



2026

No. CT-(T)-0003/2025

Website: ouat.ac.in
Email-registrar@ouat.ac.in
registrarouat@gmail.com
☎ 0674-2397818/919, Fax-0674-2397424

ଓଡ଼ିଶା କୃଷି ଓ ବୈଷୟିକ ବିଶ୍ୱବିଦ୍ୟାଳୟ, ଭୁବନେଶ୍ୱର, ଓଡ଼ିଶା

ODISHA UNIVERSITY OF AGRICULTURE & TECHNOLOGY

Bhubaneswar-751003, Odisha

8509

/UAT,

Dated. 12th June, 2026

TENDER NOTICE

Two separate sealed tenders are invited from reputed manpower outsourcing agencies for deployment of **Category-A** : Security Guard (Semi Skilled), Cleaning Personnel and Daily wages labourer (unskilled) and **Category- B**: Technical and Non- technical manpower as per details in the Tender Document uploaded in the Official Website of OUAT *ouat.ac.in*. The last date for submission of tender document is 03.07.2026 by 5.00 P.M.

Pm
12/06/2026
REGISTRAR

Tentative dates for Outsourcing Tender Process in OUAT for the year 2026

SL No	Activity	Suggested Date
1	Publication of Tender	12.06.2026
2	Pre-bid Queries (if any)	18.06.2026 at 11.00 A.M.
3	Last date for submission of Bids	03.07.2026 till 5.00 P.M.
4	Opening of Technical Bids	06.07.2026 at 11.00 A.M.
5	Technical Evaluation	08.07.2026 to 10.07.2026
6	Approval of Technical Evaluation Report	By 10.07.2026
7	Opening of Financial Bids of Qualified Bidders	14.07.2026 at 03.30 P.M.
8	Approval of Tender & Issue of Work Order	21.07.2026
9	Commencement of New Contract	01.08.2026


11.6.26.

Walls
11.06.2026

Pm
12/06/2026

TENDER DOCUMENT

TWO SEPARATE TENDERS FOR PROVIDING SERVICES OF
CATEGORY 'A'

SECURITY, CLEANING & UNSKILLED LABOUR
(Semi-skilled & unskilled)

AND

CATEGORY - 'B'
TECHNICAL & NON-TECHNICAL SERVICES



ODISHA UNIVERSITY OF AGRICULTURE AND TECHNOLOGY
BHUBANESWAR - 751003
ODISHA

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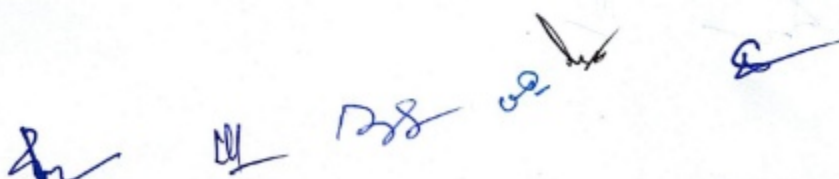
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IMPORTANT INFORMATION TO THE BIDDER

- a) Availability of tender documents : Service Providers should download The tender document from the OUAT website (www.ouat.ac.in)
- b) Last Date and time of receipt of tender document by Speed post/ Registered post/Courier : Up to 05.00 P. M of 03.07.26 (During Office hours, except Sundays and Govt. Holidays) Any document received after this time shall not be taken into consideration
- c) Tender processing Fees : Non-refundable Rs. 5000/- for each category drawn in favour of the Comptroller, OUAT, on any Nationalized Bank payable at Bhubaneswar
- d) Earnest Money Deposit : Bid Declaration Certificate or Rs 1,00,000/- drawn in favour of the Comptroller, OUAT
- e) Pre-bid meeting : 18.06.2026 at 11.00 A.M.
- f) Date & time of opening of Tender :
- i) Technicals Bids : 06.07.2026 at 11.00 A.M.
- ii) Financial Bids of technically eligible Bidders : 14.07.2026 at 3.30 P.M.
- g) Venue of opening of bids : Biju Patnaik Hall, OUAT, Bhubaneswar - 3
- h) Likely date for commencement of deployment of required manpower : 01.08.2026.
- i) Contact Person : Asst. Registrar (Admn.) OUAT
Mobile No. 7873031903
- j) Complete address for submission of Bid : The Registrar,
Odisha University of Agriculture and Technology,
Bhubaneswar - 751003



INSTRUCTION TO THE BIDDER

- 1 OUAT (Here in after called "Authority") requires the service of reputed, well established, financially sound and registered service providers to provide services for Category 'A' and category 'B' resources, as follows, on outsourcing basis to manage the day to day official work.

Category 'A':

- a) Unarmed Security Services (Semi skilled)
- b) Cleaning services (Unskilled)
- c) Daily wage labourer (Unskilled)

Category 'B':

- a) Technical Services
- b) Non-Technical Services

- 2 The period of contract for providing the services will be for one year from the date of effectiveness of the contract further aforesaid manpower for each category that is the date of deployment of the required manpower. The period of the contract may be terminated owing to deficiency in service or because of change in the requirements of OUAT. OUAT however, reserves the right to terminate the contract at any time after giving 30 days' notice to the service provider.
- 3 The tentative requirements of different types of resources for providing services are as specified at schedule of requirements. The requirements may increase/decrease in any/ all the categories. The eligible bidders, those have the capability of providing required types of services as per the prescribed technical parameters in the tender document, are allowed to participate in the selection process. Part bid of any category will not be taken into consideration i.e. Bidder needs to submit for all types under each category.
- 4 The bidders may submit Bid to provide resources for both the categories as categorized in point No. 1 or they may submit bid for any one of the Category. In case they submit bid for both categories then they will have to submit two separate bids for each category. The bidder must also have to submit technical & financial bid separately for each category.
- 5 The interested Bidders may visit the location on any working day between the office hours to have a thorough knowledge and further details on the services to be performed before preparation and submission of their Bid.
- 6 Any form of consortium and joint venture is not allowed under this tender.
- 7 The tender is invited under two bid system and bidders are advised to submit two separate sealed envelopes super-scribing "**Technical Bid** Tender for providing services on outsourcing basis through outsourcing agency for Category 'A' or Category 'B' and "**Financial Bid** for providing services on outsourcing basis through outsourcing agency for Category 'A' or Category 'B' to OUAT". Both the sealed envelopes of each group should be put in another envelop super scribing "Bid for providing service for Category A or Category B. The tender should be addressed and sent to the **Registrar, Odisha University of Agriculture and Technology, Bhubaneswar – 751003, Odisha.**
- 8 Earnest Money Deposit (EMD) : the bidder shall have to furnish EMD (refundable without interest) of Rs. **1,00,000/-** (Rupees One Lakh) only separately for each category in shape of Demand Draft from any Nationalised Bank drawn in favour of the Comptroller, Odisha University of Agriculture & Technology, Bhubaneswar – 751003, Odisha, payable at

Bhubaneswar, falling which the tender shall be rejected summarily Bidders eligible for waiver of EMD should submit necessary supporting documents or Bid Declaration Certificate as per the **Form-T5** accepting that if the bidder withdraws or modifies their bids during the period of validity, they will be suspended for a period of three years by the authority, as the case may be. The original tender processing Fee and EMD/Bid declaration certificate/copy of EMD waiver certificate should be accompanied with the Technical Bid of the bidder.

- 9 The service provider should indicate their choice of supply of different manpower to different office/college/department/research station/KVKs as mentioned in schedule of requirement. If a service provider submits to provide man power to a particular station and later did not supply to that station, then the contract of the service provider shall be cancelled for all locations and the authority shall have the liberty to outsource from the remaining agencies/firms as per the specified norms.
- 10 The successful agency/firm will have to deposit a **performance security deposit of Rs. 10 Lakhs for Category A and Rs. 20 Lakhs for Category B** in form of Bank guarantee from any Nationalized bank drawn in favour of the Comptroller, OUAT valid for a period of 3 months more than the contract period. Agreement shall be executed on confirmation of the performance Bank Guarantee from the concerned Bank.
- 11 The technical bids for both Category A and Category B will be opened on ~~06:07:2026~~ at **11.00 A.M** at BijuPattnaik Hall, OUAT, Bhubaneswar in the presence of the authorized representative of the participating bidders (limited to one only), if any, who wishes to be present at the meeting, the financial bid of only those bidders will be opened whose technical bids are found to be in order and meet the qualifying marks as mentioned in the Method of Bid Evaluation. The financial bids shall be opened on ~~14:07:2026~~ at **3.30 P.M** at Biju Patnaik Hall, OUAT, Bhubaneswar in the presence of the authorized representative of the participating bidders (limited to one only), if any, who wishes to be present at the meeting. In case of non submission of authorisation from the competent authority the representative will not be allowed to enter and participate in the bid opening meeting.
- 12 The competent authority reserves the rights to reject any / all bids and cancel the tender process without assigning any reasons thereof.

Complete Address for submission of bid: The Registrar,
Odisha University of Agriculture and
Technology, Bhubaneswar – 751003.
Odisha.

The bid completing in all respect should be submitted through **Speed post / Registered post/ Courier** so as to reach by ~~03:07:26~~ ^{by 5:00 P.M.} to the authority.

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13 SELF ATTESTED DOCUMENTS TO BE SUBMITTED ALONG WITH TECHNICAL BID OF EACH CATEGORY.

