

Tender Documents

Name of the work:

Deployment of Armed Security Personnel & other Manpower services under
Cuttack Central Cooperative Bank Ltd.

Ref No.....4992.....

Dt.....06/08/25.....



Cuttack Central Co-operative Bank Ltd.
Head Office, Nimchouri, Cuttack – 753002

website -www.cuttackccb.co.in, Email : ccbho@cuttackccb.co.in





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No:

4992

Date:

06/03/25

TENDER CALL NOTICE

Sealed tender are invited from Reputed/Experienced Security Agencies/ Firms registered under Indian Companies Act-1956/ Societies registration Act,1860 and Private Security Agencies Regulations Act-2005 for providing different categories of Manpower including security Lathi guard and Armed Security Guard (Gunman)in the **Head Office** and **branches** of the bank in the district of **Cuttack, Jagatsinghpur, Kendrapara&Jajpur**having minimum **5 years** of experience in the field of providing Manpower/ Watch & ward services / Security Service of State / Central Government Organization/Nationalized/Scheduled Bank/Government PSUs holding valid Labour License, EPF/ ESIC/ GST registration, PAN/TAN Number and last three years average turnover of the company should be more than **Rs.15.00 crore (Rupees Fifteen Crores)**and must have registered office in Odisha preferably at Cuttack/Bhubaneswar. **Preference will be given to the bidder having maximum turnover.**

Last date and time of submission of tender	Date: 26.03.2025 Time: 4:00 Pm
Due date and time of opening of tender Technical bid (part-A)	Date: 27.03.2025 Time: 3:30 Pm in presence of the tenderers or their authorized representatives
Due date and time of opening of tender Price bid (part-B)	Date: Time: 3:30 Pm in presence of the tenderers or their authorized representatives

EMD: Rs. 2.00 lakh in shape of DD drawn in favour of **Chief Executive Officer, Cuttack Central Co-operative Bank Ltd.** payable at Cuttack from any Nationalized /Scheduled Bank is to be submitted along with the Technical Bid of the tenderdocuments.

The interested bidders may purchase the tender papers from Head Office of the Bank's from 10.00 AM to 5.00 PM on working days by submitting the nonrefundable tender paper cost of Rs.10,000/- including GST 18% in shape of Demand Draft drawn in favour of **Chief Executive Officer, Cuttack Central Co-operative Bank Ltd.** payable at Cuttack from any Nationalized /Scheduled Bank.

The authority reserves the right to reject any or all the tenders without assigning any reason thereof and also not bound to accept the lowest bidder.

Chief Executive Officer
[Signature]
CHIEF EXECUTIVE OFFICER
CUTTACK CENTRAL CO-OPERATIVE BANK LTD.



PREFACE

The Tender shall be submitted in two parts.

The first part i.e. Part-A is the Technical Bid for the screening of the Company Profile about fulfilling the Essential Prerequisites and General Conditions given below (including the Demand Draft for Earnest Money.)

The Second Part i.e. Part-B is the Price Bid to be quoted as per the Performa given in the tender document by the participating Companies/ Agencies for providing Armed Security Guard& other Manpower.

Two different sealed and signed envelopes superscripted "Tender for providing Armed Security Guard Services" Part-A/B as the case may be must be submitted to the **Chief Executive Officer, Cuttack Central Co-operative Bank Ltd.**, Head Office, Nimchouri, Cuttack-753002 on or before 26.03.2025 by 4.00 PM only Both these envelopes should be placed in a single envelope Marked "C".

