

**COLLECTORATE, KORAPUT
(BBE SECTION)**

(Tel. No. 06852-251212, E-mail ID- dycol.kora@nic.in)

No. 4185 /XX-147/2023

Date: 18 . 12.2023.

**TENDER CALL NOTICE FOR OUTSOURCING OF SERVICES OF 21 NOS. OF
GROUP-D PERSONNEL**

The Collector, Koraput invites Sealed Tenders from intending reputed / suitable Service Providers to provide services of 21 (Twenty-one) Nos. of Group-D Personnel (RS/R.I Peon-08, Process Server-05, Chainman-02 & Night Watcher for IB/RS-06) in the Office of Collector & District Magistrate, Koraput and Tahsil Offices of Koraput District on contract basis for relevant day to day official works for a period of One year from the date of commencement of the contract.

The detailed Tender Document may be downloaded from the District Website i.e <http://Koraput.nic.in> (from 20.12.2023 to 01.01.2024) and any further addendum/ corrigendum shall be communicated through the same website. The last date and time for receipt of Tender (**through Regd. Post / Speed Post only**) is **01.01.2024, (upto 5.30 PM)**. Tenders received beyond the stipulated date/time shall not be taken into consideration. The tenders shall be opened on **02.01.2024 at 3.30 P.M. onwards** by the Committee constituted for the purpose in presence of the tenderers or their authorized representatives, if any.


COLLECTOR & DISTRICT MAGISTRATE,
KORAPUT

**TENDER DOCUMENT FOR PROVIDING
SERVICES OF 21 (TWENTY ONE) NOS. OF
GROUP-D PERSONNEL ON OUTSOURCING
BASIS THROUGH
SERVICE PROVIDER AGENCY**

COLLECTOR & DISTRICT MAGISTRATE, KORAPUT



CONTENTS OF TENDER DOCUMENT

Sl. No.	Description of Contents	Page No.
1.	Contents of the Tender Document	2
2.	Notice Inviting Tender	3-4
3.	Different dates of Tender	5
4.	Scope of work and general instructions for bidders	6-8
5.	Technical requirements for the tendering Service Provider	9
6.	Technical requirements for personnel to be deployed by the successful Service Provider in the Office of the Collector & District Magistrate, Koraput & Tahsil Offices of Koraput District	10
7.	Tender Application-Technical Bid (Annexure-I)	11-12
8.	Declaration (Annexure-II)	13
9.	Tender Application-Financial Bid (Annexure-III)	14
10.	Terms and Conditions (Annexure-IV)	15-19
11.	Documents to be submitted with the Technical Bid (Annexure-V)	20
12.	Documents to be submitted by the Successful Bidder before deployment of Personnel (Annexure-VI)	21
13.	Bidder's Covering Letter (Annexure-VII)	22
14.	Letter of Authorization for attending Bid Opening (Annexure-VIII)	23



COLLECTORATE, KORAPUT
(BBE SECTION)

TENDER DOCUMENT

Different important dates of the Tender For providing
Services of Group-D personnel by Service Provider

(a)	Period of advertisement of Tender Document in the website	From 20.12.2023 to 01.01.2024
(b)	Last date and time for Submission of Tender Document	01.01.2024 (5.30 P.M.)
(c)	Date and time for opening of (i) Technical Bids (ii) Financial Bids of eligible Bidders	02.01.2024 at 03.30 P.M. 02.01.2024 at 4.30 PM, After scrutiny of technical bids
(d)	Likely date for commencement of providing service.	10.01.2024



SCOPE OF WORK AND GENERAL INSTRUCTIONS FOR BIDDERS

1. Collector & District Magistrate, Koraput requires the services of reputed, well established and financially sound Service Providers to provide services of Group-D personnel on outsourcing basis for day-to- day office work in the Collectorate and Tahsil Offices of Koraput District.
2. The contract for providing the aforesaid services shall continue for a period of **one year** from the date of commencement of service. The period of the contract may be further extended for a further period of another one year provided the requirement of the offices for services persists at that time. The period of contract may be curtailed/terminated before completion of one year owing to deficiency in service or substandard quality of services of the personnel provided by the selected Service Provider or because of change in the office requirements. The Collector & District Magistrate, Koraput, however, reserves the right to terminate the initial contract at any time after giving 15 days notice to the selected Service Provider. Under no circumstances the personnel shall be allowed to continue for more than two years, so as to avoid future litigation relating to regularization.
3. The contract of service provider shall be terminated if the selected bidder fails to provide the personnel having expertise in doing Group-D works in the offices and carrying files, daks, official papers and books etc. along with watch and ward, sweeping, cleaning, dusting of concerned section(s) of Collectorate & Tahsil Offices etc. as & when required & fails to provide the personnel who are in good physical health condition having expertise in doing Night Watchman duty and to be vigilant during the silent hours.
4. Collector & District Magistrate, Koraput presently has a tentative requirement of total 21 (Twenty One) Nos. of Group-D personnel {R.S/R.I Peon (8 Nos), Process Server (5 Nos), Chainman (2 Nos), Nightwatcher for IB/RS (6 Nos)}.
5. The estimated cost of the contract is Rs. 25,45, 200.00 (Twenty Five Lakh Forty

