

**OFFICE OF THE CHIEF DISTRICT VETERINARY OFFICER,
SUBARNAPUR**

(Email- cdvosonepur@gmail.com)

Lt. No. 2422 /CDVO(SNP),

Date- 17/07/2025

To

The District Informatics Officer,
NIC, Subarnapur

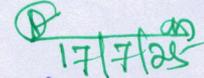
Sub- Publication of Tender No- 2422/ CDVO (SNP) Dt- 17.07.2025 for providing services of MVU Attendants & one No of Lab. Technician for DDL, Sonepur on outsourcing basis through service providing agency.

Sir,

It is to inform that Tender document for providing services of 06 Nos MVU Attendants & one no of Lab. Technician for DDL on outsourcing basis through service providing agency is enclosed herewith for wide publicity.

I would therefore request that the enclosed Tender Documents may please be uploaded in the Subarnapur District website(www.subarnapur.nic.in)for wide publicity.

Yours' faithfully


17/7/25

Chief District Veterinary Officer

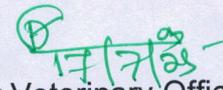
Subarnapur

Encl- 32 pages

Memo No- 2423 /CDVO(SNP)

Dt- 17/07/2025

Copy submitted to the Collector & District Magistrate, Subarnapur for favour of kind information & necessary action.


17/7/25

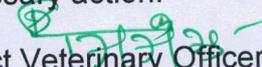
Chief District Veterinary Officer

Subarnapur

Memo No- 2424 /CDVO(SNP)

Dt- 17/7/2025

Copy submitted to the Director ,Animal Husbandry & veterinary services ,Odisha ,Cuttack for favour of kind information & necessary action.


17/7/25

Chief District Veterinary Officer

Subarnapur

TENDER DOCUMENT

NO __2422_____/CDVO(SNP)

DT. 17.07.2025

**TENDER BID FOR PROVIDING SERVICES OF 06 (SIX) NUMBERS OF MVU
ATTENDANTS AND ONE NUMBER OF LAB. TECHNICIAN FOR DDL,
SONEPUR ON OUTSOURCING BASIS THROUGH SERVICE PROVIDING
AGENCY IN OFFICE OF THE CDVO, SUBARNPUR**


Chief District Veterinary Officer
Subarnapur

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SECTION-I**INSTRUCTIONS****A. General Information**

1. CDVO ,Subarnapur requires the service of reputed, well established, financially sound, registered and experience service provider to provide the services of **07 (Six) Nos. of man powers** on outsourcing basis to manage the day to day routine work of 06 MVUs in six blocks and one District Diagnostic Laboratory Technician at Sonapur.
2. The period of contract for providing the services will be for one year from the date of execution of contract. The period of the contract may be further extended provided the requirement of the client for the services persists at that time or may be terminated owing to deficiency in service or because of change in the requirement of this district. The Chief District Veterinary Officer, Subarnapur, however reserves right to terminate this contract at any point of time without assigning any reason there of.
3. CDVO, Subarnapur has the tentative requirements of the manpower for providing services as specified below:
 - I) 06 numbers MVU attendants for 06 MVUs in 06 blocks
 - II) 01 number of Lab. Technician for DDL, Sonapur.
4. The interested bidders if desires may visit the office of CDVO, Subarnapur on any working day between the office hours to have a thorough knowledge of the services to be performed before the final date of submission of bid.
5. The various critical dates relating to the above tender process are as follows:

Bidding Schedule	Deadline
Date of Issue of Tender	17.07.2025
Tender Due Date	28.07.2025 (11.00AM)
Opening of Technical Bid	28.07.2025 at 4.00PM
Opening of Financial Bid of Qualified Bidder	29.07.2025 at 11.00 AM
Likely date for commencement of the service	01.08.2025


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6. The technical bids will be opened at Office Chamber of CDVO, Subarnapur in presence of the Bidders or their authorized representative of the participating bidders (limited to one only) , if any, who wish to present at the meeting. However non presence of any or all bidders will not halt the opening process. The financial bid of only those bidders will be opened whose technical bids are found to be in line with the tender criteria. The financial bids shall be opened on at the same venue in presence of the Bidders or their authorized representatives of the qualified bidders, who wish to attend the meeting.

7. Any form of consortium/ joint venture is not allowed under this tender.

8. Conditional/ partly bids will be summarily rejected.

9. The Tender Inviting Authority reserves the right to reject any part/ total bid and cancel the whole tender process without assigning any reason thereof.