General conditions:

- a. Complete details of the company viz, office postal address, mobile numbers of the contact persons, FAX number(s), Email Address, additional office(s) details if any, should be furnished in the Tender.
- b. Earnest Money of Rs.2,00,000/- (Rupees two lakh) only in the form of a Demand Draft drawn in favour **Chief Executive Officer, Cuttack Central Co- operative Bank Ltd.** payable at Cuttack from any Nationalized /Scheduled Bank should be enclosed with the Tender.
- c. All the Tender documents must be signed by the Managing Director/ Director/ authorized signatory as the case maybe.
- d. The format for submitting "Part-A" i.e. company profile is given in Annexure-IV attached to this notice.
- e. Part-A Envelope of the Tender Application must include the following:
 - (i) Earnest Money Deposit Demand Draft for Rs.2.00 Lakhs& cost of tender paper Demand Draft of Rs.10,000/-. Including GST.
 - (ii) Annexure-I to VIII duly signed by the authorized signatory of the company along with the rubber seal of the Company.

Signature with date and seal of the Bidder



iv)Annexure-III duly signed by the authorized signatory of the company alongwith the rubber seal of the Company, as a token of willingness to accept all the terms and conditions of the contract, ifawarded.

v)The Part-A of the bid must contain samples of uniform of Security Lathi Guard and Office Attendant, which will be returned to unsuccessful tenderers after finalization oftender.

Part.Benvelope should containonly the Price Bid for the work strictly as per the format given at Annexure-IX.

f. Tender Form must be completely filled in English only, incomplete tender applications are liable to berejected.

g. Tender documents are required to be signed by the authorized person submitting the tender as a token of his/ their having read and understood the essential prerequisites, general conditions, special clauses and responsibilities for staff to be engaged, schedule of deployment as per laid down terms and conditions of the contractetc.

Signature with date and seal of the Bidder



TERMS AND CONDITIONS

1. Invitation for application for issue of Tender does not constitute any guarantee for issue of Work Order to the Bidder(s).
2. Opening date of Part-A of the tender is on 27.03.2025 at 3.30 PM and opening of Part-B is on 00.00.0000 at 3.30 PM.
3. Part-A of the tenders will be opened in presence of the Bidders or their authorized representatives should they choose to be present. Only one representative of each Company/Agency will be allowed to be present during opening of Part-A of the Tender. Part-B of the tender will be opened only for the technically qualified tenderers in the presence of bidders or their authorized representative.
4. Part-A of the Tender will be opened first.
5. A designated Committee of the Bank shall screen the tender documents for the Company's /Agency's conformity to the laid down pre-requisites/ general conditions.
6. Only sealed and signed tenders on the prescribed format accompanied by the Earnest Money Demand Draft for Rs.2.00 Lakhs drawn in favor of **Chief Executive Officer, Cuttack Central Co-operative Bank Ltd.** payable at Cuttack shall be considered.
7. Incomplete, unsigned applications and applications without Earnest Money will be rejected.
8. Tenders with corrections and/ or overwriting are liable to be rejected, if these are not authenticated by one of the Directors/ authorized Signatory of the participants as the case may be.
9. The Earnest Money in respect of unsuccessful bidders will be refunded in due course. The Earnest Money of the successful bidder may be adjusted towards security deposit. The security deposit will be Rs.300000/- or 1% of the annual value of the contract of successful tenderer whichever is higher and must be deposited by the successful bidder in the shape of term deposit receipt obtained from Main Branch of CCB, Cuttack in favor of **Chief Executive Officer, Cuttack Central Co-operative Bank Ltd.** within 7 days (seven days) of receiving intimation from CCCB. The tenure of the fixed deposit should be at least one year and would have to be extended/ renewed if the contract is extended / renewed for the period of extension/renewal.
10. Part-B of the tender containing the "Price Bids" will be considered by Purchase Committee to open only those Companies/ Agencies who have fulfilled all the conditions laid down in the essential prerequisites, terms and conditions of the tender.

