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GOVERNMENT OF ODISHA

COMMERCE & TRANSPORT DEPARTMENT
KHARAVELA BHAWAN, BHUBANESWAR

TENDER CALL NOTICE

No. 1009/TRN

Dated: 20/01/2026

File No. TRN-OE-MISC-0079-2025

Sub: Invitation of Sealed Tenders for Outsourcing of 01 (One) Woman Driver.

Sealed tenders are invited under the Two-Bid System from reputed and experienced Manpower Service Providers operating within the jurisdiction of Bhubaneswar City, having a valid GSTIN, for providing the services of **01 (One) Woman Driver trained from IDTR** (Institute of Driving Training & Research) to the Commerce & Transport Department.

The engagement shall be made on a contract basis for a period of one year commencing from March 2026 (Tentative). The monthly consolidated remuneration shall be Rs. 13,900/- per Driver, as per Resolution No. 7982/GAD dated 07.03.2024 and Letter No. 8365/GAD dated 12.03.2024. This remuneration is exclusive of EPF, ESI and any other applicable taxes/charges.

Bidding Schedule

Sl. No.	Particulars	Date / Time
1	Issue of Bid Document	20.01.2026
2	Last Date for Receipt of Bids	02.02.2026 (5:00 PM)
3	Opening of Technical Bid	03.02.2026 (11.30 AM) (or as fixed by the Tender Committee)
4	Opening of Financial Bid	03.02.2026(11.45 A.M.)

Submission of Bid

The bidders shall submit the following in separate sealed covers:

- **Cover-I:** Technical Bid
- **Cover-II:** Financial Bid

Both covers must be placed inside a third sealed envelope superscribed:

"Bid for Outsourcing of 01 (One) Women Driver"

The complete bid should reach the following address on or before 02.02.2026 (5:00 PM) by Speed Post / Registered Post / Courier only

The bid document containing the **eligibility criteria, scope of work, terms & conditions** and **draft agreement** is available for download at: <https://ct.odisha.gov.in/>

Additional Secretary to Government

Commerce & Transport Department
Kharavela Bhawan, Bhubaneswar - 751001

Adhyo
20.1.26
Deputy Secretary to Government

Memo No. 1010 / C & T, Dated 20/01/2026

Copy along with enclosures (hard and soft copy) forwarded to the **State Portal Group, IT Centre**, North Annex, Lok Seva Bhawan, Bhubaneswar, with a request to upload this Tender Notice on the Department website for wide publicity.

Adhyo
20.1.26
Deputy Secretary to Government

Memo No. 1011 / C & T, Dated 20/01/2026

Copy forwarded to all Departments of Government of Odisha with a request to display the notice on their Notice Boards for wide publicity.

Adhyo
20.1.26
Deputy Secretary to Government

Memo No. 1012 / C & T, Dated 20/01/2026

Copy forwarded to the **Accounts Section / Notice Board** of the Commerce & Transport Department.

Adhyo
20.1.26
Deputy Secretary to Government

Memo No. 1013 / C & T, Dated 20/01/2026

Copy forwarded to the **PMU Section** of the Commerce & Transport Department for uploading of the Bid in Website.

Adhyo
20.1.26
Deputy Secretary to Government

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SECTION- I

Instruction to Bidders

A. General Information:

Commerce & Transport Department, Govt. of Odisha requires the services of reputed, well established, financially sound and registered Service Providers to provide the services of **One (01 No.) Woman Driver** by deploying adequately trained and disciplined man power for a period of one year from the date of effect of contract on outsourcing basis to manage the day to day official works in the Office of the Commerce & Transport Department, Kharavel Bhavan, Unit- 5, Bhubaneswar.

1. The period of contract for providing the aforesaid service will be ideally one (01) year from the date of effect of the contract. The contract may be extended for a period not exceeding the original duration of the contract on mutual consent depending upon the performance of the Service Provider and at the discretion of the authority. The authority reserves the right to terminate the contract at any time after giving 30 days' notice to the Service Provider.
2. The interested bidders may visit the location on any working day during office hours to have a thorough knowledge of the work to be performed before preparation and submission of the bid.