Complete Address for submission of bid:
OFFICE OF THE CHIEF DISTRICT VETERINARY OFFICER, SUBARNAPUR .
(NEAR NALINI CHOWK) At/PO – SONEPUR,
Dist:- SUBARNAPUR, ODISHA, Pin-767017

B. Eligibility criteria (Technical Bid)

Sl. No.	Eligibility Criteria	Documents to be furnished along with the Technical Bid
1	The bidder should be registered under appropriate authority, such as <ul style="list-style-type: none"> • Companies Act 1956/2013 • Indian Partnership Act 1932 • Indian Trusts Act 1882 • Societies Registration Act 1860. • Limited Liability Partnership Act 2008. 	Certificate of Incorporation / Registration
2	Must have at least three years in business of providing manpower deployment services (up to the last date of submission of bid) of similar type to Central / State Government / Autonomous bodies / agencies / societies / corporate bodies in the state of Odisha	Copies of the work order /contract document / completion certificate from the previous authorities
3	The registered / Local branch office of the service provider must be located within the jurisdiction of Subarnapur district	Valid address proof of the office (copy of the Telephone / Electricity Bill / Lease agreement of the rented premises)


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4	Must have an average annual financial turnover of One Crore INR during the last three financial years as on Dt.31.03.2025. (2022-23 , 2023-24 and 2024-25) from the business related to manpower's deployment services only.	Filled in FORM-T1 along with certified copies of audited Income / Expenditure statement and Balance sheet for the concerned period including annual turn over certificate by a registered Chartered Accountant.
5	Must have its own bank account in any Nationalized or scheduled bank situated in his office location	Copy of the bank pass book and transaction statement for the last 1 year from the date of issue of the tender.
6	Must not have been blacklisted by any Central / State Government or any other public sector undertaking or any authority during the recent past.	An undertaking to this effect should be furnished by the bidder as per the prescribed format (FORM-T3)
7	Must not have any pending judicial proceedings for any criminal offence against the proprietor / Director / Persons to be deployed by the Service Provider.	An undertaking to this effect should be furnished by the bidder as per the prescribed procedure and format (FORM-T4)
8	The Service Provider must engage the experienced manpower..	An under taking to this effect should be furnished by the bidder as per the prescribed procedure and format(FORM-T5)
9	The Service Provider must pay the Remuneration, EPF and ESI subscription of engaged manpower in advance after receipt of absentee statement / works particulars and submit the remuneration invoice and proof of payment of remuneration and deposit of EPF & ESI for reimbursement. After verification of payment documents, Invoice will be passed and payment will be reimbursed	An under taking to this effect should be furnished by the bidder as per the prescribed procedure and format (FORM-T6)
10	Other statutory documents to be furnished as part of technical bid:	Copies of: <ul style="list-style-type: none"> • PAN, • GSTIN, • EPF & ESI Registration Number • IT Return for the last three assessment years of 2022-23, 2023-24, and 2024-25.


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Bidders should submit the required documents as mentioned above. Bids not conforming to the eligibility criteria and non-submission of required documents as listed above will lead to outright rejection of the bid. Submission of forged documents will also result in rejection of the bid. Bidders are advised to study all instructions, forms, terms & conditions and other information as mentioned in the tender document. The bid must be complete in all respect, indexed and hard bound. Each page should be numbered and certified by the Bidders or his / her authorized representative. Failure to comply with the tender requirements will result in outright rejection of the bid.

Eligibility Criteria of Price Bid.

1. Remuneration, EPF, ESI & GST will be paid as per latest Finance Department Circular and Notification.
2. The bidder should quote only his service charges in the price bid.
3. The bidder should submit an illustration of remuneration including EPF, ESI, Service Charges, GST, Total amount and Net amount to be paid to the manpower in respect of MVU Attendants and Lab Technician with Price Bid

Submission of Bid

The bid complete in all respect as specified in the tender document must be accompanied with a non-refundable tender processing fee of **Rs. 1000.00 (Rupees One Thousand)** only in shape of Demand Draft drawn in favour of **“Chief District Veterinary Officer, Subarnapur”** and a **“Bid Security Declaration Form”** as per the format at **FORM – T2** accepting that if the bidder withdraw or modify his/her bids during period of its validity, he /she will be suspended for a period of three years by the Authority. The bid complete in all respect should be submitted through **Speed Post / Registered Post / Courier** so as to reach by **28.07.2025 (up to 11.00 AM)** to the authority.

The authority shall not be responsible for any postal delay. Bids without **Bid Processing Fee and Bid Security Declaration Form** as applicable shall be outright rejected. Bids submitted after due date and time will not be taken into consideration.

The bid has been invited under two bid systems i.e. Technical Bid and Financial Bid. The bidders are advised to submit two separate envelopes super scribbling:

“TECHNICAL BID – Tender for providing services of 06 numbers of MVU Attendants and One number of Lab Technician on outsourcing basis to CDVO, Subarnapur.”

And

“FINANCIAL BID – Tender for providing services of 06 numbers of MVU Attendants and One number of Lab Technician on outsourcing basis to CDVO, Subarnapur.”

