

**Tender Document for
Engagement of 75 (Seventy five)
Group–D Personnel on
outsourcing basis through Service
Provider Agency**



THE HIGH COURT OF ORISSA, CUTTACK

CONTENTS OF TENDER DOCUMENT

Sl. No.	Description of Contents	Page No.
1.	Contents of the Tender Document	2
2.	Notice Inviting Tender	3-4
3.	Different dates of Tender	5
4.	Scope of work and general instructions for service providers	6-8
5.	Technical requirements for the tendering Manpower Service Provider	9
6.	Technical requirements for manpower to be deployed by the successful Manpower Service Provider in the High Court of Orissa, Cuttack	10
7.	Tender Application – Technical Bid	11-13
8.	Tender Application – Financial Bid	14
9.	Terms and Conditions	15-19
10.	Documents to be submitted with the Technical Bid	20
11.	Document to be submitted by the Successful Bidder before deployment of Manpower	21
12.	Bid Security Declaration Form (Annexure-I)	22



THE HIGH COURT OF ORISSA, CUTTACK

TENDER CALL NOTICE

No. 10950 Date. 19. 07. 2022

The High Court of Orissa, Cuttack hereby invites Sealed Tenders in the prescribed format from reputed Registered Manpower Service Provider Agencies having registered office located within State of Odisha and possessing valid license, statutory clearance, service tax registration, EPF Registration, ESI Registration and PAN No, for providing services of 75 (Seventy Five) Group-D personnel in the High Court of Orissa for a period of one year from the date of coming into force of the contract as would be indicated therein. The contract for supply of 75 nos. of the Group-D personnel (on outsourcing basis) and the mode, manner and nature of duties shall be as per the details provided in the Tender Document.

The Tender Document can be downloaded from the website of the High Court of Orissa or obtained in person from the office of the High Court on payment of Rs.500/- (Rupees five hundred only) in the shape of Demand Draft drawn in favour of the Registrar (Judicial), High Court of Orissa payable at Cuttack on any working day between 11.00 A.M. to 5.00 P.M from 20.07.2022 to 30.07.2022.

The estimated cost of the tender is of Rs.90,90,000/- per annum excluding applicable taxes, statutory dues and negotiated service charges. As per the FDOM No. 8484/F dated 05.04.2022, instead of submitting bid security, the bidders are required to furnish the Bid Security Declaration along with the Tender Document.

Last date of submission of Tender: - 04.08.2022 by 4.00 PM

19/7/2022

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Opening of the Tender:- The Technical and Financial Bid will be opened in the New Conference Hall of the old building of the High Court of Orissa in presence of the Selection Committee and the representatives of the Manpower Service Providers, if any, who wish to be present on the spot at the time of opening of the Bids, as per the following time table;

Technical Bid- 05.08.2022 at 3.00 P.M.

Financial Bid- 06.08.2022 at 3.00 P.M.

Incomplete and conditional Tender shall be summarily rejected. The High Court of Orissa reserves the right to reject any or all the Tenders, without assigning any reason thereof. The bidders should have at least three years' experience in providing manpower **particularly Group-D personnel** to Courts/Tribunals/Government Department, Public Sector Companies/Banks, etc. The authority reserves the right to relax any of the provisions of the Tender Document in case of exigency.

The Tender Documents of the bidders having criminal antecedents/previous unsatisfactory service reports/ previously black listed, shall be summarily rejected.

BY ORDER

Jm
19/7/2022
REGISTRAR (JUDICIAL)

Memo No. 10951 /Dt. 19.07.2022

Copy along with soft copy of notice and tender document forwarded to the Central Project Coordinator with a request to host the tender notice and tender document in the official website of the Court for information of the public and to download the same if required.

Jm
19/7/2022
REGISTRAR (JUDICIAL)

Memo No 10952(2) Dt. 19.7.2022

Copy forwarded to the Notice Board of the High Court/ Asst. Registrar-cum-Sr. Secretary to Hon'ble the Chief Justice for information and necessary action.