SI No.	Eligibility Criteria	Documents to be furnished along with Technical Bid
1.	The bidder should be registered under appropriate authority, such as <ul style="list-style-type: none"> • Companies Act 2013 • Indian Partnership Act 1932 • Indian Trusts Act 1882 • Societies Registration Act 1860 • Limited Liability Partnership Act 2008. 	Certificate of Incorporation/ Registration Certificate
2.	Must have at least five years in business of providing resources deployment services (up to the last date of submission of bid) of similar type to Central/ State Government/ Autonomous Bodies/ agencies/ Public sector undertakings/ corporate bodies	Copies of the work order/ contract document, completion certificate from the previous authorities along with their name, contact number and email address.
3.	The registered office/ branch of the service provider must be located within the jurisdictional area of Odisha.	Valid address proof of the office (copy of the Telephone/ Electricity Bill / Lease agreement of the rented premises)
4.	Must have an minimum annual financial turnover of 2.5 crores for the Category A or Category B for which bid is submitted during five financial years (2020-21, 2021-22, 2022-23, 2023-24 & 2024-25) from the business related to resources deployment services only for each category.	Filled in Form-T2 along with duly certified copies of audited Income/ Expenditure statement and Balance sheet for the concerned period by CA
5.	Must have its own bank account in any scheduled bank situated in India.	Copy of the bank passbook and transaction statement for the last 6 months from the date of issue of the tender.
6.	Must not have been black listed by any Central / State Government or any other public sector undertaking or any authority during the last three years.	An undertaking to this effect should be furnished by the bidder as per the prescribed format (FORM-T3)
7.	Must not have any pending judicial proceedings for any criminal offence against the proprietor/ Director/ Persons to be deployed by the Service Provider.	An undertaking to this effect should be furnished by the bidder as per the prescribed procedure and format (Form-T4)

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8.	Other statutory documents to be furnished as part of technical bid.	Copies of : <ul style="list-style-type: none"> • PAN • GST • EPF & ESI Registration Number • IT Return for the last five assessment years of ((2020-21, 2021-22, 2022-23, 2023-24 & 2024-25) GST return for the last 3 years.
9.	Agreeing to all terms and condition of the Tender	Self-attested tender document

Bidders should submit the required documents as mentioned above. Bids not conforming to the legibility criteria and non-submission of required documents as listed above and Sl. No. 14 (as applicable) will leads to outright rejection of the bid. Submission of forged documents will also result in rejection of the bid. Bidders are advised to study all instructions, forms, terms & conditions and other information as mentioned in the tender document. The bid must be completed in all respect, indexed and hard spiral bound. Each page should be numbered and certified by the authorized representative. Failure to comply with the tender requirements will result in outright rejection of the bid in case the indexing showing the page number is found to be mismatching or there is no page numbering then the bids will not considered for evaluation

14 LIST OF DOCUMENTS FOR SUBMISSION: The Tendering Service providers are required to enclose self-attested photocopies of the following documents along with the technical Bid failing which their bids shall be summarily /out rightly rejected and will not be considered any further.

- a) Covering letter along with power of attorney on the bidders letter head **(Form-T1)**
- b) Original tender processing fee of Rs. 5000/ (non-refundable) for each category in shape of DD drawn on any scheduled nationalized bank in favour of the Comptroller, OUAT. Payable at Bhubaneswar.
- c) Original EMD fee of Rs. 100000/- separately for each category, returnable without interest at the end of contract period in shape of DD drawn on any nationalized bank in favour of the Comptroller, OUAT, payable at Bhubaneswar or Bid declaration certificate/ copy of EMD waiver certificate.
- d) Bids security declaration **(Form- T5)**
- e) Registration certificate of the applicant's organization (Registered under the companies Act2013, Registered under the Indian partnership Act1932, Registered under the Indian Trusts Act 1882, Registered under the Societies Registration Act 1860, Registered under the Limited Liability Partnership Act, 2008) if any.
- f) Registration certificate of the applicant's organization under GST (no provisional certificate shall be accepted).
- g) Copy of valid contract labour license (R & A) Act, 1970
- h) Copy of the license to engage in the business of private security agency issued by home Department, Govt. of Odisha only in case of Security Guards (PSARA).
- i) Documentary proof of the registered office or one of the branch office of the manpower service providers located in Bhubaneswar/other places of Odisha.

- j) Documentary proof of 5 years' experience in providing manpower service to state Government/Central Government Departments/PSU on similar work for the category for which bid is submitted.
- k) Copy of the Bank pass book (Bank account must be in India) in the name of the organization along with bank statement containing transactions made during the last six months from the date of notification of tender.
- l) Copy of the audited statement of accounts (Balance Sheet, Profit and Loss A/C etc.) showing **minimum annual financial turnover of 5.0 crores for the Category A or Category B for which bid is submitted for the last 5 years ((2020-21, 2021-22, 2022-23, 2023-24 & 2024-25). (Form-T2)**
- m) Copy of a contract on similar work (Category A or Category B for which bid is being submitted) worth Rs. 100.00 Lakhs or more per annum for in FY (2020-21, 2021-22, 2022-23, 2023-24 & 2024-25)
- n) Copy of GST registration certificate & return for last 3 years and GST clearance certificate up to April, 2026.
- o) Copy of PAN.
- p) Copy of the IT return filed for the last five financial years i.e. ((2020-21, 2021-22, 2022-23, 2023-24 & 2024-25) (i.e. assessment year ((2020-21, 2021-22, 2022-23, 2023-24 & 2024-25)
- q) Copies of EPF registration certificates
- r) Copies of EPF Electronic Challan Return (ECR) and remittance confirmation slip for the month of Feb-26, March-26 & April-2026.
- s) Copies of ESI registration certificates.
- t) Copy of ESI return and e-challan of ESI for the month of Feb-26, March-26 & April-2026.
- u) Tender document duly signed by the authorized persons of the service provider in each page as a token of acceptance of all terms and condition of the tender along with rubber stamp.
- v) Undertaking certificate as per the prescribed format **(Form-T3)** indicating that the agency / firm has not been blacklisted by any central / State government or any other public sector undertaking / organization as on the date of submission of tender.
- w) Undertaking certificate as per prescribed format **(Form T4)** indicating that no judicial proceedings for any criminal offence against the Proprietor/ Director/ persons to be deployed by the service provider are pending.
- x) An undertaking certificate indicating that the service provider shall maintain personal file of each manpower supplied. The personal file should contain name, photo, date of birth, sex, age, aadhar no./voter ID, bank account, EPF/ESI details full permanent and residential address, etc.
- y) A declaration about the number of locations where agency will provide resource.
- z) Copy of satisfactory performance certificate from the institutions (Employers) of preceding 3 years.

A horizontal line is drawn across the page, with several handwritten signatures in blue ink written below it. The signatures are stylized and appear to be initials or names of the authorized persons mentioned in the tender document.

SUBMISSION OF BID

The technical bid complete in all respects as specified in the tender document, must be accompanied with a non-refundable tender processing fee of Rs. 5000.00 (Rupees Five Thousand Only) for each category for which bid is being submitted in the form of Demand Draft on any nationalised bank in favour of the Comptroller, OUAT, Bhubaneswar payable at Bhubaneswar. The technical bid should also be accompanied with Rs. 100000/- for each category (refundable without any interest) in form of Demand Draft drawn on any nationalised bank in favour of the Comptroller, OUAT towards EMD. Bidder claiming for EMD waiver should submit bid declaration certificate (**Form T5**) or should attach copies of EMD waiver certificate as the case may be. The bid complete in all respect should be submitted through Speed Post/ Registered Post / Courier so as to reach the Registrar, Odisha University of Agriculture and Technology, Bhubaneswar – 751003 by 03.07.2026 (up to 5.00 P.M)

The authority will not be responsible for any postal delay. **Bids without Tender Processing Fee shall be out rightly rejected.** Bids submitted after due date and time will not be taken into consideration.

The successful bidder will have to deposit a Performance Security of **Rs. 10,00,000/- (Rupees Ten Lakhs)** only for Category 'A' and **Rs. 20,00,000/- (Rupees Twenty Lakhs)** only for Category 'B' in the form of Performance Bank Guarantee (PBG) as per **Form – T5** from any Nationalised Bank preferably situated at Bhubaneswar, Odisha in favour of the "**Comptroller, OUAT, Bhubaneswar**" valid for a period of three months beyond the contract period. Failure to comply with the requirements shall constitute sufficient grounds for forfeiture of the Performance Security. The Performance Security shall be released immediately after three months of expiry of the contract provided that there is no breach of contract on the part of the qualified bidder. No interest shall be paid on the Performance Security. In case, the contract is further extended beyond the initial period, the Bank Guarantee will have to be renewed accordingly by the successful bidder as per the instructions of the authority.

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

All entries in the bid documents 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. No over writing in any place of submitted bid shall be acceptable. Any over writing on financial bid will lead to its rejection.

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 condition of the Service Agreement.

The Technical bid shall be valid and open for acceptance of the competent authority for a period of 90 days from the date of opening of the technical bids and no request for any variation in terms and condition/ quoted rates and/ withdrawal of bids on any ground by the bidder shall be entertained.

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

The remuneration shall not be less than the minimum wage fixed / notified by the Finance Department. Government of Odisha for category "B" services & by Labour Department For category "A" services 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 all personnel provided under the contract and the Authority shall not be liable for any dues for availing the services of the personnel.

