

GANGADHAR MEHER UNIVERSITY

AMRUTA VIHAR, SAMBALPUR



No. / 4973 / GMU

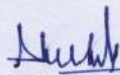
TENDER NOTICE

Dt. 13.11.24

Bids in Sealed covers are invited under two bid system from reputed Manpower & Security Service agencies/service providers to provide the services for the Gangadhar Meher University, Sambalpur for a period of one year w.e.f. from the date of execution of agreement and likely to be extended to a maximum of three years subject to satisfactory performance, mutual agreement on yearly basis. Bidders are required to submit the technical & financial bids separately. The bids in sealed Cover-I containing "Technical Bid" and sealed Cover-II containing "Financial Bid" should be placed in a third sealed cover super-scribed "Bid for Outsourcing of manpower/Security services" must reach the undersigned by Speed Post/Registered Post only.

For details of the bid documents containing eligibility criteria, scope of work, terms and conditions of the tender and draft agreement please visit the University website www.gmuniversity.ac.in. The undersigned reserves the rights for cancellation of the Tender at any time without assigning any reason thereof.

The bidders are required to submit a Bank Draft of Rs.1000/- (Rupees One thousand only) as tender fees & Rs.10,000/- (Rupees Ten thousand only) as EMD along with the bid documents.


REGISTRAR

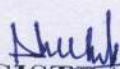
Memo No. 4974 /GMU Dt. 13.11.24

Copy to PA to VC/PA to Registrar /Deputy Registrar/COF/AC / for information and necessary action.


REGISTRAR

Memo No. 4975 /GMU Dt. 13.11.24

Copy to The Editor, The Sambad & The Dharitri for information and with a request to print the above notice in the daily Local Edition.


REGISTRAR

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TENDER DOCUMENT

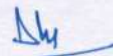
Common to All Tenders/ EOI

Tender Schedule

- a) Last Date and Time for the submission Tender Documents: **28/11/2024 up to 5.00 PM**
by Speed Post/ Registered Post
- b) Date and time for opening of the Technical Bids: **29/11/2024 at 10.30 AM** in
the office of the Registrar,
G. M. University, Sambalpur
- c) Date and time for opening of the Financial Bids: **29/11/2024 at 04.30 PM** in
the office of the Registrar,
G. M. University, Sambalpur
- c) Cost of Tender Paper: Rs.1000/- (Rupees One
thousand only) in shape of
Bank Draft in favour of
Comptroller of Finance,
G.M.University, Sambalpur
- d) Bid Security (EMD): Rs.10,000/- (Rupees Ten
thousand only) in shape of
Bank Draft in favour of
Comptroller of Finance,
G.M.University, Sambalpur

Note: Late bids shall be out rightly rejected.