Signature with date and seal of the Bidder



11. Part-B of the tender containing the "Price Bid" will not be opened, in case the Company does not fulfill the requirements laid down for Part-A of the tender, such tenders will be rejected.
12. In the event of award of the contract, the successful bidders(s) shall not engage Sub- contractor(s) for the job awarded or outsource the manpower. The contract is non- transferable. The manpower to be engaged at the Bank's sites should be on the Company/ Agency payroll.
13. Tenure of the contract shall be for three years, which may be extended/ renewed further subject to satisfactory performance, after completion of three years contract period under the same terms and conditions.
14. All the statutory obligations as laid down with reference to the Company or its employees should be fulfilled by the successful company in terms of the relevant acts/ rules/ laws/ guidelines laid down by the Labour Department of the State Government and/ or any other Statutory Authority from time to time. The company shall abide by and comply with all the relevant laws and statutory requirements covered under Labour Act, minimum wages and contract labour (Regulation and Abolition Act, 1970).
15. EPF, ESIC and any other Government statutory payments, if any, with regard to the said personnel engaged by the Company/ Agency will be the responsibility of the Company to deposit on time with appropriate authority and it should provide details of documentary evidence to the CEO of **Chief Executive Officer, Cuttack Central Co-operative Bank Ltd.** along with monthly invoice.

Signature with date and seal of the Bidder



Section-2 Eligibility and Technical Evaluation Criteria

Sl.No	Eligibility Criteria	Documents to be Submitted
i	The agency should be an entity registered under relevant laws Indian Companies Act-1956/ Societies registration Act,1860	Copy of Registration Certificate/ Certificate of Incorporation etc to be submitted
ii	The agency should have valid registration with an Office at Bhubaneswar or Cuttack (Odisha)	Copy of shop & establishment registration certificate / GST regd. documentary proof of office address at Bhubaneswar or Cuttack (Odisha) to be submitted
iii	The agency should have provided manpower to public sectors undertaking/ Banks/ Cooperative Bank/ Central/ State Government Organization within last 10 years.	Work order / Contract copy/ Completion certificate to be furnished by the agency.
iv	The agency should have experience of handling one (01) project of value Rs.12.00 crores (Rupees Twelve crores) or two (02) projects of Rs 8.00 crores (Rupees Eight crores) or three (03) project of Rs 6.00 crores (Rupees Six crores) or six (06) project of Rs 3.00 crores (Rupees Three crores) each for manpower / watch & ward services/ security guard to any Govt Dept./ PSUs/ Banks etc.	Work order / Contract copy/ Experience certificate / Completion certificate to be furnished by the agency.
v	The agency should have an average annual turnover of at least Rs. 15.00 crores (Rupees Fifteen crores) during last FYs of 2021-22, 2022-23, 2023-24.	Information to be provided duly signed by CA with UDIN (on the basis of financial statements of respective FYs)
vi	The Company / Agency should have at least 400 manpower on roll for last three consecutive years in Central/ State Government Organization / public sectors undertaking/ Banks during consecutive period of last 03 years.	Work order/ Contract copy/ Completions Certificate to be furnished by the Agency.
vii	The agency has not been censured/ blacklisted/ banned/ barred/ disqualified/ prohibited by Govt of India or State Government of or any Bank / RBI/ IBA/ SEBI/ Any regulatory authority of any court of law or any statutory authority in last 10 years.	Self - Declaration should be submitted
viii	Earnest Money Deposits (EMD)	As mentioned Section-1 (Clause No-6)
ix	Copy of GST Registration	To be Submitted
x	Copy of EPF & ESIC Registration	To be Submitted
xi	Copy of PAN / TAN	To be Submitted
xii	Valid PSARA License of Odisha	To be Submitted

Signature with date and seal of the Bidder



S.N	Eligibility Criteria	Documents to be Submitted
xiii	Copy of valid Contract Labour Licences	The agency must have valid labour license obtained from central/ state labour authority for providing 100 numbers of manpower to any Govt Organization.
xiv	Last quarter GST return (GSTR-1, GST-3B)	To be Submitted
xv	Solvency Certificate not less than 50 lakhs	To be Submitted from Nationalized bank
xvi	Copy of valid ISO-9001:2015, ISO-18788:2015, ISO-14001:2015, ISO-45001: 2018	To be Submitted