There will be a Pre-bid meeting on 18.06.2026 ^{at 11.00 A.M.} where the detail requirement of the university shall be discussed and queries/ doubts raised by bidder(s) shall be clarified.

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

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TECHNICAL BID

APPLICATION FOR TECHNICAL BID
For providing manpower Services to
Odisha University of Agriculture and Technology
Bhubaneswar - 751003

1. Name of the Tendering Services Provider :
2. Details of Tender Processing fee : D.D. No.....Dt.
Rupees.
Bank.
3. Details of Earnest Money Deposit : DD No. Dt. of Rs.
..... Drawn on Bank
4. Name of Director :
5. Full Address of Registered Office :

Telephone No.Fax No.

Email Address

Whatsapp No.

6. Full Address of operating / Branch Office at Bhubaneswar :

Telephone No.Fax No.

Email Address

7. Name & Telephone No. of Authorized officer / Person to Liaise with Field Office (s) :
8. Details of Bank address of manpower service Provider (*Attach certified copy of statement of A/C for the last six months*) :

Telephone No. of Banker

Name of Bank

A/C No. (Savings/Current)

IFSC

Complete Postal Address







- 9. PAN No. :
(Attach attested copy)
- 10. GST No. :
(Attach attested copy)
- 11. EPF Registration No. :
(Attach attested copy)
- 12. ESI Registration No. :
(Attach attested copy)
- 13. Valid PASARA License issued by :
Home
Department, Govt. of Odisha
(Attach attested copy only in case
of Security Guard)
- 14. Power of :
Attorney / Authorization letter for
signing of the Bid
.....
.....
- 15. Mention the total number of :
pages in the tender document
- 16. Financial Turnover of the tendering Manpower Service Provider :
For the below mentioned Financial Years on similar contract

Financial Year	Amounts (In Crores)	Remarks, if any
2020-2021		
2021-2022		
2022-2023		
2023-2024		
2024-2025		



17. Give details of the similar type of major contracts handled by the tendering manpower Service Provider during the last five years i.e. 2020-21, 2021-22, 2022-23 , 2023-24 &2024-25 in the following format.

Sl. No.	Name of Client, Address, Telephone & Fax No.	Manpower Service Provided		Amount Contract (Rs. In Lakhs)	Duration of Contract	
		Type of Manpower Provided	No.		From	To
1						
2						
3						
4						
5						

18. GST : Return for the last 3 years :
(attach Separate Sheet if space provided is insufficient)

Sl No.	GST No.	Returns	Year
1.			2023-24
2.			2024-25
3.			2025-26

19. Total Nos. of pages in the Tender Documents :
20. Audited Income Tax statement for the last 5 years :

FY- 2020-21
2021-22
2022-23
2023-24
2024-25

Date :
Place

Signature of Authorized Person with
Name:
Seal:

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DECLARATION

1. I, Son / Daughter / Wife of ShriProprietor/Director/Authorized Signatory of the Service Provider. Is 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

Name:

Seal

Enclosures:

1. EMD in the form of DD in Original bearing No.....
2. Bid Security Declaration Form (**Duly filled in Form – T4 on Bidder’s Letter Head**)
3. Copy of terms & conditions of the tender (each page must be signed and sealed)
4. Duly filled in Technical and Financial Bid.
5. Lists of required documents as applicable.







FINANCIAL BID
APPLICATION-FINANCIAL BID (CATEGORY A)
 For providing Services (Security, Cleaning and Unskilled labour)
 Odisha University of Agriculture & Technology
 Bhubaneswar - 751003

1. Name of Tendering Service Provider
2. Rate per person per month (26 days, 8 hours per day) as per rule inclusive of all statutory liabilities, taxes, levies, cess etc. as per Govt. Rules and modified time to time.

Sl No.	Manpower Type	Monthly Rate per Employee								
		Remuneration (as per Govt. rates on daily wage basis)	Employee share in percent		Employee share in percent		Other statutory dues. if any	Service Charge in rupees 3.85% (3% profit plus transaction charges)	GST	Total Per Person
EPF	ESI		EPF	ESI						
1.	Security (Unarmed-semi-skilled)									
2.	Cleaning (Unskilled)									
3.	Labour (unskilled)									
4.	Agricultural Labour(unskilled)									

N.B. The Bidder has to quote the rate as per rate of remuneration mentioned in the above table. All the rates / wages will be followed as per notification of Govt. of Odisha in Labour Deptt. All rates should be written in alphabetically up to two decimal, Numerical information is not allowed.

Date :

Signature of Authorized Person with seal

Place :

Name :

Seal :

Notes:

1. The total rates quoted by the tendering agency should be inclusive of all statutory / taxation liabilities in force at the time of entering into the contract.
2. The payment shall be made on conclusion of the calendar month only on the basis of no. of working days / for which duty has been performed by each manpower.
3. The minimum service charges of Outsourcing Agencies as per Office Memorandum vide No. 19595/F, dt. 11.07.2023, Finance Dept., Govt. of Odisha i.e. minimum service charges as 3.85% (3% profit plus transaction charges). Nil or lower service charge quoted by bidder shall be outrightly rejected.
4. Tender of the Bidder quoted less remuneration than the remuneration notified Government of Odisha shall be rejected.
5. EPF, ESI and GST are to be calculated as per existing rules. Evaluation Committee of OUAT is authorized to make corrections in case of working calculation made by the bidder in respect of EPF, ESI and GST rate. In this regard the decision of the Authority of OUAT is final and binding to all the bidder.



6. The rate of remuneration / wages will be followed as per notification of Govt. of Odisha in Labour Department for daily wages from time to time.
7. Proof of payment towards GST/ Service Tax against bills raised in favour of requisitioning authority should be provided by 14th of next month regularly, else payment shall be held up till submission of the certificate.

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APPLICATION-FINANCIAL BID (CATEGORY 'B')
For Providing Services (Technical & Non-Technical)
Odisha University of Agriculture & Technology
Bhubaneswar – 751003

1. Name of Tendering Service Provider
2. Rate per person per month inclusive of all statutory liabilities, taxes, levies, cess etc. as per Govt. Rules and modified time to time.

Sl No	Categories of Resources	Monthly Rate per Employee								
		Remuneration (As per Govt. Rates basis)	Employer share of		Employee share of		Other Statutory dues, if any	Service Charge in rupees 3.85% (3% profit plus transaction charges)	GST	Total per person
EPF	ESI		EPF	ESI						
1.		21,100.00	NIL	NIL	NIL	NIL				
2.		12,500.00								
3.		11,900.00								
		11,500.00								
		11,200.00								
		11,100.00								
		10,900.00								
4.		10,500.00								
		10,100.00								
5.	Other categories of services with remuneration more than	Above Rs. 15000/-	NIL	NIL	NIL	NIL				
6.	Categories of services with remuneration below	Below Rs. 15000/-								

1. N.B. *The Bidder has to quote the rate as per rate of remuneration mentioned in the above table or the rate of remuneration / wages will be followed as per notification of Govt. of Odisha in Finance Department for monthly remuneration time to time. All rates should be written in alphabetically up to two decimal, Numerical information is not allowed.*

Date :
Place :

Signature of Authorized Person with seal
Name :
Seal :

Notes:

2. The total rates quoted by the tendering agency should be inclusive of all statutory / taxation liabilities in force at the time of entering into the contract.
3. The payment shall be made on conclusion of the calendar month only on the basis of no. of working days / for which duty has been performed by each manpower.
4. The minimum service charges of Outsourcing Agencies as per Office Memorandum vide No. 19595/F, dt. 11.07.2023, Finance Dept., Govt. of Odisha i.e. minimum service charges as

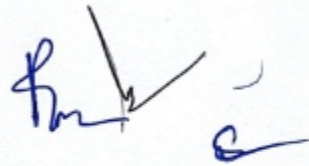
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- 3.85% (3% profit plus transaction charges). Nil or lower service charge quoted by bidder shall be out rightly rejected.
5. Tender of the Bidder quoted less remuneration than the remuneration mentioned above shall be rejected.
 6. EPF, ESI and GST are to be calculated as per existing rules. Evaluation Committee of OUAT is authorized to make corrections in case of working calculation made by the bidder in respect of EPF, ESI and GST rate. In this regard the decision of the Authority of OUAT is final and binding to all the bidder.
 7. The rate of remuneration / wages will be followed as per notification of Govt. of Odisha in Finance Department for monthly remuneration from time to time.
 8. Proof of payment towards GST/ Service Tax against bills raised in favour of OUAT should be provided by 14th of next month regularly, else payment shall be held up till submission of the certificate.

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METHOD OF EVALUATION FOR SELECTION OF BIDDERS

The University shall follow two bid systems where the Technical Bid and Financial Bid shall be evaluated separately.

Technical Bid Evaluation: (Category- "A")

The technical bid evaluation shall be done based on the following criteria. During the technical evaluation stage. Each bidder shall be assigned marks out of total 100 marks as per the criteria specified below.

