

**COLLECTORATE: MALKANGIRI
(ST & SC DEV. SECTION)**

Phone-06861-230408, e-mail: mkgdwo@gmail.com

Lr.No. 579 /II-A-145/2026

Date: 11 02-2026

TENDER NOTICE

Bids in sealed covers are invited under Two Bid systems from reputed and experienced Service Providers for providing Man Power in different category of posts like (Cook-cum-Attendants, Lady Matrons, Data Entry Operators, District Scholarship Coordinator, Wardens, Part-Time-Tutors) in different SSD Hostels/Anwasha Hostels/Block and District Head Quarter Legal Aid Cells/OSFDC in Dist Headquarter/Scholarship Management Unit under ST & SC Dev. M&BCW Deptt. to the District Welfare Officer, Malkangiri. The detail of the bidding process is as follows:

Sl. No.	Bidding Schedule	Deadline
1	Date of issue	13.02.26
2	Due date and time of receipt of Bid (Last date)	27.02.26
3	Opening of Technical Bid	05.03.26
4	Opening of Financial Bid	06.03.26

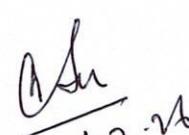
Bidders are required to submit the Technical and Financial Bids separately. The Bids in sealed cover-1 containing "Technical Bid" and sealed cover-2 containing "Financial Bid" should be placed in a third sealed cover super-scribed with "Bid for Outsourcing of Man Power in different category of posts like (Cook-cum-Attendants, Lady Matrons, Data Entry Operators, Wardens, Part-Time-Tutors) in different SSD Hostels/Anwasha Hostels/Block and District Head Quarter Legal Aid Cells/OSFDC/SMU under ST & SC Dev. M&BCW Deptt. to the District Welfare Officer, Malkangiri must reach on or before dated 27/02/2026 by 5.30 P.M. through **Speed Post/Registered Post** in the Office of District Welfare Officer, Malkangiri.

The Bid documents containing eligibility criteria, scope of work, terms and conditions of the tender and draft agreement can be downloaded from the District website- www.malkangiri.odisha.gov.in.

Complete Address for submission of Bid:

To

The District Welfare Officer, Malkangiri,
Collectorate, Malkangiri
PIN-764045


Collector & District Magistrate,
Malkangiri

Memo No. 573 /2026

Date: 11 02-2026

Copy to the DeGM, Malkangiri for information with a request to publish the Tender Notice in the district website www.malkangiri.odisha.gov.in for wide publication.

DR 11/2/26

District Welfare Officer,

Rajesh Malkangiri

Instruction of Bidders

A. General Information:

- The office of the District Welfare Officer, Malkangiri requires the service of reputed, well established, financially sound and registered Service Providers to provide Man Power in different category of posts like (Cook-cum-Attendants, Lady Matrons, Data Entry Operators, District Scholarship Coordinator, Wardens, Part-Time-Tutors) in different SSD Hostels/Anwasha Hostels/Block and District Head Quarter Legal Aid Cells under ST & SC Dev. M&BCW Deptt. to the office of District Welfare Officer, Malkangiri by deploying adequate trained and disciplined persons as per the requirement.
- Sealed tenders are invited under two bid system from reputed manpower agencies/service providers to provide the services of (Cook-cum-Attendants, Lady Matrons, Data Entry Operators, Wardens, Part-Time-Tutors) in different SSD Hostels/Anwasha Hostels/Block and District Head Quarter Legal Aid Cells under ST & SC Dev. M&BCW Deptt. to the office of District Welfare Officer, Malkangiri for a period of two years w.e.f. the date of execution of agreement and likely to be extended for further period of one year subject to satisfactory performance, mutual agreement on yearly basis (Other terms & conditions will be remain unchanged) through a suitable placement agency on contact basis to work in SSD Hostels/Anwasha Hostels/ Block and District Head Quarter Legal Aid Cells of ST & SC Dev. M&BCW Deptt. in Malkangiri District. Preference will be given to the Local Tenderers to provide personnel having previous experience for working in such field at Malkangiri. The authority reserves the right to terminate the contract at any time after giving 30 days' notice to the Service Provider.
- Bidders are required to submit the technical & financial bids separately. The bids in Sealed Cover-1 containing "Technical Bid and Sealed Cover-2 containing "Financial Bid should be placed in a Third Sealed Cover, Super-Scribed with " Bid for Outsourcing of Man Power in different category of posts like (Cook-cum-Attendants, Lady Matrons, Data Entry Operators, Wardens, Part-Time-Tutors) in different SSD Hostels/Anwasha Hostels/Block and District Head Quarter Legal Aid Cells under ST & SC Dev. M&BCW Deptt. to the office of District Welfare Officer, Malkangiri must reach on or before dated 27/02/2026 by 5.30 P.M. through **Speed Post/Registered Post** only can be dropped in the Tender Box kept at Office of District Welfare Officer, Malkangiri.
- The procuring entity can also fix the Service Charge above 3.85% with proper justification, whenever required. However, such charge should not exceed 7% in any case.
- The interested bidders may visit the location 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:

S. N.	Eligibility Criteria	Supporting documents to be furnished along with the Technical Bid
1	The bidder should be a registered Proprietorship/ Partnership/Company having valid GST registration number.	Certificate of Incorporation/ Registration
2	The bidder must have at least five 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.
3	The bidder must have quality management system ISO 9001: 2015 Certificate awarded to their company	Copy of the certificate.
4	The bidder must have PSARA license	Copy of the license
5	The Registered Office/ Branch Office of the Service Provider must be located within the jurisdictional area of Odisha.	Valid address proof of the office
6	The bidder must have average annual financial turnover of Rs. 1.00 Cr. during the last five financial years including 2024-25 .	Copies of audited balance sheet/ Income Expenditure Statement for last five financial years certified by CA that the firm had an average annual turnover of Rs.1.00 Cr. or above from Outsourcing business/ manpower Consulting Services only during the last five financial years.
7	The bidder must have its own bank account in any scheduled bank situated in Odisha.	Copy of the bank pass book and transaction statement for the last 6 months from the date of issue of the tender.
8	The agency must not have been blacklisted by any Central / State government, 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 on the prescribed format
9	The bidder must not have any pending judicial proceedings for any criminal offence against the proprietor/Director/Persons to be deployed by the Service Provider	An undertaking to this effect to be furnished by the bidder on the prescribed format.

10	Other Statutory Documents:	Copies of : <ul style="list-style-type: none"> • PAN • GSTIN • Copies of EPF & ESI Registration Certificate • Labour Registration • IT return for the last 5 Financial Years along with PL/AC and Balance Sheet
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B. Submission of Bid:

The proposal complete in all respect as specified must be accompanied with a Non-refundable amount Rs. 5,000/- (Rupees Five Thousand) only towards Bid Processing Fee and EMD of Rs. 30,000/- in form of Demand Draft in favour of the District Welfare Officer, Malkangiri drawn in any scheduled commercial bank and payable to District Welfare Officer, Malkangiri failing which the bid will be out rightly rejected. The bid should be sent through Speed Post/Registered Post only as to reach the authority by date 27/02/2026, by 5.30 PM to the office of District Welfare Officer, Malkangiri.

The authority will not be responsible for any postal delay. Bids without bid processing fee and EMD shall be rejected. Bids submitted after due date will be summarily rejected. EMD of unsuccessful bidders will be returned without interest after the award of Contract.

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" & "Financial Bid" for Man Power in different category of posts like (Cook-cum-Attendants, Lady Matrons, Data Enty Operators, District Scholarship Coordinator, Wardens, Part-Time-Tutors) in different SSD Hostels/Anwasha Hostels/Block and District Head Quarter Legal Aid Cells/OSFDC/SMU under ST & SC Dev. M&BCW Deptt. to the District Welfare Officer, Malkangiri. Both sealed envelopes must be kept in a third sealed envelope super-scribing "Bid Document Man Power in different category of posts like (Cook-cum-Attendants, Lady Matrons, Data Enty Operators, District Scholarship Coordinator, Wardens, Part-Time-Tutors) in different SSD Hostels/Anwasha Hostels/Block and District Head Quarter Legal Aid Cells, OSFDC Cells, Scholarship Management Unit (SMU) under ST & SC Dev. M&BCW Deptt. to the District Welfare Officer, Malkangiri. to the office of District Welfare Officer, Malkangiri.

Selected bidder will have to deposit a Performance Security (10% of the annual contract value) in the form of Bank Guarantee/ STDR from any scheduled Bank situated within Odisha in favour of the District Welfare Officer, Malkangiri as per the prescribed format provided in the tender document at Section-IX for a period of three months beyond the contract period. (i.e. Performance Bank Guarantee/STDR 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 Bank Guarantee/STDR. The Performance Bank Guarantee/STDR 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. 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. The service charge quoted as per latest notification is to be deposited, otherwise the financial bid shall be rejected by authority. The performance Bank Guarantee shall be renewed immediately after expiry of the FDR date, for the extension date of contract.

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 letterhead
- b. Demand Draft in support of Bid processing fee as applicable
- c. Demand Draft in support of EMD as applicable
- 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 five Financial Years
- h. Copies of EPF&ESI Registration Number, copy of Bank Account details
- i. Copies of the PL/AC along with Balance Sheet for the last 5 years.
- j. Copies of work orders from the previous organizations for providing services during last 5 years.
- k. Undertaking regarding non-blacklisting (On stamp paper)
- l. Undertaking regarding non-pending of any judicial proceedings (On bidder's letter head)
- m. Copy of valid labour license

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 05.03.2026 at 11.30 AM 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 06.03.2026 at 11.30 AM in presence of the authorized representatives.