Signature with date and seal of the Bidder



Section-3“Part-A” Technical Evaluation Criteria

3.1 Technical evaluation criteria: The eligible technical proposals will be evaluated based on the criteria given below and each proposal will be awarded a technical score. The maximum points marks to be given under each of the evaluation criteria are:

Sl.No	Criteria	Marks	Marking Method
1	Statutory& Other requirements	20	(Enclose documentary incorporation/ registration certificate)
1.1	Registration with PSAR Act and Labour Department of Odisha	4	* Registered with PSAR Act in Odisha-2 * Registered Labour Department of Odisha-2
1.2	Registration with EPFO, ESIC with copy of return // contribution	10	Copy EPF & ESIC (Payment confirmation with ECR)for last 2 months * Less than 5000 manpower – 5 marks * More than 5000 manpower -10 marks
1.3	Relevant Certificate	6	ISO:9001:2015, ISO:14001:2015-4 marks ISO:18788:2015,ISO:45001:2018-2 marks
2	Agency's Experience	55	(ENCLOSE SUITABLE DOCUMENTARY PROOFS)
2.1	Year of experience in providing manpower services as on last date of submission of proposal.	15	* 3-4 years of exp-5 marks * >4-10 years exp-10 marks * >10 years exp-15 marks
2.2	No of manpower deployed in watch & ward services/ security guards to any State/ Central Govt. Entity/ organization during last 3 years.	15	* 40-150 nos -5 marks * 151-250 nos-10 marks * 251-400 nos-15 marks
2.3	No of assignments/ projects awarded in watch & ward services/ security guards by any state/ Central Govt Dept/ Entity/ Organization / Depts.	25	* 1 Assignment-10 marks * 2 Assignment-15 marks * >5 Assignment -25 marks
3.	Agency's Financial capability	25	(ENCLOSE SUITABLE DOCUMENTARY PROOFS)
3.1	Average Annual Turnover during last three FYs i.e 2021-22, 2022-23, & 2023-24	15	* Rs 15.00 crores to Rs 30.00 crores-5 * >= Rs 30.00 crores to 50.00 crores-10 * More than 50.00 crores-15
3.2	Net Profit during last three FYs i.e 2021-22, 2022-23, & 2023-24	10	* Upto Rs 30 lakhs-5 marks * >= Rs 30 lakhs-10 marks

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Section-4 Regarding Security Guards Deployed :

1. The Company/ Agency shall deploy trained, efficient and capable security personnel i.e. Armed Guard, Lathi Security Guards and personnel of other category within the age group of 18-55 as required by the Bank from time to time possessing the following educational qualification.

a. Security Armed Guard (Civilian)-Matriculation pass /fail.

b. Security Lathi Guard-Matriculation pass/fail.

2. The security personnel with Arm and Security personnel should normally have the following minimum physical standards.

- | | | |
|--------------|---|-------------------------------------|
| a) Height | = | Minimum 5'6" |
| b) Chest | = | Minimum 31 ' /"-33 ' /" |
| c) Weight | = | At least 55 Kgs. |
| d) Eye Sight | = | Without glass, visual standard 6/6. |

3. The Company/ Agency shall have to submit the attested copy of valid Gun License in respect of the Armed Security Guard to be deployed by the company.

4. The security personnel once engaged in the Bank by the Security Agency shall be changed only with prior intimation of 7 days to the Bank.

5. A Coordinating Officer name may be given by the company for supervision/coordinating of the activities of the personnel deployed. He will keep contact with the Premises Officer/ Branch Managers in order to render and maintain the highest standard of service. He shall check the attendance and performance of duties of the security personnel and issue written instruction in respect of their duties as and when required under intimation to the Bank.

6. The Company / Agency selected shall provide at their cost the followings to the personnel(s) to be deployed in the Bank.

- a. Well-fit uniform with name plate/ identity card
- b. Guns (single double barrel) with cartridge to all Armed Security Guards
- c. Lathi (s) to all civilian security guards.