Jm
19/7/2022
REGISTRAR (JUDICIAL)

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19/7/2022

THE HIGH COURT OF ORISSA, CUTTACK
TENDER DOCUMENT

**Different important dates of the Tender For providing
Services of Group-D personnel to the High Court of
Orissa by Manpower Service Provider**

(a)	Period of issue of Tender Document	From 20.07.2022 to 30.07.2022
(b)	Last Date and time for submission of Tender Document	04.08.2022 at 4.00 P.M.
(c)	Date and time for opening of (i) Technical Bids (ii) Financial Bids of eligible Bidders	05.08.2022 at 3.00 P.M. 06.08.2022 at 3.00 P.M.
(d)	Likely date for commencement of deployment of Required manpower	16.08.2022

SCOPE OF WORK AND GENERAL INSTRUCTIONS FOR BIDDERS

1. The High Court of Orissa requires the services of reputed, well established and financially sound Manpower Service Providers to provide services of Group-D personnel on contract outsourcing basis for day to day house orderly work and office work at Cuttack.
2. The contract for providing the aforesaid manpower is likely to commence from 16.08.2022 and would continue till 15.08.2023. The period of the contract may be further extended beyond 15.08.2023 provided the requirement of the Court for manpower persists at that time. The period of contract may be curtailed/terminated before 15.08.2023 owing to deficiency in service or substandard quality of manpower deployed by the selected Service Provider or because of change in the Court's requirements. The High Court of Orissa, however, reserves right to terminate the initial contract at any time after giving 15 days notice to the selected Service Provider.
3. The contract for providing manpower shall be terminated if the selected bidder fails to provide the manpower having expertise in house orderly works in residence such as cooking, cleaning, dusting, gardening, marketing, etc.
4. The High Court of Orissa presently has tentative requirement of 75 (seventy five) nos. of Group-D personnel. The number of persons may increase or decrease subject to future requirement of the Court.
5. The estimated cost of the contract is Rs.90,90,000/- per annum excluding applicable taxes, statutory dues and negotiated service charges.
6. The interested Manpower Service Providers shall submit the tender document complete in all respects along with Bid Security Declaration and other requisite documents by 04.08.2022 up to 04.00 P.M. at the Class-IV Section of the High Court of Orissa, Cuttack.
7. The various crucial dates relating to "Tender for Providing Manpower Services to the High Court of Orissa, Cuttack" are cited as mentioned above.
8. The tender has been invited under two bid system i.e. Technical Bid and Financial Bid. The interested agencies are required to submit the bids in

two separate sealed envelopes superscribing “Technical Bid for Providing Manpower Services to High Court of Orissa, Cuttack” and “Financial Bid for Providing Manpower Services to the High Court of Orissa, Cuttack”. Both sealed envelopes should be kept in a third sealed envelope superscribing **“Tender for Providing Manpower Services to High Court of Orissa, Cuttack”**.

9. The Technical Bid shall be accompanied with Bid Security Declaration, **failing which the tender shall be rejected summarily**.

10. The successful bidder will have to deposit a Performance Security Deposit of Rs.2,72,700/- (3% of the cost of the contract) in the form of Bank Guarantee from any Nationalized Bank drawn in favour of the Registrar (Judicial), High Court of Orissa, Cuttack covering the period of contract. In case, the contract is further extended beyond the initial period, the Bank Guarantee will have to be accordingly renewed by the successful bidder with the permission of the Competent Authority.

11. The interested Manpower Service Providers are required to enclose the following documents (duly attested by Group ‘A’ Gazetted Officers of the State Governments/Central Government), along with the Technical Bid, **failing which their bids shall be summarily/outrightly rejected and will not be considered any further**:

- a) Registration certificate of the applicant organization;
- b) Copy of Aadhar /PAN/GIR card;
- c) Copy of the IT return filed for the last three financial years;
- d) Copies of EPF and ESI certificates;
- e) Copy of the Service Tax registration Certificate;
- f) Certified extracts of the Bank Account containing transactions during last three years.
- g) Copy of documents of at least three years’ experience in providing manpower **particularly Group-D personnel** to Courts / Tribunals / Government Department, Public Sector Companies / Banks, etc.

h) Self declaration that the agency is having no criminal antecedent/ no previous unsatisfactory service report/ previously not black listed by any organization.

12. The conditional bids shall not be considered and will be outrightly rejected.

13. All entries in the tender form should be legible and filled clearly. If the space for furnishing information is insufficient, a separate sheet duly signed by the authorized signatory may be attached. No overwriting or cutting is permitted in the Financial Bid Form. In such cases, the tender shall be summarily rejected. However, the cutting, if any, in the Technical Bid Application must be initialed by the person authorized to sign the tender bids.

