

**TENDER DOCUMENT FOR
ENGAGEMENT OF 02 (TWO) NOS. OF
PEONS ON OUTSOURCING BASIS
ITDA, JHARSUGUDA THROUGH
SERVICE PROVIDER AGENCY**

**ITDA, JHARSUGUDA
At-Old Tahasil Building, Badheimunda,
Po- Kalimandir Road, Jharsuguda
Dist -Jharsuguda (768202)
Email:itdajharsuguda@gmail.com**

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ସମନ୍ୱିତ ଆଦିବାସୀ ଉନ୍ନୟନ ସଂସ୍ଥା : ଝାରସୁଗୁଡ଼ା

OFFICE OF THE PROJECT ADMINISTRATOR I.T.D.A : JHARSUGUDA

At: Old Tahasil Building, Badheimunda, Po: K,M Road, Jharsuguda, Dist: Jharsuguda,
Pin:768201,E-mail: itdajharsuguda@gmail.com

TENDER CALL NOTICE

No: ୧୧ /Date: ୦୭.୦୨. ୨୦୨୬

Notice inviting tender for engagement of 02 (two) nos of peons on out sourcing basis in ITDA, Jharsuguda, through Service Provider Agency.

ITDA, Jharsuguda hereby invites Sealed Tenders in the prescribed format from reputed Service Provider Agencies having registered office located within State of Odisha and possessing valid license, statutory clearance, Service Tax Registration, EPF Registration, ESI Registration and PAN No, for providing services of 02 (two) nos of peons to ITDA, Jharsuguda on outsourcing basis for a period of one year from the date of coming into force of the contract as would be indicated therein. The contract for supply of 02 nos of peons (on outsourcing basis) and the mode manner and nature of duties shall be as per the details provided in the Tender Document. The agency should have minimum of three years experience in providing Group-D personnel to Government Department Public Sector Companies/Banks etc.

Interested bidder may download the Tender Document from the website i.e. <https://jharsuguda.odisha.gov.in> and attach a Bank Draft of Rs 1,000.00 (Rupees One Thousand only) (Non-refundable) drawn in favour of Project Administrator, ITDA Jharsuguda towards the cost of tender paper along with the technical bid of the tender documents.

The estimated cost of the tender is Rs 3,02,400/- (Rupees Three lakh two thousand four hundred) only per annum excluding applicable taxes, statutory dues and negotiated service charges. As per the FODM No 4939 dated 13.02.2012 bidders are required to furnish the Bid Security of Rs. 10,000.00 (Rupees Ten thousand) only in the shape of bank Guarantee/ Term Deposit Receipt (TDR) covering the period of contract from any Nationalized Bank drawn in favour of PA, ITDA, Jharsuguda along with the Tender Document. The Bid Security Will be returned the unsuccessful bidder after selection of the successful bidder.

The filled in Tender Paper complete in all respect separately for Technical Bid and Financial Bid in separate sealed superscribed clearly on the envelope as “**Technical Bid for Engagement of peons on outsourcing basis in ITDA, Jharsuguda**” or “**Financial Bid for**

Engagement of Peons on outsourcing basis in ITDA, Jharsuguda” both to be placed in a separate cover duly sealed and super scribed in the With "Tender Bid for Engagement of Peons on outsourcing basis in ITDA, Jharsuguda" to be submitted By Registered / Speed Post to the PA, ITDA, Jharsuguda, AT-Old Tahasil Building, Badheimunda, PO: Kali mandir Road, Pin-768202, on or before 01:00 PM by 25.02.2026.

(ITDA, Jharsuguda is not responsible for any postal delay).

Date and time for opening of Tender & Technical Bids	26.02.2026 at 10.00 AM in Office Chamber of PA, ITDA, Jharsuguda
Date and time for opening of financial Bids	26.02.2026 at 10.00 AM in Office Chamber of PA, ITDA, Jharsuguda

Any clarifications sought for / corrigendum(s) shall be communicated through the website <https://jharsuguda.odisha.gov.in>

Incomplete and conditional Tender shall be summarily rejected. PA, ITDA, Jharsuguda reserves the right to reject any or all the Tenders, without assigning any reason thereof.

