

ଗଣିତ ଓ ପ୍ରୟୋଗ ପ୍ରତିଷ୍ଠାନ
INSTITUTE OF MATHEMATICS & APPLICATIONS
(Science & Technology Department, Govt. of Odisha)
Andharua, Bhubaneswar-751029. Website: <https://www.iomaorissa.ac.in>

Letter No: IMA/ 62 / 951 /2024

Date: 21.10.2024

Tender Call Notice

Sealed tenders are invited under two bid systems from reputed registered firms possessing valid license under contract labour act having at least **five** years of experience in the field of providing security service, office attendant, gardening, sweeping and cleaning for a period of one year on out source basis. The firm should have been enlisted in the panel list of Commissionerate Police of Bhubaneswar. The tender should reach to **the Director, Institute of Mathematics and Applications, Andharua, Bhubaneswar, pin-751029** by **2 P.M. of 13.11.2024** by **Speed post/ Registered post only**. The tenders will be opened on the next day at **11.30 A.M.** in the presence of tenderers or their representatives. The details of the requirement have been mentioned in the tender paper. The tender papers can be obtained between **11:30 A.M to 5:00 P.M.** on any working days from **23.10.2024 to 13.11.2024 (1:00 P.M.)** on payment of **Rs 4000.00 (Rupees four thousand only)** in shape of Demand Draft in favour of **Director, IMA, Bhubaneswar payable at Bhubaneswar** towards cost of tender paper. The authority reserves the right to reject any or all tenders without assigning any reason thereof. For more details please visit IMA website: www.iomaorissa.ac.in., Tender papers can also be downloaded from website and be submitted in complete form in all respect within stipulated time period. Any incomplete application be summarily rejected without assigning any reason thereof.

The following may be noted by the bidders who are interested to bid for the same.

1. Each tender should accompany with Earnest Money Deposit of **Rs. 1, 80,000.00 (Rupees one lakh eighty thousand only) in shape of DD drawn in favour of Director, IMA, Bhubaneswar payable at Bhubaneswar.**
2. The firm is required to have average of turn over Rs.5 crores during the last three years. Yearly Bank Certificate towards receipt of fund as evidence may be submitted. Profit & Loss account (Income, expenditure & balance sheet) duly certified by Chartered Accountant may be submitted. In case the tender papers are downloaded from the website then requisite tender paper cost of **Rs 4000.00 (Rupees four thousand only)** in shape of Demand Draft in favour of **Director, IMA, Bhubaneswar** payable at Bhubaneswar be submitted alongwith Bid.
3. Firm quoting unreasonably no service charge or less than minimum or more than prescribed service charge is liable for rejection.

Existing Requirement of Manpower

Sl.No	Post/Designation	No. of personnel required	Wage Category
1	Security Supervisor	01	Skilled
2	Horticulture Supervisor	01	Skilled
3	Security Guard	20	Semi-Skilled
4	Gardener labourer	08	Un-Skilled
5	Sweeper	08	Un-Skilled
6	Office Attendant	02	Un-Skilled
7	Asst. Librarian	01	(Contractual)

However, the number may be increased/decreased as per requirement.

Bidders are required to submit the technical and financial bids separately. The bids in Sealed Cover-I containing “Technical Bid” and Sealed Cover-II containing “Financial Bid” should be placed in a third sealed cover superscribed “Bid Document for providing services of above mentioned manpower on outsourcing basis.

The bidder may read the clause contractor’s obligation of the tender in addition to “The Service Provider should provide machinery/equipment such as grass cutter, trimmer etc.to be used for the gardening work.” IMA will not bear any cost for the purpose.

**Sd/
REGISTRAR**

Memo No. IMA/62/ 953 /2024, dated:21.10.2024

Copy to the System Analyst, IMA for posting the same in the Institute web site for wide publication.

Sd/
REGISTRAR

Memo No. IMA/62/ 954 /2024, dated:21.10.2024

Copy to Under Secretary to Govt. Science & Technology Department, Govt. of Odisha for circulating the Tender Call Notice in the Notice board of the Department for wide circulation.