Sd/-
REGISTRAR




SCOPE OF WORK AND GENERAL INSTRUCTION FOR BIDDER

- 1) The Gangadhar Meher University (GMU), Sambalpur requires the services of reputed well established and financially sound man power / Security service providers to provide services of **Programmer, Technical Assistant, Driver, Electrician, Junior Assistant, Gardner , Security Officer , Plumber and Security Guards** on outsourcing basis for day to day official work.
- 2) The contract of providing the aforesaid man power/ Security Guard is likely to commence from **01-12-2024 and would continue till 30.11.2025**. The period of the contract may be further extended beyond **30.11.2025** provided that the requirement of the Registrar, GMU, Sambalpur for manpower persists at that time or may be curtailed / terminated before 30/11/2025 owing to deficiency in service or substandard quality of manpower deployed by the selected service provider **OR** because of change in GMU requirements. The Registrar, GMU, however, reserves the right to terminate this initial contract at any time after giving 30 days notice to the selected service provider.
- 3) The Registrar, GMU, Sambalpur has tentative requirement of **System Manager (01 no.), Technical Assistant (07nos.), Driver (01 no.), Electrician (01 nos.), Junior Assistant (05 nos.), Gardner (04 nos.), Attendant (18 nos.), Security Officer (01 no.) , Plumber(01 no.) and 27 nos. of Security Guards** on round the clock basis .The total requirement may be increased/decreased.
- 4) The interested manpower service providers may submit the tender document complete in all respects along with requisite documents on or before **28/11/2024 up to 5.00 p.m.** addressed to The Registrar, Gangadhar Meher University (GMU), Sambalpur- 768001 **by registered/ Speed post only**. The University is not responsible for any postal delay.
- 5) The tender has been invited under two bid system i.e. **Technical bid and Financial bid** . The interested agencies are advised to submit separate sealed envelope super scribing **“Technical Bid for Providing Manpower Services to GMU” & “Financial Bid for Providing Manpower Services to GMU”**. Both sealed envelopes should be **services to GMU**. The tender should be addressed to The Registrar, Gangadhar Meher University (GMU), Sambalpur-768001.
- 6) **Earnest money deposit (EMD)** : The bidder shall have to furnish EMD of Rs. 10,000/- (Rupees Ten thousand) only in shape of Demand Draft drawn in favour of The Comptroller of Finance, Gangadhar Me
- 7) her University (GMU), Sambalpur, payable at Sambalpur failing which the tender shall be rejected summarily. The instrument original should be necessarily accompanied with the technical bid of the bidder.
- 8) The selected agency will have to deposit Performance Security @3% of the total contract value during the time of agreement in shape of FD duly pledged in favour of the Registrar, Gangadhar Meher University, Sambalpur, which will be refunded after successful completion of contract period
- 9) The tendering manpower 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/ rejected and will not be considered any further.**
 - a. Registration certificate of the applicant' organization.
 - b. Documentary proof of its registered office or one of the branch officers of the manpower service providers located in Sambalpur.
 - c. Documentary proof of 05 years experience in providing manpower service to any government institution / organizations. Preference will be given to the agency having experience in providing

- d. Copy of the bank passbook in the name of the organization along with bank statement containing transaction made during the financial year **2024-25**.
- e. Copy of Pan/GSTIN.
- f. Copy of the IT return filed for the last three financial years.i.e.**2020-21, 2021-22, 2022-23, 2023-24**.
- g. Copies of EPF and ESI registration certificates.
- h. Copies of EPF Electronic Challan Return (ECR) and remittance of confirmation slip for the month of May 2024 & June 2024.
- i. Copy of ESI return as on June 2024 and e-challan of ESI for the month of June 2024..
- j. Copy of valid contract labour license(R&A) Act.1970.
- k. Copy of the audited statement of accounts (Balance Sheet, Profit and Loss/etc) showing minimum annual turnover of amounting 1 Crore **each** in the financial year (FY) **2020-21, 2021-22, 2022-23, 2023-2024**.
- l. Copy of single contract on similar work worth more than Rs. 50 Lakh per annum for FY **2020-21,2021-22, 2022-23, 2023-2024**.
- m. 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.
- n. Money receipt towards purchase of tender paper directly from finances section GMU/ DD amounting to Rs. 1000.00 in case of Tender Document down loaded form website.
- o. Tender document duly signed and sealed by the authorized persons of the service provider in each page as a token of acceptance of all terms and condition of the bid.

The Bidders who meets the qualitative requirements specified in the Technical Bid will only be considered for participating in the Financial Bid. Financial Bid of the technically disqualified bidders will not be opened.

8. Conditional bids shall not be considered and will be outrightly rejected in very first instance.
9. All entries in the tender form should be legible and filled clearly. If the space of 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 tenders hall be summarily rejected.** However, the cuttings, if any, in the Technical Bid Application must be initialized by the person authorized to sign the tender bids.
10. The technical bids shall be opened on the scheduled date and time i.e 10.30 a.m. on 29/11/2024 in the Office of the Registrar, Gangadhar Meher University (GMU), Sambalpur-768001 , representatives of the Manpower / Security Service providers ,if any, who wish to be present on the scheduled date and time.
11. The Financial Bid of only those tenders will be opened whose technical bids are found in order on the scheduled date and time i.e 04.30 p.m. on 29/11/2024.
12. The Registrar, Gangadhar Meher University (GMU), Sambalpur reserves the right to cancel all or any of the bids without assigning any reasons there of.