The EMD 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 MSME registration firms covered under MSME act and registered under NSIC are exempted from submission of E.M.D. and paper cost for processing, in this regard necessary valid documents to be submitted in technical 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 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) would be considered for award of the contract subject to fulfilment of the terms and conditions of the bid documents. In case, the lowest bidder (L-1) is disqualified after selection for any reason, then negotiations will be made with the second lowest (L-2) bidder for award of contract at L-1 price. However, the decision of the Authority shall be final during the overall selection process. **In case of tie in the financial quote among the multiple qualified bidders, the bidder having higher Technical Score in the technical bid evaluation will be considered for award of contract. The Technical bid scoring method is as follows.**

Sl. No.	Technical Parameters	Maximum Mark
1	A) Number of years in business for manpower resources deployment service to the Central / State Govt. / Autonomous Bodies / Agencies / Societies / Corporate Bodies = 20 Mark 5 years = 5 Mark 5 to 10 years = 10 Mark More than 10 years = 15 Mark B) Local office in Odisha = 5 Mark	20
2	Numbers of eligible manpower services deployment contracts (A single contract of minimum 50 personnel engaged on outsourcing basis) 1 eligible contract = 5Mark (Maximum 4 eligible contracts)	20
3	Average Annual financial turnover from manpower deployment service contracts during each of the last 3 financial years(As per the Eligibility condition: Sl. No. 5) Up to 5.00 Cr INR = 10 Mark 5.00 Cr to 10.00 Cr INR =15Mark More than 10.00 Cr INR =20Mark	20
4	Number of manpower deployed under current payroll (HR certified list of the manpower deployed in different offices along with EPF and ESI details to be enclosed along with technical bid) Upto500=10Mark 500-1000=15Mark Morethan1000=20Mark	20

5	Presentation in support of Credentials (20Mins) Company Profile, Awards, Certifications such as ISO Understanding the Scope of work and implementation	20
GRANDTOTAL		100

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 Cook-cum-Attendants, Lady Matrons, Wardens/Part-time-Tutors/Data Entry Operators, District Scholarship Coordinators are included in the Group- D & C Category at this office Establishment. Hence the service nature may interchange at any time as per Administrative/official exigencies. Hence the manpower so outsourced/ engaged by the Agency shall be as per the above condition.

Duty time shall be fixed by the Authority of Head of the offices concerned.

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 **GENERAL INSTRUCTIONS FOR BIDDERS AND SCOPE OF WORK**

A. GENERAL INSTRUCTIONS:

1. The Cook-cum-Attendants so deployed by the service provider shall be required to stay in the Hostel and prepare and serve food and help in other works in hostels for the boarder students, and Lady Matrons/Wardens shall stay in the hostel and look after the girl boarders and take care of the adolescent girls in all respect and required to do other works as and when required as per instruction of the Head Master/Superintendent of Hostel of concerned School, Part-Time-Tutors are meant for doing tuition to the Anwasha students in evening and the Data Entry Operators will be engaged in Block and District Head Quarter Legal Aid Cells/OSFDC/Scholarship Management Unit(SMU) for the Data Entry Works and other office related works and District Scholarship Coordinator will be engaged in Scholarship Management Unit(SMU) for the management of Pre-Matric Scholarship and Post-Matric Scholarship of ST & SC Dev. Deptt. M&BCW Deptt. for which he/she would not be paid any extra remuneration. In case, the person deployed 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.
2. The persons 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.
3. The service provider shall nominate a coordinator who shall be responsible for periodic interaction with the Authority so that optimal services of the persons deployed could be availed without any disruption.
4. The attendance rolls for the personnel deployed by the Service Provider at the premises of Authority shall be provided by the Manpower Service Provider and it shall be monitored by the Service Provider on regular basis. These attendance rolls shall be signed by the authorized representative of Service Provider who shall get it verified from the designated office. The entire financial liability in respect of manpower services deployed in the Authority's location shall be that of the person Service Provider and the Authority will in no way be liable for the same. It will be the responsibility of the manpower Service Provider to pay to the person deployed a sum not less than the proposed monthly remuneration as mentioned in the financial bid.
5. The Manpower Service Provider shall provide a substitute well in advance if there occurs any probability of the person 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.
6. The persons 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 person deployed liable for penal action under the applicable laws besides, action for breach of contract.
7. The Manpower Service Provider shall be responsible for compliance of all statutory provisions relating to minimum wages payable to the persons deployed at the Authority's location. The service provider should ensure regular payment of monthly remuneration to

the personnel engaged by the service provider by 10th of the succeeding month after deduction of applicable statutory dues. The service provider should credit the monthly salary of its employees in their respective Bank Account.

8. The engagement of outsourced person shall be purely on outsourcing basis. The Service Provider shall at all times make it absolutely clear to the outsourced personnel hired through them. Any outsourced personnel deputed can be removed any time by giving notice to the Service Provider and the Service Provider will have to provide suitable replacement acceptable to Authority within 3 working days.
9. The persons to be engaged in this office shall be given assignment as per the requirement of the office work and on due approval of Head of the office.