7. The Agency shall submit the following documents for verification in respect of the security personnel with Arm/Lathi deployed in the Bank to be returned after verification

- a. The valid Gun License of the Armed Security Guard
- b. School/ College Leaving Certificate evidencing age.
- c. Copy of self-attested Aadhar Card.
- d. Medical Fitness Certificate
- e. Police Verification

8. The normal working hour for the security personnel is 8 (eight) hours a day. The Agency need to provide round the clock Armed Security Guard service to Head Office only and the other branches during general shift i.e. 9 am to 5pm. The duty timing of the security lathi guard shall be during night time i.e. 10pm to 6am.

9. The Company/ Agency shall ensure that the security personnel remain in uniform during duty hours and perform sincerely.

Signature with date and seal of the Bidder



10. The security personnel shall not leave the Bank premises during duty hours and no wages shall be paid by the Bank's in such event.

11. If services of any security personnel are found unsatisfactory, the Agency shall replace the same immediately after receipt of report from the Bank.

12. The Agency shall organize medical examinations of all the security guards before initial deployments which will be repeated on year basis. Any person found to be medically unfit or unsuitable shall have to be removed by the Security Agency from the services and suitable replacements shall have to be arranged forthwith.

13. The agency shall arrange to issue identity cards to all security guards deployed, which has to be produced for inspection as and when required by CCCB and/ or suitably displayed.

14. Every efforts must be made by the agency to deploy security guards of known antecedents only and it may be noted that the Security Agency shall be held responsible for all misdeeds of its staff.

Section-5 Payment Terms and Time Schedule for Deliverables

1. Payments shall be paid as per Minimum Wages Act of Govt of Odisha along with service charge on monthly basis on receipt of complete and correct invoice from the Agency. The applicable GST will be paid over and above.
2. The Company / Agency shall prepare the monthly bill of the personnel deployed in the Bank on the basis of absentee statement furnished by the Premises Officer and concerned Branch Managers.
3. The Bank shall pay professional charges for the security and other personnel deployed by the Agency, which includes P.F and ESI (both employee + employer's share), ESI contribution and other statutory payments / contributions if any as per rules.
4. In case of any security lapses including absence in duty penalty shall be imposed @ 5% of the total monthly bill of all the security personnel deployed in the Bank. In case of any losses (theft, burglary etc) caused to the Bank by the Security Agency the Bank shall have the right to impose penalty to the extent of 2(two) times of the losses, to be recovered from the dues payable to the security agency (i.e monthly bill and security deposit). Besides, the Bank may take any other step as would be proper as per law.
5. Minimum Wages will be revised during the period of the contract in accordance with Dearness Allowance revised from time to time by the Labour Commissioner as per the provisions of Minimum Wages Act, 1948. Accordingly, EPF/ ESI will also be paid as per the revised rates.

Signature with date and seal of the Bidder



Force Majeure:

If at any time during the currency of the contract, either party is subject to force majeure, which can be termed as civil disturbance, riots, strikes, tempest, act of God etc which may prevent either party to discharge his obligation, the affected party shall promptly notify the other part about the happening of such an event. Neither party shall by reason of such event be entitled to terminate the contract in respect of such performance of their obligations. The performance of any obligations under the contract shall be resumed as soon as practicable after the event has come to an end or ceased to exist. If the performance of any obligation under the contract is prevented or delayed by reason of the event beyond a period mutually agreed to if any of seven days, whichever is more, either party may at its option terminate the contract.

Obligation of the Company:

The Company/ Agency shall ensure full compliance with tax laws and other applicable laws of India with regard to this contract and shall be solely responsible for the same. The Company / Agency shall submit copies of acknowledgements evidencing filing of returns every year and shall keep the Bank fully indemnified against liability of tax, interest, penalty etc. of the company in respect thereof, which may arise.