TECHNICAL REQUIREMENTS FOR TENDERING MANPOWER SERVICE PROVIDER

1. The tendering manpower service provider should fulfill the following technical specification.
 - a. They should be registered with the appropriate registration authority.
 - b. The registered office or one of the branch offices of the manpower services providers should be located in Sambalpur. All communications should be made through office located in Sambalpur
 - c. They should have at least 05 years experience in providing manpower to Educational Institution of State Government/ Central Government Departments/on similar work.
 - d. They should have their own bank account.
 - e. They should be registered with income tax and filed IT-return for the FY**2020-21, 2021-22, 2022-23, 2023-24** . They should be registered with GST department and obtained Return upto 31-05-2024..
 - f. They should be registered with appropriate authorities under employees provident fund and obtained e-challan up to June 2024.
 - g. They should be registered with appropriate authorities under Employees State Insurance Acts and obtained return upto May 2024 and e-challan on ESI upto May 2024.
 - h. They should have obtained valid contract Labour License [R & A] Act, 1970 any other regulatory clearance that maybe required for providing manpower.
 - i. They should have minimum annual turnover Amounting 5 Crore each in the FY **2020-21, 2021-22, 2022-23**.
 - j. Execution of single contract on similar work worth more than Rs.50 Lakh each in FY-**2020-21, 2021-22, 2022-23**.
 - k. They should have possesses valid license to engage in the Business of Private Security Agency issued by the Home Department, Govt. of Odisha.



APPLICATION-TECHNICAL BID

For Providing Manpower / Security Services, Gangadhar Meher University (GMU), Sambalpur

1. Name of Tendering Manpower Service
Provider:.....
2. Details of Earnest Money Deposit: DD.No..... Date
.....of Rs.....Drawn on bank
.....
3. Name of Proprietor/Partner/Director:
.....
4. Full Address of Registered Office:
.....
.....
Telephone No..... Fax
No..... Email Address:
.....
5. Full Address of Operating Office at Sambalpur:
.....
.....
Telephone.No..... Fax
No..... Email Address:
.....
6. Name & Telephone No. of Authorized
Officer/Person to liaise with Filed Office (s):
.....
.....
7. Banker of manpower service provider (Attach certified copy of statement of A/c for the last three
years):
.....
Telephone Number of Banker:-
.....
8. PAN/ GIRNo.(Attach attested copy):.....
9. GST Registration No.(Attach attested copy):.....
10. E.P.F. Registration No.(Attach Attested copy):.....
11. E.S.I. Registration No.(Attach Attested copy):.....
12. Valid license issued by Home Department Govt. of Odisha
(Attach attested copy):.....
(Only in case of Security Guards).

Sh

13. Financial Turn over of the tendering Manpower Service Provider for the below mentioned Financial Years on similar contract

| Financial Year | Amounts (in lakhs) | Remarks ,if any |
|----------------|--------------------|-----------------|
| 2020-21 | | |
| 2021-22 | | |
| 2022-23 | | |

14. Additional information, if any (Attach Separate Sheet if space provided is in sufficient):

15. Give details of the major contracts handled by the tendering Manpower Service Provider during the last three i.e. **2020-21, 2021-22, 2022-23** in the following format.
(If space provided is in sufficient, a Separate Sheet may be attached)

| Sl.No | Name of Client, address, Telephone & Mail ID | Manpower Service Provided | | Amount of contract (Rs. In Lakhs) | Duration of contract | |
|-------|--|----------------------------|-----|-----------------------------------|----------------------|----|
| | | Type of man power provided | Nos | | From | To |
| | | | | | | |
| | | | | | | |
| | | | | | | |
| | | | | | | |
| | | | | | | |

16. Additional information, if any (Attach Separate Sheet ,if required).

Date:

Signature of Authorized Person with seal

Place

Name:

Seal:



Declaration

1. I.....
Son/Daughter /Wife of Sri
.....
.....Proprietor/Director/ Authorized Signatory of the
Service Provider, mentioned above, am competent to sign this declaration and execute this tender
document.
2. I have carefully read and understand 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.