Sd/
REGISTRAR

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INSTITUTE OF MATHEMATICS AND APPLICATIONS (IMA)
(Established by the Govt. of Odisha)
Andharua, Bhubaneswar-751029
(Under Science & Technology Department)

ELIGIBILITY CRITERIA

- 1** The agency should be registered under Company Act, IGR, Govt. of Odisha Partnership Act 1932/ Indian Trust Act, 1882/Societies Registration Act 1860/ Limited Liability Partnership Act 2008.
- 2** The agency should be registered under appropriate authority of the State/Central Govt. and must possess required valid licenses, registration for providing security/manpower service.
- 3** The Registered office or one of the local branch offices of the manpower service providers should be located in Bhubaneswar under the jurisdiction and have certificate from appropriate authorities i.e. Municipality /DIC/Service tax/DLO.

**Sd/
REGISTRAR**

CRITERIA FOR SELECTION

- a) The turnover of the bidding firm will be one of the criteria to be taken into consideration. The average turnover of the bidders during last three years must be minimum of Rs. 5 Crore. (copy of profit loss, Balance Sheet duly certified by Chartered Accountant firm be submitted for 2020-21, 2021-22, 2022-23, to justify the average turnover, bidder must produce a statement/ certificate from the bank. The **(form T1)** in this regard must be filled up.
 - a). Firms/Bidders must produce proof of providing at least minimum 50-100 number of similar manpower service to Govt./ Semi Govt./ Similar type of offices(per office)on outsourcing basis to minimum two offices during last three years of service. Copy of proof of work order along with deposit of EPF/ESI (Return) of last three years must be submitted in this regard.
 - b). Volume of payment of statutory dues like EPF, ESI and Goods & Service Tax of bidding firms shall be taken into consideration for which bidding firms are required to furnish all the documentary evidence in support of their payments of statutory dues (EPF, ESI & GST) of last one year of at least three Government offices/similar offices.
 - c). Copy of work order obtained must be submitted for last three years of Govt. or similar type of offices.
 - d). Proof of providing security guards to the Educational Institutions/Universities and Research Organization may be submitted (work order of last three years).
 - e). The agency should not have been blacklisted by any Central/State Govt. 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)**
 - g) The agency 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)**
 - h) Performance certificate from any two offices (Govt. or similar offices) of last one year (2023-24) must be submitted in original in the given format **Form T4)**
 - i) Other statutory documents like copies of PAN, GSTIN, Copies of EPF & ESI Registration Certificate, It returns for the last 3 assessment years must be submitted.
2. The rates should be quoted taking into consideration the following aspects:
- a) The rates may be based on Minimum Wages Act as fixed by Government of Odisha from time to time. Recent circular of Labour Department may be followed in this regard. .
 - b) The rates must include all applicable statutory liabilities payable to the engaged personnel.
 - c) Price should be mentioned component wise such as details of wages structure, EPF, ESI and service charges of the firm and applicable taxes (GST) etc.

**Sd/
REGISTRAR**

DOCUMENTS TO BE SUBMITTED WITH THE TENDER

- 1** Documentary proof of 3 years of experience in providing manpower service to the State Govt. /Central Govt. department/PSU/Educational Institution/University on similar work.
- 2** Copy of Bank Statement containing transactions made during the last three years i. e 2021-22, 2022-23, 2023-24. Copy of PAN/GIR card must be in the name of the organization. Profit & Loss account/Balance Sheet of the firm/agency duly certified by Chartered Accountant
- 3** Copy of the IT return filed for the last three financial years, i. e 2021-22, 2022-23, 2023-24 (i. e Assessment Year 2021-22, 2022-23, 2023-24,).
- 4** Copy of Goods and Service Tax registration certificate with latest return.
- 5** Copies of EPF and ESI registration certificate and GST Certificate.
- 6** Copies of EPF electronic challan return (ECR) and remittance slip showing total no. of persons deployed.
- 7** Gratuity Act Registration No.
- 8** Date of obtaining ISO 9001-2008 certificate and its period of validity, if any.
- 9** Copy of Home Department License (PSARA) for providing security service.
- 10** Copy of ESI return as on March 2024 and e-challan of ESI should be latest.
- 11** Copies of the Audited Statement of accounts (Balance Sheet, Profit & Loss A/C etc.) for the Financial Year 2021-22, 2022-23, 2023-24.
- 12** Average turn over of last three years in Form T1
- 13** An affidavit mentioning that he/she/firm/company/HUF has not been blacklisted by any Govt. organization/undertaking or that no criminal or vigilance case is pending. (Form T2 and Form T3)
- 14** Performance Certificate **Form T4**
- 15** Format of wages structure
The firms need to provide their client list for the last three years. The contact numbers of the offices where the firm has supplied the manpower for the current year may be provided.