Memo No 82 /Estt

Date: 09.02.2026

**Project Administrator,
ITDA, Jharsuguda
Project Administrator,
ITDA, Jharsuguda**

Copy along with soft copy of notice and tender document forwarded to the DeGM, Jharsuguda/DIO NIC, Jharsuguda with a request to host the tender notice and tender document in the official website <https://jharsuguda.odisha.gov.in> for information of the public and to download by the interested vendor.

Memo No: 83 /Estt

Date: 09.02.2026

**Project Administrator,
ITDA, Jharsuguda
Project Administrator,
ITDA, Jharsuguda**

Copy to the office Notice Board for information of public.

Copy forwarded to the ADM Jharsuguda, Sub-Collector, Jharsuguda/All Tahasildars /all BDOs of Jharsuguda district for information and necessary action. They are requested to publish the Tender Notice on their office Notice Board for Information of general public.

**Project Administrator,
ITDA, Jharsuguda
Project Administrator,
ITDA, Jharsuguda**

TENDER DOCUMENT

For providing 02 Nos. of peon on out sourcing basis to ITDA, Jharsuguda.

Tender Schedule

a)	Last Date and time for submission of Tender Document	25.02.2026 by 1.00 PM by Registered/ Speed post to PA, ITDA Jharsuguda AT: Old Tahasil Building, Badheimunda, PO: Kali mandir Road Pin-768202
b)	Date and time for opening of Tender & Technical Bid(s)	26.02.2026 at 10.00 AM in the Office chamber of PA, IT DA, Jharsuguda
c)	Date and time for opening of Financial Bids (after evaluation of technical Bids)	26.02.2026 at 10.00 AM in the Office chamber of PA, IT DA, Jharsuguda

Note: Late bid shall be out rightly rejected


**Project Administrator,
ITDA, Jharsuguda
Project Administrator,
ITDA, Jharsuguda**

SCOPE OF WORK AND INSTRUCTION FOR BIDDERS

1. PA ITDA Jharsuguda in pursuance to approval of Government in ST & SC Development, M& BCW Department, Odisha, Bhubaneswar requires the services of reputed, well established and financially sound Outsourcing Service Providers Agency (SPA) to provide services of 2 nos of Peons on outsourcing basis for day-to-day office work in the ITDA, Jharsuguda.
2. The contract for providing the aforesaid SPA shall continue at the above location for a period of one year from the date of commencement of service. The period of contract may be curtailed/ terminated before completion of one year owing to deficiency in service or substandard quality of Persons deployed by the selected Service Provider or because of change in the office requirements. The PA, ITDA Jharsuguda, however, reserves the right to terminate the initial contract at any time after giving 15 days notice to the selected Service Provider.
3. The contract of service provider shall be terminated if the selected bidder fails to provide the Peons having expertise in doing peon works in the office to the extent of carrying files, daks, official papers and books, etc. inside or outside office along with additional works that may be assigned to him by the Head of Office concerned / any other authority from time to time as & when required & fails to provide the man power who are in good physical health condition having expertise in the above work and to be vigilant during the Silent hours.
4. The estimated cost of the contract is Rs.3,02,400.00 (Rupees Three lakh two thousand four hundred) only per annum excluding applicable taxes, statutory dues and negotiated service charges. As desired by authority additional manpower may be engaged on the same terms & conditions based on requirement. Similarly, man power may be curtailed as per decision of authority.
5. The Interested Service Providers shall submit the tender document complete in all respects along with other requisite documents by **25.02.2026 up to 1.00 P.M** at the Office of the PA, ITDA Jharsuguda by Registered post / speed post for the purpose.
6. The tender has been invited under two bid systems i.e. Technical Bid annexed at **Annexure I** and Financial Bid annexed at **Annexure III**. The interested bidders are required to submit the bids in two separate sealed envelopes super scribing "Technical Bid for engagement of Peons on outsourcing basis in ITDA Jharsuguda" and "Financial Bid for Providing Services of Peons on outsourcing basis to ITDA Jharsuguda" Both sealed envelopes should be kept in a third sealed envelope super scribing "**Tender Bid for engagement of Peons on out-sourcing basis in ITDA, Jharsuguda**".
7. All bidders will have to deposit a Non-refundable payment of **Rs.1,000.00 (Rupees One Thousand)** only as the cost of Tender Paper in shape of Demand Draft drawn in favour of **PA, ITDA, Jharsuguda** payable at Jharsuguda along with the Technical Bid.
8. As per the FDOM No 4939 dated 13.02.2012 all bidders will have to deposit a Bid Security of **Rs.10,000.00 (Rupees Ten thousand)** only in the form of Bank Guarantee / Term Deposit Receipt (TDR) from any Nationalized Bank Drawn/ Pledged in favour of

