

## **BID DOCUMENT**

### **"TENDER FOR OUTSOURCING OF SERVICES**

### **For Manpower Requirement under Mobile Veterinary Unit and District Diagnostic Laboratory in Subarnapur District**

[Hiring of Reputed Manpower Agency/Service Provider to provide Manpower support for Mobile Veterinary and District Diagnostic Laboratory]

**CHIEF DISTRICT VETERINARY OFFICE, SUBARNAPUR, GOVT. OF ODISHA**

### **TENDER NOTICE**

Bid Reference No. **CDVO/ SNP.3380** Dated. **04.11.2025**

Bids in sealed cover are invited under two-bid system from reputed and experienced man power service providers for providing Services for MVUs & DDL in district of Subarnapur under Chief District Veterinary Officer (CDVO), Subarnapur. The details of the bidding process are as follows:

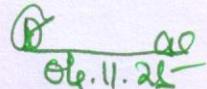
Sl.No	Bidding Schedule	Dead line
1	Date of Issue	04.11.2025
2	Bid submission Due Date and Time	24.11.2025, 11AM
3	Opening of Technical Bid	24.11.2025, 3PM
4	Opening of Financial Bid	28.11.2025 11AM

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 super-scribed with "**Bid for Outsourcing of services for MVUs& DDL in Subarnapur District**" must reach the undersigned on or before **due date & time** by **Speed Post/Registered Post/Courier/ Special Messenger**.

The bid documents containing eligibility criteria, scope of the work, terms and conditions of the tender and draft agreement can be downloaded from the website. (<https://subarnapur.odisha.gov.in>)

Complete address for submission of bid:

**Chief District Veterinary Officer, Subarnapur**  
**Address-Nalini chhak, Sonapur**  
**Dist. Subarnapur PIN: 767017.**

  
Chief District Veterinary Officer  
Subarnapur  
(Tender Inviting Authority)

## INDEX

Sl.No.	Section	Description	Page
1.	Section-I	Instruction to Bidders	3-8
2.	Section-II	Scope of the Work	8-11
3.	Section-III	General Terms and Conditions	12-15
4.	Section-IV	Technical Bid	16-20
5.	Section-V	Financial Bid	21-22
6.	Section-VI	Bid Submission Checklist	23
7.	Section- VII	Service Agreement	24-25
8.	Section-VIII	PBG Format	26
9.	Section-IX	Bid Security Declaration	27

④  
4.11.23

## SECTION-I

### Instruction to Bidders

#### A. General Information:

1. Chief District Veterinary Officer, Subarnapur requires the services of reputed, well Established, financially sound and registered Service Providers to provide man powers (one Laboratory Technician for DDL Sonapur & Six attendant for six MVUs) by deploying adequately trained and disciplined manpower in the district of Subarnapur as per the requirement indicated in **Annexure-I**.
2. The period of contract for providing the aforesaid service will be ideally **01 years** from the date of effectiveness of the contract and extendable annually. The contract may be extended for a period exceeding the original duration of the contract on mutual consent depending upon the satisfactory performance of the Service Provider and at the discretion of the authority. The authority reserves the right to terminate the contract at any time after giving 30days' notice to the Service Provider.
3. The interested bidders may visit the office of Chief District Veterinary Officer, Subarnapur on any working day between the office hours to have a thorough knowledge of the work to be performed before preparation and submission of the bid.

#### Eligibility criteria:

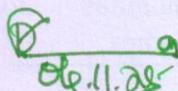
Sl. No.	Eligibility Criteria	Documents to be furnished along with the Technical Bid
1	The bidder should be registered under appropriate authority ,such as <ul style="list-style-type: none"><li>• Registered under the Companies Act 2013</li><li>• Registered under the Indian Partnership Act, 1932</li><li>• Registered under the Indian Trusts Act1882</li><li>• Registered under the Societies Registration Act, 1860.</li><li>• Registered under the Limited Liability Partnership Act, 2008.</li></ul>	Certificate of Incorporation / Registration
2	The bidder must have at least three years in business (up to the last date of submission of bid) for providing similar type of services to Central /State Government /Autonomous Bodies/ agencies /societies/ corporate bodies.	Copies of the work order from the previous authorities.

