manpower in Rs.)
A	B	C	D
1	Junior Engineer (Civil)		
2	Estimator (Civil)		
3	Accounts Assistant		
4	Technical Assistant		
5	Steno / Multi Task Assistant		
6	E-Commerce Assistant		
7	Field Assistant		
8	Office Assistant		
9	Sales Assistant		
10	Sales Attender		
11	Store Keeper-cum-Exhibition In-Charge		
12	Driver		
13	Peon & Sweeper-cum-Watchman		

- a) The Colum "C" shows fixed monthly remuneration as approved by government.
- b) The bidder has to quote rate of "Service Charge per Manpower" at column "D" for all categories of manpower i.e., the bidder has to quote rate for service charge per manpower.
- c) The bidder shall quote a workable rate for service charges not less than the floor rate of 3.85% of the fixed monthly remuneration. Also, the rate should not be quoted by the bidder in any decimal point or in paisa.
- d) Under no circumstances the wage will be less than minimum wage.
- e) The service charges shall be paid in multiple of number of manpower to be engaged with the L1 approved unit rate.
- f) The employer's share of EPF @ 13% / ESI @ 3.25% shall be paid over & above the fixed monthly remuneration.
- g) The employee's share of EPF @ 12% / ESI @ 0.75% may be deducted from the monthly payment to staffs.
- h) In case of any enhancement of wages by SERIFED during the tenure of the contract, the enhanced rate shall be paid to this manpower by the service provider from the effective date and the same shall be recouped by the SERIFED.
- i) There will be no enhancement in rates of Service Charges other than the manpower cost during the tenure of the contract or in any extended period of contract, if required

- j) The manpower cost shall be paid monthly basis, on actual days of working as per the work certificate. No overtime charges will be entertained.
- k) The monthly acquaintance rolls along with the bank account transfer copy for payment to this manpower deployed need to be submitted.
- l) The payment shall be made on conclusion of the calendar month only on the basis of number of working days for which duty has been performed by each manpower.
- m) No TA/DA shall be either quoted / paid over & above the amount mentioned above.

Date:

Place:

Signature of authorized person

Full Name:

Seal:

Financial Evaluation

All bid prices should be inclusive cost of supply of manpower for performing and managing day-to-day activities at SERIFED, taxes and levies. The bidder should give a reasonable bid. The commercial bids submitted will be checked against following parameters: -

- a) The bid price should include all taxes and levies and should be expressed in Indian rupees.
- b) The bid price should include cost of deployment for supply of manpower for performing and managing day-to-day activities at SERIFED.
- c) Any conditional bid will not be accepted.
- d) Lowest bid among financial bid will win the bid.
- e) In case of a tie, the bidder with higher technical score will be awarded the contract.
- f) The bidder needs to reflect the cost and tax figure separately in the commercial bid. In case, of differential tax structure the cost figure exclusive of tax shall be taken into account for evaluation of lowest bid.

7 AWARD OF CONTRACT

Right to Accept any Proposal and Reject any of All Proposal (s)

The SERIFED reserves the right to accept or reject any proposal, and to annul the tendering process / public procurement process and reject all proposals at any time prior to award of contract, without thereby incurring any liability to the affected bidder or bidders or any obligation to inform the affected bidder or bidders on the grounds for GoO action.

Notification of Award

- a) SERIFED will notify the successful bidder within 180 days of receiving proposals in writing or by e-mail. In case, the tendering process is not completed within the stipulated period, SERIFED, may request the bidders to extend the validity period of the bid beyond 180 days.
- b) The notification of award will constitute the formation of the contract. Upon the successful bidders furnishing of performance security, SERIFED will notify each unsuccessful bidder and return their EMD.

Contract Finalization and Award

- a) SERIFED shall reserve the right to negotiate with the bidder (s) whose proposal has been most responsive. On this basis the draft contract agreement would be finalized for award & signing.
- b) SERIFED may also decrease or increase the quantity of any item in the scope of work defined in the EoI. Accordingly, total contract value may be changed on the basis of the rates defined in the financial [proposal].
- c) SERIFED reserves the right to make necessary negotiations, as deemed appropriate, with the selected bidders depending upon the project priorities and to safe guard the public interest there upon.