Dispute Resolution:

- a. Any dispute and or difference arising out of or relating to this contract will be resolved through joint discussion of the authorized representatives of the concerned parties. However, if the disputes are not resolved by joint discussions then the matter will be referred for adjudication to a sole Arbitrator to be narrated /designated by both the parties.
- b. The award of the sole Arbitrator shall be final and binding on all the parties. The arbitration proceedings shall be governed by Indian Arbitration and Conciliation Act, 1996 as amended from time to time.
- c. The cost of arbitration shall be borne by the respective parties in equal proportions. During the pendency of the arbitration proceeding and currency of contract, neither party shall be entitled to suspend the work/ service to which the dispute relates on account of the arbitration and payment to the company shall continue to be made in terms of the contract. Arbitration proceedings will be held at Bhubaneswar only.

Jurisdiction of the Court:

All dispute arising out of this agreement, if any, between the parties shall be subject to the exclusive jurisdiction of the Court of Cuttack.

Signature with date and seal of the Bidder



Annexure-III

Technical Proposal Submission Letter (On letterhead of the Agency duly stamped and signed)

Date:

To:

Chief Executive Officer
Cuttack Central Co-operative Bank Ltd
Nimchouri, Cuttack

Subject: Deployment of Armed Security Personnel & other Manpower services under Cuttack Central Co-operative Bank Ltd.

Dear Sir,

We are submitting our Technical proposal with reference to your RPF No. 4997 Issued dated 06.03.2025. We have examined all terms and conditions of the Tender Documents and understood the Scope of Work. Our proposal is unconditional and binding upon us, subject only to the modifications resulting from technical discussions in accordance with the proposal.

We declare that:

1. We have examined and have no reservations to the RFP, including any provided in the Proposal Addendum/ Corrigendum issued by CCCB and we do not have any conflict of interest in accordance with the terms of RFP.
2. We acknowledge that CCCB will be relying on the information provided in the proposal and the documents accompanying the proposal for selection of the Agency, and we certify that all information provided in the Proposal and in the supporting documents is true and correct and all documents accompanying such proposal are true copies of their respective originals.
3. We shall make available to CCCB any additional information it may deem necessary or required for supplementing or authenticating the Proposal.
4. We acknowledge the right of CCCB to reject our Proposal without assigning any reason or otherwise and hereby waive our right to challenge the same on any account whatsoever.
5. We have not directly or indirectly or through an agent engaged or indulged in any corrupt practice, fraudulent practice, coercive practice, undesirable practice or restrictive practice, in respect of any tender or request for proposal issued by or any agreement entered into with CCCB or any other public sector enterprises or any Government, central or State.
6. We agree and understand that the proposal is subject to the provisions of the RFP documents. In no case shall we have any claim or right of whatsoever nature if the consultancy for the project is not awarded to us or our proposal is not opened or rejected.

Yours Sincerely,

Authorized Signature:

Name and Title of Signatory:

Name of Firm and Address:



PART-A
TECHNICAL BID
(Company Profile)

Annexure-IV

1. Name of the Organization:
2. Date of incorporation and year of establishment:
3. Address of Regd. Office:
4. Communication details of Contact Official (s) i.e. Name, Phone Number (Landline) and Mobile Number, FAX Number, Email Address.
5. Company Registration Number under Companies Act, 1956:
6. Valid License Under Private Security Agency (Regulation) Act, 2005: (Validity should be more than one year)
7. Goods & Service Tax Registration Number (GST):
8. Company's PAN/TAN Number:
9. EPF Registration Number:
10. ESIC Registration Number:
11. Labour Department Registration Number :
12. Valid Labour Licence No:
13. Annual Turn over for 2021-2022
Annual Turn over for 2022-2023
Annual Turn over for 2023-2024
14. Average turn over for last 3 years (01.04.2021 to 31.03.2023) (certificate from Chartered Accountant with UDIN)
15. Name and address of the Banker.
16. Earnest Money Deposit details : DD No..... Date.....
17. Solvency Certificate bfor atleast Rs. 30,00,000/- from Revenue Department of Govt of Odisha.
18. Proof of having armed firing range practice from last 3 years
19. Any other information considered relevant.