4-11-25

Sl. No.	Eligibility Criteria	Documents to be furnished along with the Technical Bid
3	The Registered Office / Branch Office of the Service Provider must be located within the jurisdictional area of Subarnapur District.	Valid address proof of the office (Copy of the Telephone /Electricity Bill/Valid lease agreement)
4	Must have average annual financial turnover of Rs.1 Crore during the last three financial years as on Dt.31.03.2025. ( 2022-23, 2023-24& 2024-25)	Copies of audited Income / Expenditure Statement and Balance sheet for the concerned period.
5	The agency should not have been blacklisted by any Central / State Govt., or any other public sector Undertaking or a corporation as on the date of this RFP.	An undertaking to this effect to be furnished by the bidder as per the prescribed format. <b>[Form- T2]</b>
6	Must not have any pending judicial proceedings for any criminal offence against the proprietor/ Director & the Persons to be deployed by the Service Provider.	An undertaking to this effect to be furnished by the bidder as per the prescribed format. <b>[Form- T3]</b>
7	Other Statutory Documents:	Copies of: <ul style="list-style-type: none"> <li>• PAN,</li> <li>• GSTIN,</li> <li>• Copies of EPF &amp;ESI Registration Certificate</li> <li>• IT return for the last 3 assessment year ( 2022-23, 2023-24&amp; 2024-25)</li> </ul>
8	The Service Provider must engage the existing experienced manpower working in this office.	An under taking to this effect should be furnished by the bidder as per the prescribed procedure and format <b>(FORM-T4)</b>
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 <b>(FORM-T5)</b>

#### B. Submission of Bid:

The complete proposal in all respects as specified must be accompanied with a Non-refundable amount of **Rs. 2,000/- (Rupees Two Thousand)** only towards **Bid**

  
06.11.25

**Processing Fee** inform of **Demand Draft** in favour of "**Chief District Veterinary Officer, Subarnapur**", drawn in any scheduled commercial bank and payable at Subarnapur failing which the bid will be out rightly rejected. The bid should be sent through Speed Post/Registered Post/Courier/Special Messenger so as to reach the authority by due date & time.

*The authority will not be responsible for any postal delay. Bids without bid processing fee shall be out rightly rejected. Bids submitted after the due date will be summarily rejected. The bidder should submit the 'Bid Security Declaration Form' as per Section-IX in lieu of bid security.*

The bid has been invited under two-bid systems i.e. **Technical Bid and Financial Bid**. The bidders are advised to submit two separate envelopes super-scribing "Technical Bid" (name of the service) and "Financial Bid" (name of the service). Both sealed envelopes must be kept in a third sealed envelope super-scribing "**Bid for Outsourcing of Services of MVUs &DDL in Subarnapur District.**"

The selected bidder will have to deposit a Performance Security **of 10% of the Annual Value of Tender** in the form of a Bank Guarantee from any scheduled bank situated within Odisha, in favour of the Chief District Veterinary Officer, Subarnapur, as per the prescribed format provided in the tender document at Section - VIII, for a period of three months beyond the contract period. (i.e., the 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 these requirements shall constitute sufficient grounds for forfeiture of the Performance Bank Guarantee. The Performance Bank Guarantee shall be released immediately after three months of expiry of the contract, provided that there is no breach of contract on the part of the qualified bidder. No interest shall be paid on the Performance Bank Guarantee. In case the contract is further extended beyond the initial contract period, the Bank Guarantee will have to be accordingly renewed by the deployed service provider as per the existing terms and conditions of the tender.

04.11.23

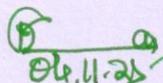
### C. List of Documents for submission

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

1.
  - a. Covering letter along with power of attorney on the bidder's letter head
  - b. Demand Drafting support of Bid processing fee as applicable
  - c. Bid Security Declaration form duly filled in.
  - d. Copy of Certificate of Incorporation of the firm/agency
  - e. Copy of GSTIN (Must have valid GST registration in the state of Odisha)
  - f. Copy of PAN
  - g. Copies of IT returns for the last three assessment years
  - h. Copies of valid EPF&ESI Registration Number
  - i. Copy Bank Account details
  - j. Copies of the Income/Expenditure statements along with Balance Sheet for the last 3 years.
  - k. Undertaking regarding non-blacklisting (On stamp paper)
  - l. Under taking regarding non pending of any judicial proceedings against the firm and against the manpower to be supplied (On bidder's letter head)
  - m. An under taking regarding engaging existing manpower working in this office in the appropriate format given as T-4
  - n. An undertaking regarding paying 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 in the appropriate format as given as T-5.