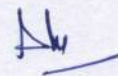
Date:

Signature of Authorized Person with seal

Place

Name:

Seal:



APPLICATION- FINANCIAL BID

Financial Bid for Providing Manpower/ Security Services to Gangadhar Meher University, Sambalpur

1. Name of Tendering Manpower Service Provider:.....
2. Rate per person per month (Official Working Hour) 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 | Employer share of EPF | Employer share of ESI | Other Statutory dues, if any | Service Charge | Service Tax | Total per person |
| 1 | System Manager | Fixed by University | | | | | | |
| 2 | Technical Assistant | Fixed by University | | | | | | |
| 3 | Driver | Fixed by University | | | | | | |
| 4 | Electrician | Fixed by University | | | | | | |
| 5 | Junior Assistant | Fixed by University | | | | | | |
| 6 | Gardner | Fixed by University | | | | | | |
| 7 | Security Officer | Fixed by University | | | | | | |
| 8 | Plumber | As per the Govt Rule Labour & ESI Dept | | | | | | |

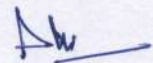
Date:

Signature of Authorized Person with seal

Place

Name:

Seal:



| Sl.No | Manpower Type | Monthly Rate per Employee | | | | | | Total per person |
|-------|-----------------------------------|--|-----------------------|-----------------------|------------------------------|----------------|-------------|------------------|
| | | Remuneration | Employer share of EPF | Employer share of ESI | Other Statutory dues, if any | Service Charge | Service Tax | |
| 1 | Security Guard With Gun (Skilled) | As per the Govt Rule Labour & ESI Dept | | | | | | |
| 2 | Security Guard (Semi Skilled) | As per the Govt Rule Labour & ESI Dept | | | | | | |

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/ tax 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. EPF, ESI Service tax is to be calculated as per existing rules. Evaluation Committee of GMU is authorized to make corrections in case of working calculation made by the bidder in respect of EPF,ESI Service tax rate while determining the lowest-01(L1) bidder. In this regard the decision of **the University authority** is final and binding to all the bidder.

TERMS AND CONDITIONS

GENERAL

1. The Agreement shall commence from 01/12/2024 and shall continue till 30/11/2025 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 of GMU.
2. The Agreement shall automatically expire on 30/11/2025 unless extended further by the mutual consent of the manpower service provider and the authority.
3. The Agreement may be extended, on the same terms and conditions or with some additions/deletions/modification. For a further specific period mutually agreed upon by the manpower service provider and the 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 Authority.
5. The manpower service provider will be bound by the details furnished by it to the 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. The authority reserves the right to terminate the agreement during initial period also after giving one month notice to the manpower service provider.
7. The person deployed shall be required to report for work during office hours and as and when required by the authority.
8. The staff members those who are working under the existing manpower outsourcing agency will retained their continuation of services under the newly empanelled Manpower Outsourcing Agency.
9. The manpower service provider shall nominate a coordinator who shall be responsible for immediate interaction with the authorized officer of Gangadhar Meher University (GMU), Sambalpur so that optimal services of the persons deployed could be availed without any disruption.
10. The entire financial liability in respect of manpower service deploy in the Registrar, GMU shall be that of the manpower service provider and Registrar, GMU, Sambalpur concerned 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 wage quoted in the financial bid and such evidences may be required by the Registrar, GMU, Sambalpur.
11. The monthly remunerations of the staff members deployed at GMU shall be made within first week of every month, The payment of remuneration has to be paid through ac payee cheque/RTGS/NEFT transfer only. No cash payments can be made to them.
12. The manpower service provider shall be solely responsible for the redressal of grievances or resolution of disputes relating to person deployed. In case the Grievance of the deployed person are not attended by the manpower service provider the deployed person can place their