**Sd/
REGISTRAR**

TENDER DOCUMENT FOR SECURITY SERVICE AND GARDENING

Tender No. :

Period of Sale of Tender Document : 23.10.2024 to 13.11.2024(1:00 P.M.)

Last date and time of submission of tender : 13.11.2024, 2 P.M.

Date and Time of Tender opening : 14.11.2024 at 11.30 P.M.

Cost of Tender Document :Rs. 4000.00

Sold to M/s-

.....

.....

DD. No...../Dt..... Name of Bank

The tender document contains total pages.

**Sd/
REGISTRAR**

**TENDER DOCUMENT FOR PROVIDING SERVICES OF SECURITY, GARDENING, SWEEPING, ASST. LIBRARIAN
OFFICE ATTENDANT**

Sealed tenders are hereby invited from reputed registered contractors holding valid license under Contract Labour (Regulation and Abolition) Act for the work of providing **SECURITY SERVICE, ASST. LIBRARIAN, OFFICE ATTENDANT, GARDENING AND SWEEPING to Institute of Mathematics And Applications, Andharua, Bhubaneswar on job contract basis**. The tender document signed by the eligible contractors along with Earnest Money Deposit (EMD) of **Rs. 1, 80,000.00(Rupees one lakh eighty thousand only)** in shape of bank draft drawn in favour of **Director, IMA, Bhubaneswar** may be submitted in a sealed cover superscribing "**Tender for Security Services, Office Attendant, Gardening, Sweeping and Cleaning**" to the undersigned latest by **2:00 P.M. of 13.11.2024**.

The tenders will be opened on the next day at **11.30 A.M.** in the presence of Tenderers or their authorized representatives (**one person only**). Incomplete tenders or tenders without EMD and tenders received after **2:00 P.M. of 13.11.2024** will be summarily rejected.

The registered contractors under the provision of Contract Labour (Regulation and Abolition) Act shall only be eligible to get this contract provided there is no legal or any other bar against the Contractor in this respect. The contractor shall be solely liable for any violation of the provisions of the said Act or any other Act.

Director, Institute of Mathematics And Applications reserves the right to reject/accept any or all the tenders without assigning any reasons thereof.

1.0 Scope of Work

The contractor shall provide

- (i) Security services as mentioned in the enclosed **Annexure-A**
- (ii) Gardening and Sweeping services as mentioned in the enclosed **Annexure-B**.
- (iii) Office attendant in the enclosed **Annexure-C**.
- (IV) Asst. Librarian in the enclosed **Annexure-D**.

Before submitting the tender, the tenderer should inspect the site/location for nature of the work, working condition etc. required for satisfactory execution of contract. No claim whatsoever for any alleged ignorance thereof under any circumstances after the award of the contract will be accepted.

2.0 Duration

The duration of the contract shall be initially for a period of one year from the date of commencement of the work. The contract may be extended in such terms and conditions as are mutually agreed upon. Institute of Mathematics And Applications, Bhubaneswar will have sole discretion to extend or terminate the contract at any time without assigning any reason thereof.

3.0 Quotation

- 3.1 The contractor should quote a lump sum monthly amount for the services to be provided as per the details given in **Annexure-A, Annexure-B, Annexure-C, Annexure-D** and with detailed break up in **Annexure-E**.
- 3.2 Except quoting the rates and amount, the tenderer should not attach any conditions or make any changes, additions, alterations and modifications in the tender. Tenderers who are desirous to offer rebate, the same should be brought out separately in the covering letter and submit along with the tender. Conditional tender will be summarily rejected.
- 3.3 Except quoting the amount the contractor should keep in view that:
 - (a) Payment on account of enhancement/escalation charges on account of revision in wages by the appropriate Government shall be payable by IMA to the contractors.
 - (b) IMA shall reimburse the amount of service tax, if any paid by the contractor to the concern authorities on account of the services rendered by him. This reimbursement shall be admissible on production of proof of deposit of the same by the contractor.
The tenderer must ensure that the wages to be paid to the workers engaged against the contract should be in consistence with **minimum wage act amended from time to time by the Govt. of Odisha**.