Any deviation from the prescribed procedures / required information / formats/conditions shall result in out-right rejection of the bid. Any conditional bid shall be out-rightly rejected. All entries along with the pages in the bid document should be legible, filled- in clearly and signed by the authorized representative. If the space for furnishing information is insufficient, a separate sheet duly signed by the authorized signatory should be attached.

The Technical Bid will be opened on **24.11.2022 at 03.00 PM** in the presence of the authorized representatives of the bidder who wish to be present on the spot at that time. The Financial Bid of the technically qualified bidders shall be opened on **28.11.2025 at 11.00 AM** in the presence of the authorized representatives. However non presence of any representative will not halt any of the tender opening process.

  
06.11.22

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 bid.

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

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

**The bidder shall be evaluated on QCBS (Quality and Cost based Selection) as (80:20) Technical Evaluation Criteria (100Marks, Minimum qualifying criteria 60 Marks)**

Parameter	Max.Marks
<b>A. Organization Strength</b>	<b>50</b>
Turnover (Rs1Cr-5cr.: 5marks, Rs5.0-10Cr.: 10marks,>Rs10Cr.:15marks)	15
Net worth (Rs1.0-2.5Cr.: 5marks, Rs2.5-5.0Cr.:7marks,>Rs5.0Cr.:10marks)	10
Employee base on outsourcing basis with valid license from Labour & ESI department (50-100 Employees: 15marks,100-150employees: 20marks, >200employees:25marks,	25
<b>B. Organization Experience, Statutory Compliance &amp; Quality Certification</b>	<b>50</b>
Office functioning in Subarnapur > 3years:5marks,>4-5years:7marks, >5years:10marks)	10
Awarded Govt./PSU labour contracts worth Rs5-10lakh: 5marks,>Rs10-15lakh:7marks,>Rs15lakh:10marks)	10
Statutory Compliances of EPFO/ESIC and payment confirmation slips certificate:	15
Submitted for > 50andUpto100employees:5 marks,	
>100 and Upto 200 employees:10marks	
>200 employees: 15marks	
Obtained ISO9001:2015 Certification -5marks	15
Obtained ISO45001:2018 Certification -5marks	
Obtained ISO27001:2013 Certification-5marks	
<b>Total</b>	<b>100</b>

04.11.21

The bidder having minimum 60 marks in the technical criteria would be considered for further evaluation on QCBS (Quality Cost based selection). QCBS evaluation will be as 80:20 where 80% weight-age shall be to technical score and 20% weight-age shall be to the financial score.

- Technical score of individual bidder shall be evaluated as  $(TS) = \text{Score in Technical evaluation criteria} \times 0.80$
- Financial score of Individual bidder shall be as  $(FS) = L1(\text{Lowest Quote}) / \text{Bidder Quote} \times 0.20$
- QCBS score of each of the bidder will be evaluated as **QCBS = "TS+FS"**
- The service charges quoted by the agency at Form-1 will be taken as bidder quote

**Bidder with the Highest Score in the QCBS shall be declared as H1 and will be the best qualified bidder for the award of contract.**

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

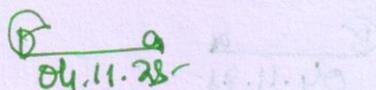
The service provider shall be liable for all kinds of dues payable in respect of manpower deployed/provided under the contract, and the authority shall not be liable for any dues for availing the services of the personnel. The authority reserves the right to reject any or all bids and terminate the tender process without assigning any reason thereof.

## SECTION-II

### SCOPE OF THE WORK

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. The number of manpower may increase/decrease as per requirement of CDVO Subarnapur from time to time.

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 man power, it comes to notice of authority that he/she has misrepresented the fact about his/her

 04.11.23

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, 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 there occurs 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 man powers 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 man powers deployed liable for penal action under the applicable laws besides, action or breach of contract.