14. The Technical bids shall be opened on the scheduled date and time **at 03.00 P.M on 05.08.2022**, in the New Conference Hall of the old building of High Court of Orissa in presence of the Selection Committee and the representatives of the Manpower Service Providers, if any, who wish to be present on the spot at the time of opening of the Bids.

15. The Financial Bid of only those bidders will be opened who would be found successful in the Technical Bid. The Financial bids shall be opened **at 03.00 P.M on 06.08.2022**, in the New Conference Hall of the old building of High Court of Orissa in presence of the Selection Committee and the representatives of the Manpower Service Providers, if any, who wish to be present on the spot at the time of opening of the Bids.

16. The Competent Authority of the High Court of Orissa reserves the right to annul all bids without assigning any reason.

TECHNICAL REQUIREMENTS FOR THE TENDERING MANPOWER SERVICE PROVIDER

1. The tendering manpower service provider agencies should fulfill the following technical specifications:
 - (a) The registered office of the manpower service provider agency should be located within the State of Odisha.
 - (b) The agency should have been registered with the appropriate registering authority.
 - (c) The agency should have at least three years' experience in providing manpower **particularly Group-D personnel** to Courts/Tribunals/ Government Department, Public Sector Companies/Banks, etc.
 - (d) The agency should have own Bank Account.
 - (e) The agency should be registered with Income Tax and Service Tax (GST) department.
 - (f) The agency should be registered with appropriate authorities under Employees Provident Fund and Employees State Insurance Acts.
 - (g) The agency should have any other regulatory clearance (to be specified by the user Department) that may be required for providing manpower services.
 - (h) The agency should have minimum annual turn-over of Rs.05 Crores in providing manpower services.
 - (i) The agency should have executed contracts of similar type during preceding 3 years, of equal value or more than 60% of the estimated cost of the present contract.
 - (j) The agency should not have any criminal antecedent/ previous unsatisfactory service report/ previously black listed by any organization.

**TECHNICAL REQUIREMENTS FOR MANPOWER TO BE DEPLOYED
BY THE SUCCESSFUL MANPOWER SERVICE PROVIDER IN THE
HIGH COURT OF ORISSA, CUTTACK**

1. The Group-D personnel should be above 18 years and not more than 50 years of age.
2. Their minimum educational qualification must be 5th standard.
3. They must have experience in house orderly works in residence such as cooking, cleaning, dusting, gardening, marketing, etc. The candidates having good knowledge in cooking will be given preference in the matter of engagement in the Court. They should also have experience in doing peon work in the office and carrying files, daks, official papers and books etc. as and when required. Lack of knowledge in cooking and other works as mentioned above will lead to their immediate disengagement.
4. They must not have any criminal antecedent. Each Group D personnel, at the time of his engagement, shall furnish a self declaration of not having any criminal antecedent duly verified and certified by the Agency.

APPLICATION - TECHNICAL BID		
FOR PROVIDING SERVICES OF GROUP-D PERSONNEL IN THE HIGH COURT OF ORISSA, CUTTACK		
1.	Name of the Manpower Service Provider	
2.	Details of the Demand Draft towards cost of tender paper	
3.	Details of Bid Security Declaration	
4.	Name of Proprietor/ Partner/ Director (Name of all Directors/Partners)	
5.	Full Address of Registered Office (with PIN Code)	
	Telephone No:	
	Mobile No:	
	FAX No:	
	E-mail ID:	
6.	Full Address of Branch Office (if any)	
7.	Name, Telephone No/Mobile No/ E- mail ID of Authorized Officer / Person to co-ordinate with the High Court of Orissa.	
8.	Banker of the Manpower Service Provider. (Attached copy of statement of A/c for the last three years)	
9.	PAN No: (Attach copy of the PAN)	
10.	Statutory Registration No: (under License & Contract Labour Act 1970 obtained from Labour Department, Government of Odisha)	
11.	Service Tax Registration No. (Enclose copy of the certificate)	