Performance Security

The selected bidder would be required to provide a Performance Security either in form of Demand Draft from any Nationalized / scheduled bank or in form of Performance Bank Guarantee from any Nationalized / schedule bank or STDR duly pledge to the Managing Director, SERIFED within 15 days from the notification of award for a value of Rs. 1,00,000.00 (Rupees One Lakh) only. The performance security should be valid for a period of 60 days beyond the period of contractual obligations (including warranty period). The selected bidder shall be responsible for extending the validity date of the performance security as and when it is due on account of non-completion of the project and warranty period. In case the selected bidder fails to submit performance security within the stipulated time, SERIFED at its discretion may cancel the order on the selected bidder without giving any notice. The SERIFED shall invoke the performance security in case the selected vendor fails to discharge their contractual obligations during the period or GoO incurs any loss due to vendor's negligence in carrying out the project as per the agreed terms and conditions.

MSME units applying for the bid and if awarded for the bid after due selection, have to deposit the performance security deposit within the time schedule.

Signing of Contract

After SERIFED notifies the successful bidder that its proposal has been accepted, the two parties shall enter into a contract, incorporating all clauses of the proposal of the bidder between SERIFED and the successful bidder.

Failure to Agree with the Terms and Conditions of the EoI

Failure of the successful bidder to agree with the terms and conditions of the EoI shall constitute sufficient grounds for the annulment of the award, in which event SERIFED may award the contract to the next best value bidder to award in L1 rate or call for new bids.

Dispute Resolution Mechanism

The bidder and SERIFED shall endeavour their best to amicably settle all disputes arising out of or in connection with the contract in the following manner: -

- a) The Party raising dispute shall address to the other party a notice requesting an amicable settlement of the dispute within seven (07) days of receipt of the notice.
- b) The matter will be referred for negotiation between SERIFED and the Authorized Official of the bidder. The matter shall then be resolved between them and the agreed course of action documented within a further period of 15 days.
- c) In case it is not resolved between SERIFED and the bidder, it will be referred to the Commissioner-cum-Secretary, H.T. & H Department for negotiation and his/her decision will be final and binding on both the parties.

Notices

Notice of other communications given or required to be given under the contract shall be in writing and shall be e-mailed / hand-delivery / courier with acknowledgement thereof, or transmitted by pre-paid registered post or courier.

Exit Plan

The selected bidder will provide systematic exit plan and conduct proper knowledge transfer process to handover operations to team / vendor appointed by SERIFED before project closure.

8 PAYMENT SCHEDULE

Payment will be made on monthly basis of number of working days for which duty has been performed by manpower, where vendor shall raise the bill in triplicate and submit the same to the concerned authority in the first week of the succeeding month for the quarter. As far as possible the payment will be released by second week of the succeeding month of the quarter.

Terms and Conditions

- a) The payment shall be released on monthly basis i.e., within 15 days of completion of each month.
- b) The invoice shall be considered for sanction while payment proportionately on the basis of actual works certificate and actual date of functioning various level.
- c) The invoice for payment shall be submitted along with all such supporting documents as will be required during the release of payment. The EPF / ESIC of the vendor's employees for this [project would be mandatory and payment to be done through bank account.
- d) In case, of reduced services / quantities, the invoice shall be raised based on actual.
- e) The tax shall be paid on actual prevailing rate as per Income Tax Act.
- f) Each such supporting documents as will be needed to substantiate the expenditure the expenditure incurred shall be submitted along with invoice copy.
- g) The proof copy of the depositing the tax amount along with periodic filing statement copy of the taxes raised in the invoice shall be submitted by the contract holder.
- h) TDS shall be applicable at the prevailing rate as per the Income Tax Act at time of release of actual payment.
- i) It is required to ensure that all deliverables are of high quality and have undergone sufficient internal review process before being with the department. Any risk, dependencies, limitations, additions, deletions, etc., shall be flagged at least 10 days in advance to the Md, SERIFED to ensure necessary mitigation action.