Eligibility Criteria:

Sl. No.	Eligibility Criteria	Supporting documents to be furnished along with the Technical Bid
1	The bidder should be registered under appropriate authority, such as • Companies Act, 2013 / • Indian Partnership Act, 1932 / • Indian Trusts Act, 1882 / • Societies Registration Act, 1860 / • Limited Liability Partnership Act, 2008.	Certificate of Incorporation / Registration
2	The bidder must have at least three years in business (up to the last date of submission of bid) for providing similar type of services to Central / State Government / Autonomous bodies / agencies / societies / corporate bodies.	Copies of the work order from the previous authorities.
3	The Registered Office / Branch Office of the Service Provider must be located within the Jurisdictional area of Odisha.	Valid address proof of the office (Copy of the Telephone / Electricity Bill & GST Registration Certificate)
4	Must have average annual financial turnover of Rs.30,00,000/- (Rupees Thirty lakh) only in last three financial year from the business related to resources deployment services only.	Filled in FORM - T1 along with Copies of audited Income/Expenditure Statement and Balance sheet for the concerned period.
5	Must have its own bank account in any scheduled bank situated in Odisha.	Copies of the Bank pass book and transaction statement for the last 6 month.
6	The agency should not have been blacklisted by any Central / State Government or any other public sector undertaking or a corporation.	An undertaking to this effect to be furnished by the bidder as per the prescribed format

		[Form - T2]
7	Must not have any pending judicial proceedings for any criminal offence against the proprietor /Director/Persons to be deployed by the Service Provider	An undertaking to this effect to be furnished by the bidder as per the prescribed format. [Form - T3]
8	Other Statutory Documents:	Copies of : • PAN, • GSTIN • Copies of EPF & ESI Registration Certificate • IT return for the last 3 assessment years

B. Submission of Bid:

The proposal complete in all respects as specified must be accompanied with a Non-refundable amount of **Rs.2,000/-** towards **Bid Processing Fee** and **EMD of Rs.5,000/-** in form of **Demand Draft** in favour of DDO-cum-Undersecretary to Government, Commerce & Transport Department, Bhubaneswar - 751001 drawn in any scheduled commercial bank and payable at Bhubaneswar failing which the bid will be out rightly rejected. The bid complete in all respect should be sent through Speed Post / Registered Post / Courier so as to reach the authority **by 05.00 P.M of 02.02.2026.**

The authority will not be responsible for any postal delay. Bids without bid processing fee and EMD shall be rejected. Bids submitted after due date will be summarily rejected. EMD of unsuccessful bidders will be returned without interest after the award of Contract.

The bid has been invited under two bid systems i.e Technical Bid and Financial Bid. The bidders are advised to submit two separate envelopes super scribing "**Technical Bid for Outsourcing of Services of Woman Driver (01 No.)**" and "**Financial Bid for Outsourcing of Services of Woman Driver (01 No.)**" Both sealed envelopes must be kept in a third sealed envelope super scribing "**Bid Document for providing services of Woman Driver (01 No.) on outsourcing basis in the Office of the Commerce & Transport Department**".

Selected bidder will have to deposit a **Performance Security Rs. 23,638/- (10% of the annual contract value) OGFR-2023 Pg-107.** in the

form of Bank Guarantee from any scheduled Bank situated within Odisha in favour of the Deputy Secretary to Government, Commerce & Transport Department, Kharavel Bhavan, Bhubaneswar - 751001 as per the prescribed format provided in the Tender Document for a period of three months beyond the contract period. (i.e. Performance Bank Guarantee must be valid from the date of effectiveness of the contract to a period of three months beyond the contract period) as its commitment to perform services under the contract. Failure to comply with the requirements shall constitute sufficient grounds for forfeiture of the Performance Bank Guarantee. The Performance Bank Guarantee shall be released immediately after three months of expiry of the contract provided that there is no breach of contract on the part of the qualified bidder. No interest shall be paid on the Performance Bank Guarantee. In case, the contract is further extended beyond the initial contract period, the Bank Guarantee will have to be accordingly renewed by the deployed service provider as per the existing terms and conditions of the tender.