Five Thousand Two Hundred) only per annum excluding applicable taxes, statutory dues and negotiated service charges.

6. The interested Service Providers shall submit the tender document complete in all respect along with other requisite documents **by 01.01.2024 upto 05.30 P.M.** to the Office of the Collector & District Magistrate, Koraput **by Speed Post /Registered Post.**
7. The various crucial dates relating to "Tender for Providing Services of Group-D personnel to the Office of the Collector & District Magistrate, Koraput and Tahsil Offices of Koraput District" are cited as above.
8. The tender has been invited under two bid system i.e. Technical Bid annexed at **Annexure - I** and Financial Bid annexed at **Annexure - III**. The interested bidders are required to submit the bids in two separate sealed envelopes superscribing "Technical Bid for Providing Services of Group-D personnel to the Office of the Collector & District Magistrate, Koraput and Tahsil Offices of Koraput District" and "Financial Bid for Providing Services of Group-D personnel to the Office of the Collector & District Magistrate, Koraput and Tahsil Offices of Koraput District". Both sealed envelopes should be kept in a third sealed envelope superscribing "**Tender for Providing Services of Group-D personnel to the Office of the Collector & District Magistrate, Koraput and Tahsil Offices of Koraput District**".
9. All bidders will have to deposit a Non-refundable payment of Rs.6000/- (Six thousand) only as the cost of Tender Paper in shape of Demand Draft of any Nationalized Bank drawn in favour of **Nizarat Officer, Collectorate, Koraput** payable at Koraput along with the Technical Bid.
10. All bidders will have to deposit a Bid Security of **Rs.1,00,000/- (Rupees One Lakh)** only in the form of Bank Guarantee/Term Deposit Receipt(TDR) from any Nationalized Bank drawn/ pledged in favour of **Nizarat Officer, Collectorate, Koraput** covering the period of contract along with the Technical Bid. The Bid Security Deposit will be returned to the unsuccessful bidders after selection of the successful bidder.



11. The interested Service Providers are required to enclose the Self attested documents as mentioned in Annexure-V along with the Technical Bid, failing which their bids shall be summarily/out rightly rejected and will not be considered.
12. The conditional bids shall not be considered and will be out rightly rejected.
13. All entries in the tender form should be legible and filled clearly. If the space for furnishing information is insufficient, a separate sheet duly signed by the authorized signatory may be attached. No overwriting or cutting is permitted in the Financial Bid Form. In such cases, the tender shall be summarily rejected. However, the cutting, if any, in the Technical Bid Application must be initialized by the person authorized to sign the tender bids.
14. The Technical Bids shall be opened on the scheduled date and time
i.e. **at 3.30 PM on 02.01.2024**, in the **Conference Hall of Collectorate, Koraput** in presence of the Selection Committee and the representatives of the Service Providers, if any, who wish to be present on the spot at the time of opening of the Bids.
15. The Financial Bid of only those bidders will be opened who would be found successful in the Technical Bid. The Financial bids shall be opened after opening & scrutiny of Technical Bids on the same day in presence of the Selection Committee and the representatives of the Service Providers, if any, who wish to be present on the spot at the time of opening of the Bids.
16. The Selection Committee can use its own discretion for selection of the service provider; the decision taken by the Committee shall be final.
17. The Collector & District Magistrate, Koraput reserves the right to reject any or all bids without assigning any reason.