Both sealed envelopes must be kept in a third sealed envelope super scribbling **“Tender for providing services of 06 numbers of MVU Attendants and One number of Lab Technician on outsourcing basis to CDVO, Subarnapur”**


 Chief District Veterinary Officer
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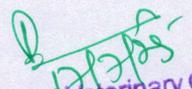
The successful bidder will have to deposit a Performance Security @ 5% of Annual value of tender in the form of Performance Bank Guarantee (PBG) / Fixed Deposit Receipt (FDR) from any scheduled Commercial Bank situated in the Subarnapur district only in favour of "CDVO, SUBARNAPUR," before engagement of manpower as per the format at Annexure-I (applicable for PBG only) for a period of three months beyond the entire contract period (i.e. Performance Bank Guarantee must be valid from the date of effectiveness of the contract to a period of three months beyond the contract period) as its commitment to perform services under the contract. Failure to comply with the requirements shall constitute sufficient grounds for forfeiture of the Performance Security. The Performance Security shall be released immediately after three months of expiry of the contract provided that there is no breach of contract on the part of the qualified bidder. No interest shall be paid on the Performance Security. In case, the contract is further extended beyond the initial period, the Bank Guarantee will have to be accordingly renewed by the successful bidder as per the instructions of the authority.

C. List of Documents for Submission

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

- a) Covering letter along with power of attorney on the bidder's letter head (FORM-T1)
- b) Bid Processing Fee.
- c) Bid Security Declaration Form (FORM-T2)
- d) Copy of Certificate of Incorporation / Registration of the service provider
- e) Copy of GSTIN
- f) Copy of PAN
- g) Copies of IT Returns for the last three assessment years (2022-23, 2023-24 & 2024-25)
- h) Copies of EPF & ESI Registration Number & Enrolled with 100 employees.
- i) Copy Bank Account details
- j) Copies of the financial audited statements for the last three financial years (2022-23, 2023-24 & 2024-25)
- k) Copies of work orders from the previous clients for providing similar type services during last 03 years.
- l) Undertaking regarding non-blacklisting (On Stamp paper of Rs.100.00 in shape of affidavit from the Notary (FORM T-3)
- m) Under taking regarding non Pending of any judicial proceedings for any criminal offenses (On Bidder's Letter Head) (FORMT-4)
- n) Under taking regarding engagement of the existing experienced manpower working in the office of CDVO, Subarnapur (FORMT-5)
- o) Under taking regarding payment of the Remuneration, EPF and ESI subscription of engaged manpower in advance after receipt of absentee statement / works particulars and submit the remuneration invoice and proof of payment of remuneration and deposit of EPF & ESI for reimbursement (FORMT-6)

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


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All entries in the bid documents should be legible, filled in clearly and signed by the Bidder or his/her authorized representative. If the space for furnishing information is insufficient, a separate sheet duly signed by the authorized signatory should be attached.

The technical bid shall be opened on **28.07.2025 at 4.00 PM** in presence of the authorized representatives of the bidder who wish to be present on the spot at that time. Financial bid of the technically qualified bidders shall be opened on **29.07.2025 11.00AM** in presence of the Bidder or their authorized representatives.

The Performance Security shall be forfeited if the successful bidder fails to undertake the work or fails to comply with any of the terms and conditions of the Service Agreement.

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

The bidder having the lowest evaluated financial bid (L-1) will be considered for award of the contract subject to fulfillment of the terms and conditions of the tender document.

The quoted rates shall not be less than the minimum service/ administrative charges fixed / notified by the Finance Department, Government of Odisha.

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

The authority reserves the right to accept or reject or alter any or all parts of the bids and terminate the bidding process without assigning any reason thereof.

Section-II

SCOPE OF THE WORK

- A. The CDVO, Subarnapur invites sealed bids from the eligible service providers for providing services of 06 numbers of MVU Attendants manpower and one Lab-Technician for DDL through outsourcing to CDVO, Subarnapur.
- B. It shall be the responsibility of the service provider to verify the qualification and experience of the outsourced manpower. The deployed manpower will be liable for performing the defined responsibilities assigned by the authority from time to time. The authority reserves the right to verify and check the credentials and qualification of the outsourced manpower. If during the course of engagement of any outsourced manpower, it comes to notice of authority that he / she has misrepresented the fact about his/ her qualification / experience, the service provider will have to terminate the service of such staff immediately.
- C. 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 Service Provider and the Finance Department.
- D. The manpower deployed by the service provider shall be required to report for work during office hour and may also be required to work beyond office hour for which he would not be paid any extra remuneration. In case, any deployed manpower remains absent on a particular day or comes late / leaves early on three occasions, proportionate deduction from the remuneration for one day will be made.
- E. The manpower deployed for the purpose must have good moral character and cordial attitude and should not reveal the official information to outsiders and must maintain confidentiality.
- F. The attendance rolls for the manpower deployed by the service provider at the premises of client shall be provided and shall be monitored by the service provider on regular basis. Their attendance rolls shall be signed by the authorized representative of service provider who shall get it verified from the designated officer of client.
- G. The entire financial liability in respect of manpower's deployed in the client's location shall be that of the service provider and the client will in no way be liable for the same. It will be the responsibility of the service provider to pay to the manpower's deployed a sum not less than the proposed monthly remuneration as mentioned in the financial bid.