4.0 Income Tax

Income Tax applicable, if any, as per income tax rules shall be deducted from the monthly charges of the contractor.

5.0 Earnest Money

The contractor shall furnish to the Director, Institute of Mathematics And Applications, Bhubaneswar an EMD of **Rs. 1, 80,000.00(Rupees one lakh eighty thousand only)** in shape of Demand Draft **in favour of the Director, IMA, Bhubaneswar** payable at Bhubaneswar.

6.0 Indemnity

- 6.1 The contractor shall keep the IMA, Bhubaneswar indemnified against the entire claim whatsoever in respect of the employees deployed by him/her. In case any employee of the contractor so deployed enters in dispute of any nature whatsoever, it will be the **primary responsibility of the contractor to contest the same**. In case IMA is made party and is supposed to contest the case, the actual expenses incurred towards counsel fee and other expenses will be reimbursed from the contractor by IMA, and the contractor shall ensure that no financial or any liability comes on the IMA in this respect of any nature whatsoever and shall keep IMA indemnified in this respect.
- 6.2 The contractor shall further keep the IMA indemnified against any loss to IMA property and assets. The IMA shall have further right to adjust and/or deduct any of the amounts as stated above from the payment due to the contractor under his contract.

7.0 Agreement

The contract agreement is to be signed by the contractor which will be taken as the date of the commencement of the work. The Earnest Money shall be forfeited if the contractor fails to execute the agreement within the specified period as per the letter of award.

8.0 Contractors Obligation

- 8.1 The IMA shall have the right, within reason, to have any person removed that is considered to be undesirable or otherwise and similarly the selected security agency reserves the right to change the personnel with prior intimation to the IMA, (emergencies exempted).
- 8.2 The selected Service Provider shall cover personal accident and death while performing the duty of its deployed security personnel.
- 8.3 The EPF contributions of staff claimed by the Service provider will be paid for each personnel after the Service Provider Agency submit Provident fund deposit slips for the respective staff/personnel for the last month.
- 8.4 The selected Service Provider agency shall execute a contract for a period of one year on non-judicial stamp paper of **Rs 100/-(Rupees One hundred)** and deposit a security deposit amount of **Rs 4,50,000.00(Rupees four lakh fifty thousand only)**. However, the authority reserves right to terminate the contract on serving 30 (thirty) days' notice. The selected agency shall deploy the required number of personnel within 7 days of receipt of the order.
- 8.5 Any legal dispute out of this contract/order would be dealt within the jurisdiction of Bhubaneswar Court only.
- 8.6 The number of different types of security personnel will be about **01(one)** Security Supervisor, **20 (twenty)** no.s security guards including **03 (three)** no.s lady security guards, **1 (one)** Horticulture **08 (eight)** no.s of garden worker, **08 (eight)** no.s of sweepers and **02 (two)** office attendants and **1 (one)** Asst. Librarian. However, the security agency has to provide additional manpower as and when required by the Institute.
- 8.7 The contractor shall obtain a valid license under the contract labour (Regulation and Abolition) Act before the commencement of work and shall continue to have the same till completion of the contract. The contractor shall also maintain all statutory records as may be required from time to time under the said act and furnish the same for verification by the employer/labour authority as and when required. The contractor shall also abide by the provision of the Child Labour (Prohibition and Regulation) Act and will not employ any labour below the age of 18 years.
- 8.8 For performing security duties the contractor should deploy well trained persons. The contractor shall ensure that persons are punctual and disciplined and remain vigilant in performance of their duty. The contractor shall engage medically and physically fit persons preferably below the age 50 years and above 18 years.
- 8.9 Uniforms, lathies to be supplied to the persons deployed at the cost of the contractor. The seasonal equipment such as jerseys in winter and rain coats, umbrella in monsoon shall also be provided by the contractor at his own cost and IMA shall have no liability whatsoever on this account.
- 8.10 The persons deployed by the contractor for the services mentioned above shall be the employees of the contractor for all intents and purpose and that the person so deployed shall remain under the control and supervision of the contractor and in no case shall have a relationship of "Employer" between the said person and IMA shall accrue/arise implicitly or explicitly.