Sl No.	Criteria	Criteria tool
1.	Manpower on Roll	Maximum 20marks
	a) Less than 200	05 marks
	b) 200 to less than 400	10 marks
	c) 400 to less than 600	15 marks
	d) 600 or more than 600	20 marks
2.	Financial Strength of last three financial year, (i.e., 2022-23 , 2023-24 & 2024-25) (Marks are spreaded equally per each financial year)	Maximum 20 marks
	a) Less than ₹ 3 crore for each year	05 marks
	b) ₹ 3 crore to less than 5 crore each year	10 marks
	c) ₹ 5 crore to less than 7 crore each year	15 marks
	d) ₹7 crore or more each year	20 marks
3.	Number of years in operation in outsourcing service of (mark shall be counted for each category separately)	Maximum 20 marks
	a) Less than 5 years	05 marks
	b) 5 years to 10 years	10 marks
	c) 10 year to 15 years	15 marks
	d) More than 15 years	20 marks
4.	Similar nature of work (marks under clauses 4(a) and 4(b) shall be cumulative, subject to an overall maximum of 20 marks)	
	a). Experience and Performance Certificates for more than 100 personnel in a single contract for a minimum period of 1 year during the last 3 (three) years from any Central/ State Government, Public Sector undertaking/ Autonomous Bodies/ Corporate bodies <ul style="list-style-type: none"> • 100 persons in a single contract: 5 marks • For every additional 100 personnel deployed under the same contract, 1 mark shall be awarded, subject to a maximum of 10 marks 	10
	b). Experience and Performance Certificates for more than 100 personnel in a single contract for a minimum period of 1 year during the last 3 (three) years from any Educational Institution / University of Central / State Government <ul style="list-style-type: none"> • 100 persons in a single contract: 5 marks • For every additional 100 personnel deployed under the same contract, 1 mark shall be awarded, subject to a maximum of 10 marks 	10

5.	Submission of bids for	Maximum 20 marks
	a) 10 or less than 10 locations	05 marks
	b) More than 10 and up to 20 locations	10 marks
	c) More than 20 and upto 30 locations	15 marks
	d) All locations	20 marks

Bidders who score more than 75 marks will be considered technically qualified subject to submission of all required documents, fees and agreeing to all terms and conditions of the Tender document. The financial bids of all the technically qualified bidders will be opened for financial evaluation.

General Instruction of Bid Evaluation for each category

Technical evaluation of the bids will be done to determine whether the bids complied to the prescribed eligibility condition and the requisite documents / information have been properly furnished by the bidder or not. Bids qualified the technical evaluation stage, will be considered for opening of the financial bids. The financial bids shall be opened in the presence of the tender committee and bidders' representatives who choose to attend. **Least Cost Selection Method** will be followed during the tender process to determine the selected bidder. The Contract shall be awarded to the Technically Qualified Bidder quoting the Lowest Evaluated Bid Price (L1) subject to fulfillment of the terms and conditions of the tender. 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 authority shall be final during the overall selection process.

In case there is more than one agency as (L-1) bidder then the agency shall be selected basing on following criteria:

- In the event that two or more bidders quote the same evaluated bid price, the bidder securing the **Higher Technical Evaluation Score** shall be awarded the contract.
- In the event that, two or more bidders quote the same evaluated bid price and secure the same Technical Evaluation Score, the bidder obtaining Higher marks under the criterion "**Similar Nature of Work**" and having highest period of service to Educational Institution shall be awarded the contract.
- In the event of a further tie, the successful bidder shall be determined through a **draw of lots will be conducted** in the presence of the concerned bidders or their authorized representatives.

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METHOD OF EVALUATION FOR SELECTION OF BIDDERS

The University shall follow two bid systems where the Technical Bid and Financial Bid shall be evaluated separately.

Technical Bid Evaluation: (Category- "B")

The technical bid evaluation shall be done based on the following criteria. During the technical evaluation stage. Each bidder shall be assigned marks out of total 100 marks as per the criteria specified below.

Sl No.	Criteria	Criteria tool
1.	Manpower on Roll	Maximum 20marks
	a) Less than 200	05 marks
	b) 200 to less than 400	10 marks
	c) 400 to less than 600	15 marks
	d) 600 or more than 600	20 marks
2.	Financial Strength of last three financial year, (i.e., 2022-23 , 2023-24 & 2024-25) (Marks are spreaded equally per each financial year)	Maximum 20 marks
	a) Less than ₹ 3 crore for each year	05 marks
	b) ₹ 3 crore to less than 5 crore each year	10 marks
	c) ₹ 5 crore to less than 7 crore each year	15 marks
	d) ₹7 crore or more each year	20 marks
3.	Number of years in operation in outsourcing service of (mark shall be counted for each category separately)	Maximum 20 marks
	a) Less than 5 years	05 marks
	b) 5 years to 10 years	10 marks
	c) 10 year to 15 years	15 marks
	d) More than 15 years	20 marks
4.	Similar nature of work (marks under clauses 4(a) and 4(b) shall be cumulative, subject to an overall maximum of 20 marks)	
	a). Experience and Performance Certificates for more than 100 personnel in a single contract for a minimum period of 1 year during the last 3 (three) years from any Central/ State Government, Public Sector undertaking/ Autonomous Bodies/ Corporate bodies) <ul style="list-style-type: none"> • 100 persons in a single contract: 5 marks • For every additional 100 personnel deployed under the same contract, 1 mark shall be awarded, subject to a maximum of 10 marks 	10
	b). Experience and Performance Certificates for more than 100 personnel in a single contract for a minimum period of 1 year during the last 3 (three) years from any Educational Institution / University of Central / State Government <ul style="list-style-type: none"> • 100 persons in a single contract: 5 marks • For every additional 100 personnel deployed under the same contract, 1 mark shall be awarded, subject to a maximum of 10 marks 	10

5.	Submission of bids for	Maximum 20 marks
	a) 10 or less than 10 locations	05 marks
	b) More than 10 and up to 20 locations	10 marks
	c) More than 20 and upto 30 locations	15 marks
	d) All locations	20 marks

Bidders who score more than 75 marks will be considered technically qualified subject to submission of all required documents, fees and agreeing to all terms and conditions of the Tender document. The financial bids of all the technically qualified bidders will be opened for financial evaluation.

General Instruction of Bid Evaluation for each category

Technical evaluation of the bids will be done to determine whether the bids complied to the prescribed eligibility condition and the requisite documents / information have been properly furnished by the bidder or not. Bids qualified the technical evaluation stage, will be considered for opening of the financial bids. The financial bids shall be opened in the presence of the tender committee and bidders' representatives who choose to attend. **Least Cost Selection Method** will be followed during the tender process to determine the selected bidder. The Contract shall be awarded to the Technically Qualified Bidder quoting the Lowest Evaluated Bid Price (L1) subject to fulfillment of the terms and conditions of the tender. 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 authority shall be final during the overall selection process.

In case there is more than one agency as (L-1) bidder then the agency shall be selected basing on following criteria:

- In the event that two or more bidders quote the same evaluated bid price, the bidder securing the **Higher Technical Evaluation Score** shall be awarded the contract.
- In the event that, two or more bidders quote the same evaluated bid price and secure the same Technical Evaluation Score, the bidder obtaining Higher marks under the criterion "**Similar Nature of Work**" and having highest period of service to Educational Institution shall be awarded the contract.
- In the event of a further tie, the successful bidder shall be determined through a **draw of lots will be conducted** in the presence of the concerned bidders or their authorized representatives.

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TERMS AND CONDITION

GENERAL

1. The Agreement shall commence from *01 / 08 / 2026* and shall continue for an initial period of one year unless it is curtailed or terminated by OUAT/Authority owing to deficiency of service, sub-standard quality of manpower deployed, breach of contract etc or change in requirements of OUAT.
2. The Agreement shall automatically expire at the end of contract period.
3. OUAT Authority shall provide all the consumable items (sweeping items, floor and wall brush, waste collection baskets, floor cleaning liquid, bathroom/room fresheners etc.) required for cleaning and sanitation. The service provider shall maintain a log book for details of items received and consumed on daily basis and should submit for verification at end of each month or when demanded by OUAT/ Authority.
4. The manpower service provider shall not be allowed to transfer, assign, pledge or subcontract its rights and liabilities under this agreements to any other agency or organization by whatever name be called without the prior written consent of the OUAT.
5. The manpower service provider will be bound by the details furnished by it to OUAT/ Authority while submitting the tender or at subsequent state. In case any of such documents furnished by it is found to be false at any stage, it would be deemed to be breach of terms of Agreement making it liable for legal action besides termination of the agreement.
6. OUAT/ Authority reserves the right to terminate the agreement after giving a 30 days notice to the manpower service provider.
7. The service provider shall be solely responsible for compliance to the provisions of various labour and industrial laws, such as wages allowance, compensations, EPF & ESI, Bonus, and Gratuity etc. relating to the resources to be deployed by it at the Client's location.
8. 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 resources deployed for the purpose.
9. The service provider shall maintain a personal file in respect of all the resources those are deployed in the different establishments of OUAT. The personal files should invariably consist of personal details such as name, sex, date of birth, Adhar card/ Voter ID, EPF ESI, details, Photo and residential address (temporary /permanent)etc.
10. The resources deployed by the service provider should not have any adverse police records/ criminal cases against them. The service provider should make adequate enquiries about the characters and antecedents of the persons whom they are recommending. An undertaking to this respect must be provided by the service provider prior to signing of the agreement.
11. The agency deployed shall be required to provide service as per the duty assigned. Person employed by the agency may be required to work beyond normal working hours for which no extra remuneration shall be paid. In case the person deployed remains absent on a particular day or comes late / leaves early on three occasions, proportionate deduction for the remuneration for one day will be made. The person deployed for category 'B' services may be called on holidays to attend duty.
12. The service provider shall exercise adequate supervision to ensure performance of resources deployed to provide the services in accordance with the requirements. The service provider shall depute one full time supervisor to OUAT for overall management of the services to be

rendered at the site, immediate interaction with the authorized officer so that optimal services of the persons deployed could be availed without any disruption. The agency shall make its own arrangement for engagement of staff and labour and for their payment in compliance to labour, EPF & ESI laws.