9 FINANCIAL REQUIREMENTS OF BID

- a) The Earnest Money Deposit in respect of the agencies which do not qualify the Technical Bid (First Stage) / Financial Bid (Second Competitive Stage) shall be returned to them without any interest. In case, of successful tenderer if the agency fails to deploy the required manpower against the initial requirement within 15 days from date of placing the work order the EMD shall stand forfeited without giving any further notice.
- b) The successful tenderer will have to deposit a Performance Security Deposit of Rs. 1,00,000.00 (Rupees One Lakh) only either in form of Demand Draft from any Nationalized / Scheduled Bank in favour Managing Director, SERIFED or STDR in the name of the agency duly pledge in favour Managing Director, SERIFED covering the period of contact. In case, the contract is further extended beyond the initial period, the performance security will have to be accordingly renewed by the successful tenders. The amount of performance security deposit is to be determined by the authority in to account the contractual obligation of the vendor.
- c) In case of breach of any terms and conditions, the Performance Security Deposit of the vendor shall be liable to be forfeited besides annulment of the agreement.
- d) The authority reserves the right to withdraw or relax any of the terms and conditions mentioned above so as to overcome the problem encountered at a later stage.
- e) In the event of any dispute arising in respect of the clause 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/her decision and the same shall be binding on all parties.
- f) All dispute shall be under the jurisdiction of the court at the place where the headquarters of SERIFED is located, i.e., Bhubaneswar. The successful bidder will enter into an agreement with SERIFED for supply of suitable manpower i.e., qualified manpower as per the requirement of the SERIFED on above terms and conditions.
- g) The conditional ids shall not be considered and will be out rightly rejected in very first instance.
- h) All entries in the Eol form should be legible and filled clearly. If the space for furnishing information is insufficient, a separate sheet duly signed by the authorized signatory may be attached. No overwriting of cutting is permitted in the Financial Bid form. In such cases, the Eol shall be summarily rejected. However, the cuttings, if any, in the Technical Bid Application must be initialled by the person authorized to sign the bid documents.
- i) The Financial Bids of the qualified bidders only will be opened in the office of the Managing Director, SERIFED as per the scheduled date and time of Eol process.
- j) **The Competent Authority of the SERIFED reserves the right to accept or reject any or all bids without assigning ant reason thereof.**

10 FORMATS OF BID

Checklist for submission of Bid

The tender document of the bidder shall be rejected if any of the following documents is not found with the tender document: -

1. Demand Draft towards cost of Tender Paper.
2. Demand Draft for EMD.
3. Attested copy of Registration of the agency.
4. Certified copy of the statement of bank account of agency for the last three years.
5. Declaration on manpower details of the agency.
6. Attested copy of PAN Card.
7. Attested copies of the IT Return filed by the agency for last three assessment years.
8. Audit reports for the last three financial years.
9. Attested copy of GST Registration Certificate.
10. Attested copy of the EPF registration letter / certificate & ECR Challan Copy.
11. Attested copy of the ESI registration letter / certificate.
12. Chartered Accountant certificate for average turnover of the agency.
13. Affidavit from Notary Public declaring the firm is not backlisted.
14. Experience certificates, if any.

Letter of Proposal

<Location, Date>

To,

**The Managing Director
Odisha Co-Operative Tasar & Silk Federation (SERIFED) Ltd.,
Janpath, Sahid Nagar, Bhubaneswar**

Subject: Submission of the Technical Bid (including the details of pre-qualification criteria) for <Name of the assignment>

Dear Sir/Madam,

I/We, undersigned, offer to provide solutions to the SERIFED on <Name of the engagement> with your request for proposal dated <date> and our proposal. I/We, are, hereby submitting our proposal, which includes this Technical Bid (including the details of pre-qualification criteria) in one envelope and the Financial Bid sealed in another envelope. i/We hereby declare that all the information and statement made in this Technical Bid (including the details of pre-qualification criteria) are true and accept that misinterpretation contained in it may lead to our disqualification.