- 8.11 In case of any of the person deployed by the contractor does not come upto the mark or does not perform his duties properly or indulges in any unlawful, disorderly conduct, the contractor shall immediately withdraw and take suitable action against such persons on the report of IMA in his respect. Further, the contractor shall immediately replace the particular persons so deployed on the demand of IMA.
- 8.12 The contractor shall at his own cost, if required take the necessary insurance cost in respect of the aforesaid service rendered to IMA, Bhubaneswar and shall comply with the statutory provision of contract labour (Regulation and Abolition) Act, Employees State Insurance Act, Workman's Compensation Act, 1923, Payment of wages Act 1936, Employees Provident Fund and Miscellaneous Provision Act, 1952, Payment of Bonus Act, 1965, Minimum Wages Act, 1948, Employer's Liability Act, 1938, Employment of Children Act. 1938 and/or any claims, demand/loss injury and expense arising out from the noncompliance of the aforesaid statutory provision. Contractor's failure to fulfill any of the obligations here under and/or under the said Acts. Rules/regulations and/or any byelaws/ rules framed under any of these, IMA, Bhubaneswar shall be entitled to recover any of such losses or expenses which it may have to suffer or incur on account of such claims, demands, loss or injury from the contractor's monthly payments.
- 8.13 It is mandatory for the contractor to deploy the persons at IMA with ESI & EPF contribution. The contractor shall submit the proof of having deposited the amount of contribution claimed by him on account of ESI & EPF towards the persons deployed at IMA, Bhubaneswar in their respective names before submitting the bill for the subsequent month. In case the contractor fails to do so, the amount claimed against the persons deployed without ESI & EPF contribution shall not be paid by IMA.
- 8.14 The contractor shall take all reasonable precautions to prevent any unlawful disorderly conduct to acts of his employees and ensure preservation of peace and protection of property of IMA, Bhubaneswar.
- 8.15 The contractor shall particularly abide by the provisions of Minimum Wages Act, 1948 with rules 1950 framed there under as amended from time to time on the rates, terms and conditions etc.
- 8.16 The contractor shall deploy his persons in such a way that they get weekly rest. The working hours/leave for which the work is taken for them do not violate relevant provisions of Shops and Establishment Act. The contractor should follow the provisions of the other labour laws including the provision of Contract Labour (Regulation & Abolition) Act, 1970 as amended from time to time along with the persons in his employment shall have due regard to all recognized festival days of rest.
- 8.17 The contractor is liable to pay annual bonus to the eligible worker as per the provision contained in relevant labour laws.

9.0 Penalties/Liabilities

In case the contractor violates any of the terms and conditions of the agreement and commits any fault or their services are not upto the satisfaction of IMA, a penalty leading to the deduction up to a maximum of Rs.10% of total amount of bill for a particular month will be imposed.

10.0 Termination of Contract

- 10.1 The contract shall be terminated on any of the following contingencies:
- a. On the expiry of the contract as stated above.
 - b. By giving one month's notice by IMA, Bhubaneswar.
 - i. Committing breach of any of the terms and conditions of this agreement by the contractor.
 - ii. Assigning the contract or any part thereof to any sub-contractor by the contractor without written permission of the IMA.
 - iii. On contractor being declared insolvent by the competent Court of Law.
- 10.2 During the notice period of termination of the contract in the situation contemplated above, the contractor shall keep on discharging his duties as before till the expiry of notice period.
- 10.3 On termination of the contract on any ground whatsoever, it shall be the duty of the contractor to remove all the persons deployed by him and he should ensure that no persons create any disruption / hindrance/ problem of any nature for the IMA.

