

VEER SURENDRA SAI UNIVERSITY OF TECHNOLOGY, ODISHA, BURLA

(Formerly University College of Engineering, Burla)

Po: Engineering College, Burla, Dist: Sambalpur, Odisha, India, PIN: 768018

Phone: 0663-2430211, FAX: 0663-2430204, Website: www.vssut.ac.in

**EXPRESSION OF INTEREST (TWO BID SYSTEM) FOR PROVIDING MANPOWER OF
DIFFERENT CATEGORIES IN VEER SURENDRA SAI UNIVERSITY OF
TECHNOLOGY, BURLA**

Quotation Call Notice No.: VSSUT/OOR/ 143

Date: 18.02.2019

Cost of Tender Document: Rs.1000/- (Non-Refundable)

Earnest Money Deposit (EMD): Rs.50,000/- (Refundable without interest)

Date and Time for submission of Tender documents: On or before 07.03.2019, 4.00P.M.

Date and time for opening of Tender:

1. Technical Bid: 08.03.2019 at 11.00 AM
2. Financial Bid: will be intimated to Technical qualified bidders

Leab
15.02.19
Registrar
VSSUT, Burla

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EXPRESSION OF INTEREST (TWO BID SYSTEM)

DETAILED PARTICULARS AND INSTRUCTIONS ON TENDER FOR REGISTERED FIRMS PROVIDING MANPOWER OF DIFFERENT CATEGORIES IN VEER SURENDRA SAI UNIVERSITY OF TECHNOLOGY, BURLA

A. GENERAL INFORMATION:

The Tender documents can be downloaded from our website: www.vssut.ac.in and the tenderer has to submit a separate draft of Rs.1000/- (Non-refundable) drawn in favour of "VSSUT, Burla" payable at "Burla" in any Nationalised Bank along with tender documents (Technical Bid), otherwise the offer submitted by the tenderer will be rejected.

B. TENDER/BID PARTICULARS:

- 1) Sealed tenders (Two Bid system) are invited from registered agencies for providing manpower of different categories as at part – A and Security Services as per part - B in this University for a period of one year. A bidder can participate for any of the part of the Tender or for both the parts as a whole.
- 2) The tenders should be submitted under Two Bid System i.e. "Technical Bid" and "Financial Bid" clearly superscribing the same on two separate envelopes. The "Financial Bid" must contain for the rate for providing manpower of different categories (Part-A & B).
- 3) Tenderers/Bidders are advised to go through the tender documents carefully before submitting the tender forms. It will be presumed that the tender/bidder has considered and accepted all the terms and conditions of this tender. No enquiry, what so ever verbal or written shall be entertained in respect of acceptance/rejection of the tender, BID MUST BE UNCONDITIONAL.
- 4) The tender form is non transferable.
- 5) This quotation documents must be filled in completely and signed by the authorized signatory of the bidder on all the pages as acceptance of all the guidelines, terms and conditions laid in this quotation document. (This document should be printed on both side of the A4 size paper sheet).
- 6) The envelope containing the quotation must be super-scribed as "**EXPRESSION OF INTEREST FOR PROVIDING MANPOWER OF DIFFERENT CATAGORIES IN VSSUT, BURLA**" with due date & time of submission.



7) The following documents should be attached with Technical Bid:

- i. Self attested copy of PAN card.
- ii. Self attested copy of Service Tax Registration Certificate.
- iii. Self attested copy of Registration Certificate of the Agency for doing the business from Government and other agency as applicable.
- iv. Self attested copy of valid Labour License.
- v. Earnest Money Deposit of Rs.50,000/- for any of the part or Rs. 1,00,000/- for both the parts as a whole in shape of Bank Draft and Tender cost of Rs.1000/- in shape of Bank Draft drawn in favour of "Comptroller of Finance, VSSUT, Burla" payable at "Burla" in any Nationalised Bank.
- vi. Proof to the effect that the tenderer has experience of providing similar work during last three years.
- vii. The tender document with the terms & conditions duly signed by the authorized person of the agency with sealed date in each page.
- viii. Undertaking to the effect that the agency has not been blacklisted by the Government or the organization.
- ix. Verification document from Police.