12.	EPF Registration No. (Enclose copy of the Certificate)					
13.	ESI Registration No. : (Enclose copy of the Certificate)					
14.	Tender Document Fee details. (Bank Draft Details)					
15. Financial turnover of the Manpower Service Provider for the last 3(three) Financial Year:						
Financial Year		Amount in lakh		Remarks if any		
2019-20						
2020-21						
2021-22						
16. Give details of the similar contracts handled by the tendering Manpower Service Provider during the last three years in the following format (if the space provided is insufficient, a separate sheet may be attached) :						
No.	Name of client, address, telephone & Fax. No.	Manpower services provided		Annual Bill amount (In Lakh)	Duration of contract	
		Type of manpower provided	No.		From	To
17. Additional information, if any (Attach separate sheet, if required)						

Date

Signature of authorized person with seal

Place

Full Name

Telephone No/Mobile No.

e-mail ID

DECLARATION

1. I, _____ son/daughter/wife of Shri _____ Proprietor/ Partner/ Director/ authorized signatory of the service provider, mentioned above, and competent to sign this declaration and execute this tender document.

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

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

Date	Signature of authorized person with seal
Place	Full Name
	Telephone No/Mobile No.
	e-mail ID

APPLICATION - FINANCIAL BID								
FOR PROVIDING SERVICES OF 75 GROUP- D PERSONNEL IN THE HIGH COURT OF ORISSA, CUTTACK								
1.	Name of the Manpower Service Provider:							
2.	Rate per person per month (8 hours per day) inclusive of all statutory liabilities, taxes etc. The bidders shall take into account the expenses to be incurred and statutory dues (Income tax, TDS @ 2% and GST TDS @ 2% from gross bill etc.) while quoting the service charge							
Sl. No.	Manpower Type	Monthly Rate per Person						
		*Take Home remuneration (Net)	EPF 13%	ESI 3.25%	Other statutory dues if any	Service Charge	GST	Total per Person (Gross)
1.	Group-D personnel							

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

Date

Signature of authorized person with seal

Place

Full Name

Telephone No/Mobile No.

e-mail ID

Notes :

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

TERMS AND CONDITIONS

GENERAL

1. The Agreement shall commence from 16.08.2022 and shall continue till 15.08.2023 unless it is curtailed or terminated by the authority owing to deficiency of service, sub-standard quality of manpower deployed, breach of contract etc. or change in requirements.
2. The Agreement shall automatically expire on 15.08.2023 unless extended further by the mutual consent of the Manpower Service Provider and Authority.
3. The Agreement may be extended, on the same terms and conditions or with some additions/deletions/modifications, for a further specific period mutually agreed upon by the Manpower Service Provider and Authority.
4. The Manpower Service Provider shall not be allowed to transfer, assign, pledge or subcontract its rights and liabilities under this Agreement to any other agency or organizations by whatever name be called without the prior written consent of the Authority.
5. The High Court of Orissa, at present, has tentative requirement of 75 (seventy five) nos. of Group-D personnel on urgent basis for day to day house orderly work and office work at Cuttack. The requirement of the High Court may further increase or decrease, even during the period of initial contract and the agency would have to provide additional manpower services, if required, on the same terms and conditions.
6. The Manpower Service Provider will be bound by the details furnished by it to the Authority while submitting the tender or at subsequent stage. In case, any of such documents furnished by it is found to be false at any stage, it would be deemed to be a breach of terms of Agreement making it liable for legal action besides termination of the Agreement and forfeiture of performance security deposit.
7. The Authority reserves the right to terminate the Agreement anytime during the period of contract after giving 15 days notice to the Manpower Service Provider.
8. The Group - D personnel deployed in the residential office shall be required to report for work at 7.00 A.M. and will work in shift duty (in the morning and in the evening till 8.00 P.M.). Their duty period shall ordinarily not exceed eight hours in a day. The Group - D personnel deployed in the office shall be required to report for work at 9.00 A.M. and will ordinarily remain in duty for eight hours.