- H. The service provider shall provide a substitute well in advance if the reoccurs any probability of the manpower's leaving the job due to his/her own personal reasons. The payment in respect of the overlapping period of the substitute shall be the responsibility of the service provider.
- I. The manpowers deployed shall, during the course of their work be privy to certain qualified documents and information which they are not supposed to divulge to third parties. In view of this, they shall be required to take oath of confidentiality and breach of this condition shall make the service provider as well as the manpowers deployed liable for penal action under the applicable laws be sides, action for breach of contract.
- J. The service provider shall be responsible for compliance of all statutory provisions relating to minimum remuneration payable to the manpowers deployed at the client's location. The service provider should ensure regular payment of monthly remuneration to the manpowers engaged by 10th of the succeeding month after deduction of applicable statutory dues. The service provider should credit the monthly remuneration in their respective Bank Account.
- K. The engagement of outsourced manpowers shall be purely on contract basis. The service provider shall at all times make it absolutely clear to the outsourced manpowers hired through them. Any outsourced manpowers deployed can be removed any time by giving notice to the service provider and the service provider will have to provide suitable replacement acceptable to client within 03 working days from the date of intimation of the notice.
- L. The minimum qualification in respect of Lab Technician is Diploma in medical Laboratory Technician from any of the Govt, recognized institutions, where as 10th pass in respect of MVU Attendants.
- M. The Successful bidder while providing the services of requisite man power has to follow the Standard Operating procedures communicated by Govt. Of Odisha FARD Department or Directorate of Animal Husbandry & Veterinary Services, Odisha, Cuttack from time to time.


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- I. The manpowers deployed shall, during the course of their work be privy to certain qualified documents and information which they are not supposed to divulge to third parties. In view of this, they shall be required to take oath of confidentiality and breach of this condition shall make the service provider as well as the manpowers deployed liable for penal action under the applicable laws be sides, action for breach of contract.
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- M. The Successful bidder while providing the services of requisite man power has to follow the Standard Operating procedures communicated by Govt. Of Odisha FARD Department or Directorate of Animal Husbandry & Veterinary Services, Odisha, Cuttack from time to time.


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SECTION- IV

GENERAL TERMS AND CONDITIONS

1. For all intents and purposes, the service provider shall be the "Employer" within the meaning of different Rules & Acts in respect of outsource manpowers. The manpowers deployed by the service provider shall not have any claim whatsoever like employer and employee relationship against the Client under this agreement. The service provider shall make them known about their position in writing before deployment under this agreement.
2. The service provider must employ adult manpowers only. Employment of child labor will lead to the termination of the contract. Manpowers to be deployed by the service provider for providing services of all manpowers should be **above 21 years of age** and **physically sound** to perform the duties.
3. The service provider will be overall responsible for the manpower deployed for performing the services. The Authority shall not be responsible for any financial loss or any injury to any manpower deployed by the Service Provider in the course of their performing the functions / duties, or for payment towards any compensation.
4. The service provider shall exercise adequate supervision to ensure performance of manpower deployed to provide the services in accordance with the requirements.
5. The service provider shall be solely responsible for compliance to the provisions of various laws, such as, remuneration, compensations, EPF & ESI, etc. relating to the manpower to be deployed by it at the Client's location.
6. Service Provider shall maintain complete official records of disbursement of remuneration showing details of all supporting documents such as ESI, EPF etc.in respect of manpower deployed for the purpose.
7. The manpower deployed by the service provider should not have any adverse police records / criminal cases against them. The service provider should make adequate inquiries about the character and antecedents of the persons whom they are recommending. An undertaking to this respect must be provided by the service provider prior to signing of the agreement.
8. The service provider will also ensure that the manpower deployed are medically fit and will keep in record a certificate of their medical fitness. The service provider shall with draw such manpower that are not found suitable by this office for any reasons immediately on receipt of such a request.