C. List of Documents for submission

Bidders are required to furnish the following documents along with the Technical Bid:

- a. Covering letter along with power of attorney on the bidder's letter head (Form-T1)
- b. Demand Draft in support of Bid processing fee as applicable
- c. Demand Draft in support of EMD as applicable.
- d. Copy of Certificate of Incorporation of the firm / agency
- e. Copy of GSTIN
- f. Copy of PAN
- g. Copies of IT returns for the last three assessment years
- h. Copies of EPF & ESI Registration Number
- i. Copy Bank Account details
- j. Copies of the Income/Expenditure statements along with Balance Sheet for the last three years.
- k. Copies of work orders from the previous organizations for providing similar type of services during last three years.
- l. Undertaking regarding non-blacklisting (On stamp paper) **(Form-T2)**
- m. Undertaking regarding non-pending of any judicial proceedings (On bidder's letter head) **(Form-T3)**

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

All entries along with the pages in the bid document should be legible, filled-in clearly and signed by the authorized representative. If the space for furnishing information is insufficient, a separate sheet duly signed by the authorized signatory should be attached.

The Technical Bid will be opened on **03.02.2026 at 11.30 A.M in the Conference Hall of Commerce & Transport Department, Kharavel Bhavan, Bhubaneswar** in presence of the authorized representatives of the bidder who wish to be present on the spot at that time. Financial bid of the technically qualified bidders shall be opened on **03.02.2026 at 11.45 A.M in the Conference Hall of Commerce & Transport Department, Kharavel Bhavan, Bhubaneswar** in presence of the authorized representatives.

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 bid. The bid shall be valid for a period of **90 days** from the date of opening of the bids and no request for any variation in quoted rates and/withdrawal of bids on any ground by the bidder shall be entertained. Validity of the bids can be extended on mutual consent.

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

The bidder having the lowest evaluated financial bid (L-1) would be considered for award of the contract subject to fulfilment of the terms and conditions of the bid documents. In case, the lowest bidder (L-1) is disqualified after selection for any reason, then negotiations will be made with the second lowest (L-2) bidder for award of contract at L-1 price. However, the decision of the authority shall be final during the overall selection process. In case of tie in the financial quote among the multiple qualified bidders, the bidder having higher average financial turnover from the resources deployment service for the required period will be considered for award of contract.

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

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

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

SECTION- II

SCOPE OF THE WORK

Commerce & Transport Department, Govt. of Odisha at present, requires the services of reputed, well established, financially sound and registered Service Providers to provide the services of **one (01 No.) Woman Driver** in the Office of the Commerce & Transport Department, Kharavel Bhavan, Unit- 5, Bhubaneswar.

Driver: To drive Government vehicle with due sincerity and responsibility without causing any harm to the public property and to be obedient to the officers to whom attached.

SECTION- III

Schedule of Requirement

(Prescribed Qualification & Experience of the Manpower)

Sl No.	Manpower	Age Limit	Qualification	Work Experience	Remuneration (As per the notification of Govt. from time to time.) (GA & PG Deptt. Notification No. No.7982/GAD, dated 07.03.2024)	Job Description
1	Women Driver (1 No.)	21 to 42 years	1) +2 in any discipline from a Govt. recognized Board/ Institution 2) Training on driving of four wheelers and having valid Driving Licence	At least 3 years post training experience in Driving four wheelers	Rs.13,900/- per person	To drive Government vehicle with due sincerity and responsibility without causing any harm to the public property and to be obedient to the officers to whom attached.

SECTION- IV

GENERAL TERMS AND CONDITIONS

1. For all intents and purposes, the Service Provider shall be the "Employer" within the meaning of different Rules & Acts in respect of persons deployed. The persons deployed by the service provider shall not have any claim whatsoever like employer and employee relationship against the Authority under this agreement. The Service Provider shall make them known about their position in writing before deployment under the required service.
2. The Service Provider must employ adult labour only. Employment of child labour will lead to the termination of the contract. Persons to be deployed by the Service Provider should be above 21 years of age and not exceeding 40 years and physically sound to perform the duties.
3. The Service Provider will be overall responsible for the manpower deployed for performing the service. The Authority shall not be responsible for any financial loss or any injury to any person deployed by the Service Provider in the course of their performing the functions / duties, or for payment towards any compensation.
4. The Service Provider shall exercise adequate supervision to ensure performance of manpower deployed to provide the services in accordance with the requirements. The Service Provider shall depute one full time supervisor in concerned office of the authority, for overall management of the services to be rendered at the site.
5. The Service provider shall be solely responsible for compliance to the provisions of various Labour and industrial laws, such as wages, allowances, compensation, EPF & ESI, Bonus and Gratuity etc. relating to manpower to be deployed by it at the Authority's location.
6. Service Provider shall maintain complete official records of disbursement of wages / salary showing details of all supporting documents such as ESI, EPF etc. in respect of manpower deployed for the purpose.
7. The Service Provider shall maintain personal file in respect of all the staff who are deployed in office of the authority. The personal file shall invariably consist of personal details such as name, address, date of birth, sex, residential address (temporary/permanent), Bank Account, EPF/ESIC Details etc.
8. The manpower to be deployed by the Service Provider should not have any adverse Police records/criminal cases against them. The agency should make adequate enquiries about the character and antecedents of the persons whom they are recommending. An undertaking to this respect must be provided by the manpower service provider prior to signing of the agreement.