J. The service provider shall be responsible for compliance of all statutory provisions

① a  
04.11.25-

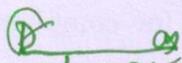
relating to minimum remuneration payable to the man powers deployed at the client's location. The service provider should ensure regular payment of monthly remuneration to the man powers engaged by 10<sup>th</sup> of the succeeding month after deduction of applicable statutory dues. The service provider should credit the monthly remuneration in their respective Bank Account.

K. The engagement of outsourced man powers shall be purely on contract basis. The service provider shall at all times make it absolutely clear to the outsourced man powers hired through them. Any outsourced man powers 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.

### **1. Job description of outsourced personnel:**

#### **A.MVU-Attendant**

- a) The minimum qualification of the Attendants should be 10<sup>th</sup> pass.
- b) He should have effective communication skill in local language with good police records and no criminal case should be pending against them. He should be able to communicate clearly and effectively with the farmers.
- c) He will attend the MVU camps in the morning and arrange all logistics like medicines, vaccines, instruments in consultation with the VAS MVU in the MVU vehicle for the next day tour programme.
- d) He must ensure proper cleaning and disposal of all Bio Medical Wastes on returning from the duty.
- e) On Non MVU days they shall attend the Veterinary Dispensary and assist the MVU VAS in arrangement of medicines or preparation of instruments for the next MVU day.
- f) During emergencies or outbreaks, the Attendants may be called to report for duty on holidays or during off hours.
- g) He will assist the MVU VAS in all types of MVU activities.
- h) He will assist in conducting health and awareness camps on the village.
- i) He will assist in collection and processing of different biological samples to be tested on spot and to be submitted to DDI /other laboratories.
- j) He will assist in restraining of the animals/ birds and help the veterinary doctor in administering medicines/performing different medical or surgical procedures.
- k) If he will found in inappropriate/ alcoholic condition during duty hours, he will be immediately removed and the service provider will immediately provide a new attendant without hampering public service.

  
06.11.22

- l) He shall obey the direction of higher officials and cooperate in smooth delivery of public services.
- m) The persons deployed should report before the authority in time as per the advance tour program. He must ensure that the vehicle is maintained clean and tidy condition.

#### **B. Laboratory Technician for DDL**

- a) The minimum qualification of should be Diploma in Medical Laboratory Technician from any Govt. recognised institutions.
- b) He/She will report for work in DDL from 10am to 5.30 pm with half an hour of lunch break from 1.30pm to 3.00pm with weekly offs on Sundays only.
- c) He/ She may be called for duty in off days if any emergencies/ outbreaks reported.
- d) He/She will carry out collection, labeling, packaging, and processing of samples for routine examination/ dispatch of surveillance/ outbreak samples to ADRI.
- e) He/She will prepare the pathology reports against the tests.
- f) He/she will be involved in record keeping and smooth day to day management of DDL.
- g) He/She will assist in sample collection in face of out-break investigation, disease surveillance/monitoring.
- h) Checking and receiving samples of faecal samples, blood or tissue at DDL.
- i) Sorting and labeling samples of blood or other biological tissue.
- j) Making stocks of culture media to grow micro-organisms in the process of testing samples.
- k) Processes all laboratory test requisitions and specimens quickly, efficiently and appropriately.
- l) Maintenance of laboratory machinery and inform the malfunctioning of any lab. Equipment.
- m) Loading and operating laboratory machinery.
- n) Maintenance of laboratory logbook.
- o) Checking stock levels and brings to the notice of laboratory In-Charge about stock required.
- p) Sterilization of equipment, staining, slide preparation, Haemoglobin, ketone body, mastitis testing, chemical preparation etc.
- q) Ensuring safe disposal of biological/ chemical waste (BMW)
- r) Documenting all activities and reporting back to management.
- s) Assist in sample processing, packing and dispatch to ADRI.
- t) Maintenance of all registers and files of DDL.
- u) Anything as and when required by the DDL In-Charge.

P  
04.11.25

### SECTION-III

#### GENERAL TERMS AND CONDITIONS

1. For all intents and purposes, the Service Provider shall be the "Employer" within the meaning of different Rules and Acts in respect of persons deployed. The persons deployed by the Service Provider shall not have any claim whatsoever, like employer-and-employee relationship, against the Authority under this agreement. The Service Provider shall make them aware of their position in writing before employment under the required service.