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9. The service provider shall ensure that the manpower deployed are disciplined and do not participate in any activity detrimental to the interest of the Authority.
10. The service provider shall provide uniform along with Photo ID Card to the manpower deployed at the location at its own cost.
11. The Authority shall not be liable for any compensation in case of any fatal injury / death caused to any manpower while performing / discharging their duties/ for inspection or otherwise.
12. In case of any theft or pilferages, loss or other offences, the service provider will investigate and submit the report to the Authority and maintain liaison with the police. FIR will be lodged by the Authority, wherever necessary. If need be, joint enquiry comprising of both the parties shall be conducted and responsibility will be fixed.
13. In case of any loss caused to the Authority due to lapse on the part of the manpower discharging duties, the same shall be borne by the service provider. Authority shall have the right to deduct appropriate amount from the bill of service provider. In case of frequent lapses on the part of the manpower deployed by the service provider, Authority shall be within its right to terminate the contract or take any other action without assigning any reason what so ever observing due procedure.
14. In the event of any manpower being on leave/absent, the service provider shall ensure suitable alternative arrangements to make up for such absence. If a resource leaves the job for any reason, the service provider is liable to provide the suitable replacement within 3 working days.
15. In case of delay in providing required replacement, the amount of penalty calculated at the rate of 1% of the annual contract value per week on account of delay, shall be deducted from the monthly bills in the succeeding month.
16. There would be no increase in rates payable to the service provider during the contract period. The service provider will be responsible for deposit of GST as applicable from time to time and submit the proof of deposit to authority for records.
17. The 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 organization. Sub-contracting is not allowed under this agreement.
18. The service provider shall raise the bill, in triplicate, along with attendance sheet duly verified by the officer concerned in respect of the manpower deployed and submit the same to the authority in the first week of the succeeding month. The payment will be released by the second week of the succeeding month.
19. The service provider will have to deposit the remuneration of the deployed manpower for the concerned billing period in their respective bank account through online transfer and submit the details to the authority for necessary records.


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20. In case of dispute resolution relating to rights/liabilities arising out of the agreement, the same shall be disposed off at the level of the CDVO, SUBARNAPUR.
21. In the event of failure of service provider to provide services as per the terms and conditions of the agreement, the Performance Security shall be forfeited. Any violation of instructions / agreement or suppression of facts will attract termination of contract with **30days** prior notice to the service provider.
22. The service provider should ensure that manpower to be deployed are not alcoholic, drug addict and not indulge in any activity prejudicial to the interest of the Authority.
23. The Authority reserves the right to withdraw or relax any of the terms and condition mentioned above so as to overcome the problem encountered at a later stage.
24. In the event of any dispute arising in respect of the clauses of the agreement, the same shall be resolved through negotiation. Alternatively the dispute shall be referred to the next higher authority or controlling officer for his decision and the same shall be binding on all parties.
25. All disputes shall be under the jurisdiction of the court at SUBARNAPUR, **Odisha only.**
26. The agreement can be terminated by either party by giving 30days' notice in advance. If the agency fails to give one month's notice in writing for termination of the agreement then one month's remuneration, etc. and any amount due to the service provider will be recovered by for feature of performance security.
27. The contract is liable to be terminated because of non-performance, deviation of any terms and conditions of agreement, non-payment of remuneration of manpower deployed and non-payment of statutory dues. The Client will have no liability towards non-payment of remuneration to the manpower deployed by the service provider and the outstanding statutory dues of the service provider to concerned authorities.
28. The service provider should ensure that he will paid remuneration, EPF & ESI of deployed manpower in advance soon after receive of absentee statement. After receipt of remuneration bill and payment proof of remuneration, EPF & ESI, the remuneration bill will be reimbursed to him through transfer credit to his bank A/c..
29. The service provider will be bound by the details furnished to the authority while submitting the tender or at any subsequent stage. Mis-representation of documents / information, leads to termination of agreement.


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SECTION - V
TECHNICAL BID


Chief District Veterinary Officer
Subarnapur

FORM T- 1
COVERING LETTER
[ON BIDDER'S LETTER HEAD]
[Location and Date]

To

THE CHIEF DISTRICT VETERINARY OFFICER, SUBARNAPUR

Sub: TENDER FOR PROVIDING SERVICES OF 06 NUMBERS OF MVU Attendants
AND ONE LAB TECHNICIAN.

Sir,

I, the undersigned, offer to participate in the tender for providing the services of 06 numbers of MVU Attendant and One Lab-Technician through outsourcing basis in accordance with your Tender Notice No., Dated. We are hereby submitting our bid, which includes technical proposal and financial proposal sealed in separate envelope.

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

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

Yours faithfully,

Authorized Signatory with Date and Seal

Name and Designation: Address of the Bidder:


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GENERAL DETAILS OF THE BIDDER