- grievance before a joint committee consisting of a representative of the Vice-Chancellor, GMU, Sambalpur and authorized representative of the manpower service provider.
13. The Registrar, GMU, Sambalpur 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.
 14. 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.
 15. In case of termination of this Agreement in 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.
 16. The person deployed shall not claim any benefit or compensation 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 Service Provider.
 17. The manpower service provider must be registered with the concerned Govt. Authorities i.e. Labour Department, Provident Fund Authorities, Employees State Insurance Corporation etc. and a copy of the registration certificate 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.
 18. 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 contributions towards provident fund and employee 'state insurance, what ever applicable.
 19. The person deployed by the manpower service provider should have good police records and no criminal case should be pending against them. If they are found engaged in any unlawful activities or they violet any other rules or operate against the interest of the University will be terminated immediately.
 20. 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 Registrar, GMU, Sambalpur concerned. The manpower service provider shall be responsible for any act of indiscipline on the part of the person deployed and rotation of deployed person from place to place shall be adopted in consultation with the University authority.
 21. The manpower service provider will be held responsible for any damage or loss of university property due to negligence of any person deployed by the agency. The Registrar holds the power to recover the loss from the agency.

LEGAL

22. The person deployed shall, during the course of the 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 manpower service provider as well as the person deployed liable for penal action under the application laws besides, action for breach of contract.
23. 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. The Registrar, GMU, Sambalpur shall have no liabilities 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 Registrar, GMU, Sambalpur to the concerned tax

- collection authorities from time to time, as per the rules and regulations in the matter. Attested Xerox copy of such documents shall be furnished to the Registrar, GMU, Sambalpur.
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 Registrar, GMU, Sambalpur or any other Authority under law.
26. The tax deduction at source (T.D.S) shall be done as per the provision as per the income tax act/rule, as amended from the time to time and certificate to this effect shall be provided by the Registrar, GMU, Sambalpur.

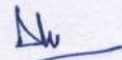
"Note: Registration/License under the Contract Labour (Regulation and Abolition) Act, 1970 is applicable to Manpower Service Provider employing more than 20 workmen.

In case, the manpower service provider fails to comply with any liability under appropriate law and as result thereof, the Registrar, GMU, Sambalpur is Put to any loss/obligation, monetary or otherwise, Registrar, GMU, Sambalpur will be entailed to get itself reimbursed out of the outstanding bills or the performance security deposit of the manpower service provider to the extent to the loss or obligation in monetary terms.

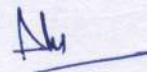
27. The Agreement is liable to be terminated because of non-performance, deviation of terms and condition of contract, non-payments of remuneration of employed person and non-payment of statutory dues. The Registrar, GMU, Sambalpur have no liability towards non-payment of remuneration to the person employed 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 Registrar, GMU, Sambalpur concerned by the person deployed, the same will be recovered from the unpaid bills or adjusted from the Performance Security deposit.

FINANCIAL

28. The technical bid should be accompanied with an earnest money deposit (EMD), refundable without interest, as per para-07 of Scope of work and general instructions to-the bidders in the form of demand draft drawn in favour of Officer on Special Duty, Gangadhar Meher University (GMU), Sambalpur, payable at Sambalpur, **failing which the tender shall be rejected outright.**
29. 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 tender if the agency fails to deploy the required manpower against the initial requirement within 30 days from date of place in the order, the EMD shall stand forfeited without giving any further notice.