2. Persons to be deployed by the Service Provider should be of age not exceeding 65 years and physically sound to perform the duties.

3. The Service Provider will be overall responsible for the manpower deployed for performing the service. The Authority shall not be responsible for any financial loss or any injury to any person deployed by the Service Provider in the course of their performing the functions/duties, or for payment towards any compensation.

4. The Service Provider shall exercise adequate supervision to ensure performance of manpower deployed to provide the services in accordance with the requirements. The Service Provider shall depute one full-time supervisor in the concerned office of the Authority for overall management of the services to be rendered at the site.

5. The Service Provider shall be solely responsible for compliance with the provisions of various labour and industrial laws, such as wages, allowances, compensation, EPF & ESI, Bonus, and Gratuity, etc., relating to manpower to be deployed by it at the Authority's location.

6. The Service Provider shall maintain complete official records of disbursement of wages/salary, showing details of all supporting documents such as ESI, EPF, etc., in respect of manpower deployed for the purpose.

7. The Service Provider shall maintain a personal file in respect of all the staffs that are deployed in the office of the Authority. The personal file shall invariably consist of personal details such as name, address, date of birth, sex, residential address (temporary/permanent), bank account details, EPF/ESIC details, etc.

D  
06.11.22

8. The manpower to be deployed by the Service Provider should not have any adverse police records or criminal cases against them. The agency should make adequate enquiries about the character and antecedents of the persons whom they are recommending. An undertaking to this effect must be provided by the manpower service provider prior to signing of the agreement.

9. The Service Provider will also ensure that the manpower deployed are medically fit and will keep in record a certificate of their medical fitness. The Service Provider shall withdraw such manpower who are not found suitable by this office for any reason immediately on receipt of such a request.

10. The Service Provider shall ensure that the manpower deployed by it are disciplined and do not participate in any activity detrimental to the interest of the Authority.

11. The Service Provider shall provide uniform along with Photo ID Cards to the personnel deployed at site at its own cost.

12. The Authority shall not be liable for any compensation in case of any fatal injury or death caused to any manpower while performing or discharging their duties, for inspection, or otherwise.

13. In case of any theft, pilferage, loss, or other offences, the Service Provider will investigate and submit the report to the Authority and maintain liaison with the police. An FIR will be lodged by the Authority wherever necessary. If required, a joint enquiry comprising both parties shall be conducted and responsibility will be fixed.

14. In case of any loss caused to the Authority due to a lapse on the part of the personnel discharging duties, the same shall be borne by the Service Provider. The Authority shall have the right to deduct the appropriate amount from the bill of the Service Provider. In case of frequent lapses on the part of the personnel deployed by the Service Provider, the Authority shall be within its rights to terminate the contract or take any other action without assigning any reason whatsoever.

15. In the event of any personnel being on leave or absent, the Service Provider shall ensure suitable alternative arrangements to make up for such absence within 03 days. If a person leaves the job for any reason, the Service Provider is liable to provide a suitable replacement within three working days.

28.11.20  
D → a  
06.11.23

16. In case of delay in providing the required replacement, the amount of penalty, calculated at the rate of 1% of the annual contract value per week on account of delay, shall be deducted from the monthly bills in the succeeding month.

17. There will be no increase in rates payable to the Service Provider during the contract period. The Service Provider will be responsible for deposit of EPF, ESI, GST, and other statutory dues as applicable from time to time and shall submit the proof of deposit to the Authority for records.

18. The Service Provider shall not be allowed to transfer, assign, pledge, or subcontract its rights and liabilities under this agreement to any other agency or organization. Sub-contracting is not allowed under this agreement.

19. The Service Provider shall raise the bill, in triplicate, along with attendance sheets/performance reports duly verified by the officer concerned in respect of the persons deployed, and submit the same to the prescribed authority in the first week of the succeeding month. The payment will be released by the second week of the succeeding month.

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

21. In case of dispute resolution relating to rights or liabilities arising out of the agreement, the same shall be disposed of at the level of the Administrative Department.

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

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

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

25. In the event of any dispute arising in respect of the clauses of the agreement, the same shall be resolved through negotiation. Alternatively, the dispute shall be referred to the

20.11.25  
06.11.28

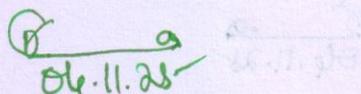
next higher authority or controlling officer for his decision and the same shall be binding on all parties.