13. The entire financial liability in respect of manpower service deployed on OUAT shall be that of the manpower service provider and OUAT will in no way be liable. It will be the responsibility of the manpower service provider to pay the person deployed a sum not less than the minimum rate quoted in the financial bid and submit such evidence as may be required by OUAT.
14. The payment of remuneration to the engaged manpower has to be online bank transfer to their account only. No cash payment can be made to them. The agency will have to submit the copy of online payment made to the workers as proof while submitting bills to OUAT for reimbursement. Bills submitted without online money transfer of wage/remuneration to deployed resources shall not be accepted. The rate of wage/ remuneration for cleaning, sweeping, security and unskilled labour shall not be less than the prevalent rate as per the minimum wages Act (for each category of manpower) for category 'A' services. For category B services remuneration shall be paid as per the funding agency instructed by OUAT and/or Finance Department, Government of Odisha memorandum No. 30722/F, and any subsequent order failing which bill submitted shall be summarily rejected.
15. For all intents and purposes, the manpower service provider shall be "Employer" within the meaning of different Rules and acts in respects of manpower so deployed. The person deployed by the manpower service provider shall not have any claim whatsoever like employer and employee relationship against OUAT, Bhubaneswar.
16. The manpower service provider shall be solely responsible for the redressal of grievances or resolution of disputes relation to persons deployed. OUAT, Bhubaneswar shall, in no way be responsible for settlement of such issues whatsoever. In case the grievance of the deployed person are not attended to by the manpower service provider, the deployed person can place their grievance before a joint committee consisting of a representative of the OUAT or officer concerned and an authorized representative of the manpower service provider.
17. The OUAT shall not be responsible for any financial loss i.e. theft or missing of goods or any injury to any person deployed by the manpower service provider in the course of their performing the functions/duties, or for payment towards any compensation. The agency shall be responsible for insurance cover for the persons engaged in OUAT during the contract period. The authority shall not be liable for any compensation in case of any fatal injury / death caused to any resources while performing / discharging their duties / for inspection or otherwise
18. The persons deployed by the manpower services 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.
19. In case of termination of Agreement, expiry or otherwise, the persons deployed by the manpower service provider shall not be entitled to and shall have no claim for any absorption in regular or other capacity.
20. The person deployed shall not claim any benefit or compensation or absorption or regularization of deployment with office under the provision of rules and acts. Undertaking from the person deployed to this effect shall be required to be submitted by the manpower Services Provider.

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21. 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 manpower service provider. The manpower service provider shall be responsible for contribution towards provident fund and employee's state insurance, whatever applicable.
22. The person deployed should be polite, cordial and efficient while handling the assigned work and their actions should promote goodwill and enhance the image of the OUAT. The manpower service provider shall be responsible for any act of indiscipline on the part of the person deployed.
23. The service Provider must employ adult labour only. Employment of child labour will lead to the termination of the contract. Resources to be deployed by the Service Provider should be above 21 years of age and physically fit and sound to perform the duties.
24. The Service Provider will also ensure that the Resources deployed are medically fit and will keep a record of their medical fitness. The Service Provider shall withdraw such manpower who are not found suitable by this office for any reasons immediately on receipt of such a request.
25. 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 OUAT.
26. 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 OUAT.
27. The Service Provider shall provide uniform along with Photo ID Card to its personnel deployed as Security guard and Cleaning Personnel.
28. In case of any theft or pilferages, loss or other offences, the service provider will investigate and submit the report to OUAT and maintain liaison with the police. FIR will be lodged by OUAT, wherever necessary. If need be, joint enquiry comprising both the parties shall be conducted and responsibility will be fixed.
29. In case of any loss caused to OUAT due to lapse on the part of the personnel discharging duties, the same shall be borne by the Service Provider. OUAT shall have the right to deduct an appropriate amount from the bill of service provider. In case of frequent lapses on the part of the personnel deployed by the service provider, OUAT shall be within its right to terminate the contract or take any other action without assigning any reason whatsoever.
30. 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.
31. In case of delay in providing required replacement for the period beyond three working days, the amount of penalty calculated at the rate of Rs. 100/- per day from the date of absence for each replacement on account of delay shall be deducted from the monthly bills in the succeeding month.
32. 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 OUAT for records.



33. OUAT 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.

LEGAL

34. The person deployed shall, during the course of their work be privy to certain classified 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 manpower service provider as well as the person deployed liable for penal action under the appropriate laws besides, action for breach of contract.
35. The manpower service provider shall be responsible for compliance of all statutory provisions relating to minimum wages payable to different types of worker in respect of the persons deployed by it. OUAT, Bhubaneswar shall have no liabilities in this regard.
36. The manpower service provider shall also be liable for depositing all taxes levies. Cess, etc, on account of service rendered by it to OUAT, Bhubaneswar to the concerned tax collection authorities from time to time, as per the rules and regulations in the matter. Attested photo copy of such documents must be furnished to OUAT, Bhubaneswar.
37. The manpower service provider shall maintain all statutory registers under the law and shall produce the same on demand to OUAT or any other Authority under law.
38. The tax deduction at source TDS/GST shall be done as per the income Tax/GST Act/rule and other Govt. norms, as amended from time to time and certificate to this effect shall be provided to OUAT, Bhubaneswar,
- Note: Registration / License under the Contract labour (Regulation and Abolition) Act, 1970 is applicable to Manpower Service Provider employing more than 20 workmen.**
39. In case, the manpower service provider fails to comply with any liability under appropriate law and as result thereof, the OUAT, Bhubaneswar is put to any loss/obligation, monetary or otherwise, OUAT, Bhubaneswar will be entailed to get it reimbursed out of the outstanding bills or the performance security deposit of the manpower service provider to the extent of the loss or obligation in monetary terms.
40. The Agreement is liable to be terminated because of non-performance, deviation from terms and condition of contract, non-payment of remuneration of employed person and non-payment of statutory dues. OUAT, Bhubaneswar shall have no liability towards non-payment of remuneration to the person employed by the manpower service provider and the outstanding statutory dues of the service provider to statutory authorities. If any loss or damage is caused to the OUAT by the person deployed. The same shall be recovered from the unpaid bills or adjusted from the Performance Security Deposit.
41. The technical bid should be accompanied with Rs. 100000/- for each category as earnest money deposit (refundable without interest) in the form of demand draft drawn on any nationalised bank in favour of the Comptroller, Odisha University of Agriculture & Technology, payable at Bhubaneswar or Bid declaration certificate/copy of EMD waiver certificate as the case may be, falling which the tender shall be rejected out rightly.
42. The Earnest Money Deposit in respect of the agencies which do not qualify the Technical bid (first stage)/Financial bid (second competitive stage) shall be returned to them without any interest. In case of successful tenderer, if the agency fails to deploy the required manpower

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against the requirement within 30 days from order is placed, the EMD shall stand forfeited without giving any further notice.

43. The successful Tenderer will have to deposit a Performance security deposit of 10Lakhs for category A and Rs. 20 Lakhs for category B in the form of Bank guarantee/Bank draft/bankers cheque drawn issued/ drawn on any nationalized bank in favour of the Comptroller, Odisha University of Agriculture & Technology, payable at Bhubaneswar valid for a period more than three months contract period In case of renewal, the amount of performance security deposit is to be determined by the Registrar, OUAT, Bhubaneswar taking into account the contractual obligation of the manpower service provider and its validity should be more than 3 months of internal/ renewed contract period.
44. In case of breach of any terms and condition / attached to the agreement, the performance security deposit of the manpower service provider shall be liable to be forfeited besides annulment of the agreement.
45. The manpower service provider will be responsible for payment of wages/remuneration/ salary to the personnel deployed by them by 7th of every month. Each month the Agency shall furnish a photocopy of acquaintance roll exhibiting payment released to each personnel. Along with proof of online payment/NEFT statement paid to resources bank account. Attendance sheet duly verified by OUAT authorities, EPF & ESI payment slip. NEFT payment statement along with the bill (in Triplicate) reflecting service charge, GST (wherever applicable) shall be submitted by the agency by 14th of every month. Thereafter it shall be reimbursed by OUAT after verification preferably by 28th of every month.
46. The claim in bills regarding employees state insurance, provident fund, service tax, etc. should be necessarily accompanied with documentary proof pertaining to the concerned bill of the month. 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 OUAT, Bhubaneswar.
47. The amount of penalty calculated @ Rs. 100/- per day per each resource persons on account of delay, if any in providing a suitable substitute for the period beyond three working days by manpower service provider shall be deducted from its monthly bills in the succeeding month.
48. OUAT 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.
49. 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 Vice-Chancellor, OUAT for his/her decision and the same shall be binding on all parties.
50. All disputes shall be under the jurisdiction of the court located at Bhubaneswar.
51. The successful bidder will enter into an agreement with the Comptroller, OUAT, Bhubaneswar for supply of suitable and qualified manpower as per requirement of OUAT, Bhubaneswar on the above terms and conditions.