I/We undertake, if our proposal is accepted, to initiate the implementation services related to the assignment not later than the date indicated in fact sheet. I/We agree to abide by all the terms and conditions of the EoI document. I/We would hold the terms of our bid valid for 180 days as stipulated in the EoI document.

I/We hereby declare that I/we, am/are not insolvent, in receivership, bankrupt or being wound up our affairs are not being administered by a court or a judicial officer, our business activities have not been suspended and I/we, am/are, not the subject of legal proceedings for any of the foregoing.

The copy of this EoI duly signed and affixed with official seal on its each page is submitted along with the Technical Bid document.

This is to certify that _____ nos. (_____ <in words>) of pages including the cover page have been submitted in the Technical Bid.

I/We, understand you are not bound accept any proposal you receive.

Yours sincerely,

Authorized Signature (In full and initials)

Name and title of Signatory:

Name of the Firm:

Address:

Date:

Template for Manpower Deployment Declaration

Please provide a separate table for project management and service

Sl. No.	Name of the Staff	Area of Expertise	EPF / ESI & Aadhaar number of the staff	Position assigned and task assigned	Time committed for the project
1					
2					
3					
4					
6					

N.B.: - The number of manpower should be in tally with EPF record (to be checked with EPF website / last ECR challan copy).

Seal & Signature of the Bidder;

Business Address:

Commercial Proposal Covering Letter

<Location, Date>

To

**The Managing Director
Odisha Co-Operative Tasat & Silk Federation (SERIFED) Ltd.
Janpath, Sahid Nagar, Bhubaneswar**

Sub: - Submission of the Financial Bid for <provide name of the implementation assignment>

Dear Sir/Madam,

I/We, the undersigned, offer to provide the implementation services for <Title of implementation services> in accordance with your request proposal dated <Date> and our proposal (Technical and Financial Proposals). Our attached Financial Proposal is for the sum of <Amount in figures and words>. This amount is inclusive of the local taxes.

1. Price and Validity

- a) All the prices mentioned in our tender are in accordance with the terms as specified in the EoI documents. All the prices and other terms and conditions of this bid are valid for a period of 180 calendar days from the date of opening of the bid.
- b) I/We, hereby confirm that our prices include all taxes. However, all the taxes are quoted separately under relevant sections.
- c) I/We, understand that the actual payment would be made as per the existing indirect tax rates during the time of payment.

2. Unit Rate

I/We, have indicated in the relevant forms enclosed, the unit rates for the proposed of an account of payment as well as for price adjustment in case of any increase / decrease from the scope of work under the contract.

3. Deviations

I/We, declare that all the services shall be performed strictly in accordance with the tender documents except for the variations and deviations, all of which have been detailed out exhaustively in the following statement, irrespective of whatever has been stated to the contrary anywhere else in my/our bid. Further, I/we, agree that additional conditions, if any, found in the tender documents, other than those stated in deviation schedule, shall not be given effect to.

4. Tender Pricing

I/We, further confirm that the prices stated in my/our bid are in accordance with your instruction to bidders include in tender documents.

5. Qualifying Data

I/We, confirm having submitted the information as required by you in your instruction to bidders. In case, you require any other further information/documentary proof in this regard before evaluation of our tender, I/we, agree to furnish the same in time to your satisfaction.

6. Bid Price

I/We, declare that our bid price is for the entire scope of the work as specified in the EoI. These prices are indicated Commercial Bid attached with my/our tender as part of the tender.

7. Performance Security

I/We, hereby declare that in case the contract is awarded to me/us, I/we shall submit the Performance Security in form of Demand Draft or Performance Bank Guarantee from a Nationalized bank.

My/Our, Financial Proposal shall be binding upon us subject to the modifications resulting from contract negotiations, up to expiration of the validity period of the proposal i.e., <Date>.

I/We, understand you are not bound to accept any proposal you receive.

I/We, hereby declare that our tender is made in good faith, without collusion or fraud and the information contained in the tender is true and correct to the best of my/our knowledge and belief.

I/We, understand that my/our tender is binding on me/us and that you are not bound to accept a tender you receive.