PA, ITDA, Jharsuguda covering the period of contract along with the Technical Bid. The Bid Security Deposit will be returned to the unsuccessful bidders after selection of the successful bidder. The successful bidder will have to deposit a Performance Security Deposit of Rs.30,240.00(Rupees Thirty thousand two hundred forty) only (being 10% of the cost of the contract) in the shape of Bank Guarantee/ Term Deposit Receipt (TDR) from any Nationalized Bank drawn in favour of **PA, ITDA, Jharsuguda** covering the period of contract. The successful bidder may deposit the balance amount after deducting the bid security deposited.

9. The interested Manpower Service Providers are required to enclose the Self attested documents as mentioned in **Annexure-V** along with the Technical Bid, failing which their bids shall be summarily/out rightly rejected and will not be considered.
10. The conditional bids shall not be considered and will be out rightly rejected.
11. All entries in the tender 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 or cutting is permitted in the Financial Bid Form. In such cases, the tender shall be summarily rejected. However, the cutting, if any, in the Technical Bid Application must be initialized by the person authorized to sign the tender bids.
12. The Technical Bids shall be opened on the scheduled date and time i.e. at **10.00 AM On 26.02.2026** in the office Chamber, PA, ITDA Jharsuguda In presence of the Selection Committee and the representatives of the Service Providers, if any, who wish to be present on the spot at the time of opening of the Bids.
13. The Financial bids shall be opened on the scheduled date and time at **10.00 AM On 26.02.2026** in the Office chamber of PA, ITDA Jharsuguda in presence of the Selection Committee and the representatives of the Service Providers, if any, who wish to be present on the spot at the time of opening of the Bids.
14. The Selection Committee can use its own discretion for selection of the service provider, the decision taken by the Committee shall be final.
15. The PA, ITDA Jharsuguda reserves the right to reject any or all bids without assigning any reason.


**Project Administrator,
ITDA, Jharsuguda**

TECHNICAL REQUIREMENTS FOR THE TENDERING SERVICE PROVIDER

The tendering of outsourcing service provider agencies should fulfil the following technical specifications:

- a) The registered office of the service provider agency should be located within the State of Odisha and Branch Office should be within the jurisdiction of undivided Sambalpur district. Document in support of Branch Office be furnished viz- Electricity bill, Bank A/c of the firm in the district Registration Certificate has also been required under Shop and Establishment Act of MPL/ULB or Trade license etc.
- b) The agency should have been registered with the appropriate registering authority.
- c) The agency should have at least "three years" experience in providing manpower **particularly Group-D personnel**.
- d) The agency should have own Bank Account.
- e) The agency should be registered with Income Tax and Service Tax (GST) department.
- f) The agency should be registered with appropriate authorities under Employees Provident Fund and Employees State Insurance Acts.
- g) The agency should have any other regulatory clearance (to be specified by the user Department) that may be required for providing man power services.
- h) The agency should have minimum average annual turn-over of Rs. 50,00,000.00 (Rupees Fifty Lakh) only during the financial year 2022-23, 2023-24 & 2024-25 in providing man power services.
- (i) The agency should have executed contracts of similar type during preceding 3 (three) years i.e. for the financial year 2022-23, 2023-24 & 2024-25 .
- (j) The agency should not have any criminal antecedent/ previous unsatisfactory service report/ previously black listed by any organization.


**Project Administrator,
ITDA, Jharsuguda**

**TECHNICAL REQUIREMENTS FOR PEONS TO BE DEPLOYED BY THE
SUCCESSFUL SERVICE PROVIDER UNDER ITDA, JHARSUGUDA**

1. The peons should be above 18 years and not more than 50 years of age.
2. Their minimum educational qualification must be 10th pass.
3. Preference shall be given to the candidates of Jharsuguda district.
4. They may have experience in doing peon works in the office and carrying files, daks, official papers and books, orderly works, security, sweeping, cleaning, dusting, gardening, marketing etc.
5. They must not have any criminal antecedent. Each Peons, at the time of his engagement, shall furnish a self-declaration of not having any criminal antecedent duly verified and certified by the Agency to the Authority.