11.0 Arbitration

- 11.1 In the event of any question of dispute/difference arising under the contract or agreement or in connection therewith (except as to the matters the decision of which is specially provided under the agreement) IMA, the award of arbitrator shall be final and binding on the parties.
- 11.2 Subject to the aforesaid provision, the Arbitration and Conciliation Act, 1996 and the rules made there under and by modification thereof from time to time being in force shall be deemed to apply to the arbitration proceedings under this clause.

11.3 The contract agreement is subject to the outcome of court case pending before the Civil Judge (Jr. Division), Bhubaneswar between some contract workers and other and the IMA.

12.0 Validity of Tender

Tender submitted by the contractor shall remain valid for 90 days from the date of opening for the purpose of acceptance and award of work and validity beyond 90 days shall be by mutual consent.

The Director, IMA, Bhubaneswar does not bind himself to accept the lowest tender or any other tender and reserves to himself the right of accepting the whole or any part of the tender without assigning any reasons thereof and the tenderer shall be bound to comply with the same at the rates quoted.

Canvassing in any form in connection with the tender is prohibited and the tenders submitted by the contractors who resort to canvassing are liable for rejection.

Signature of the Tenderer

REGISTRAR, IMA

ANNEXURE-A

Contractor's scope of work shall consist of providing security services as detailed below:

- i. To keep strict watch and ward of the land and properties of the IMA, Bhubaneswar round the clock.
- ii. Guarding at various points in 3 shift duty of 8 hrs duration round the clock, blowing whistle to indicate/aware the alertness, checking of various gates, doors, parking areas and areas including campus, patrolling etc.
- iii. The personnel should be well behaved and cordial to the visitors and they should not be misbehaving with the students, teachers & staff of IMA.
- iv. The total number of points which are required to be manned by the security guards of the service provider in different shifts are details below:
 - a. Main Gate
 - b. Academic Buildings both wings
 - c. Administrative Building.
 - d. Hostels (old and New)
 - e. Computer Laboratory.
- v. The contractor should make provision for appointment of one supervisor to supervise the duties of the security guards without any extra burden to IMA, Bhubaneswar.

I/We hereby agree to abide by the above terms and conditions.

Date:.....

Signature:

Place:.....

Name/Address:

Tel. No.:

ANNEXURE-B

Contractor's Scope of Work shall consist of providing gardening and sweeping services as details below:

- i. To keep lawn/garden of the IMA, Bhubaneswar as a whole with utmost beauty at par with the best standard of the Government/Public/Private Sector of the State.
- ii. The lawn of the office building, hostel premises should be well maintained by watering, cutting, pruning the hedges, plants, grass, putting seasonal flower plants and as per requirement by the garden in charge/the Authorities of IMA.
- iii. The Lawn of IMA in general should be maintained by putting pesticides, manures, composts as per requirement.
- iv. Main Entrance and Parking areas will be maintained neat and clean to the best satisfaction of authorities.
- v. The Academic Buildings, Administrative Buildings, Toilets, Hostels, Roads etc. will be cleaned daily/regularly up to the satisfaction of the authorities.
- vi. The dustbins placed at different places will be cleaned daily/regularly.
- vii. To take other miscellaneous cleaning work as desired by the IMA management from time to time.
- viii. The personnel should be well behaved and cordial to the students, staff and trainees visiting to the campus and should not be misbehaving with the students and teachers in an academic place and a Centre of Excellence.

I/We hereby agree to abide by the above terms and conditions.

Date:.....

Signature:

Place:.....

Name/Address:

Tel. No.:

ANNEXURE-C

Contractor's Scope of Work shall consist of providing office attendant services as details below:

- i. To carry teaching aids & instruments to/from class rooms and keep the Blackboard/white board etc. clean.
- ii. To do photo copying, training documents/papers/circulars/notices from one section to other to which he is attached, whenever necessary.
- iii. To help in distributing & collecting study materials to and from the students and faculties.
- iv. To circulate notices & circulars in the class rooms and to fix the same on the noticeboards whenever necessary.
- v. To clean library books and journals in the stack and almirah.
- vi. To take other miscellaneous office work as desired by the IMA management from time to time.
- vii. The personnel should be well behaved and cordial to the students, staff and trainees visiting to the campus and should not be misbehaving with the students and teachers in an academic place and a Centre of Excellence.