- .Payable at Sambalpur. In case, the contract is further extended beyond the initial period the Bank guarantee will have to be accordingly renewed by the successfully bidder. In case of renewal, the amount of performance security deposit is to be determined by the Registrar, GMU, Sambalpur taking in to account the contractual obligation of the manpower service provider.
30. 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.
 31. The manpower service provider will be responsible for payment of wages/remuneration/salary to the personnel deployed by them . Each month the Agency shall furnish photocopy of Acquittance Roll exhibiting payment released to each personnel , attendance sheet along with the bill (in triplicate). There after it shall be **reimbursed** by GMU after verification.
 32. 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 Vice-Chancellor, GMU, Sambalpur.
 33. 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 manpower service provider shall be deducted from its monthly bills in the succeeding month.
 34. The authority reserve 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.
 35. In case more than one bidder quote same service charges per man power per month/ more than one bidder become L1 bidder then the following procedure shall be adopted to settle the dispute and to choose the L1 bidder:
 - a) The turnover of the bidding firms (only from manpower service providing business) are taken into consideration, the bidding firm having high turnover shall be given more weightage over bidding firm-having low turnover.
 - b) Experience in providing manpower on outsourcing basis in Govt. sector of the bidding firm shall be taken in to consideration. Firms having more experience in Govt. sector shall be given preference over firms having less experience.
 - c) Volume of Payment of statutory dues like EPF, ESI & Service Tax of bidding firms shall be taken into consideration for which bidding firms are required to furnish all the documentary evidence in support of their payment of statutory dues (EPF, ESI & Service Tax) of last 03(three) Financial Years i.e. F.Y-2020-21,2021-22,2022-23.
 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 next higher Authority or controlling officer for his/her decision and the same shall be binding on all parties.
 37. The successful bidder will enter into an agreement with Registrar, GMU, Sambalpur for supply of suitable and qualified manpower as per requirement of GMU, Sambalpur on the above terms and condition.



SELF ATTESTED DOCUMENTS TO BE ATTACHED WITH THE TECHNICAL BID

1. Application -Technical Bid.
2. Documentary proof of the registered office or one of the branch offices of the manpower service providers located in Sambalpur.
3. Documentary proof of 05 years experience in providing manpower service to Educational institution of State Government/Central Govt.
4. Copy of the bank passbook in the name of the organization along with bank statement containing transactions made during the year 2023-24.
5. Copy of PAN/GSTIN.
6. Copy of the IT return filed for the last three financial year i.e., 2020-21, 2021-22, 2022-23.
7. Copies of EPF and ESI registration certificates.
8. Copies of EPF Electronic Challan Return (ECR) and remittance conformation slip for the month of MAY & JUNE 2024.
9. Copy of ESI return as on May 2024 and e-challan of ESI for the month of May 2024.
10. Copy of valid Contract Labour License(R&A)Act. 1970.
11. Copy of the Audited Statement of accounts (Balance Sheet .Profit & Loss A/C & audited turnover certificate etc.) showing minimum annual turnover of Rs.5 Crore each in the Financial Year (FY) 2020-21, 2021-22, 2022-23.
12. Copy of single contract on similar work worth Rs.50 Lakh FY2020-21, 2021-22, 2022-23.
13. Copy of the Licence to engage in the Business of Private Security Agency issued by Home Department, Govt. of Odisha in case of deployment of Security Guards.
14. EMD as mentioned in para-07 of the scope of work of the tender document in shape of Demand draft/Bankers cheque.
15. D D of Rs. 1000/- in favour of Comptroller of Finance, Gangadhar Meher University, Sambalpur as Tender Cost
16. Tender Document duly signed and sealed by the authorized person of the service provider in each pages as token of acceptance of all terms and conditions of the Bid.
17. Page number along with content should be maintained properly in the tender document.

Selection of Security Guards

For the post of civilian security guards the following are the requirements

1. Age must be less than 40 years.
2. Minimum educational qualification must be class 12th or equivalent.
3. Height must be at least 160 CM.
4. Sincere hard working and medically fit.
5. Must be trained in accordance with PSARA Act.
6. Medical fitness certificate should be submitted each year.
7. Police clearance of individual guards need to be submitted.