**Project Administrator,
ITDA, Jharsuguda**

APPLICATION- TECHNICAL BID

FOR PROVIDING SERVICES OF PEONS ON OUT SOURCING IN ITDA, JHARSUGUDA

1	Name of the Service Provider	
2	Details of Demand Draft towards cost of tender paper	
3	Details of Bid Security (Bank Guarantee/Term deposit Receipt (TDR) number date and amount & details of Bank.	
4	Name of the Proprietor/ Partner /Director (Name of all Director/Partners	
5	Full Address of Registered Office (with PIN Code)	
	Telephone No.	
	Mobile No	
	Fax No.	
	E-mail ID	
6	Full Address of Branch Office (within the Jurisdiction of un-divided Sambalpur district)	
7	Name, Telephone No/Mobile No/ Email ID) of Authorized Officer /Person to co-ordinate with PA, ITDA Jharsuguda	
8	Banker of the Manpower Service provider (Attached copy of statement of A/c for the last three years)	
9	PAN No (Attach copy of the PAN)	
10	Statutory Registration No (under License & Contract Labour Act 1970 obtained from Labour Department Government of Odisha)	
11	GST Registration No (Enclose copy of the certificate)	
12	ESI Registration No (Enclose copy of the Certificate)	


Project Administrator,
ITDA, Jharsuguda

13	Tender Document MR No for bidders who have procured physically						
14.	financial turnover & audited balance sheet to be furnished of the Man Power Service Provider for the last 3(three) Financial Year						
	Financial Year	Amount (Rs. In lakh)	Remarks If any				
	2022-23						
	2023-24						
	2024-25						
15	Give details of the similar contracts handled by the tendering Man power Service Provider during the last three years in the following form at (if the space provided is in sufficient a separate sheet may be attached)						
	Sl	Name of client, address, telephone, Fax No.& email ID	Out sourcing service provided	Annual Bill amount (In Lakh)	Duration of Contract		
			Type of man Power Provided		No	From	To
16.	Additional information, if any (Attach separate sheet, if required)						

. Copy of the work order/ work completion certificate of the bidder attached in bid document.

Date:
Place:

Signature of authorized person with seal
Full Name:
Telephone No/Mobile No:
E-mail ID:


**Project Administrator,
ITDA, Jharsuguda**

DECLARATION

Annexure-II

1. I _____ Son/daughter/wife of
Shri _____ Proprietor/Partner/
Director/ authorized signatory of the service provider, mentioned above and
competent to sign this declaration and execute this tender document.
2. I 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 with seal

Full Name:

Telephone No / Mobile No:

E-mail ID:


**Project Administrator,
ITDA, Jharsuguda**

APPLICATION -FINANCIAL BID									
FOR PROVIDING SERVICES OF PEONS ON OUTSOURCING BASIS									
1	Name of the Manpower Service provider								
2	Rate per person per month inclusive of all statutory liabilities taxes etc. The bidders shall take into account the expenses to be incurred and statutory dues (Income tax TDS@2% and GST TDS @2% from gross bill etc) while quoting the service charge								
	No	Man power Type	Monthly Rate per person						
	1	Peon	Take Home remuneration [Net]	EPF 13%	ESI 3.25%	Total	Service Charge	GST	Total per person (Gross)

Minimum take home remuneration of peons is Rs 12600/- per month per person as per Letter No. 10137/SSD, Date-09.05.2024 of ST & SC Development, M & BCW Department and Resolution No 7982/GAD, Date 07.03.2024 of GA&PG Dept. Govt. of Odisha.

Date:

Signature of authorized person With Seal

Place

Full Name:

Telephone No/ Mobile No

E-mail ID:

Notes

1. The total rates quoted by the Service Provider should be inclusive of all statutory/ tax liabilities in force at the time of entering into contract.
2. 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 peon.
3. The minimum service charge shall be 3.85% (3% profit plus transaction charges provided that the service charges should not exceed 7% in any case).