**26.** All disputes shall be under the jurisdiction of the court at District Headquarter Subarnapur only.

**27.** The agreement can be terminated by either party by giving one month's notice in advance. If the agency fails to give one month's notice in writing for termination of the agreement, then one month's wages, etc. and any amount due to the service provider will be recovered by forfeiture of performance security.

**28.** The contract is liable to be terminated because of non-performance, deviation of any terms and conditions of agreement, non-payment of remuneration of manpower deployed and non-payment of statutory dues. The Authority will have no liability towards non-payment of remuneration to the persons deployed by the Service Provider and the outstanding statutory dues of the service provider to concerned authorities.

**29.** The Manpower Service Provider will be bound by the details furnished to the authority while submitting the tender or at any subsequent stage. Misrepresentation of documents/information leads to termination of agreement.

A handwritten signature in green ink, followed by the date "06.11.25" written below it.

**SECTION-IV**

**TECHNICAL BID**

**COVERING LETTER**

**(In BIDDER LETTER HEAD)**

**To**

**The Chief District Veterinary Officer, Subarnapur**

**Sub: Tender for Outsourcing of Manpower for Mobile Veterinary Units and DDL of Subarnapur District.**

Dear Sir,

**I, the undersigned**, offer to participate in the tender process to provide services for outsourcing of Manpower for Mobile Veterinary Units and DDL of Subarnapur District in accordance with your Tender Notice No. 3380 /CDVO/SNP Dated 04.11.2025.

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

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

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

**I remain,**

Yoursfaithfully,

**Authorized Signatory**  
**with Date and Seal**

**Name and Designation:** \_\_\_\_\_  
**Address of the Bidder:** \_\_\_\_\_

  
06.11.25

(FORM-T1)

1.	Name of the Bidder	
2.	Name of the Director	
3.	Full Address of Registered Office	Postal Address:
		Telephone No.:
		FAX No.:
		E-Mail Address:
4.	Name & telephone number of the authorized person signing the bid	Name and Designation:
		Mobile Number:
5.	Bank Name	Account Number:
		Bank and Branch Name:
		IFSC Code
7.	PAN No.(Attach self-attested copy)	
8.	GSTIN (Attach self-attested copy.)	
9.	E.P.F. Registration No. (Attach self- attested copy.)	
10.	E.S.I. Registration No. (Attach self-attested copy.) Attach attested copy)	
11	Acceptance to all the terms & conditions of the tender (Yes/No).	
12	Power of Attorney/authorization letter for signing the bid documents	
13	Please submit an undertaking that no criminal case is pending with the police at the time of submission of bid.	
14	Kindly mention the total number of pages in the tender document.	

04.11.25

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

Financial Year*	Turn Over Amount (In INR)	Average Turnover (in INR)
2024-25		
2023-24		
2022-23		

\*Attach valid original certificate in this regard.

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

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

**17. 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 any false information or 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. Copy of tender document (each page must be signed and sealed)
3. Duly filled Technical Bid and Financial Bid
4. List of Documents as applicable

*(Handwritten signature and date)*  
04.11.22

**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**

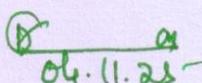
*[On the Bidder's Letter Head regarding not have any pending judicial proceedings for any criminal offences]*

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 the Proprietor / Director / persons to be deployed by our 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:**

A handwritten signature in green ink, followed by the date "04.11.23" written below it.

**FORM-T4**

**UNDERTAKING**

***[On the Bidder's Letter Head regarding engaging 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 be selected to deploy 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:**

**FORM-T5**

**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.

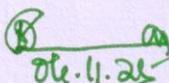
**Yours sincerely,**

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

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

**TECHNICAL BID EVALUATION**

Technical evaluation of the bids will be done to determine whether the bids complied to the prescribed eligibility conditions as well as technical criteria and the requisite documents / information have been properly furnished by the bidder or not. Bids qualified at 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. QCBS (Quality and Cost Based Selection) method will be followed during the tender process to determine the selected bidder. The tender inviting authority will award the contract to the bidder whose bid has been determined as the H1 as per QCBS (Quality and Cost Based Selection) based. In any case of tie/dispute/ ambiguity etc. the Tender Inviting Authority reserves the rights of final decision.