B. SCOPE OF WORKS:

I. Cook-cum-Attendants:

She/He will be responsible for preparing foods for the boarders as per the prescribed menu. Must be adhere to the mess management guidelines of the Department concerning cleanliness & upkeeping of the kitchen, store, dinning space and cleaning area, cleanliness of food articles, storage of food and distribution of food etc. He/She will assist the young students to get ready for the school and also help them when they are back from school in the hostel where deputed and should stay in the hostels. He/She may be assigned with other works as and when required as per instruction of the Head Master/Superintendent of the Hostel of concerned School, for which he/she would not be paid any extra remuneration.

II. Lady Matron (Anwasha & Girls Hostels):

The role of a Lady Matron in a hostel where small children from class-I onwards are staying is of much importance. She will act as a foster mother for these children and assist Warden and assistant warden in day to day functioning of the hostel

- She will stay in the hostel amongst girl boarders and will sleep with them at night.
- Ensure cleanliness of dormitory, toilet, bathroom, surroundings taking the aid of L/CCAs.
- Check entry of any unauthorized person, particularly men.
- Liaison with ailing girls and ANM. If need arises inform Warden for action.
- Provide personal nursing
- Ensure that boarders don't remain in hostel during school hours and shall attend to girls who are sick/return to hostel.
- Hostel rooms should be locked during school time
- Maintain a first aid kit for emergency purposes.

- Will accompany sick boarders to hospital.
- Ensure regular consumption of Iron Folic Acid and de-worming tablet intake among hostel boarders.
- Ensure regular health screening of the boarders and maintain the health card of each boarder with the help of ANM.
- During night after closure of the day's business monitor the presence of each of the boarders by making personal round of the hostel rooms.
- She will keep the keys of the hostel with her.
- Keep a record of the absentee boarders.
- She will periodically check the furniture, cots, lights, water points, bathing spots, kitchen rooms, damaged electrical wiring, roof leakage etc. and bring to the notice of the warden if there is anything wrong.
- Immediately report if there is sudden behavioural changes of girls especially if one is upset emotionally/subjected to depression.
- Supervise student's arrival and departure.
- Ensure proper storage of necessary items/assets
- Ensure privacy of the girls' students.
- Ensure adolescent boarders use incinerators/ or properly dispose sanitary napkins.
- Ensure locking of the hostel gate by CCA at night and keep proper vigil over boarders (surprise checks)
- Ensure proper upkeep of Hotline Phone, CCTV, RO/Aqua guard, TV, and other assets and items installed/provided in hostels.
- Ensure that dogs, cows, kittens do not enter the campus.
- In shifts one has to be at the main gate and maintain the gate book.
- Stay in the hostel and sleep with the boarders at night.
- Young children in the age group of 6-7 from remote tribal areas of the state are admitted in Class-I under the programme. They neither have any preschool education nor any training on school preparedness. The environment to which they are put is completely different from their own and for the first time they are staying away from their parents. Therefore, it becomes imperative to take special care of these newly admitted young children until they get accustomed to the new environment. Accordingly, it has been decided to entrust the role of a mother to each LCCAs and they may be known as 'House Mothers' along with their designation as LCCA. They will take care of such young children as that of a mother in the hostel. Under the care of one House Mother there shall be either 25 boarders of Class-I or 30 boarders of Class-II or 35 boarders if it comprises both class-I & II. She will have the following responsibilities in addition to the duties as LCCA. However, she may be spared from cooking responsibilities.
- She will take utmost care of the boarders assigned to her like a mother.
- She will be accountable for the health & hygiene and safety of the boarders under her care.
- She will prepare the boarders, under her care, for the school. She should ensure that they are perfectly clean, well fed and well dressed. Their school bags are made/kept ready and contain Tiffin box with adequate food, water bottle, all necessary books and study materials for the day.
- They also see off the children while going to school in the vehicle and also receive them when they come back from school at the gate.

III. Warden(Anwasha):

Warden of the hostel shall be in overall charge of the hostel and accountable for its efficient and effective management. S/he will report to the District Welfare Officer (DWO). S/he will stay in the hostel and dine with the boarders and have the following responsibilities:

- Maintenance of hostel building and surrounding: (S/he should ensure that building is in good shape, the water supply is regular and hygienic, the electrification is proper without posing any danger to boarders, there is proper drainage of water from bath room and kitchen, and the surrounding of the hostel remains clean and hygienic. S/he should identify infrastructural gaps, if any, and bring the same to the notice of proper authorities (DWO) and get it redressed in a prompt manner.
- Conduct the admission process and allot rooms to the children in the hostel. At the time of admission to the hostel obtain personal data of the child in a prescribed format containing, inter alia, address, phone number of parents, Aadhaar Number of the child and an undertaking from the parents to the effect that they as well as the boarder shall abide by the rules and regulations of the hostel.
- Proper Mess management
- Maintenance of Cleanliness of hostel and health & Hygiene of boarders
- Attend the sick boarders and take a decision whether internal or hospital treatment is required. Under no circumstances the boarders should be sent home in ailing condition. In case of hospitalization the parents/local guardians may be informed to remain present
- Ensure proper health screening of all boarders for fever, malaria, diarrhea, chicken pox, acute respiratory infections and such others including adolescent reproductive & sexual health issues (ARSH) by ANMs on a regular basis.
- Ensure Safety and Security of boarders
- Timely Distribution of Toiletries to boarders
- Diligent maintenance of prescribed Records (Admission Records, Boarder Attendance register, BPL rice procurement Register, Consumption Register, Stock & Issue Register, Record of PMS, Amenities/cosmetics distribution Register, Sick Register, Red Register, Gate Book, Incoming & Out going Register, Visit Register, Cash Book, Advance Register, Allotment Register, Guard File for keeping all hostel notices Department circulars etc.) and keeping them up to date along with supportive vouchers. All expenses to be incurred following due procedure and exercising financial prudence
- Distribute work among Subordinate staffs (L/CCA, House Mothers and Tutors), and monitor their performance (Undertake weekly reviews). Facilitate and supervise the work of lady assistant warden appointed for the girls' block of the hostel.
- Sensitize all staff towards the rules and regulations, quality management and implications of not conforming to it.
- Issue Unique Identification Number/Identity Cards to all staff.
- Obtain police verification records of all staff.
- Meet the children from time to time on daily basis to know and solve their problems.
- Ensure that the boarders do not indulge in undesirable activities such as ragging, physical assault, damage to property, causing inconvenience to other inmates etc., and make them aware that non-compliance of any of the

rules and regulation of the hostel may lead to punishment like expulsion from the programme (Take regular updates especially during morning/evening prayers).

- Engage Peer Leaders/Room Monitors
- Ensure an atmosphere in the hostel conducive to study as well as development of extra-curricular activities of boarders.
- Must act as a role model for the boarders and endeavor to inculcate high moral values among them.
- In case of any untoward incident /case of sexual abuse/ teenage pregnancy or any other related matter s/he should act promptly and adopt protocols/mechanisms shared by Department and share information/report within the specified timeline.
- Give permission to the Guests (parents of the boarders/inspecting officials) to reside in the hostel on the request of the boarders/authorities on case to case basis. (Guest room should be located separately from the living area of the boarders and guests should not have any access to the living area without a guide)
- Address grievances of parents in accordance with the Rules and regulations of the hostel.
- Cooperate with monitoring officials who are authorized to make monitoring/surprise visits
- Display school wise student/boarder information at office, menu chart in dining area and important phone numbers at important places from where it can be accessed by all.
- Place a complaint box and institute a mechanism to redress grievance in an efficient manner.
- Ensure proper functioning of Hotline Phone/CCTVs wherever installed and adhere to SOPS.
- Attend different meetings and capacity building programs organized by the Department/SCSTRTI for effective and efficient management of the hostel.

IV. Part-time-Tutors(Anwasha):

Tutor shall be in charge of 50 boarders preferably of one school and one class. S/he shall be responsible for their curricular and extra-curricular development. Lady tutors should be appointed for girls' hostels.

- She/He shall-
- Help children complete home assignments during the after school hours.
- Revise the lessons taught in the school.
- Check the school diary of students on daily basis and respond as required Be in constant touch with the school teacher(s) and parents.
- Attend parent-teacher meetings of the school.
- Maintain a register to record the curricular progress (marks secured in school examinations) and extra-curricular achievements of each student under her/his charge.
- Record in a diary the details of contact s/he has made with teachers and parents.
- Attend capacity building programs organized by the Department/SCSTRTI for effective coaching of boarders.

V. Data Entry Operators (Legal Aid Cells, OSFDC & Scholarship Management Unit):-

Data Entry Operator-cum-Office Assistants (LAC) shall remain in all Block Head Quarters and District Head Quarter under Legal Aid Cells. They will perform their work of data entry and other official work assigned by the Block Legal Aid Cells and District Legal Aid Cell in the office of WEOs Section of the Block Office and DWO respectively. Data Entry Operator(OSFDC) shall remain in District Head Quarter under OSFDC and Data Entry Operator(SMU) shall remain in District Head Quarter under Scholarship Management Unit. They will perform their work of data entry and other official work assigned by District Welfare Officer, Malkangiri.

VI. District Scholarship Coordinator:

District Scholarship Coordinator shall remain in District Head Quarter and should have the following responsibilities to perform his duty in Scholarship Management Unit in the Office of District Welfare Officer:-

- Prepare district activity plan such as awareness generation on schemes, distribution, collection & verification of application forms, data compilation etc. for ensuring timely disbursement of scholarship.
- Coordinate with DWO and other relevant functionaries for issuance of necessary guidelines, checklists and instructions to block and schools for scholarship related issues.
- Coordinate with block personnel and school staff for ensuring timely data collection for all eligible beneficiaries for payment of scholarship
- Ensure data compilation and timely submission of details to State Office with proper approval of the District Welfare Officer.
- Support design of an effective communications plan to generate public awareness on the stipend programme. Conduct orientation and capacity building session at district & block levels
- Ensure timely redress of complaints with regard to non-receipt of scholarship or escalate the complaint to appropriate authority for redressal.