TECHNICAL REQUIREMENTS FOR THE TENDERING SERVICE PROVIDER

1. The tendering service provider agencies should fulfill the following technical specifications:
 - (a) The registered office of the Service Provider agency should be located within the State of Odisha.
 - (b) The agency should have been registered with the appropriate registering authority.
 - (c) The agency should have at least three years" experience in providing services **particularly Group-D personnel**.
 - (d) The agency should have own Bank Account.
 - (e) The agency should be registered with Income Tax and Service Tax (GST) department.
 - (f) The agency should be registered with appropriate authorities under Employees Provident Fund and Employees State Insurance Acts.
 - (g) The agency should have any other regulatory clearance (to be specified by the user Department) that may be required for providing services of Group-D personnel.
 - (h) The agency should have minimum average annual turn-over of Rs. 01 (One) Crore during the financial year 2020-21, 2021-22& 2022-23 in providing services.
 - (i) The agency should have executed contracts of similar type during preceding 3 (three) years i.e. for the financial year 2020-21, 2021-22 & 2022-23.
 - (j) The agency should not have any criminal antecedent/ previous unsatisfactory service report/ previously black listed by any organization.



TECHNICAL REQUIREMENTS FOR PERSONNEL TO BE DEPLOYED BY THE SUCCESSFUL SERVICE PROVIDER IN THE OFFICE OF THE COLLECTOR & DISTRICT MAGISTRATE, KORAPUT AND TAHSIL OFFICES OF KORAPUT DISTRICT.

1. The Group-D personnel should be above 18 years and not more than 40 years of age.
2. The minimum educational qualification for the personnel should be 10th pass in respect of Process Server and 7th pass for other Group-D personnel.
3. They may have experience in doing Peon works in the office and carrying files, daks, official papers and books, orderly works, security, sweeping, cleaning, dusting, gardening and delivery of daks/notices etc. For Night Watcher, the personnel must be in good physical health condition and to be vigilant during the silent hours. Lack of knowledge of the above-mentioned works will lead to their immediate disengagement.
4. They must not have any criminal antecedent. Each Group D personnel, at the time of his engagement, shall furnish a self declaration of not having any criminal antecedent duly verified and certified by the Agency to the Authority.



APPLICATION-TECHNICAL BID	
FOR PROVIDING SERVICES OF GROUP-D PERSONNEL IN THE OFFICE OF THE COLLECTOR & DISTRICT MAGISTRATE, KORAPUT & TAHSIL OFFICES OF KORAPUT DISTRICT.	
1.	Name of the Service Provider
2.	Details of Bid Security(Bank Guarantee/ Term deposit Receipt (TDR) number, date and amount & details of Bank)
3.	Name of Proprietor/Partner/Director (Name of all Directors/ Partners)
4.	Full Address of Registered Office (with PIN Code)
	Telephone No:
	Mobile No:
	FAX No:
	E-mail ID:
5.	Full Address of Branch Office(if any)
6.	Name, Telephone No/Mobile No/ E- mail ID of Authorized Officer/Person to co- ordinate with the Office of the Collector& District Magistrate, Koraput.
7.	Banker of the Service Provider. (Attach copy of statement of A/c for the last six months)
8.	PAN No:(Attach copy of the PAN)
9.	Statutory Registration No: (under License& Contract Labour Act. 1970 obtained from Labour Department, Government of Odisha)
10.	GST Registration No. (Enclose copy of the certificate)



11.	EPF Registration No. (Enclose copy of the Certificate)					
12.	ESI Registration No.: (Enclose copy of the Certificate)					
13.	Cost of tender Document details. (Bank Draft details)					
14. Financial turnover of the Service Provider for the last 3 (three) Financial Year:						
Financial Year	Amount in Lakh		Remarks if any			
2020-21						
2021-22						
2022-23						
15. Give details of the similar contracts handled by the tendering Service Provider during the last three years in the following format (if the space provided is insufficient, a separate sheet may be attached) :						
No.	Name of client, address, telephone, Fax. No. & email ID	services provided		Annual Bill amount (In Lakh)	Duration of contract	
		Type of services	No.		From	To
16. Additional information, if any (Attach separate sheet, if required)						

Date

Signature of authorized person with seal

Place

Full Name

Telephone No/Mobile No.

e-mail ID



Annexure-II

DECLARATION

1. I, _____ son/daughter/wife of Shri _____ Proprietor/Partner/Director/ authorized signatory of the service provider, mentioned above, and competent to sign this declaration and execute this tender document.
2. I have carefully read and understood all the terms and conditions of the tender and undertake to abide by them.
3. The information/ documents furnished along with the above application are true and authentic to the best of my knowledge and belief. I/ we am/are well aware of the fact that furnishing of any false information/ fabricated document would lead to rejection of my tender at any stage besides liabilities towards prosecution under appropriate law.