  
26.11.25

**SECTION-V**  
**FINANCIAL BID**

**COVERING LETTER**

*(BIDDER LETTER HEAD)*

**To**  
**The Chief District Veterinary Officer, Subarnapur**

**Sub: Tender for Outsourcing of Manpower for Mobile Veterinary Units and DDL of Subarnapur District**

Sir,

I, the undersigned, offer to provide the services for outsourcing of manpower for Mobile Veterinary Units of Subarnapur District in accordance with your Tender No. 3380 /CDVO/SNP dated: 04.11.2025. Our attached financial price is \_\_\_\_\_.  
The amount is inclusive of the taxes applicable as per GST Act.

I do hereby undertake that, in the event of acceptance of our bid, the services shall be provided in respect to the terms and conditions as stipulated in the tender document. Our financial proposal shall be binding upon us subject to the modifications resulting from contract negotiations, up to expiration of the validity period of the proposal of 90 days.

I have carefully read and understood the terms and conditions of the tender to provide the services accordingly. I understand that you are not bound to accept any proposal you receive.

I remain,

Yours faithfully,

**Authorized Signatory [In full and initials ]**  
**With Date and Seal Address of the Bidder**

①  
26.11.25

**(FORM-F1)**

**(ADMINISTRATIVE CHARGE)**

PROVIDING SERVICES OF MVU ATTENDANTS & LAB TECHNICIAN TO OFFICE OF THE CHIEF DISTRICT VETERINARY OFFICER , SUBARNPUR								
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 Remuneration Net
1	MVU Attendant	10000	13%	3.25%		18	14166	
2	Lab. Technician	15600	13%	3.25%		18	22097	

- Bidder with lowest evaluated competitive administrative charge exclusive of GST for the required services may not be awarded of the contract.
- The committee reserves the right to select the suitable bidder taking in to account of Quality Based Selection method.
- The decision is final & may not challenge in the court of law.
- The bidders will have to quote their "Service Charges" as a percentage 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 in financial quote among the multiple qualified bidders, the bidder having higher average financial turnover from the required man powers deployment services for the concerned period among all technically qualified bids, will be considered for award of contract.
- The employee share of contribution towards EPF and ESI shall be deducted by the service provider from the home take remuneration of the man power deployed. Copies of EPF & ESI deposit challan and proof of payment of home take remuneration must be furnished to the Authority at the time of monthly bill processing for drawl and reimbursement.

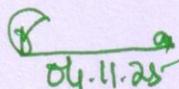
**Signature of the Authorized Representative**

Date:

Name:

Place:

Seal

  
04.11.25

## SECTION-VI

### BID SUBMISSION CHECK LIST

Sl. No.	Description	Submitted (Yes/No)	Page No.
<b>TECHNICAL BID(ORIGINAL)</b>			
1	Covering Letter in Bidders Letter Head		
2	Bid Processing Fee		
4	Copy of Incorporation / Registration Certificate of the Bidder		
5	Copy of PAN		
6	Copy of GSTIN		
7	Copies of Income Tax Clearance Certificate for the last three Assessment years		
8	Copy of Valid EPF & ESI Certificate		
9	TECHNICAL BID duly filled in ( <b>Covering Letter,FORM-T1,T2, T3,T4and T5</b> )		
10	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		
11	Turn Over and Net worth certificate for last 3 years		
12	Power of Attorney in favour of the person signing the bid on behalf of The bidder.		
13	List of completed /on-going assignments of similar nature (Past Experience Details) along with the copies of work orders for the respective from the authorities		
14	Undertaking for not have been black-listed by any Central/State Govt./any Autonomous bodies during the recent past. (FORM-T2)		
15	Undertaking for not having any police case pending against the bidder (FORM-T3)		
<b>FINANCIAL BID(ORIGINAL)</b>			
1	Covering Letter in Bidders Letter Head		
2	Duly Filled in Financial Bid ( <b>FORM-F1</b> )		

It is to be sure 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 part seepage numbered along with Index Page.
- All pages of the proposal needs to be sealed and signed by the authorized representative.