Project Administrator,
ITDA, Jharsuguda

TERMS AND CONDITIONS

ANNEXURE-IV

GENERAL:

1. The Agreement shall be valid for one year unless it is curtailed or terminated by the authority owing to deficiency of service sub-standard quality of peons deployed breach of contract etc or change in requirements.
2. The Agreement shall automatically expire after completion of one year.
3. 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 Outsourcing Service Provider and Authority, subject to receipt of any guidelines from Government.
4. The Outsourcing Service Provider shall not be allowed to transfer assign, pledge or sub contract its rights and liabilities under this agreement to any other agency or organizations by whatever name be called without the prior written consent of the Authority.
5. PA, ITDA Jharsuguda at present, has made the requirement of 02 (Two) nos of peons on outsourcing urgent basis for day-to- day official work at ITDA Jharsuguda.
6. The Outsourcing Service Provider will be bound by the details furnished by into the Authority while submitting the tender or at subsequent stage in case any of such documents furnished 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 and forfeiture of performance Security Action as deemed proper shall be initiated against the Service Provider Agency.
7. The Authority reserves the right to terminate the agreement at any time during the period of contract after giving 15 days' notice to the Outsourcing Service Provider.
8. The peons deployed in the Offices besides normal working hours will be called on holidays to attend duty if required in case of urgency. They are entitled for special leave as per FDOM No.30794 dated 06.11 2021.
9. The Outsourcing Service Provider shall nominate a coordinator who shall be responsible for immediate interaction with the office of the PA, ITDA Jharsuguda so that optimal services of the persons deployed could be availed without any disruption.
10. The entire financial liability in respect of Peons services deployed in the Offices mentioned above shall be that of the Outsourcing Service Provider and neither PA, ITDA Jharsuguda will no way be liable. It will be the responsibility of the outsourcing Service Provider to pay to the person deployed a sum not less than the minimum rate quoted in the financial bid and produce such evidence as may be required by the PA, ITDA Jharsuguda.
11. For all intents and purposes the Service Provider shall be the "Employer" with the meaning of different Rules & Acts in respect of peons so deployed. The persons deployed by the Service Provider shall not have any clam whatsoever like employer and employee relationship against PA, ITDA Jharsuguda.
12. The Outsourcing Service Provider shall be solely responsible for the redressal of grievances or resolution of disputes relating to persons deployed PA, ITDA Jharsuguda shall in no way, be responsible for settlement of such issues whatsoever.

- 13 The PA, ITDA Jharsuguda shall not be responsible for any financial loss or any injury to any person deployed by the Outsourcing Service Provider in the course of their performing the functions/ duties, or for payment towards any compensation.
14. The peons deployed by the Service Provider shall not claim nor shall be entitled to pay, perks and other facilities admissible to regular/confirmed employees during or after expiry of the Agreement.
- 15 In case of termination of this agreement on its expiry or otherwise, the peons deployed by the Service Provider shall not be entitled to and shall have no claim for any absorption in regular or other capacity.
- 16 The peons deployed shall not claim any benefit or compensation or absorption or regularization of deployment with ITDA, Jharsuguda. Undertaking from the person deployed to this effect shall be required to be submitted by the Outsourcing Service Provider at the time of commencement of such deployment.
- 17 The Outsourcing 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 Out-Sourcing 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 Outsourcing Service Provider shall provide a substitute well in advance if there occurs any probability of the person leaving the job due to his own personal reasons. The payment in respect of the overlapping period of the substitute shall be the responsibility of the Outsourcing Service Provider. The Outsourcing Service Provider shall be responsible for contributions towards Provident Fund and Employees State Insurance, wherever applicable.
- 19 The persons deployed by the Outsourcing Service Provider should have good police records and no criminal case should be pending against them Police verification of the antecedents of the deployed personnel can be made at the discretion of PA, ITDA, Jharsuguda.
- 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 the office.
- 21 The agency must not have been blacklisted by any Central/State Government any other public sector undertaking or any authority during the recent past. An undertaking to this effect shall be furnished by the Bidders as per the prescribed format at FORM T2.

LEGAL:

1. The persons deployed shall not commit any mischief in any form with the case records, documents registers and files. In view of this, they shall be required to maintain confidentiality and breach of this condition shall make the Outsourcing Service Provider as well as the person deployed liable for penal action under the applicable laws besides, action for breach of contract.