1.	Name of the Bidder	
2.	Name of the Director:	
3.	Bid Processing Fee Details:(Non-refundable)	DD No.:
		Date:
		Amount (Rs.)
		Drawn on Bank:
4.	Bid Security Declaration Form (FormT1)	Submitted(Yes/ No)
5.	Full Address of Registered Office	Postal Address:
		Telephone No.:
		FAX No.:
		E-Mail Address:
6.	Name & telephone no of the authorized person signing the Bid	Name:
		Mobile No.:
7.	Bank Name of the Service Provider	Account Number:
		Bank and Branch Name:
		IFSC Code
8.	PAN No.(Attach self-attested copy)	
9.	GSTINNo. (Attach self-attested)	
10.	E.P.F. Registration No. (Attach self- attested copy)	
11.	E.S.I. Registration No. (Attach self-attested copy)	
12.	Accept to all the terms and Conditions of the tender(Yes/No)	
13	Power of Attorney / Authorization letter for signing of the bid document	
14	Submission of Undertaking towards no criminal case is pending with the police at the time of submission of bid (FORM-T4)	
15	An undertaking regarding non-black listing should be furnished by the bidder as per the prescribed format (FORM-T3)	
16	An under taking regarding engage the existing experienced manpowerworking in this office in format (FORM-T5)	
17	An under taking regarding payment the Remuneration, EPF and ESI subscription of engaged manpower in advance format (FORM-T6). Submit the proof of advance pay to the manpower in past.	
18	Kindly mention the total Number of pages in the tender document	

12. Financial Turnover of the Bidder for the last 3 financial years(*).

Financial Years	Financial Turn Over from Manpowers Deployment Service (In INR) (Lakh)	Average Turnover in INR (Crore)
2022-23		
2023-24		
2025-26		

*As on Dt.31.03.2025 (Copies of Audited Statement for the concerned period)

13. Details of the similar type of service provided by the bidder during the last 3 years

(Attach separate sheet, if required)

Sl. No.	Period	Name of Client with Complete Address & Telephone no	Type of services provided with details of the manpowers deployed	Contract Amount (inINR) (Lakh)	Duration	
					From	To

DECLARATION

I, Shri.....Son / Daughter /Wife of
 Shri....., Proprietor / Director / authorized signatory
 (Name of the Service Provider), competent to sign this declaration and execute this tender
 document;

I have carefully read and understood all the terms and conditions of the tender and under
 take to abide by them;

The information /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 the Authorised Representative with Seal

Name

Date:

Place:

Enclosures:

1. Bid Processing Fee in the form of DD in Original
2. Bid Security Declaration Form (**Duly filled in Form-T2 On Bidder's Letter Head**)
3. Copy of terms & conditions of the tender (each page must be signed and sealed)
4. Duly filled in Technical and Financial Bid
5. Lists of required documents as applicable

Chief District Veterinary Officer
 Subarnapur

[Handwritten Signature]

FORM-T 2Bid Security Declaration Form (On Bidder's Letter Head)

Tender Notice No:

Date:

To,

The Chief District Veterinary Officer,
Subarnapur

I,, the..... (Designation) of
(Name of the Organization) in witness whereof agree to submit this Bid Security Declaration Form as apart of or Technical Proposal. We understand that we shall be liable under this declaration to comply with all terms and conditions of the tender document. This declaration shall be in force, until the Selected Bidder is announced by the Client or in case we are declared as the Selected Bidder, this declaration shall be in force till we submit the Performance Bank Guarantee as per the provisions of the tender document.

While this declaration is in force, we understand that the authority may reject our Proposal and / or blacklist us from participating in any further tendering process for a period of three years as may be deemed it under the following reasons:

1. We with draw our Proposal during the bid validity period as specified in the tender document.
2. We do not respond to requests for clarification on our Proposal.
3. We fail to provider required in formation during the evaluation processor are found to be nonresponsive or have provided false information in support of our qualification.
4. If we fail to:
 - a) Provide any clarifications to client:
 - b) Agree to the decisions taken during any contract negotiations.
 - c) Sign the Services Agreement with in the prescribed time period (15days)
 - d) Furnish the required Performance Bank Guarantee in time
5. Anyothercircumstancewhichholdstheinterestoftheclientduringtheoveralltenderprocess.

Name of the Authorised Representative:

Signature of the Authorised Representative with Date and Seal

Address of the Bidder:

FORM- T3

UNDERTAKING

[On the Stamp Paper of Rs.10.00 in shape of affidavit from the Notary regarding non-black listing]

I, hereby undertake that, our organization has not been black listed / debarred by any of the Central / State Government Department/ Office or by any Public Sector Undertaking (PSUs) and not black listed 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- T 4**UNDERTAKING**

[On the Bidder's Letter Head regarding not have any pending judicial proceedings for any criminal offenses]

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

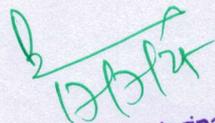
I / we further certify that Proprietor / Director / Persons to be deployed by our organization have not been convicted of any offence in any Court in Odisha / India during the recent past. I understand that, I am fully responsible for the contents of this undertaking and its truthfulness.