Date

Signature of authorized person with seal

Place

Full Name

Telephone No/Mobile No.

e-mail ID



APPLICATION-FINANCIAL BID								
FOR PROVIDING SERVICES OF 21 GROUP- D PERSONNEL IN THE OFFICE OF THE COLLECTOR & DISTRICTMAGISTRATE, KORAPUT AND TAHSIL OFFICES OF KORAPUT DISTRICT								
1.	Name of the Service Provider Agency:							
2.	Rate per person per month inclusive of all statutory liabilities, taxes etc. The bidders shall take into account the expenses to be incurred and statutory dues (Income tax, TDS@2% and GST TDS @2% from gross bill etc.) while quoting the service charge							
Sl. No.	Services Type	Monthly Rate per Person						
		*Take Home remuneration (Net)	EPF 13%	ESI 3.25 %	Other statutory dues if any	Service Charge	GST	Total per Person (Gross)
1.	Group-D personnel							

***Minimum take home remuneration of Group-D Personnel is Rs.10,100/-per month per person as per Finance Department letter No.30722/F dated 06.11.2021.**

Date

Signature of authorized person with seal

Place

Full Name

Telephone No/Mobile No.

e-mail ID

Notes:

1. The total rates quoted by the Service Provider should be inclusive of all statutory/ tax liabilities in force at the time of entering into contract.
2. The payment shall be made on conclusion of the calender month only on the basis of number of working days for which duty has been performed by each Personnel.
3. The bids with NIL, or very low service charge shall be treated as "Non responsive Bid"



GENERAL

TERMS AND CONDITIONS

1. The Agreement shall be valid for one year unless it is curtailed or terminated by the authority owing to deficiency of service, sub-standard quality of personnel deployed, breach of contract etc. or change in requirements.
2. The Agreement shall automatically expire after completion of one year unless extended further by the mutual consent of the Service Provider and the Authority.
3. The Agreement may be extended, on the same terms and conditions or with some additions/ deletions/ modifications, for a further specific period mutually agreed upon by the Service Provider and Authority. However, under no circumstances the personnel engaged shall be allowed to continue for more than two years, so as to avoid future litigation relating to regularization.
4. 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 organizations by whatever name be called without the prior written consent of the Authority.
5. Collector & District Magistrate, Koraput at present, has tentative requirement of **21 (Twenty One) Nos. of Group-D personnel (RS/RI Peon-8, Process Server-5, Chainman-2 & Night Watcher for IB/RS-6)** on urgent basis for day to day official work at the Office of the Collector & District Magistrate, Koraput and Tahsil Offices of Koraput District.
6. The Service Provider will be bound by the details furnished by into the Authority while submitting the tender or at subsequent stage. In case, any of such documents furnished is found to be false at any stage, it would be deemed to be a breach of terms of Agreement making it liable for legal action besides termination of the agreement and forfeiture of performance Security (Bid security). Action as deemed proper shall be initiated against the Service Provider Agency.
7. The Authority reserves the right to terminate the agreement at any time during the period of contract after giving 15 days notice to the Service Provider.



8. The persons deployed in the office will be called on holidays to attend duty if required in case of urgency. They are entitled for special leave as per FDOM No. 30794 dated 06.11.2021.
9. The Service Provider shall nominate a coordinator who shall be responsible for immediate interaction with the office of the Collector & District Magistrate, Koraput so that optimal services of the personnel deployed could be availed without any disruption.
10. The entire financial liability in respect of the services of the personnel deployed in the Office of the Collector & District Magistrate, Koraput and Tahsil Offices of Koraput District shall be that of the Service Provider and Office of Collector & District Magistrate, Koraput will no way be liable. It will be the responsibility of the Service Provider to pay to the personnel deployed a sum not less than the minimum rate quoted in the financial bid and produce such evidence as may be required by the Collector & District Magistrate, Koraput.
11. For all intents and purposes, the Service Provider shall be the "Employer" within the meaning of different Rules & Acts in respect of personnel so deployed. The persons deployed by the Service Provider shall not have any claim whatsoever like employer and employee relationship with the Collector & District Magistrate, Koraput.
12. The Service Provider shall be solely responsible for the redressal of grievances or resolution of disputes relating to persons deployed. Collector & District Magistrate, Koraput shall, in no way, be responsible for settlement of such issues whatsoever.
13. The Collector & District Magistrate, Koraput 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.
14. The personnel deployed by the Service Provider shall not claim nor shall be entitled to pay, perks and other facilities admissible to regular/confirmed employees during or after expiry of the Agreement.
15. In case of termination of this agreement on its expiry or otherwise, the persons deployed by the Service Provider shall not be entitled to and shall have no claim for any absorption in regular or other capacity.