**Project Administrator,
ITDA, Jharsuguda**

2. The Outsourcing Service Provider shall be responsible for compliance of all statutory provisions to minimum wages payable to different types of workers in respect of the persons deployed The PA, ITDA, Jharsuguda shall have no liability in this regard.
3. The Outsourcing Service Provider shall also be liable for depositing all taxes levies Cess, etc on account of service rendered by it 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 the PA,ITDA, Jharsuguda as and when required.
4. The Outsourcing Service Provider shall maintain all statutory registers under the law and shall produce the same, on demand to the PA,ITDA, Jharsuguda or any other under law.
5. The Tax Deduction at Source (TDS) shall be done as per the provisions of Income Tax Act/ Rules GST Act/ Rules, as amended, from time to time and a certificate to this effect shall be provided by the Outsourcing Service Provider.
6. In case the Out-sourcing Service Provider fails to comply with any liability under appropriate law and as a result thereof, the PA,ITDA, Jharsuguda is put to any loss/obligation, monetary or otherwise, the PA,ITDA, Jharsuguda will be entitled to get itself reimbursed out of the outstanding bills or the Performance Security Deposit of the Outsourcing Service Provider, to the extent of the loss or obligation in monetary terms.
7. 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 PA,ITDA, Jharsuguda will have no liability towards non-payment of remuneration to the persons employed by the Outsourcing Service Provider and the outstanding statutory dues of the service provider to statutory authorities. If any loss or damage is caused to the Offices by the person deployed the same shall be recovered from the unpaid bills or adjusted from the Performance Security Deposit.

FINANCIAL:

1. The Technical Bid should be accompanied with Bid Security in shape of Bank Guarantee/ Term Deposit Receipt (TDR) for Rs 10,000/- Tender Paper Cost in shape of Bank Draft Rs 1,000/- (If not deposited) as per Tender Call Notice failing which the tender shall be rejected out-rightly.
2. The successful bidder will have to deposit a Performance Security Deposit of **Rs 30,240/- (Rupees Thirty thousand two hundred forty)** only (10% of the cost of the contract) in the shape of Bank Guarantee/ Term Deposit Receipt (TDR) from any Nationalized Bank drawn in favour of the PA, ITDA, Jharsuguda covering the period of agreement before commencement of the contract. The successful bidder may deposit the balance amount after deducting the bid security deposited. In case, the contract is further extended beyond the initial period, the Performance Security will have to be accordingly renewed by the successful bidder.
3. In case of breach of any terms and conditions attached to the agreement the Performance Security deposit of the Outsourcing Service Provider shall be liable to be forfeited besides annulment of the agreement.

4. The Outsourcing Service Provider shall raise the bill, in triplicate in favour of PA,ITDA, Jharsuguda along with attendance sheet duly verified by PA,ITDA in respect of the peons deployed and submit the same to the prescribed authority within the 3rd day of the succeeding month. As far as possible the payment be released within the 1st week of succeeding month, subject to availability of funds.
5. The claims in bills regarding Employees State Insurance Provident fund and Service Tax, etc should be necessarily accompanied with documentary proof pertaining to the concerned monthly bill. A requisite portion of the bill or whole of the bill amount shall be held up till such proof is furnished at the discretion of the PA , ITDA Jharsuguda.
6. The amount of penalty calculated @ Rs 100/- per day on account of delay, if any in providing a suitable substitute for the period beyond three working days by the Outsourcing Service Provider shall be deducted from the monthly bills in the succeeding month.
7. 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.
8. The successful bidder will enter into an agreement with the PA, ITDA Jharsuguda for supply of suitable and qualified peons as per requirement approved by Government above on the above terms and conditions before providing services.

JURISDICTION OF COURT:

1. In the event of any dispute covering or arising out of the clause / clauses of agreement the same shall be resolved through negotiation. Alternatively, the dispute may be referred to the higher authority for adjudication whose decision shall bidding on both parties.
2. In case either party is aggrieved on the decision of next higher authority the same jurisdiction of the Court shall be at the District of the Jharsuguda, Odisha. Neither party shall be competent to bring any case/ suit in regard to the matters covered by this agreement before any Court of Law outside Jharsuguda.