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

**Name and Designation  
with Date and Seal**

P. a.  
06.11.25

## SECTION-VII

### **SERVICE AGREEMENT**

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

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

#### **WHEREAS**

a. The "Service Provider", having represented to the "Authority" that he has the required manpower and other resources, has offered to provide the service in response to the Tender Notice No: 3380/CDVO/SNP Dated: 04.11.2025 issued by the Authority;

b. The "Authority" has accepted the offer of the Service Provider to provide the required services as per the terms and conditions as set forth in this Service Agreement.

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

1. The following documents attached hereto shall be deemed to form an integral part of this Contract:

**Appendix A:** General Terms and Conditions

**Appendix B:** Scope of Work

**Appendix C:** Contract Price and Payment Term

2. The mutual rights and obligations of the Authority and the Consultant shall be as set forth in the Contract, in particular:

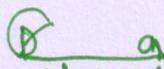
a. The Service Provider shall carry out the service in accordance with the provisions of the Agreement; and

b. The Certificate on the satisfactory performance of services by the Agency shall be issued by an Officer authorized by the Client, and in consideration of the Certificate of Satisfactory Performance of Services Provider, the Authority shall make such payments and in such manner as is provided in the Agreement.

#### **1. Mode of Payment**

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

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

  
04.11.22

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

a. That in consideration of the payment to be made by the "Authority" to the "Service Provider", the "Service Provider" hereby agrees with the "Authority" to provide manpower resources to be engaged in conformity with the provisions of the terms and conditions of the contract.

b. That the "Authority" hereby further agrees to pay the "Service Provider" the contract price at the time and in the manner prescribed in the said terms and conditions.

c. Financial limit under this Contract varies with changes in statutory dues and government taxes as applicable from time to time.

d. That in the event of any dispute that may arise, it shall be settled as per the terms and conditions of the contract.

e. That this agreement is valid up to \_\_\_\_\_.

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

**Witness 1:** \_\_\_\_\_

**Witness 2:** \_\_\_\_\_

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

**[Name and Designation of the Representative with Seal]**

**Witness 1:** \_\_\_\_\_

**Witness 2:** \_\_\_\_\_

① 91  
04.11.25

16.11.25

**SECTION-VIII**

**PERFORMANCE BANK GUARANTEE FORMAT**

To

**The Chief District Veterinary Officer, Subarnapur**

**WHEREAS** (Name and address of the Service Provider) (hereinafter called "the Service Provider") has undertaken, in pursuance of Contract No. \_\_\_\_\_ dated \_\_\_\_\_ to undertake the service \_\_\_\_\_;

**AND WHEREAS** it has been stipulated by CDVO Subarnapur in the said contract that the Service Provider shall furnish you with a bank guarantee by a scheduled commercial bank recognized by you for the sum specified therein as security for compliance with its obligations in accordance with the contract;

**AND WHEREAS** we have agreed to give the Service Provider such a bank guarantee;

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

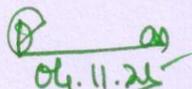
We hereby waive the necessity of your demanding the said debt from the Service Provider before presenting us with the demand.

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

This performance bank guarantee shall be valid until the \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_ (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, the bank shall be discharged of all liabilities under this guarantee thereafter.

**(Signature of the Authorized Officer of the Bank)  
Name and Designation of the Officer:**

**Seal, Name & Address of the Bank & Branch:**

  
04.11.22

**SECTION-IX**

**BID SECURITY DECLARATION**

To

**The Chief District Veterinary Officer, Subarnapur**

I/We, The undersigned, declare that:

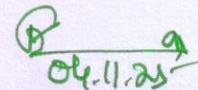
I/We accept that I/We may be suspended to submit bids for contracts with you for a period of three years from the date of bid opening and /or other actions as deemed proper shall be taken up if I am / We are in a breach of any obligation under the bid conditions, because I/ We

- a) have withdrawn/modified my/our bid during the period of bid validity specified in the form of bid; or
- b) Having been notified of the acceptance of our bid by the purchaser during the period of bid validity.
- c) Fail or refuse to execute the contract, or
- d) Fail of refuse to submit the Performance Security of the amount specified in the bid.

Signature of the Bidder:

Date:

Official Seal:

  
04.11.25

**Chief District Veterinary Officer  
Subarnapur  
(Tender Inviting Authority)**

**END OF DOCUMENT**