Any other responsibility as assigned by the supervisor in line with the deliverables and programme requirements

TECHNICAL REQUIREMENTS FOR THE PERSONS TO BE DEPLOYED

***BY THE SUCCESSFUL SERVICE PROVIDER IN THE O/o THE DISTRICT WELFARE OFFICER,
MALKANGIRI, ORISSA-764045***

1. The manpower to be engaged should be between 21 years to 40 years for Cook-cum-Attendants, Data Entry Operators, Part-time-Tutors and for Lady Matrons/Warden age should be between 30 years to 40 years.
2. The Minimum Educational Qualification for all the manpower regarding CCA will be 8th pass, Data Entry Operator is +3 with PGDCA (4 years' experience in same field) and for Lady Matron/Warden/Tutor is +2/+3 respectively.
3. The Minimum Educational Qualification for the District Scholarship Coordinator will be MSW/MBA and computer knowledge with (5 years' experience in same field).
4. The manpower to be engaged should be un-skilled category and in a consolidated wage manner.

SECTION-III

Scheduled of Requirement:-

Tentative requirement of services to be deployed for the proposed services is given here under:-

(To be filled up by the Tender Inviting Authority)

Sl. No.	Description	Requirement
1	Cook-cum-Attendants(CCAs) in SSD Hostels in AS/HS/GHS/HSS	37
2	Cook-cum-Attendants (CCAs) in Anwasha Hostels	33
3	Lady Matrons(Anwasha)	10
4	Lady Matrons (SSD Girls' Hostels)	6
5	Wardens(Anwasha)	2
6	Part-time-Tutors (Anwasha)	18
7	Data Entry Operators-cum-OA (Legal Aid Cells)	8
8	Data Entry Operator (OSFDC)	1
9	Data Entry Operator (SMU)	1
10	District Scholarship Coordinator(SMU)	1
	Total=	117

[NB: All the scopes are tentative & can be modified as per the requirement of the tender inviting authority.]

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 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 known about their position in writing before deployment under the required service.
2. The Service Provider must employ adult labour only. Employment of child labour will lead to the termination of the contract. Persons to be deployed by the Service Provider should not be a minor and physically & MENTALLY sound to perform the duties. The age as appropriate to the different post will be adhered.
3. The Service Provider will be overall responsible for the person 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 person deployed to provide the services in accordance with the requirements. The Service Provider shall depute one full time supervisor in 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 to 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. 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 person deployed for the purpose.
7. The Service Provider shall maintain personal file in respect of all the persons those are deployed in 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, EPF/ESI Details etc.
8. The persons to be deployed by the Service Provider should not have any adverse Police records/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 respect 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 those are not found suitable by this office for any reasons immediately on receipt of such a request& provide substitute as per contract.

10. The Service provider shall ensure that the person 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 Card to its personnel deployed at site at its own cost.
12. The Authority shall not be liable for any compensation in case of any fatal injury/death caused to any person while performing/discharging their duties/ for inspection or otherwise.
13. 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.
14. In case of any loss caused to the Authority due to lapse on the part of the personnel 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 personnel deployed by the service provider. Authority shall be within its right to terminate the contract or take any other action without assigning any reason whatsoever.
15. In the event of any personnel being on leave/absent, the service provider shall ensure suitable alternative arrangements to make up for such absence. If a person leaves the job for any reason, the Service provider is liable to provide the suitable replacement within 3 working days.
16. 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.
17. 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 EPF, ESI, GST and other statutory dues as applicable from time to time and submit the proof of deposit to 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 Services Provider shall raise the bill, in triplicate, along with attendance sheet 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 person for the concerned billing period in their respective bank account through online transfer and submit the details to the authority for necessary records.
21. In case of dispute resolution relating to rights/liabilities arising out of the agreement, the same shall be disposed of at the level of Administrative Departments.
22. 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 1 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 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 appropriate court.
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 outsourced person 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 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.
30. The service provider will be supplied additional service as and when required during the validity period of agreement.
31. The outsourcing of services will be strictly only outsourcing of services, not manpower.

(FORM-T1)

1	Name of the Bidder	
2	Details of Bid Processing Free and Earnest Money Deposit(Demand Draft Details)	DD No.:
		Date:
		Amount (Rs.):
		Drawn on Bank
3	Name of the Director/Proprietor/Partner	
4	Full Address of Registered Office	Postal Address:
		Telephone No.:
		FAX No.:
		E-Mail Address:
5	Name & Telephone number of the authorized person signing the bid	Name and Designation:
		Mobile Number:
6	Bank Name	Account Number:
		Bank and Branch Number:
		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)	
11	PSARA Licence No. & Valid up to	
12	Acceptance to all the terms & conditions of the tender (Yes/No).	
13	Power of Attorney/ authorization letter of signing of the bid documents.	
14	Please submit an undertaking that no criminal case is pending with the police at the time of submission of bid.	
15	Kindly mention the total number of pages in the tender document.	
16	Valid ISO Certificate i.e., ISO9001:2015	

17	Balance sheet for the last 5 years.	
18	Work orders from the previous organizations for providing services during last 5 years W.O. No. a. b. c. d. e.	