**Project Administrator,
ITDA, Jharsuguda**

DOCUMENTS TO BE PROVIDED WITH THE TECHNICAL BID

- 1 Bidder's Covering Letter.
- 2 Application- Technical Bid along with Declaration as at Annexure-II.
- 3 Self-attested Copy of Registration of Agency.
- 4 Self-attested copy of the statement of Bank Account of the Agency for the last 6 (SIX) months.
- 5 Self-attested copy of Aadhar/PAN/GIR Card.
- 6 Self-attested copy of the latest IT return filed by agency for last 3 (three) years.
- 7 Self-attested copy of Service Tax registration certificate.
- 8 Self-attested copy of the E.P.F registration letter/certificate.
- 9 Self-attested copy of the E.S.I registration letter/ certificate.
- 10 Self-attested copy of documents in support of the financial turnover of the agency.
- 11 Self-attested copy of documents in support of entries in column 10-13 of Technical Bid application.
- 12 Self-attested copy of the terms and conditions at pages n Tender Document with each page duly signed and sealed by the authorized signatory of the agency in token of their acceptance.
- 13 Authorization Certificate of Agency.
- 14 Copy of the document showing at least three years' experience in providing peons **particularly Group-D personnel.**
- 15 Self-declaration that the agency is having no criminal antecedent/ no previous unsatisfactory service report/ previously not black listed by any organization.
- 16 Letter of Authorization for attending Bid Opening.
- 17 Cost of Tender Paper non-refundable in shape of Bank Draft of Rs 1,000/(Rupees One Thousand) only and Bid Security in shape of Bank Guarantee/ Term Deposit Receipt (TDR) of Rs 10,000/- (Rupees Ten thousand) only as per Tender Call Notice.
- 18 Audited balance sheet for the last 03 (Three) Financial year 2022-23, 2023-24 & 2024-25.

**DOCUMENTS TO BE SUBMITTED BY THE SUCCESSFUL OUT SOURCING
SERVICE PROVIDER BEFORE DEPLOYMENT OF PEONS**

1. List of peons shortlisted by agency for deployment in the ITDA Jharsuguda containing full details i.e. date of birth, marital status, address, educational certificate, criminal antecedent declaration duly verified and certified etc.
2. Bio-data of all persons with Passport size Photograph.
3. Any other document considered relevant.


**Project Administrator,
ITDA, Jharsuguda**

BIDDER'S COVERING LETTER

To,

The Project Administrator,
ITDA, Jharsuguda

Ref: Tender Notice No: _____ Date : _____

Having examined the conditions of contract and specifications the receipt of which is hereby duly acknowledged, we the undersigned offer to execute the work shown in the scope of work and jurisdiction of contract as well as schedule of prices attached herewith and made part of this.

We undertake that, if our bid is accepted, we shall execute the work in accordance with specifications, time limits and terms & conditions stipulated in the tender documents. If our bid is accepted, we shall submit the performance security deposit as per the conditions mentioned in the contract.

We agree to abide by this bid for a period of 90 days from the date of bid opening and it shall remain binding upon us and may be accepted at any time before the expiry of that period until a formal agreement is prepared and executed, this Bid together with your written acceptance thereof in your notification of award shall constitute a binding contract between us.

Bid submitted by us is properly prepared and sealed so as to prevent any subsequent alteration or replacement Tender Paper cost of Rs 1,000.00 (Rupees One thousand) only has been submitted in form of DD No: _____ dated: _____ drawn In favour of PA, ITDA, Jharsuguda payable at Jharsuguda.

Dated this _____ Day of _____ (the month and year) Signature of Authorised Signatory _____ Incapacity of _____.

Duly authorized to sign the bid for and on behalf of _____

N.B: The downloaded bid document should be accompanied with
The cost of bid document Rs. 1,000.00


**Project Administrator,
ITDA, Jharsuguda**

LETTER OF AUTHORISATION FOR ATTENDING BID OPENING

(With Reference to Tender Notice No: _____ dt: _____)

To
The Project Administrator, ITDA, Jharsuguda

Sub- Authorisation for attending bid opening on _____ in the Tender for 02 Nos of Peon on Out sourcing basis through service provider.

Sir,

Following persons are hereby authorized to attend the bid opening for the tender mentioned above on behalf of (Bidder) In order of preference given below

Order of Preference with Name & Specimen Signature

Sl. No	Name in order of preference	Signature
1		
2		

OR

Officer authorized to sign the bid documents on behalf of the bidder.

Signature of Authorised Signatory

(Seal)

Note

1. Only one representative shall be allowed
2. Permission for entry to the hall where bids are opened may be refused in case authorization as prescribed above is not produced.


**Project Administrator,
ITDA, Jharsuguda**

FORM-T2

UNDERTAKING

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

I hereby undertake that; our organization has not been blacklisted/deberred 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 faithfully

Authorized Signature [in full and initial]

Name and Designation of the

Signatory:

Name of the Bidder and Address:


**Project Administrator,
ITDA, Jharsuguda**