Yours sincerely,

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

Name and Designation of the Signatory:

Name of the Bidder and Address:


**Chief District Veterinary Officer
Subarnapur**

FORM-T5

UNDERTAKING

[On the Bidder's Letter Head regarding engage the existing experienced manpower working in this office]

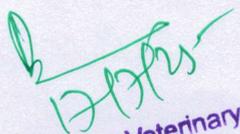
I, hereby undertake that I will engage existing experienced manpower working in office of the CDVO, Subarnapur if my Firm / Organization will selected to deployed the man power to CDVO, Subarnapur.

Yours sincerely,

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

Name and Designation of the Signatory:

Name of the Bidder and Address:


**Chief District Veterinary Officer
Subarnapur**

FORM-T 6

UNDERTAKING

[On the Bidder's Letter Head regarding payment the Remuneration, EPF and ESI subscription of engaged manpower in advance]

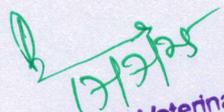
I, hereby undertake that I will pay the Remuneration, EPF and ESI subscription of engaged manpower in advance after receipt of absentee statement / works particulars and submit the remuneration invoice and proof of payment of remuneration and deposit of EPF & ESI for reimbursement. After verification of payment documents, invoice will be passed and payment will be reimbursed to our firm.

Yours sincerely,

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

Name and Designation of the Signatory:

Name of the Bidder and Address:


**Chief District Veterinary Officer
Subarnapur**

TECHNICAL BID EVALUATION

Technical evaluation of the bids will be done to determine whether the bids complied to the prescribed eligibility condition and the requisite documents / information have been properly furnished by the bidder or not. Bids qualified the technical evaluation stage, will be considered for opening of the financial bids. The financial bids shall be opened in the presence of the tender committee and bidders' representatives who choose to attend.. However, the decision of the authority shall be final during the overall selection process.


Chief District Veterinary Officer
Subarnapur

**SECTION – VI
FINANCIALBID**

COVERINGLETTER

[ON BIDDER'S LETTER HEAD]

[Location and Date]

To

The Chief District Veterinary Officer

Sub: Tender for providing services of 06 numbers of MVU Attendants and 01 Lab-Technician manpower for Establishment of the Chief District Veterinary Officer,

Sir,

I, the undersigned, offer to provide the services 06 numbers of MVU Attendants and 01 Lab-Technician manpower through outsourcing basis through service providing agency to the Chief District Veterinary officer, Subarnapur in accordance with your Tender Notice No.,..... Dated..... Our attached financial price is for the proposed service. This amount is exclusive of GST as applicable. I do hereby, undertake that, in the event of acceptance of our bid, the services shall be provided in respect to the terms and conditions as stipulated in the tender document

Our financial proposal shall be binding upon us subject to the modification resulting from contract negotiations, up to expiration of the validity period of the proposal of **90 days**. I have carefully read and understood the terms and conditions of the tender to provide the services accordingly.

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

Yours faithfully,

Authorized Signatory

Name and Designation of the Signatory with Date and Seal:

Address of the Bidder:



**Chief District Veterinary Officer
Subarnapur**

FINANCIAL BID(FORM-F 1)
(ADMINISTRATIVE CHARGE)

PROVIDING SERVICES OF MVU ATTENDANTS , LAB TECHNICIANS TO OFFICE OF THE CHIEF DISTRICT VETERINARY OFFICER , SUBARNAPUR								
1	Name of service provider Agency							
2	Rate per person per month inclusive of all statutory liabilities, Taxes etc, The Bidder shall take in to account the expenses to be incurred & Statuary Dues (Income Tax TDS @ 2% & GST TDS @2% from gross bill etc.) While quoting service charges							
Sl. No	Service Type	Monthly Rate per person						
			EPF @ 13%	ESI @ 3.25 %	Service / Admn. Charges	GST	Total per person Gross	Home take Remu-neration Net
1	MVU Attendants	10000	13%	3.25%		18%	14166	
2	Lab. Technician	15600	13%	3.25%		18%	22097	

- Bidder with lowest evaluated competitive service/administrative charge for the required services will be awarded of the contract.
- In any case the decision of the tender inviting authority is final & can not be challenged in the court of law.
- The bidders will have to quote their "Service Charges" as a percentage of base remuneration only.
- Bids with "Nil" or very abnormally low quoted service charges will be treated as "Non Responsive" and will be rejected during the financial evaluation stage. In case of tie, the tender inviting authority reserves all right to take the final decision. Copies of EPF & ESI deposit challan and proof of payment of home take remuneration for a particular month must be furnished to the Authority at the time of processing for monthly bill of succeeding month.