16. The personnel deployed shall not claim any benefit or compensation or absorption or regularization of deployment with office. Undertaking from the personnel deployed to this effect shall be required to be submitted by the Service Provider at the time of commencement of such deployment.
17. The Service Provider must be registered with the concerned Govt. Authorities i.e. Labour Commissioner, Provident Fund Authorities, Employees State Insurance Corporation etc. and a copy of the registration should be submitted. The Service Provider shall comply with all the legal requirements for obtaining License under Contract Labour (Regulations and Abolition) Act, 1970 if any, at his own part and cost.
18. The Service Provider shall provide a substitute well in advance if there occurs any probability of the person leaving the job due to his own personal reasons. The payment in respect of the overlapping period of the substitute shall be the responsibility of the Service Provider. The Service Provider shall be responsible for contributions towards Provident Fund and Employees State Insurance, wherever applicable.
19. The personnel deployed by the Service Provider should have good police records and no criminal case should be pending against them. Police verification of the antecedents of the deployed personnel can be made at the discretion of the Collector & District Magistrate, Koraput.
20. The personnel deployed should be polite, cordial and efficient while handling the assigned work and their actions should promote good will and enhance the image of the office.

LEGAL

1. The personnel deployed shall not commit any mischief in any form with the case records, documents, registers and files. In view of this, they shall be required to maintain confidentiality and breach of this condition shall make the Service Provider as well as the personnel deployed liable for penal action under the applicable laws besides, action for breach of contract.
2. The Service Provider shall be responsible for compliance of all statutory provisions to minimum wages payable to different types of worker in respect of the personnel deployed by it in the Office of Collector & District Magistrate, Koraput and Tahsil Offices of Koraput District. The Collector & District Magistrate, Koraput shall have no liability in this regard.

3. The Service Provider shall also be liable for depositing all taxes, levies, Cess etc., on account of service rendered by it to the concerned tax collection authorities, from time to time, as per the Rules and Regulations in the matter. Attested Xerox copies of such documents shall be furnished to the Office of Collector & District Magistrate, Koraput as and when required.
4. The Service Provider shall maintain all statutory registers under the law and shall produce the same, on demand, to the Collector & District Magistrate, Koraput or any other authority under law.
5. The Tax Deduction at Source (TDS) shall be done as per the provisions of Income Tax Act/ Rules, GST Act/ Rules, as amended, from time to time and a certificate to this effect shall be provided to the Office of Collector & District Magistrate, Koraput.
6. In case the Service Provider fails to comply with any liability under appropriate law and as a result thereof, the Collector & District Magistrate, Koraput is put to any loss/obligation, monetary or otherwise, the Collector & District Magistrate, Koraput will be entitled to get itself reimbursed out of the outstanding bills or the Performance Security (Bid Security) Deposit of the Service Provider, to the extent of the loss or obligation in monetary terms.
7. The Agreement is liable to be terminated because of non-performance, deviation of terms and conditions of contract, non-payment of remuneration of employed persons and non-payment of statutory dues. The Collector & District Magistrate, Koraput will have no liability towards non-payment of remuneration to the persons employed by the Service Provider and the outstanding statutory dues of the service provider to statutory authorities. If any loss or damage is caused to the Office of Collector & District Magistrate, Koraput and Tahasil Offices of Koraput District by the personnel deployed, the same shall be recovered from the unpaid bills or adjusted from the Performance Security Deposit (Bid Security).

FINANCIAL DOCUMENT

1. The Technical Bid should be accompanied with Bid Security in shape of Bank Guarantee/ Term Deposit Receipt (TDR)) (Rs. 1,00,000/-), Non-refundable Tender Paper Cost in shape of Bank Draft (Rs.6,000/-) as per Tender Call Notice, failing which the tender shall be rejected outrightly.