9. The Service Provider will also ensure that the manpower deployed are medically fit and will keep in record a certificate of their medical fitness. The Service Provider shall withdraw such manpower who are not found suitable by this office for any reasons immediately on receipt of such a request.
10. The Service provider shall ensure that the manpower deployed by it are disciplined and do not participate in any activity detrimental to the interest of the Authority.
11. The Service Provider shall provide uniform along with Photo ID Card to its personnel deployed at site at its own cost.
12. The Authority shall not be liable for any compensation in case of any fatal injury/death caused to any man power while performing/discharging their duties/ for inspection or otherwise.
13. In case of any theft or pilferages, loss or other offences, the service provider will investigate and submit the report to the Authority and maintain liaison with the police. FIR will be lodged by the Authority, wherever necessary. If need be, joint enquiry comprising of both the parties shall be conducted and responsibility will be fixed.
14. In case of any loss caused to the Authority due to lapse on the part of the personnel discharging duties, the same shall be borne by the Service Provider. Authority shall have the right to deduct appropriate amount from the bill of service provider. In case of frequent lapses on the part of the personnel deployed by the service provider, Authority shall be within its right to terminate the contract or take any other action without assigning any reason whatsoever.
15. In the event of any personnel being on leave/absent, the service provider shall ensure suitable alternative arrangements to make up for such absence. If a person leaves the job for any reason, the Service provider is liable to provide the suitable replacement within 3 working days.
16. In case of delay in providing required replacement, the amount of penalty calculated at the rate of **1% of the annual contract** value per week on account of delay, shall be deducted from the monthly bills in the succeeding month.
17. There would be no increase in rates payable to the Service Provider during the Contract period. The service provider will be responsible for deposit of EPF, ESI, GST and other statutory dues as applicable from time to time and submit the proof of deposit to authority for records.
18. The Service Provider shall not be allowed to transfer, assign, pledge or subcontract its rights and liabilities under this Agreement to any other agency or organisation. Sub-contracting is not allowed under this agreement.
19. The Services Provider shall raise the bill, in triplicate, along with attendance sheet duly verified by the Officer concerned in respect of the resources deployed and submit the same to the prescribed Authority as

the said terms and conditions indicated in **GA & PG Department Resolution No.7982/GAD, dated 07.03.2024.** The details of submission of absentee statement & bills and transfer of wages to resources are detailed below.

(i) Date of submission of absentee statement by Authority - 16th day of the month

(ii) Date of submission of bills by Service Provider- 20th day of the month

(iii) Date of Approval of bill by Authority - 25th day of the month

(iv) Date of transfer of funds to Service Provider bank Account by Authority- 28th day of the month

(v) Date of transfer of wages to Outsourced employee's account by Service Provider - 30th / 31st of the month.

20. The Service Provider will have to deposit the remuneration of the deployed manpower for the concerned billing period in their respective bank account through online transfer and submit the details to the authority for necessary records.

21. In case of dispute resolution relating to rights/liabilities arising out of the agreement, the same shall be disposed off at the level of Commerce & Transport Department.

22. In the event of failure of Service Provider to provide Services as per the terms and conditions of the agreement, the Performance Security shall be forfeited. Any violation of instructions/agreement or suppression of facts will attract termination of contract with **one month** prior notice to the Service Provider.

23. The Service provider should ensure that persons to be deployed are not alcoholic, drug addict and not indulge in any activity prejudicial to the interest of the Authority.