I/We hereby agree to abide by the above terms and conditions.

Date:.....

Signature:

Place:.....

Name/Address:

Tel. No.:

ANNEXURE-D

Contractor's Scope of Work shall consist of providing Ass. Librarian services as details below:

1. Assist patrons with reference and research services, including locating materials, accessing databases, and answering inquiries.
2. Maintain the library collection by organizing and shelving books, periodicals, and other materials accurately and efficiently.
3. Perform cataloguing and classification of library materials using the Dewey Decimal System or other established systems.
4. Assist in developing and implementing library programs and initiatives, such as book clubs, author visits, and educational workshops.
5. Administer and manage the library's circulation system, including issuing library cards, checking materials in and out, and maintaining accurate records.
6. Provide guidance and instruction to patrons on the use of library resources and technologies, including computers, printers, and digital tools.
7. Stay updated with current trends, technologies, and best practices in library services and contribute innovative ideas for improving library operations.
8. Assist in developing and maintaining the library's online presence, including managing the library website and social media accounts.
9. Collaborate with team members to create displays, exhibits, and promotional materials to showcase library resources and events.
10. Assist in collection development by evaluating, selecting, and recommending the purchase of new materials based on user needs and preferences.

I/We hereby agree to abide by the above terms and conditions.

Date:.....

Signature:

Place:.....

Name/Address:

Tel. No.:

ANNEXURE-E

Price Quote Breakup							
Sl No	Particulars	Guard/Per Day Semi Skilled)	Supervisor/Per Day(Skilled)	Garden worker/Per Day (Un Skilled)	Office attendant/per Day (Un-Skilled)	Sweeper/per Day (Un-Skilled)	Asst. Librarian Consolidated)
1	Wage as per recent Notification of Labour & ESI Department, Govt. of Odisha						
2	EPF(ER, Admin. Charges) at the existing rate as fixed by EPFO, India						
3	ESIC at the existing rate as fixed by the ESIC, India						
4	Total						
5	Add Service Charges						
6	Sub Total						
7	Add GST						
8	Grand Total						

Date:.....

Signature:

Place:.....

Name/Address:

Tel. No.:

CONTRACTOR'S INFORMATION

Name of work: Providing security services and gardening, Ref No.: /IMA, dtd.

1. Name of the Tenderer:
2. Name of the Contact Person:
3. Address for correspondence:
4. Phone Number(Land Line/Mobile/email id if any):
5. Status of the tenderer: Company/Firm/Proprietary
6. Total value of Annual turnover/Sales(Audited):
 - a. 2021-22
 - b. 2022-23
 - c. 2023-24

For the last three years including balance sheet of the firm.

7. Income Tax (PAN) No. GIR No./Circle/Ward:
8. Past performance of the firm/VO:
9. Bank details: Bank name, Branch, Account Number, Bank IFS Code etc.

Date:.....

Signature:

Place:.....

Name/Address:

Tel. No.:

(FORM — T1)

1.	Name of the Bidder	
2.	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	
4.	Full Address of Registered Office	Postal Address:
		Telephone No.:
		FAX No.:
		E-Mail Address:
5.	Name & telephone number of the authorized person signing the bid	Name and Designation:
		Mobile Number:
6.	Bank Name	Account Number:
		Bank and Branch Name:
		IFSC Code
8.	PAN No. (Attach self attested copy)	
9.	GSTIN (Attach self attested copy.)	
10.	E.P.F. Registration No. (Attach self attested copy.)	
11.	E.S.I. Registration No. (Attach self attested copy.)	
12.	Authorization letter for signing of the bid documents	

13.	Acceptance to all the terms & conditions of the tender(Yes/No).	
14.	Please submit an undertaking that no criminal case is pending with the police at the time of submission of bid.	
15.	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	
					From	To
1						
2						
3						

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:

FORM T4

CERTIFICATE OF PERFORMANCE

Certified that M/S..... address
....., Odisha has/had supplied Manpower to
M/S..... from to
.....

Performance of the agency is Satisfactory/Good/Very Good/Excellent.

If Not Satisfactory, the reason to be noted.

- 1.
- 2.
- 3.
- 4.

Signature of the Head
of the Institution with seal

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 Authorized 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