Date:

Place:

Signature of the Authorized Representative

Name:

Seal

17/2/25
Chief District Veterinary Officer
Subarnapur

SECTION-VII
BID SUBMISSION CHECK LIST

Sl. No.	Description	Submitted (Yes/No)	Page No.
TECHNICAL BID (ORIGINAL)			
1	Covering Letter in Bidders Letter Head and General Details of the Bidder		
2	Bid Processing Fee as applicable		
	EMD		
3	Bid Security Declaration Form (FORM-T2)		
4	Copy of Incorporation / Registration Certificate of the Bidder		
5	Copy of PAN		
6	Copy of GSTIN		
7	Copies of ITR for the last 3 assessment years (2022-23, 2023-24 & 2024-25)		
8	Copy of Valid EPF & ESI Certificate enrolled with 100 employees		
9	The Bidder having local office in Sonepur		
10	Copy of valid ISO Certificate		
11	Financial details of the bidder along with all the supportive documents such as copies of Income / Expenditure Statement and Balance Sheet for the last 3 years (2022-23, 2023-24 & 2024-25)		
12	Power of Attorney in favour of the person signing the bid on behalf on the bidder.		
13	List of completed /on-going services of similar nature along with The copies of work orders for the respective services (Having Group-D, Driver, Attendants etc, services in CDVO offices in odisha)		
14	Undertaking for not having any police case pending against the Bidder (FORM-T3)		
15	Undertaking for not have been black-listed by any Central / State Government / Any Autonomous bodies during the recent past. (FORM- T4)		
16	An under taking regarding engage the existing experienced manpower working in this office in format (FORM-T5)		
17	An under taking regarding payment the Remuneration, EPF and ESI subscription of engaged manpower in advance format (FORM-T6). Submit the proof of advance pay to the manpower in past.		
FINANCIAL BID (ORIGINAL)			
1	Covering Letter		
2	Duly Filled in Financial Bid (FORM-F1)		

It is to be ensured that:

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

Authorized Signatory
[In full and initials]:
Name and Designation with Date and Seal:


Chief District Veterinary Officer
Subarnapur

SECTION-VIII
SERVICE AGREEMENT AND PBG FORMAT


Chief District Veterinary Officer
Subarnapur

SERVICE AGREEMENT

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

This **SERVICE AGREEMENT** is made onbetween, (here in after called as the "Authority") of the 1stPart and, its principal place of business at Here in after called the "Service Provider") of the 2nd Part.

WHEREAS

- (a) the "Service Provider", having represented to the "Authority" that he has the required manpower, has offered to provide the service in response to the Tender Notice No: _____, Dated: _____ issued by the Authority;
- (b) the "Authority" has accepted the offer of the Service Provider to provide the required services as per the terms and conditions as set for thin this Service Agreement.

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

1. The following documents attached here to shall be deemed to form an integral part of this Contract:
 - Appendix A: The General Conditions of Agreement;**
 - Appendix B: The Scope of Work;**
 - Appendix C: Agreement Price and Payment Term;**

2. The mutual rights and obligations of the Authority and the Service Provider shall be as set for thin the Agreement, in particular:
 - (a) The Service Provider shall carry out the service in accordance with the provisions of the Agreement; and
 - (b) The Certificate on the satisfactory performance of the services by the Service Provider shall be issued by an officer authorized by the Authority and in consideration of the Certificate of the satisfactory performance of Service Provider, the Authority shall make such payments and in such a manner as is provided in the Agreement.

3. Mode of Payment

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


 Chief District Veterinary Officer
 Subarnapur

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

4. Now this agreement witness as below:

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

For and on behalf of [Authority]

Witness1:

Witness2:

*For and on behalf of
[SERVICEPROVIDER]*

[Name and Designation of the Representative with seal]

Witness1:

Witness 2:


Chief District Veterinary Officer
Subarnapur

ANNEXURE- I
PERFORMANCE BANK GUARANTEE FORMAT

To
The CDVO, Subarnapur

WHEREAS.....(Name and address of the Service Provider) (hereinafter called“ the Service Provider) has undertaken, in pursuance of Agreement no.....dated.....to undertake the service..... (Description of the services) (Hereinafter called“ the Agreement”).

ANDWHEREAS it has been stipulated by _____(Name of the Authority) in the said Agreement that the Service Provider shall furnish you with a bank guarantee by a scheduled commercial bank recognized by you for the sum specified therein as security for compliance with its obligations in accordance with the Agreement;

ANDWHEREAS we have agreed to give the Service Provider such a bank guarantee;

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

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

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


Chief District Veterinary Officer
Subarnapur

This performance bank guarantee shall be valid until the.....Day of....., year.....

Our branch at (Name & Address of the Bank) is liable to pay the guaranteed amount depending on the filing of claim and any part thereof under this Bank Guarantee only and only if you serve upon us at our-----
Branch a written claim or demand and received by us at our -----branch on or before Dt otherwise bank shall be discharged of all liabilities under this Guarantee thereafter.

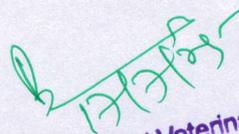
.....

(Signature of the authorized officer of the Bank)

.....

Name and designation of the officer

.....**Seal, name & add**


**Chief District Veterinary Officer
Subarnapur**