24. The Authority reserves the right to withdraw or relax any of the terms and condition mentioned above so as to overcome the problem encountered at a later stage.

25. In the event of any dispute arising in respect of the clauses of the agreement, the same shall be resolved through negotiation. Alternatively the dispute shall be referred to the next higher authority or controlling officer for his decision and the same shall be binding on all parties.

26. All disputes shall be under the jurisdiction of the court at **Bhubaneswar.**

27. The agreement can be terminated by either party by giving one month's notice in advance. If the agency fails to give one month's notice in writing for termination of the agreement then one month's wages, etc.

and any amount due to the service provider will be recovered by forfeiture of performance security.

28. The contract is liable to be terminated because of non-performance, deviation of any terms and conditions of agreement, non-payment of remuneration of manpower deployed and non-payment of statutory dues. The Authority will have no liability towards non-payment of remuneration to the persons deployed by the Service Provider and the outstanding statutory dues of the service provider to concerned authorities.
29. The Manpower Service Provider will be bound by the details furnished to the authority while submitting the tender or at any subsequent stage. Misrepresentation of documents / information, leads to termination of agreement.
30. Commerce & Transport Department, Govt. of Odisha at present, requires the services of reputed, well established, financially sound and registered Service Providers to provide the services of **One (01 No.) Woman Driver** in the Office of the Commerce & Transport Department, Kharavel Bhavan, Unit- 5, Bhubaneswar. The requirement may increase/decrease in future. The agreement shall also be applicable for engagement of other categories of manpower as and when required by the Department
31. The manpower service provider should be managed by trained support staff to execute and perform the job and work assignment of such nature efficiently. The manpower to be deployed for this purpose should be registered under the service provider and must have the required qualifications, experience & relevant knowledge to perform the required service as per the job description mentioned at **Section- III: Schedule of Requirement.**
32. It shall be the responsibility of the Service Provider to verify the qualification and experience of the outsourced manpower. Candidates will be liable for performing the defined responsibilities assigned by the authority from time to time. The authority reserves the rights to verify and check the credentials and qualification of the outsourced manpower. If during the course of engagement of any outsourced personnel, it comes to notice of authority that he/she has misrepresented the fact about his/her qualification/experience, the Service Provider will have to terminate the service of such staff immediately.
33. The manpower service provider should have an empanelled list of trained/experienced staff so that un-interrupted and continued services can be provided during the period of contract. The service provider should be able to provide additional man power support whenever required by the authority under the same terms and condition.
34. The agreement may be extended, on the same terms and conditions or with some additions / deletions / modifications, for a further specific period mutually agreed upon by the Manpower Service Provider and the Commerce & Transport Department.

35. The manpower deployed by the service provider shall be required to report for work at 09.00 AM and leave office at 5.30 P.M. and may also be required to work beyond 5.30 PM 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 these occasions, proportionate deduction from the remuneration for one day will be made.
36. The manpower deployed for the purpose must have good moral character and cordial attitude and should not reveal the official information to outsiders and must maintain confidentiality.
37. The service provider shall nominate a coordinator who shall be responsible for periodic interaction with the Authority so that optimal services of the persons deployed could be availed without any disruption.
38. The attendance rolls for the personnel deployed by the Service Provider at the premises of Authority shall be provided by the Manpower Service Provider and it shall be monitored by the Service Provider on regular basis. These attendance rolls shall be signed by the authorized representative of Manpower Service Provider who shall get it verified from the designated officer.
39. The entire financial liability in respect of manpower services deployed in the Authority's location shall be that of the Manpower Service Provider and the Authority will in no way be liable for the same. It will be the responsibility of the manpower Service Provider to pay to the person deployed a sum not less than the proposed monthly remuneration as mentioned in the financial bid.
40. 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.
41. 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.
42. The Manpower Service Provider shall be responsible for compliance of all statutory provisions relating to minimum wages payable to the persons deployed at the Authority's location.
43. The engagement of outsourced person shall be purely on contract basis. The Service Provider shall at all times make it absolutely clear to the outsourced personnel hired through them. Any outsourced resource deployed can be removed any time by giving notice to the service provider and the service provider will have to provide suitable

replacement acceptable to client within 03 working days from the date of intimation of the notice.

44. In case of termination or 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.
45. The person deployed shall not claim any benefits 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.