2. In case, the contract is further extended beyond the initial period, the performance security (Bid Security) will have to be accordingly renewed by the successful bidder.
3. In case of breach of any terms and conditions attached to the agreement, the performance security (Bid Security) deposit of the Service Provider shall be liable to be forfeited besides annulment of the agreement.
4. The Service Provider shall raise the bill, in triplicate, along with attendance sheet duly verified by the authorized Officer of Collectorate, Koraput and Tahasildars of Koraput District in respect of the personnel deployed and submit the same to the prescribed authority within the 3rd day of the succeeding month. As far as possible the payment will be released within the 1st week of succeeding month, subject to availability of funds.
5. The claims in bills regarding Employees State Insurance, Provident Fund and Service Tax etc., should be necessarily accompanied with documentary proof pertaining to the concerned monthly bill. A requisite portion of the bill or whole of the bill amount shall be held up till such proof is furnished, at the discretion of the Collector & District Magistrate, Koraput.
6. The Authority reserves the right to withdraw or relax any of the terms and conditions mentioned above so as to overcome the problem encountered at a later stage.
7. The successful bidder will enter into an agreement with the Collector & District Magistrate, Koraput for supply of suitable and qualified personnel as per requirement of the Office of Collector & District Magistrate, Koraput and Tahasil Offices of Koraput District on the above terms and conditions before providing services.



DOCUMENTS TO BE PROVIDED WITH THE TECHNICAL BID

1. Bidder's Covering Letter.
2. Application-Technical Bid.
3. Self attested Copy of Registration of Agency.
4. Self attested copy of the statement of Bank Account of the Agency for the last 6 (Six) months.
5. Self attested copy of Aadhar/PAN/GIR Card.
6. Self attested copy of the latest IT return filed by agency for last 3(three) years.
7. Self attested copy of Service Tax registration certificate
8. Self attested copy of the E.P.F. registration letter/certificate
9. Self attested copy of the E.S.I registration letter/certificate
10. Self attested copy of documents in support of the financial turnover of the agency
11. Self attested copy of documents in support of entries in column10-13 of Technical. Bid application
12. Self attested copy of the terms and conditions at pages in Tender Document with each page duly signed and sealed by the authorized signatory of the agency in token of their acceptance.
13. Authorization Certificate of Agency
14. Copy of the document showing at least three years' experience in providing services particularly Group-D personnel.
15. Self declaration that the agency is having no criminal antecedent/ no previous unsatisfactory service report/previously not black listed by any organization.
16. Letter of Authorization for attending Bid Opening.
17. Cost of Tender Paper non-refundable in shape of Bank Draft of Rs.6,000/- (Rupees Six Thousand)only and Bid Security in shape of Bank Guarantee/Term Deposit Receipt (TDR) of Rs. 1,00,000/- (Rupees One Lakh) only as per Tender Call Notice.

DOCUMENTS TO BE SUBMITTED BY THE SUCCESSFUL AGENCY BEFORE
DEPLOYMENT OF PERSONNEL

1. List of personnel shortlisted by agency for deployment in the Office of Collector & District Magistrate, Koraput and Tahasil Offices of Koraput District containing full details i.e. date of birth, marital status, address, educational certificate, criminal antecedent declaration duly verified and certified etc.
2. Bio-data of all persons with Passport size Photograph.
3. Adhaar
4. Any other document considered relevant.



BIDDER'S COVERING LETTER

To,

Collector & District Magistrate, Koraput

Sir,

Ref: Tender Notice No _____/Estt dt. _____

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

We undertake that, if our bid is accepted, we shall execute the work in accordance with specifications, time limits and terms & conditions stipulated in the tender documents.

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

Bid submitted by us is properly prepared and sealed so as to prevent any subsequent alteration or replacement. Tender Paper cost of Rs.6000/- (Rupees Six thousand) only has been submitted inform of D.D.No _____ dated _____ in favour of Nizarat Officer, Collectorate, Koraput payable at Koraput.

Dated:-

Signature of Authorized

Signatory.....In capacity of the _____



LETTER OF AUTHORISATION FOR ATTENDING BID OPENING

(With Reference to Tender Notice No _____/Estt dt. _____)

To,

The Collector & District Magistrate, Koraput

Subject: Authorisation for attending bid opening on 02.01.2024 in the Tender for Services for 21 Nos. of Group-D personnel (on outsourcing basis).

Sir,

Following persons are here by authorized to attend the bid opening for the tender Mentioned above on behalf of _____(Bidder) in order of preference given below.

Order of Preference	Name	Specimen Signature
1.		
2.		
or		

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

Seal

Note:

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