Thanking you,
I/We remain,
Yours sincerely,

Authorized Signature:

Official Seal:

Name and Title of the Signatory:

Name of the Firm:

Address:

a. Declaration
To be fill up by Firm / Agency

1. I/We, _____ son / daughter / wife of
Shri _____, At _____, Village _____,
P.S. _____, Dist _____ Proprietor / Partner / Director / Authorized
Signatory of the Service Provider, mentioned above, and competent to sign this declaration and
execute this tender document.

2. I/We, have carefully read and understood all the terms and conditions of the tender and undertake
to abide by them.

3. The information / documents furnished along with the above application are true and authentic to
the best of my knowledge and belief. I/We, am/are, well aware of the fact that furnishing of any false
information/fabricated document would lead to rejection of my tender at any stage besides liabilities
towards prosecution under appropriate law.

Date:

Place:

Signature of Authorized Person

Full Name:

Seal:

Mobile No.:

E-Mail Id:

Form for Declaration of not been Blacklisted (By Affidavit)

<Place>

<Date>

To

**The Managing Director
Odisha Co-Operative Tasar & Silk Federation (SERIFED) Ltd,
Janpath, Sahid Nagar, Bhubaneswar**

Sub: - Declaration of not been Blacklisted (by affidavit) in response to the EoI for selection of selected bidder for supply of manpower for performing and managing day-to-day activities at SERIFED.

Ref: - EoI Notification No. - <XXXX> dated <dd/mm/yyyy>

Dear Sir/Madam,

I/We, confirm that our company, _____ is not blacklisted in any manner whatsoever by any of the State / UT and /or Central Government in India on any ground including but not limited to indulgence in corrupt practice, fraudulent practice, coercive practice, undesirable practice or restrictive practice.

Place:

Date:

Bidder's Company Seal:

Authorized Signatory's Signature:

Authorized Signatory's Name and Designation:

Note: - The bidder shall necessarily provide a copy of "Power of Attorney" authorizing the signatory for signing the bid on behalf of the bidder in its pre-qualification bid. Also, the bidder has to submit a court affidavit in stamp paper for not being blacklisted during the last three years.

Performance Bank Guarantee

Performance Security

<Name>

<Designation>

<Address>

<Phone No.>

<E-mail Id>

Whereas, <Name of the Supplier and Address> (hereinafter called “the bidder”) has undertaken, in pursuance of contract no. <Insert Contract No.> dated <Date> to provide implementation services for <Name of the Assignment> to SERIFED (hereinafter called “the beneficiary”)

And whereas it has been stipulated by in the said contract that the bidder shall furnish you with a bank guarantee by a recognized bank for the sum specified therein as security for compliance with its obligations in accordance with the contract.

And whereas we, <Name of the Bank> a banking company incorporated and having its head office / registered office at <Address of Head Office / Registered Office> and having one of its offices at <Address of Local Office> have agreed to give the supplier such a bank guarantee.

Now, therefore, we hereby affirm that we are guarantors and responsible to you, on behalf of the supplier, up to a total of Rs. <Insert Value> (Rupees <Insert value in Words> only) and we undertake to pay you, upon your first written demand declaring the supplier to be default under the contract and without cavil or argument, any sums within the limits of Rs. <Insert Value> (Rupees <Insert value in Words> only) as aforesaid, without your needing to prove or to show grounds or reasons for your demand of the sum specified therein.

We hereby, waive the necessity of your demanding the said debt from the bidder before presenting us with the demand.

We further agree that no change or addition to of 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 bidder 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 guarantee shall be valid until <Insert Date>.

Notwithstanding anything contained herein:

1. Our liability under this bank guarantee shall not exceed Rs. <Insert Value> (Rupees <Insert value in Words> only)
2. This bank guarantee shall be valid up to <Insert Expiry Date>
3. It is condition of our liability for payment of the guarantee amount or any part thereof arising under this bank guarantee that we receive a valid written claim or demand for payment under this bank guarantee on or before <Insert Expiry Date> failing which our liability under the guarantee will automatically cease.