SECTION — V
TECHNICAL BID
COVERING LETTER

(BIDDER LETTER HEAD) [Location, Date]

To

The Additional Secretary to Government,
Commerce & Transport Department,
Kharavel Bhavan,
Unit-5, Bhubaneswar- 751001

Sub: Tender for providing services of One (1 No.) Woman Driver in Commerce & Transport Department on outsourcing basis through Service Providing Agency.

Dear Sir,

I, the undersigned, offer to participate in the tender process to provide services for **One (1 No.) Woman Driver trained from IDTR** in Commerce & Transport Department on outsourcing basis in accordance with your Tender Notice No. _____, Dated _____.

We are hereby submitting our proposal, which includes Technical Proposal and Financial Proposal sealed in separate envelopes.

I hereby declare that all the information and statements provided in the technical proposal are true and correct and I accept that any misinterpretation contained in it may lead to disqualification of our proposal. Our proposal will be valid for acceptance up to **90 Days** and I confirm that this proposal will remain binding upon us and may be accepted by you at any time before the validity of the bid.

I, hereby unconditionally undertake to accept all the terms and conditions as stipulated in the tender document. In case any provision of this tender are found violated, then your office shall have the rights to reject our proposal including forfeiture of the earnest money deposit absolutely.
I remain,

Yours faithfully

Authorized
Signatory with
Date and Seal

Name and Designation:

Address of the Bidder:

GENERAL DETAILS OF THE BIDDER

(FORM — T1)

	Name of the Bidder	
	Details of Bid Processing Fee and Earnest Money Deposit: (Demand Draft Details)	DD No.:
		Date:
		Amount (Rs.)
		Drawn on Bank:
3.	Name of the Director/ Proprietor/Partner	
	Full Address of Registered Office	Postal Address:
		Telephone No.:
		FAX No.:
		E-Mail Address:
	Name & telephone number of the authorized person signing the bid	Name and Designation:
		Mobile Number:
	Bank Name	Account Number:
		Bank and Branch Name:
		IFSC Code
	PAN No. (Attach self attested copy)	
	GSTIN (Attach self attested copy.)	
	E.P.F. Registration No. (Attach self attested copy.)	

	E.S.I. Registration No. (Attach self attested copy.)	
	Authorization letter for signing of the bid documents	
	Acceptance to all the terms & conditions of the tender (Yes/No).	
	Please submit an undertaking that no criminal case is pending with the police at the time of submission of bid.	
	Kindly mention the total number of pages in the tender document.	

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

Financial Year *	Turn Over Amount (In INR)	Average Turnover in INR]
2021-22		
2022-23		
2023-24		

***As on Dt. 31.03.2024 (Copies of Audited Statement for the concerned period)*

17. Details of the similar type service provided by the bidder in last 3 years:

(Attach separate sheet, if required)

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

Declaration

I, Shri _____ Son/Daughter/Wife of Shri _____
_____, Proprietor/ Director/ Authorized signatory of _____

(Name of the Service Provider), competent to sign this declaration and execute this tender.

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

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

(Signature of Authorised Representative with seal)

Place:

Date:

Enclosures:

1. Bid Processing Fee in the form of Demand Draft in original
2. EMD in the form of Demand Draft in original
3. Copy of tender document (each page must be signed and sealed)
4. Duly filled Technical Bid and Financial Bid
5. List of Documents as applicable

FORM-T2**UNDERTAKING**

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

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

Yours sincerely,

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

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

FORM-T3

UNDERTAKING

***[On the Bidder's Letter Head regarding not having any pending
judicial proceedings for any criminal offences]***

I, hereby, undertake that there is no criminal case pending in any Court of Law against our company or against the Proprietor/Director/Persons to be deployed by our company.

I/we further certify that Proprietor/Director/Persons to be deployed by our company of my company have not been convicted of any offence in any Court in India during the recent past. I understand that I am fully responsible for the contents of this undertaking and its truthfulness.