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SCOPE OF WORK

1. **Odisha University of Agriculture and Technology** invites sealed bids from the eligible service providers for providing resources for category – 'A' & 'B' services as mentioned at point No. 1 of instruction to Bidders of this Tender document.
2. The service provider should be managed by trained support staff to execute and perform the job and work assignment of such nature efficiently. The resources to be deployed for this purpose should be registered under the service provider and must have the required qualifications, experience & relevant knowledge to perform the required service as per the job description mentioned at **Schedule of Requirement**.
3. It shall be the responsibility of the service provider to verify the qualification and experience of the outsourced resources. The deployed resources will be liable for performing the defined responsibilities assigned by the authority from time to time. The authority reserves the rights to verify and check the credentials and qualification of the outsourced resources. If during the course of engagement of any outsourced resources, it comes to notice of authority that he/she has misrepresented the fact about his/her qualification / experience. The service provider will have to terminate the service of such staff immediately and provide alternate.
4. The service provider should have an empanelled resource list of unarmed security guard/cleaning personnel/unskilled labour/trained and experienced technical & non-technical resources so that un-interrupted and continued services can be provided during the contract period. The service provider should be able to provide additional resource support whenever required by the authority under the same terms and condition.
5. The agreement may be extended, on the same terms and conditions or with some additions / deletions / modifications. Mutually agreed by both parties for a maximum period of three years.
6. The resources deployed by the service provider may be required to report for work beyond normal duty hours, for which he/she would not be paid any extra remuneration. In case manpower deployed remains absent on a particular day or comes late/leaves early on three occasions, proportionate deduction from the remuneration for one day or as decided by the authority will be made as per the instructions of OUAT
7. 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.
8. The service provider shall nominate a coordinator who shall be responsible for periodic interaction with the client so that optimal services of the resources deployed could be availed without any disruption.
9. The attendance rolls for the resources deployed by the service provider at the premises of client should be maintained and 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 officer of client and the same shall be presented along with the bills for reimbursement.

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10. The entire financial liability in respect of resources 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 resources deployed a sum not less than the proposed monthly remuneration as mentioned in the financial bid.
11. The service provider shall provide a substitute well in advance if there occurs any probability of the resources 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.
12. The resources 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 resource deployed liable for penal action under the applicable laws besides, action for breach of contract.
13. The service provider shall be responsible for compliance of all statutory provisions relating to minimum wages payable to the resources deployed at the client's location. The service provider should ensure regular payment of monthly remuneration to the resources engaged by the 7th of the succeeding month after deduction of applicable statutory dues. The service provider should credit the monthly remuneration in the respective Bank Account.
14. The engagement of outsourced resources shall be purely on contract basis. The service provider shall at all times make it absolutely clear to the outsourced resources hired through them. Any outsourced resource deployed can be removed any time by giving 24 hour 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.



**DISTICT WISE LIST OF OFFICES/COLLEGES/KVK/RRTS/PROJECTS
UNDER OUAT AT HEAD/QTRS AND OUTLYING STATIONS**

SCHEDULE OF REQUIREMENT (TENTATIVE)

1.	Technical Personnel	:	100 Nos.
2.	Non-technical personnel	:	100 Nos.
3.	Security Guards	:	200 Nos.
4.	Cleaning Personnel	:	150 Nos.
5.	Daily Wage Worker	:	200 Nos.

Location No.	Name of the Offices /Colleges/ KVKs/ RRTTS and Projects	Officer/Address of the Establishment
1.	ANGUL	
	KVK, Anugul	Sr. Scientist & Head, At – Panchamahala, Po – Hurlurisingha, Angul – 769132
2.	BALANGIR	
	KVK, Balangir	Sr. Scientist & Head At/Po Lakripali, Bolangir – 767002
3.	Baliapal, Balesore	
	KVK, Baliapal, Balasore	Sr. Scientist & Head At/Po Devog, Via – Singla, Balasore – 756023.
4.	Gambharipali, Bargarh	
	Seed Research Farm, Gambharipali	Farm Superintendent At – Gambharipali, Po – Larambha, Bargarh – 768102
	KVK, Gambharipali, Bargarh	Sr. Scientist & Head At – Gambharipali, Po – Larambha, Bargarh – 768102
5.	Ranital, Bhadrak	
	RRTTS, Ranital, Bhadrak	ADR, At/Po – Ranital – 756111, Bhadrak
	KVK, Ranital, Bhadrak	Sr. Scientist & Head At/Po – Ranital – 756111, Bhadrak
6.	Motto, Bhadrak	
	RRTTS, Motto	Officer-in-Charge, At/Po – Motto, Bhadrak – 756132
7.	Ranital, Bhadra	
	GKMS, Ranital	Technical Officer, OUAT Ranital, Bhadrak

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	AICRP on Rapeseed & Mustard, Ranital	Principal Investigator, OUAT, Ranital, Bhadrak – 756111
8.	Bolangir	
	KVK, Bolangir	Sr. Scientist & Head At/Po- Lakripali, Bolangir – 767002
9.	Boudh	
	KVK, Boudh	Sr. Scientist & Head At – paljhar, Po – Salunki, Boudh– 762026
10.	Deogarh	
	KVK, Deogarh	Sr. Scientist & Head Near District Horticulture Farm, Po – Purunagarh, Deogarh – 768119
11.	Mahisapat, Dhenkanal	
	RRTTS, Dhenkanal	ADR, At/Po – mahisapat, Dhenkanal – 759001
	KVK, Mahisapat, Dhenkanal	Sr. Scientist & Head At – RRTTS Campus, Po – Mahisapat, Dhenkanal – 759013
	GKMS, Mahisapat	Technical Officer, OUAT, mahisapat, Dhenkanal
	AICRP on Sesame, Mahisapat	Principal Investigator, OUAT, Mahisapat, Dhenkanal
12.	Udaigiri, Gajapati	
	KVK, R. Udaygiri, Gajapati	Sr. Scientist & Head R. Udaygiri, Gajapati-761016
13.	Rangeilunda, Ganjam	
	College of Fisheries, Rangailunda	Director, At/Po- Rangailunda, via Berhampur, Ganjam
	AICRP on Mari culture, Rangeilunda	Principal Investigator, OUAT, Rangeilunda, Ganja,
14.	Berhampur	
	Centre of Pulse Research, Berhampur	Officer-in-Charge, At – Nimakhandi, Po – krupasinghampur, Ganjam, - 761001
	AICRP on MULLARP, CPR, Bermampur	Principal Investigator, OUAT, Berhampur
	AICRP on Pigeon pea, CPR, Berhampur	Princpal Investigator, OUAT, Berhampur
	AICRP on Small Millet, CPR, Berhampur	Principal Investigator, OUAT, Berhampur, Ganjam
	AICRP on Tobacco. CPR Berhampur	Principal Investigator, OUAT, Berhampur, Ganjam
15.	Bhanjanagar, Ganjam	
	KVK, Bhanjanagar, Ganjam	Sr. Scientist & Head

14

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		At – Bhanjanagar, Ganjam – 761140
16.	Ratanpur, Ganjam	
	KVK, Ratanpur, Ganjam	Sr. Scientist & Head, Ratanpur, At – Nimakhandi, Po – Kripasindupur Ganjam – 761001
17.	Tirtol, Jagatsinghpur	
	KVK, Tirtol, Jagatsinghpur	Sr. Scientist & Head At – Nimakana, Po – Manijanga, Tirtol, Jagatsinghpur – 754160
18.	Barachana, Jajpur	
	KVK, Barachana, Jajpur	Sr, Scientist & Head At/Po- Barachana, , Jajpur – 754296
19.	Jharsuguda	
	KVK, Jharsuguda	Sr. Scientist & Head At/Po- Badmal, Kalimandira Road, Jharsuguda – 76820
20.	Bhawanipatna, Kalahandi	
	College of Agriculture, Bhawanipatna	Dean, At/Po- Bhawanipatna, Kalahandi – 766001
	KVK, Bhawanipatna, Kalahandi	Sr. Scientist & Head Arkabahalipada Agri. Farm, Po – Bhawanipatna – 766001
	RRTTS, Bhawanipatna	Assoc. Director of Research, At/Po – Bhawanipatna, Kalahandi – 766001
	GKMS, Bhawanipatna	Technical Officer, At/Po – Bhawanipatna, Kalahandi
	AICRP on Castor, Bhawanipatna	Principal Investigator, OUAT, Bhawanipatna, kalahandi
	AICRP on Cotton, Bhawanipatna	Principal, Investigator, Bhawanipatna, Kalahandi
	AICRP on IFS, Sub-Centre, Bhawanipatna	Principal Investigator, OUAT, Sub- Centre, Bhawanipatna, Kalahandi
	AICRP on Onion & Garlic, Bhawanipatna	Principal Investigator, OUAT, Bhawanipatna, kalahandi
21.	G. Udayagiri, Kandhamal	
	RRTTS, G Udaigiri, kandhamal	ADR, At/Po- G. Udayagiri, kandhamal – 762100
	KVK, G. Udaigiri, kandhamal	Senior. Scientist & Head At/Po- G. Udaygiri, kandhamal – 762100
	GKMS, G. Udaygiri	Technical Officer, OUAT, At/Po – G. Udaygiri, kandhamal – 762100
22.	Phulbani, kandhamal	
	AICRP on Dryland Agriculture, Phulbani	Principal Investigator, Phulbani, Kandhamal