19. Financial Turnover of the bidder for the last 5 financial years.(*)

Financial Year	Turnover Amount (in INR)	Average Turnover (in INR)
FY (2020-21)		
FY (2021-22)		
FY (2022-23)		
FY (2023-24)		
FY (2024-25)		

**from the date of issue tender*

20. Detail of the similar type of service provided by the bidder in last 5 years:

Sl. No.	Period	Name of the Authority with Complete Address & FAX No.	Type of services provided with details of manpower/machinery deployed	Contact Amount (in INR)	Duration	
					From	To
1						
2						
3						
4						

21. Declaration

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

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

The information and documents furnished along with the tender are true and authentic to the best of my knowledge and belief. I am well aware of the fact that, furnishing of any false information/fabricated document would lead to rejection of our tender at any stage besides liabilities towards prosecution under appropriate law.

(Signature of Authorized Representative with seal)

Place:.....

Date:.....

Enclosures:

1. Bid Processing Fee in the form of Demand Draft in Original.
2. EMD in the form of Demand Draft in Original.
3. Copy of tender document (each page must be signed and sealed).
4. Duly filled Technical Bid and Financial Bid.
5. List of Documents as applicable.

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 any Public Sector Undertaking (PSUs) and not blacklisted by any authority during the recent past.

Yours sincerely,

Authorized Signature
[in full and initials]

Name and Designation of the Signatory:

Name of the Bidder and Address:

FORM-T3
UNDERTAKING

[on the Bidder's Letter Head regarding not having any pending judicial proceedings for any criminal offences]

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

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

Yours sincerely,

Authorized Signature
[in full and initials]

Name and Designation of the Signatory:

Name of the Bidder and Address:

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 for the technical evaluation stage will be considered for opening of the financial bids. The financial bids shall be opened in presence of the tender committee and bidders' representatives who choose to attend. **Least Cost 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 ***lowest and competitive evaluated bid price***. In case, **the lowest bidder (L-1) is disqualified after selection for any reason, then negotiations will be made with the second lowest (L-2) bidder for award of contract as L-1 price.** However, the decision of the Authority shall be final during the overall selection process. ***In case of tie in financial quote from among the multiple qualified bidders, the bidder having highest technical score during the technical bid evaluation, will be considered for award of contract.***

SECTION - V
TECHNICAL BID

COVERING LETTER
(BIDDER LETTER HEAD)

[Location, Date]

To

The District Welfare Officer, Malkangiri,
Collectorate, Malkangiri
PIN-764045

Sub: Tender for Outsourcing of man powers like (Cook-cum-Attendants, Lady Matrons, Wardens, Part-time-Tutors, Data Entry Operators/District Scholarship Coordinators) in SSD Hostels, Anwasha Hostels and Block/District H.Q. Legal Aid Cells/OSFDC/SMU under ST & SC Dev. M&BCW Deptt. to the office of District Welfare Officer, Malkangiri.

Sir,

I, the undersigned, offer to participate in the tender process to provide services man powers like (Cook-cum-Attendants, Lady Matrons, Wardens, Part-time-Tutors, Data Entry Operators, District Scholarship Coordinator) in SSD Hostels, Anwasha Hostels and Block/District H.Q. Legal Aid Cells/OSFDC/SMU under ST & SC Dev. M&BCW Deptt. to the office of District Welfare Officer, Malkangiri in accordance with your Tender Notice No. _____: Dated-_____. 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 are found violated, then your office shall have the rights to reject our proposal including forfeiture of the earnest money deposit absolutely. I remain,

Yours faithfully,

Authorized Signatory with Date and Seal

Name and Designation: _____ Address
Of the Bidder: _____

SECTION - VI
FINANCIAL BID

COVERING LETTER
(BIDDER LETTER HEAD)

[Location, Date]

To
The District Welfare Officer, Malkangiri,
Collectorate, Malkangiri
PIN-764045

Sub: Tender for Outsourcing of man powers like (Cook-cum-Attendants, Lady Matrons, Wardens, Part-time-Tutors, Data Entry Operators, District Scholarship Coordinator) in SSD Hostels, Anwasha Hostels and Block/District H.Q. Legal Aid Cells/OSFDC/SMU under ST & SC Dev. M&BCW Deptt. to the office of District Welfare Officer, Malkangiri. (Financial Propoasl)