9. The persons engaged in residence shall attend the duty on holidays. The persons deployed in the office will be called on holidays to attend duty if required in case of urgency. They are entitled for special leave as per FDOM No. 30794 dated 06.11.2021.
10. The Manpower Service Provider shall nominate a coordinator who shall be responsible for immediate interaction with the High Court so that optimal services of the persons deployed could be availed without any disruption.
11. The entire financial liability in respect of manpower services deployed in High Court shall be that of the Manpower Service Provider and the High Court will no way be liable. It will be the responsibility of the Manpower Service Provider to pay to the person deployed a sum not less than the minimum rate quoted in the financial bid and produce such evidence as may be required by the High Court.
12. For all intents and purposes, the Manpower Service Provider shall be the “Employer” within the meaning of different Rules & Acts in respect of manpower so deployed. The persons deployed by the Manpower Service Provider shall not have any claim whatsoever like employer and employee relationship against High Court of Orissa.
13. The Manpower Service Provider shall be solely responsible for the redressal of grievances or resolution of disputes relating to persons deployed. The High Court of Orissa shall, in no way, be responsible for settlement of such issues whatsoever. In case the grievances 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 High Court and an authorized representative of the Manpower Service Provider.
14. The High Court shall not be responsible for any financial loss 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.
15. The persons deployed by the Manpower Service Provider shall not claim nor shall be entitled to pay, perks and other facilities admissible to regular /confirmed employees during the currency or after expiry of the Agreement.
16. In case of termination of this Agreement on its 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.
17. The person deployed shall not claim any benefit or compensation or absorption or regularization of deployment with office. Undertaking from the person deployed to this effect shall be required to be submitted by the

Manpower Service Provider at the time of commencement of such deployment.

18. The Manpower Service Provider must be registered with the concerned Govt. Authorities i.e. Labour Commissioner, Provident Fund Authorities, Employees State Insurance Corporation etc. and a copy of the registration should be submitted. The Manpower Service Provider shall comply with all the legal requirements for obtaining License under Contract Labour (Regulations and Abolition) Act, 1970 if any, at his own part and cost.
19. 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 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 contributions towards Provident Fund and Employees State Insurance, wherever applicable.
20. The persons deployed by the Manpower Service Provider should have good police records and no criminal case should be pending against them. Police verification of the antecedents of the deployed personnel can be made at the discretion of the High Court.
21. The persons deployed should be polite, cordial and efficient while handling the assigned work and their actions should promote good will and enhance the image of the office. More particularly, the persons deployed in the residence of the Hon'ble Chief Justice, Hon'ble Judges and Officers of the Registry shall be well versed in cooking, marketing, gardening, cleaning and dusting etc. The Manpower Service Provider while selecting and deploying the manpower in the residence shall keep in mind the availability of the above qualities of the manpower, failing which the contract may be cancelled on the ground of deficiency in service. The Manpower Service Provider shall be responsible for any act of indiscipline on the part of the persons deployed.

LEGAL

22. 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. They shall not commit any mischief in any form with the judicial case records, documents, registers and files of the Tribunal. In view of this, they shall be required to maintain confidentiality and breach of this condition shall make the Manpower Service Provider as well as the person deployed liable for penal action under the applicable laws besides, action for breach of contract.

23. The Manpower Service Provider shall be responsible for compliance of all statutory provisions to minimum wages payable to different types of worker in respect of the persons deployed by it in the High Court. The High Court shall have no liability in this regard.
24. The Manpower Service Provider shall also be liable for depositing all taxes, levies, Cess etc., on account of service rendered by it to the concerned tax collection authorities, from time to time, as per the Rules and Regulations in the matter. Attested Xerox copies of such documents shall be furnished to the High Court as and when required.
25. The Manpower Service Provider shall maintain all statutory registers under the law and shall produce the same, on demand, to the authority of the High Court or any other authority under law.
26. The Tax Deduction at Source (TDS) shall be done as per the provisions of Income Tax Act/Rules, GST Act/Rules, as amended, from time to time and a certificate to this effect shall be provided by the High Court.
27. In case the Manpower Service Provider fails to comply with any liability under appropriate law and as a result thereof, the High Court is put to any loss/obligation, monetary or otherwise, the High Court will be entitled to get itself 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.
28. The Agreement is liable to be terminated because of non-performance, deviation of terms and conditions of contract, non-payment of remuneration of employed persons and non-payment of statutory dues. The High Court will have no liability towards non-payment of remuneration to the persons 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 High Court by the person deployed, the same shall be recovered from the unpaid bills or adjusted from the Performance Security Deposit.

FINANCIAL

29. The Technical Bid should be accompanied with Bid Security Declaration, failing which the tender shall be rejected out-rightly.
30. The successful bidder will have to deposit a Performance Security Deposit of Rs.2,72,700/- (3% of the cost of the contract) in the form of Bank Guarantee from any Nationalized Bank drawn in favour of the Authority covering the period of agreement before commencement of the contract. In case, the contract is further extended beyond the initial period, the Bank guarantee will have to be accordingly renewed by the successful bidders.