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23.	Kendrapara	
	Jute Research Station, kendrapara	Officer-In-Charge, At – Jajanga, Po – Kapileswar, Kendrapara
	KVK, Kendrapara	Sr. Scientist & Head, At – Jajanga, Po – Kapaleswar, Kendrapara-754211
	AICRP on Jute & Allied & Fibres, kendrapara	Principal Investigator, OUAT, Kendrapara
	AICRP on Long term fertilizer experiment	Principal Investigator, OUAT, Kendrapara
24.	Keonjhar	
	RRTTS, Keonjhar	ADR, At – Judia Farm, Po – Keonjhar – 758001
	KVK, keonjhar	Sr. Scientist & Head At – Judia Farm, Keonjhar – 758002
	GKMS, keonjhar	Technical Officer, OUAT, Keonjhar
	AICRP on IFS, Sub-center, Keonjhar	Principal Investigator, OUAT, Sub- Centre, Keonjhar
	AICRP on MULLARP, CPR, Keonjhar	Principal Investigator, OUAT, Keonjhar
	AICRP on Linseed, Keonjhar	Principal Investigator, OUAT, Keonjhar
25.	Bhubaneswar, Khurda	
1	University Administrative Building	Registrar
2	College of Agriculture, Bhubaneswar	Dean
3	College of Vety. Sc. & Animal Husbandry	Dean
4	College of Agril. Engineering & Technology	Dean
5	College of Community Science	Dean
6	College of Basic Science & Humanities	Director
7	Center for Post Graduate Studies (MCA, Bio-technology, Micro-biology)	Officer-in-charge
8	Central Library, OUAT	Chief Librarian
9	OUAT Wellness Centre, BBSR	Medical Officer
10	Physical Plant, OUAT	Director
11	Extension Education, OUAT	Dean
12	Dean of Research, OUAT	Dean
13	RRTTS Coastal Zone	ADR, RRTTS, Coastal Zone, OUAT
14	ADR, RRTTS Coastal zone/FamSuptd.	Central Farm, OUAT
15	Guest House, OUAT	Officer-in-Charge
16	GKMS, Bhubaneswar	Technical Officer, OUAT, Bhubaneswar, Khurda
17	AICRP on Potential Crops, Bhubaneswar	Principal Investigator, OUAT, Bhubaneswar

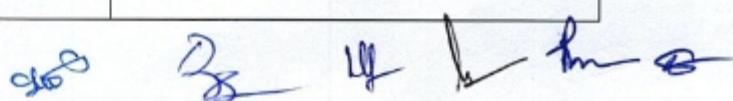
18	AICRP on Agroforestry, Bhubaneswar	Principal Investigator, OUAT, Bhubaneswar
19	AICRP on Agro Meteorology, Bhubaneswar	Principal Investigator, OUAT, Bhubaneswar
20	AICRP on Biological Control, Bhubaneswar	Principal Investigator, OUAT, Bhubaneswar
21	AICRP on BSP (NSP-Crops), Bhubaneswar	Principal Investigator, OUAT, Bhubaneswar
22	AICRP on Cashew, Bhubaneswar	Principal Investigator, OUAT, Bhubaneswar
23	AICRP on Floriculture, Bhubaneswar	Principal Investigator, OUAT, Bhubaneswar
24	AICRP on Forage Crops, Bhubaneswar	Principal Investigator, OUAT, Bhubaneswar
25	AICRP on Fruits Bhubaneswar	Principal Investigator, OUAT, Bhubaneswar
26	AICRP on Goat, Bhubaneswar	Principal Investigator, OUAT, Bhubaneswar
27	AICRP on Groundnut, Bhubaneswar	Principal Investigator, OUAT, Bhubaneswar
28	AICRP on Honey Bees & pollinator, Bhubaneswar	Principal Investigator, OUAT, Bhubaneswar
29	AICRP on NPAERPA, Bhubaneswar	Principal Investigator, OUAT, Bhubaneswar
30	AICRP on Maize, Bhubaneswar	Principal Investigator, OUAT, Bhubaneswar
31	AICRP on MAP, Betel vine	Principal Investigator, OUAT, Bhubaneswar
32	AICRP on Micronutrient, Bhubaneswar	Principal Investigator, OUAT, Bhubaneswar
33	AICRP on Mushroom, Bhubaneswar	Principal Investigator, OUAT, Bhubaneswar
34	AICRP on nematodes, Bhubaneswar	Principal Investigator, OUAT, Bhubaneswar
35	AICRP on Palms, Bhubaneswar	Principal Investigator, OUAT, Bhubaneswar
36	AICRP on Post-Harvest Engineering & Technology, Bhubaneswar	Principal Investigator, OUAT, Bhubaneswar
37	AICRP on Potato, Bhubaneswar	Principal Investigator, OUAT, Bhubaneswar
38	AICRP on Poultry, Bhubaneswar	Principal Investigator, OUAT, Bhubaneswar
39	AICRP on Seed Technology Research (NSP-Crops) Bhubaneswar	Principal Investigator, OUAT, Bhubaneswar
40	AICRP on Vegetable crops, Bhubaneswar	Principal Investigator, OUAT, Bhubaneswar
41	AICRP on Weed Management, Bhubaneswar	Principal Investigator, OUAT, Bhubaneswar
42	AICRP on Biodiversity & Bio fertilizer, BBSR	Principal Investigator, OUAT, Bhubaneswar
43	AICRP on Gastro Intestinal Parasitism	Principal Investigator, OUAT, Bhubaneswar
	Comprehensive Scheme.	Principal Investigator, OUAT,

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		Bhubaneswar
	CSS on MIDH. Bhubaneswar	Principal Investigator, OUAT, Bhubaneswar
	AICRP on Evaluating Impact of Neonicotinoids on Pollinators	Principal Investigator, OUAT, Bhubaneswar
	FASAL Agro meteorology, Bhubaneswar	Principal Investigator, OUAT, Bhubaneswar
	NICR Agro meteorology, Bhubaneswar	Principal Investigator, OUAT, Bhubaneswar
	Surveillance & Molecular Epidemiology of Especially Dangerous Respiratory Viruses in Commercial and Backyard Poultry and Migratory Waterfowl in India	Principal Investigator, OUAT, Bhubaneswar
	AICRP on Economics & Safety in Agil. Bhubaneswar	Principal Investigator, OUAT, Bhubaneswar
	AICRP on Farm Implements & Machinery, Bhubaneswar	Principal Investigator, OUAT, Bhubaneswar
	AICRP on Integrated Farming System, Bhubaneswar	Principal Investigator, OUAT, Bhubaneswar
	AICRP on Soil Test Crop Response, Bhubaneswar	Principal Investigator, OUAT, Bhubaneswar
	AICRP on Utilization of Animal Energy, Bhubaneswar	Principal Investigator, OUAT, Bhubaneswar
26.	Jeypore, Koraput	
	RRTTS, Jaypore	ADR, At/Po- Jeypore, Koraput
	AICRP on Rice, Jeypore	Principal Investigator, OUAT, Jeypore
27.	Pottangi, Koraput	
	HARS, Potangi	Officer-in-Charge, At/Po- pottangi, Koraput
	AICRP on Spices, Pottangi	Principal Investigator, OUAT, Pottangi, Koraput
28.	Semiliguda, Koraput	
	KVK, Semiliguda, Koraput	Sr. Scientist & Head Semiliguda, P.B. No. 10, Sunabeda, Koraput – 763002
	RRTTS, Semiliguda	ADR, At/Po – Semiliguda
	GKMS, Semoliguda	Technical Officer, OUAT, Semiliguda, Koraput
	AICRP on Niger, RRTTS, Semiliguda	Principal Investigator, OUAT, Semiliguda, Koraput – 02
29.	Malkangiri, Koraput	
	GKMS, Malkangiri	Technical Officer, OUAT, Malkangiri, Koraput
30.	Malkangiri	
	RRTTS, Kalimela	Officer-in-Charge, at/Po- Kalimela, Malkangiri
31.	Shyamakhunta, Mayurbhanj	
	KVK, Shyamakhunta, Mayurbhanj	Sr. Scientist & Head, At/Po- Shyamakhunta, Mayurbhanj – 757091