Sir,

I, the undersigned, offer to participate in the tender process to provide services man powers like (Cook-cum-Attendants, Lady Matrons, Wardens, Part-time-Tutors, Data Entry Operators, District Scholarship Coordinator) in SSD Hostels, Anwasha Hostels and Block/District H.Q. Legal Aid Cells/OSFDC/SMU under ST & SC Dev. M&BCW Deptt. to the office of District Welfare Officer, Malkangiri in accordance with your Tender Notice No. _____: Dated-_____. Our attached financial price is [insert amount(s) in words in figures] for the proposed service. This 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 as 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 with Date and Seal

Name and Designation: _____ Address
Of the Bidder: _____

**[FORM-F1]
(Administrative Charge)
APPLICATION FINANCIAL BID**

For providing personnel Assistance to the Office of the District Welfare Officer, Malkangiri,
Odisha-764045

1. Name of the tendering Service Provider:
2. Rate per person per month inclusive of all statutory liabilities taxes, levies, cess etc.:

Sl. No.	Personnel Type	Monthly Rate per person		
		Remuneration of each person	EPF @ 13%	ESI @ 3.25%
1	2	3	4	5
1	Cook-cum-Attendants (SSD Hostels)	14500.00	1885.00	471.25
2	Cook-cum-Attendants (Anwasha Hostels)	10140.00	1318.20	329.55
3	Lady Matrons (Anwasha)	10000.00	1300.00	325.00
4	Lady Matrons (SSD Girls' Hostel)	15000.00	1950.00	487.50
5	Warden (Anwasha)	12000.00	1560.00	390.00
6	Part-time-Tutors (Anwasha)	8000.00	1040.00	260.00
7	Data Entry Operator (Legal Aid Cells)	13900.00	1807.00	451.75
8	Data Entry Operator (OSFDC)	13900.00	1807.00	451.75
9	Data Entry Operator (SMU)	11100.00	1443.00	360.75
10	District Scholarship Coordinator (SMU)	35000.00	0.00	0.00

Notes:

* The quoted service charge is (in percentage) [This needs to be filled in with quoted service charge].

The bids with "Nil" or very abnormally low quoted service charges will be treated as "Non responsive" and will be rejected at the financial evaluation stage. The minimum rate of service charge shall be 3.85% (3% profit plus transaction charges) as per Rule 264 (iv) of OGFR, 2023.

The bid is to be evaluated on the basis of service charge quoted in percentage along with expenses to be incurred towards use of materials in housekeeping (as narrated below).

GST is to be reimbursed @ 18% on submission of proof of deposit of GST.

The employee share of contribution towards EPF and ESI shall be deducted by the Service Provider from the take-home remuneration of the resources deployed. Copies of EPF & ESI deposit challan must be furnished to the Authority at the time of monthly bill processing.

SECTION-VII
BID SUBMISSION CHECK LIST

Sl. No.	Description	Submitted (Yes/No)	Page No.
TECHNICAL BID (ORIGINAL)			
1	Covering Letter in Bidders Letter Hand		
2	Bid processing Fee		
3	EMD		
4	Copy of Incorporation or Registration Certificate of the Bidder or Commercial establishment registration.		
5	Copy of PAN & TAN		
6	Copy of GSTIN & 3b		
7	Copies of Income Tax Clearance Certificate for the last three Assessment years.		
8	Copy of Valid EPF & ESI Certificate, ISO Certificate		
9	Copy of valid PSARA License(in case of Security Services)/Labour license		
10	TECHNICAL BID duly filled in (Covering Letter, FORM-T1, T2 and T3)		
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 5 years, Net Worth, Bank Solvency and Banker transaction certificate las six month.		
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 assignments from 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) .		
FINANCIAL BID (ORIGINAL)			
1	Covering Letter in Bidders Letter Head		
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 needs to be sealed and signed by the authorized representative.*

Authorized Signature [in full and initials]: _____

Name and Designation with Date and Seal: _____

SECTION-VIII

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 _____ its principal place of business and 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 person and other resources, has offered to provide the service in response to the Tender Notice No: issued by the Authority; Dated:
- (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 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 Service performed by the service provider. The Service Provider will furnish the details of the Bank Account to the Authority within 7days 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.

4. 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 person resources to be engaged in the [Insert the location] 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 upto _____

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

Witness1:

Witness2:

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

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

Witness 1:

Witness 2:

**SECTION-IX
PERFORMANCE BANK GUARANTEE FORMAT**

To
**NAME & ADDRESS OF THE
TENDER INVITING AUTHORITY**

WHEREAS _____ (Name and address of the Service Provider) (hereinafter called "the Service Provider) has undertaken, in pursuance of Contact No.- _____ dated _____ to undertake the service _____ (Description of services) (Herein after called "the contract").

AND WHERE AS it has been stipulated by _____ (Name of the Authority) 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 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 contract to be performed there under or of any of the contract documents which may be made between you and the Service Providers shall in anyway 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 received by us at our branch a written claim or demand and branch on or before Dr shall be discharge do fall liabilities under this guarantee thereafter. otherwise bank

(Signature of the authorized officer of the Bank)

Name and designation of the officer

Seal, name & address of the Bank & Branch