Yours sincerely,

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

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

TECHNICAL BID EVALUATION

Technical evaluation of the bids will be done to determine whether the bids complied to the prescribed eligibility condition and the requisite documents / information have been properly furnished by the bidder or not. Bids qualified the technical evaluation stage, will be considered for opening of the financial bids. The financial bids shall be opened in the presence of the tender committee and bidders' representatives who choose to attend. **Least Cost Selection Method** will be followed during the tender process to determine the selected bidder. The tender inviting authority will award the contract to the bidder whose bid has been determined as the ***lowest and competitive evaluated bid price*** subject to fulfilment of the terms and conditions of the tender. In case, the lowest bidder (L-1) is disqualified after selection for any reason, then negotiations will be made with the second lowest (L-2) bidder for award of contract at L-1 price. However, the decision of the authority shall be final during the overall selection process. ***In case of tie in financial quote among the multiple qualified bidders, the bidder having higher average financial turnover from the required resources deployment services for the concerned period among all technically qualified bids, will be considered for award of contract.***

SECTION — VI

FINANCIAL BID

COVERING LETTER

(BIDDER LETTER HEAD)

[Location, Date]

To

The Additional Secretary to Government,

Commerce & Transport Department,

Kharavel Bhavan,

Unit- 5, Bhubaneswar-751001

Sub: Tender for providing services of One (1 No.) Woman Driver in Commerce & Transport Department on outsourcing basis through Service Providing Agency.

Sir,

I, the undersigned, offer to provide the services of **One (1 No.) Woman Driver** on outsourcing basis in Commerce & Transport Department in accordance with your Tender No. _____, Dated: _____. Our attached financial price is Rs. _____ (_____) *[Insert amount(s) in words and figures]* for the proposed service. This amount is inclusive of the taxes applicable as per GST Act. I do hereby undertake that, in the event of acceptance of our bid, the services shall be provided in respect to the terms and conditions as stipulated in the tender document.

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 of **90 days**. I have carefully read and understood the terms and conditions of the tender to provide the services accordingly.

I understand that you are not bound to accept any proposal you receive.

I remain,

Yours faithfully

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

**Name and Designation of Signatory with Date
and Seal: Address of the Bidder:**

(FORM —F1)

(format for financial proposal)

(Administrative Charge)

(In Rs.)

Sl. No.	Category of Manpower requirement	Monthly remuneration including employee's share for EPF & ESI	Employer's Share		Service Charge	Total	GST		Grand Total
			EPF	ESI			CGST	SGST	
1	Woman Driver (1 No.)								

- Bidder with lowest evaluated competitive administrative charge (inclusive of GST) for the required services will be awarded contract.
- Bids with abnormally low quoted service charges (i.e less than 3.85%) will be treated as "Non Responsive" and will be rejected during the financial evaluation stage. In case of tie in financial quote among the multiple qualified bidders, the bidder having higher average financial turnover from the required resources deployment services for the concerned period among all technically qualified bids, will be considered for award of contract.
- The employee share of contribution towards EPF and ESI shall be deducted by the service provider from the take home remuneration of the resources deployed. Copies of EPF & ESI deposit challan must be furnished to the Authority at the time of monthly bill processing.

Place

Date:

(Sign and Seal of Authorised Representative)

SECTION — VII

BID SUBMISSION CHECK LIST

Sl. No	Description	Submitted (Yes/No)	Page No.
	TECHNICAL BID (ORIGINAL)		
1	Covering Letter in Bidders Letter Head		
2	Bid Processing Fee		
3	EMD		
4	Copy of Incorporation / Registration Certificate of the Bidder		
5	Copy of PAN		
6	Copy of GSTIN		
7	Copies of Income Tax Clearance Certificate for the last three Assessment years		
8	Copy of Valid EPF & ESI Certificate		
9	Copy of valid PSARA Licence (in case of Security Services)/Labour license		
10	Duly Filled in Technical Bid.		
11	Financial details of the bidder along with all the supportive documents such as copies of Income / Expenditure Statement and Balance Sheet for the last three years		
12	Power of Attorney in favour of the person signing the bid on behalf of the bidder.		
13	List of completed / on-going assignments of similar nature (Past- Experience Details) along with the copies of work orders for the respective assignments from the authorities		
14	Undertaking for not have been black-listed by any Central / State Govt. / any Autonomous bodies during the recent past. FORM- T2		
15	Undertaking for not having any police case pending against the bidder (FORM- T3)		
	FINANCIAL BID (ORIGINAL)		
1	Covering Letter in Bidders Letter Head		
2	Duly Filled in Financial Bid (FORM- F1)		

- *All information has been submitted as per the prescribed format only.*
- *Each part has been separately bound with no loose sheets and each page of all the three parts are page numbered along with Index Page.*
- *All pages of the proposal needs to be sealed and signed by the authorized representative.*

Authorized Signatory [In full and initials]:

Name and Designation with Date and Seal:

SECTION — VIII

SERVICE AGREEMENT

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

This **SERVICE AGREEMENT** is made on _____ between, _____
(hereinafter called as the "**Authority**") of the 1st Part And
_____ with its principal place of business at
_____ (hereinafter called the "**Service Provider**") of the 2nd Part.