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32.	Jashipur, Mayurbhanj	
	KVK, Jasipur, Mayurbhanj-II	Sr. Scientist & Head At – Jashipur, Po – Khairi, Mayurbhanj – 757091
33.	Umarkote, Nabarangpur	
	RRTTS, Umarkote, Nabarangpur	Officer-in-Charge, At/Po- Umarkote, Nabarangpur – 764073
	KVK, Umarkogte, nabarangpur	Sr. Scientist & Head Po – Badakumari, Umarkote, Nabarangapur - 764073
34.	Nayagarh	
	Sugarcane Research Station, Nayagarh	Officer-in-Charge, at- Panipoila, Balugaon, Nayagarh
	KVK, Panipolia, Nayagarh	Sr. Scientist & Head At – panipolia, Po – Balugaon, Nayagarh – 752070
	AICRP on Sugarcane, SRS, Nayagarh	Principal Investigator, OUAT, Nayagarh
35.	Nuapada	
	KVK, Nuapada	Sr. Scientist & Head At/Po- Nuapada – 766105
36.	Sakhigopal, Puri	
	KVK, Sakhigopal, Puri	Sr. Scientist & Head At – Sakhigopal (Infront of Satyabadi Block Office), Puri, 752014
37.	Konark, Puri	
	Coconut Farm, Konark	Officer-in-Charge, At – Konark, Puri
38.	Gunpur, Rayagada	
	KVK, Gunupur, Rayagada	Sr. Scientist & Head At/Po- Gunupur, Rayagada
39.	Chipilima, Sambalpur	
	College of Agriculture	Dean, At/Po- Chipilima, Sambalpur – 768025
	College of Horticulture	Dean, At/Po- Chipilima, Sambalpur– 768025
	AICRP on IFS Sun-centre, Chipilima	Principal Investigator, OUAT, Sub-Centre, Chipilima, Sambalpur
	RRTTS, Chipilima	ADR, At/Po- - Chilima, Sambalpur – 768025
	KVK, Chipilima, Sambalpur	Sr. Scientist & Head At- RRTTS Campus, Po – Chipilima, Sambalpur – 768025
	GKMS, Chipilima	Technical Officer, OUAT, At/Po- Chipilima, Sambalpur
	AICRP on Rice, Chipilima	Principal Investigator, OUAT, Chipilima, Sambalpur
	AICRP on Water Management, Chipilima	Principal Investigator, OUAT, Chipilima, Sambalpur
40.	Sonepur	



	KVK, Sonapur	Sr. Scientist & Head Subarnapur – 767017, Sonapur
41.	Kirei, Sundargarh	
	RRTTS, Kirei	Officer-in-Charge, At/Po- Kirei, Sundargarh – 770071
	KVK, Kirei, Sundargarh	Sr. Scientist & Head At/Po- - Kirei, Sundargarh – 770073
42.	Panposh, Sundargarh	
	KVK, Panposh, Sundargarh – II	Sr. Scientist & Head, Hockey Chowk, At/Po- panposh, Rourkela, Sundargarh – 769004
	GKMS, Sundargarh	Technical Officer, OUAT, Sundargarh

SERVICE AGREEMENT

This agreement is made on this _____ day of _____ in between OUAT represented by _____ here-in-after referred to as the OUAT/Authority which expression shall, where the context so requires or admits, also include its successors or assignees of the one part.

And

M/S _____ represented by Sri _____ here in-after called the "Human Resource Service Provider Agency" which expression shall, where the context so to requires or admits, also include its successors or assignees of the other part.

Whereas, the "OUAT/Authority" desires that the services of _____ are required in OUAT.

And whereas the Human resource Service Provider Agency has offered its willingness to the same in conformity with the provisions of the agreement.

And whereas the "OUAT/Authority" has finalized the rate as per the terms and conditions of the agreement to the manpower Service Provider.

Now therefore, it is hereby agree between the two parties as follows:

1. That the annexure containing the Terms and Conditions and Scope of work shall be deemed to form and to be read and construed as integral part of this agreement.
2. That in consideration of the payment to be made by OUAT/ Authority to the "Manpower service provider" the man power service provider hereby agrees with the "OUAT/Authority to provide personnel in conformity with the provisions of the schedule of requirements.
3. That the "OUAT/Authority" hereby further agrees to pay the "manpower service provider" the contract price at the time and in the manner prescribed in the said Terms and condition.
4. The mutual rights and obligations of the Authority and the Service Provider shall be as set forth in the Agreement, In particular.
 - a) The Service Provider shall carry out the service in accordance with the provisions of the Agreement; and
 - b) The Certificate on the satisfactory performance of the services by the Service provider shall be issued by an officer authorized by the Authority and inconsideration of the Certificate of the satisfactory performance of Service Provider, the Authority shall make such payments and in such a manner as is provided in the Agreement.

5. Mode of payment

The Service Provider will open a specific Bank Account for OUAT related transaction. The Service Provider will furnish the details of the Bank Account to the Authority within 7 days from the signing of the Agreement.

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

6. That in the event of any dispute that may arise it shall be settled as per the Terms and Conditions of the contract.
7. That this agreement is valid up to _____

IN WITNESS WHEREOF the parties have cause their respective common seals to be here unto affixed or have here unto set their respective hands and seals on the day and year first written above.

Signature of the Officer
Authorized to sign on behalf of
Human Resource Service Provider Agency

Signature of Authority
an officer acting in the premises
for and on behalf of the OUAT

In the presence of witness: -

Witness

1. Name
- Address
2. Name

Address

Witness

1. Name
- Address
2. Name

Address

Handwritten signatures and initials in blue ink.

Location:.....

Date:.....

**COVERING LETTER
(ON BIDDER'S LETTER HEAD)**

To

The Registrar,
Odisha Univ. of Agril. & Technology,
Bhubaneswar – 751003.

Sub Tender for providing service of Category – 'A' or 'B' or Both on outsourcing basis through service providing agency to OUAT (Technical Bid)

Madam,

I, the undersigned, offer to participate in the tender for providing the services of Category 'A' / 'B' / Both through outsourcing basis through service providing agency to OUAT, Bhubaneswar and all outlying Colleges / KVKs / RRTTS etc. of the OUAT in accordance with your Tender Notice No.dt We are hereby submitting our Bid with includes Technical proposal and Financial proposal sealed in separate envelope. The details of the places for which we are submitted list is attached herewith.

I, do 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 from the date of opening of technical bid and I confirm that this proposal will be remain binding upon us and may be accepted by you any time before the validity of the Bid.

I, hereby unconditionally undertake to accept all the terms and conditions as stipulated in the Tender document and any corrindum, if any purchased before opening of technical bid. 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

(Authorised Signatory
With date and Seal)

Name and Designation :
Address of the Bidder :






UNDERTAKING

Annual turnover for the last 5 financial years as per the audited income / expenditure statement and balance sheet for the period (Certified by C A).

Financial Year	Turn Over
2020-21	:
2021-22	:
2022-23	:
2023-24	:
2024-25	:

Enclosure: - Certified copies of audited income / Expenditure statement by C A.

Yours sincerely

Authorized Signature
(In full and initials)

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

ao Pss llj fm s

UNDERTAKING

(On the Stamp paper of Rs. 10.00 in shape of affidavit from the Notary regarding non-blacklisting)

I, do hereby undertake that, our organization has not been 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 last 5 years from the draft of notification the tender Notice No. dated/...../.....2026.

Yours sincerely.

(In full and Initials)

Name and Designation of the Signatory

Name of the Bidder and Address

A series of five handwritten signatures in blue ink, arranged horizontally. The signatures are stylized and vary in length and complexity.

UNDERTAKING

(On the Bidder's letter Head regarding not have any pending judicial proceedings
for any criminal offences)

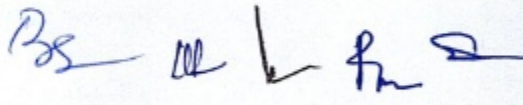
I, do hereby undertake that there is no criminal case pending in any Court of law against our
authorized person is giving the Tender Document/ Organization or against the Proprietor/ Director /
Persons to be deployed by our organization authorized person giving the tender document

I / we further certify that Proprietor / Director / Persons to be deployed by our organization
have not been convicted of any offence in any Court in Odisha / India during the Last 5 years from
the date of verification on tender document. 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 :

as. 

Bid Declaration Form (On Bidder's Letter Head)

Tender Notice No:

Date:

To,

The Registrar,
Odisha Univ. of Agril. & Technology,
Bhubaneswar – 751003.
Odisha.

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

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

1. We withdraw our Proposal during the bid validity period as specified in the tender document.
2. We do not respond requests for clarification on our Proposal.
3. We fail to provide required information during the evaluation process or are found to be non-responsive or have provided false information in support of our qualification.
4. If we fail to :
 - a) Provide any clarifications to client:
 - b) Agree to the decisions taken during any contract negotiations.
 - c) Sign the Services Agreement within the prescribed time period (15 days from the Offer Letter)
 - d) Furnish the required Performance Bank Guarantee in time
5. Any other circumstance which holds the interest of the client during the overall tender process.

Name of the Authorized Representative:

Signature of the Authorized
Representative with Date and Seal
Address of the Bidder



Model Bank Guarantee Format for Performance Security

{Ref. Para 22(i)}

To,
The Comptroller
Odisha University of Agriculture and Technology
Bhubaneswar – 751003

WHEREAS (Name and address of the supplier / tenderer (hereinafter called "the supplier" has undertaken, in pursuance of Letter of award no Dated to supply (Description of goods and services) (Herein after called "the contract"). And whereas it has been stipulated by you in the said contract that the supplier shall furnish you with a bank guarantee by a nationalized 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 supplier such a bank guarantee; NOW THEREFORE we hereby affirm that we are guarantors and responsible to you, on behalf on the supplier, up to a total of Rs.(amount of the guarantee in words and figures), and we undertake to pay you, upon your first written demand declaring the supplier 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 supplier 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 thereunder of any of the contract documents which may be made between you and the supplier 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 guarantee shall be valid until the day of2025.

Ourbranch at(name & address of the branch) 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 ourbranch a written claim or demand and received by us at our Branch on or before Dtotherwise 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 and address of the Branch

Preferably at Bhubaneswar, the headquarters of the authority competent to sanction the expenditure for the services as or Letter of Award.