The amount of performance security deposit is to be determined by the Authority taking into account the contractual obligation of the manpower service provider.

31. In case of breach of any terms and conditions attached to the agreement, the performance security deposit of the Manpower Service Provider shall be liable to be forfeited besides annulment of the Agreement.
32. The Manpower Service Provider shall raise the bill, in triplicate, alongwith attendance sheet duly verified by the High Court in respect of the persons deployed and submit the same to the prescribed authority within the 3rd day of the succeeding month. As far as possible the payment will be released within the 1st week of succeeding month.
33. The claims in bills regarding Employees State Insurance, Provident Fund and Service Tax etc., should be necessarily accompanied with documentary proof pertaining to the concerned bill 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 High Court.
34. The amount of penalty calculated @ Rs.100/- per day on account of delay, if any, in providing a suitable substitute for the period beyond three working days by the Manpower Service Provider shall be deducted from the monthly bills in the succeeding month.
35. The Authority reserves the right to withdraw or relax any of the terms and conditions mentioned above so as to overcome the problem encountered at a later stage.
36. 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 Registrar to be nominated by the Authority, High Court of Orissa for his decision and his decision shall be binding on all parties.
37. All disputes shall be brought under the jurisdiction of the court at the place where the headquarters of the authority, who has executed the agreement, is located.
38. The successful bidder will enter into an agreement with the High Court for supply of suitable and qualified manpower as per requirement of the High Court on the above terms and conditions.

DOCUMENTS TO BE PROVIDED WITH THE TECHNICAL BID

1. Application - Technical Bid
2. Attested Copy of Registration of Agency
3. Certified copy of the statement of Bank Account of the Agency for the last three years
4. Attested copy of Aadhar/PAN/GIR Card
5. Attested copy of the latest IT return filed by agency for last 3 years
6. Attested copy of Service Tax registration certificate
7. Attested copy of the E.P.F. registration letter / certificate
8. Attested copy of the E.S.I registration letter / certificate
9. Certified documents in support of the financial turnover of the agency
10. Certified documents in support of entries in column 10-13 of Technical Bid application
11. Copy of the terms and conditions at pages in Tender Document with each page duly signed and sealed by the authorized signatory of the agency in token of their acceptance.
12. Authorization Certificate of Agency
13. Bid Security Declaration Form (Annexure-I)
14. Copy of the document showing at least three years' experience in providing manpower **particularly Group-D personnel** to Courts / Tribunals / Government Department, Public Sector Companies/Banks, etc.
15. Self declaration that the agency is having no criminal antecedent/ no previous unsatisfactory service report/ previously not black listed by any organization

**DOCUMENTS TO BE SUBMITTED BY THE SUCCESSFUL AGENCY BEFORE
DEPLOYMENT OF MANPOWER**

1. List of Manpower short listed by agency for deployment in the High Court of Orissa, Cuttack containing full details i.e. date of birth, marital status, address, educational certificate, criminal antecedent declaration duly verified and certified etc.
2. Bio-data of all persons with Passport size Photograph.
3. Any other document considered relevant.

**REGISTRAR (JUDICIAL),
HIGH COURT OF ORISSA, CUTTACK**

BID SECURITY DECLARATION FORM

(To be submitted on Bidder's Letter head)

Dated

To

The Registrar (Judicial),
High Court of Orissa, Cuttack

Ref: Your Tender Notice No. _____ dated _____

Sir,

This is with reference to your above mentioned Tender for engagement of Group-D personnel in the High Court of Orissa. I/We hereby declare that:-

I/We understand that I/We may be disqualified from bidding for any contract with you for a period of two years from the date of notification if I am / We are in a breach of any obligation under the bid conditions, because I/We have withdrawn / modified / amended, impairs or derogates from the tender, my/our bid during the period of bid validity specified in the form of Bid.

I/We understand this Bid Security Declaration shall cease to be valid if I am / We are not the successful Bidder, upon the earlier of (i) the receipt of your notification of the name of the successful Bidder; or (ii) thirty days after the expiration of the validity of my/our Bid.

Date:

Authorized Signatory:

Name:

Designation:

Place:

Contact No.:

Email :

Company seal