WHEREAS

- a. The "**Service Provider**", having represented to the "**Authority**" that he has the required manpower and other resources, has offered to provide the service in response to the Tender Notice No. _____ dated _____ issued by the Authority.
- b. The "**Authority**" has accepted the offer of the Service Provider to provide the required services as per the terms and conditions as set forth in this Service Agreement.

NOW, THEREFORE, IT IS HEREBY AGREED between the two parties as follows:

1. That the Annexure containing the General Terms and Conditions (**Section-IV**) of the **Tender Document** shall be deemed to form and to be read and construed as part of this agreement.
2. The mutual rights and obligations of the Authority and the Service Provider shall be as set forth in the Contract, in particular :
 - a. The Service Provider shall carry out the service in accordance with the provisions of the Agreement; and
 - b. The Certificate on the satisfactory performance of services by the Agency shall be issued by an Officer authorized by the Client and in consideration of the Certificate of Satisfactory Performance of Services Provider, the Authority shall make such payments and in such a manner as is provided in the Agreement.

3. Mode of Payment

The Service Provider will open a specific Bank Account for payment by the Authority in the beneficiary account towards the service performed by the Service Provider. The Service Provider will furnish the details of the Bank Account to the Authority within 7 days of the signing of the contract.

This Contract constitutes the agreement between two parties in respect to obligations and supersedes all previous communications between the Parties.

4. **Now this agreement witnesses as below:-**

- a. That in consideration of the payment to be made by the "**Authority**" to the "**Service Provider**", the "**Service Provider**" hereby agrees with the "**Authority**" to provide manpower resources to be engaged in the _____ *[Insert the location]* in conformity with the provisions of the terms and conditions of the contract.
- b. That the "**Authority**" hereby further agrees to pay the "**Service Provider**" the contract price at the time and in the manner prescribed in the said terms and conditions.
- c. Financial limit under this Contract varies with changes in statutory dues and Government taxes as applicable from time to time.
- d. That in the event of any dispute that may arise shall be settled as per the terms and conditions of the contract.
- e. That this agreement is valid upto _____

*For and on behalf of **Tender Inviting Authority***

Witness 1:

Witness 2:

*For and on behalf of **SERVICE PROVIDER***

**Name and Designation of the Representative
with seal**

Witness 1:

Witness 2:

PERFORMANCE BANK GUARANTEE FORMAT

To

The Deputy Secretary to Government,

Commerce & Transport Department,

Kharavel Bhavan,

Unit-5, Bhubaneswar-751001

WHEREAS (Name and Address of the Service Provider) (hereinafter called "the Service Provider") has undertaken, in pursuance of Contract No. _____ Dated _____ to _____ (description of services) (herein after called "**the contract**").

AND WHEREAS, it has been stipulated by _____ (Name of the Authority) in the said contract that the Service Provider shall furnish you with a Bank Guarantee by a scheduled Commercial Bank recognized by you for the sum specified therein as security for compliance with its obligations in accordance with the contract;

AND WHEREAS we have agreed to give the Service Provider such a Bank Guarantee.

NOW THEREFORE we hereby affirm that we are guarantors and responsible to you on behalf of the Service Provider up to a total of _____ (amount of the guarantee in words and figures), and we undertake to pay you, upon your first written demand declaring the Service Provider to be in default under the contract and without cavil or argument, any sum or sums within the limits of amount of guarantee as aforesaid, without your needing to prove or to show grounds or reasons for your demand or the sum specified therein.

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

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

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

by us at our _____ branch on or before dated _____
otherwise bank shall be discharged of all liabilities under this guarantee
thereafter.

.....

(Signature of the authorized officer of the Bank)

Name and designation of the officer

Seal, name & address of the Bank & Bran