Note: Copies of documentary proof should be enclosed along with this Annexure.

Signature with date and seal of the Bidder



Not penalized or Found Guilty in any Court of Law
(An Affidavit must be provided)

Date:

DECLARATION-CUM-CERTIFICATE

TO WHOME SO EVER IT MAY CONCERN

This is to certify that our agency has not been censured/ blacklisted/ banned/ barred/ disqualified/ prohibited by any govt dept of Govt. of India or any state Government or any Bank / RBI/ IBA/ SEBI/ any regulatory authority or any court of law including NCLT/ NCLAT or any quasi-judicial authority or any other statutory authority even for a single day. Further, this is to certify that _____ does not have any legal, civil, criminal, taxation and other cases pending against _____ that any have any impact affecting or compromising the delivery of services required.

Authorized Signature:

Name and Title of Signatory:

Name of Firm and Address:

Signature with date and seal of the Bidder



Details of Providing more than 40 Nos manpower in watch & ward services/ security guard to any Nationalized/ Scheduled Co-Operative Bank / govt organization in a Single Contract in last 3 Consecutive Period

Sl No.	Name of the Bank/ Address/ Name of the designated Officer/ Mobile No./ Email ID	Period of Contract	Nos of Manpower Deployed

Signature with date and seal of the Bidder



Details of Past Experience of Agency

Give details of relevant work undertaken.

Supporting documents to be provided for the experience shown.

Sl No	Name of the Organization with Address	Type of Organization (Govt/PVT/Others)	Contact person (Name,Email Designation, phone no)	Duration (Start, End date)	No of manpower deployed	Total value of Contract (Rs. lakh)	Remarks

Signature with date and seal of the Bidder



Financial details of the Agency

Sl No.	Financial Year	Annual Revenue of the Agency	Net Profit of the Agency (INR)
1.	2021-2022		
2.	2022-2023		
3.	2023-2024		

Supported by relevant BS and P&L statements duly sign by CA

Signature with date and seal of the Bidder



**PART-B
PRICE BID**

Annexure-IX

1.Name of the ServiceProvider:

2.Rate Per person per month (8 hours per day) inclusive of all statutory liabilities, taxes, levies, cessetc:

Sl. No.	Category of Manpower	Monthly Rate per person						
		Basic Wage Per Month	EPF @ 13%	ESI @ 3.25%	OtherStatutorydues/ allowances if any	Service charge on % (On basic wage per month)	GST as per rule on (3+4+5+6+7)	Total per person per month including GST
1	2	3	4	5	6	7	8	9
1	Armed Security Guard							
2	Lathi Security Guard							
3	Office Attendant							

- Basic Wage per person as applicable Category wise should not be less than Minimum Wages Act of State LabourDept. (30 days service)
- The rate of EPF ESI & GST must be quoted as per prevailing rates prescribed byGovernment
- The bidder having lowest quoted rate will be declared as L1 bidder. If more than one bidder quotes the same rate then the bidder having higher mark will be awarded with the contract. If their marks also become equal then the bidder having higher turnover will be awarded with the contract.
- Wrong computation of the total per person will liable to berejected.

Date:

Signature of authorizedperson

Full Name:

Office Seal:

Place:

Notes:

1. The acceptable % of the service charge in the price bid must be between 3.85% to 7% as per Finance Dept, Govt of Odisha. As clarified by the Government, there will be not any **ZERO** service charges or negligible service charges which are against fair play and suspected with hidden cost. Hence such quotations are liable to be rejected.
2. The tendering agency have to explain in details the means they will adopt to utilize their service charge to meet all the contingencies in accordance with the labour law presently in vogue required for their outsourcingservice.
3. Outsourced personnel are to be engaged by the service provider and authority/Government will not be liable for giving them contractual/permanent service in future. Such engagement by the service provider is absolutely temporary in nature and can be terminated at any time if deemed fit by the authority.

Signature with date and seal of the Bidder