C. PROCEDURE FOR SUBMISSION OF BIDS:

- 1) As this is two bid systems, the Technical Bid along with requisite documents should be packed in one packet of sealed envelope which will be super scribed as "Technical Bid". The Financial Bid should be in another sealed envelope super scribed as "Financial Bid". These two separate sealed envelopes should be kept in a third single sealed envelope super scribed as "Tender for providing manpower of different categories in VSSUT, Burla."
- 2) The tender should be submitted by Registered post/Speed post addressing to "Registrar, VSSUT, Burla, Dist.- Samblapur, Odisha, PIN-768018" which should reach within the scheduled date and time. Tenders received beyond the scheduled date and time will be summarily rejected. The tenderer should mention his exact postal address on all envelopes in order to facilitate return of the bids, if necessary. Bids once submitted cannot be withdrawn.

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D. ELIGIBILITY OF TENDERER AND GENERAL INSTRUCTIONS:

Those who fulfill the following criteria are eligible to participate in the tender:

- (1) The Firm/Agency should have the experience of providing similar works of Providing Highly Skilled, Skilled, Semi-Skilled & Un-Skilled categories of workmen during last three years in any of the Government Department/ Autonomous Body/ Companies/ Local bodies etc. Proof to this effect is to be attached with the Technical Bid. At least completion of one similar nature of work of providing manpower services for value of minimum Rs.1.00 crore or above in a single contract during last three years.
- (2) The Agency should have provided minimum 100 nos. or more of Manpower of different categories of Highly-Skilled, Skilled, Semi-Skilled & Un-Skilled in a single contract in any of the Government Department/ Autonomous Body/ Companies/ Local bodies etc .only during last three years.
- (3) The Agency should have minimum Annual turnover of Rs.5 Crores in each Financial year for last three years and have to submit their audited balance sheet & I.T. returns.
- (4) The agency should have the valid Registration Certificates from Government and any other bodies of its own for running of the business, GST Registration Certificates, PAN and etc.
- (5) The agency should have not been black listed by any Government or other organizations. Affidavit to the effect must be furnished.
- (6) The firm/agency must have Provident Fund Account No. in their name.
- (7) The firm/agency must be registered firm.
- (8) The firm/agency must have ESI No. in their name.
- (9) The firm should have an office in Odisha.
- (10) License granted under Private Security Agencies (Regulation) Act-2005 and Odisha Rules – 2009 for Part – B and/or proof towards renewal, applied & pending with the appropriate authority subject to submission of the renewed License within a period of six months from the date of award of contract, for which an undertaking must be submitted.
- (11) Agency providing Man Power Services of above categories to Educational/Research organization(s) shall be preferred.
- (12) Preference shall be given to ISO certified Agencies.



TENDER DOCUMENT

To

The Registrar
VSSUT, Burla

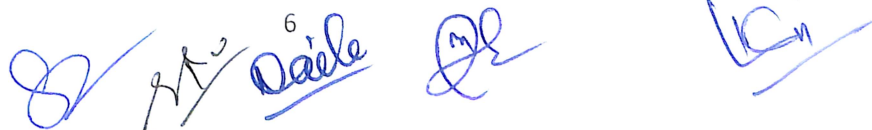
Sub: Enlistment of agency/Firm for providing manpower of different categories in
VSSUT, Burla.

E. TERMS AND CONDITIONS

1. The firm/agency should be a registered and ISO Certified.
2. The service provider should have three years' experience in similar work to various Government Departments, Public Sector Undertaking and Autonomous Organizations of Govt. of Odisha/India towards Providing Highly Skilled, Skilled, Semi Skilled & Un Skilled categories of workmen. Performance certificates issued by their clients should be attached.
3. The service provider shall not assign, transfer, pledge or sub-contract the performance or services without the prior written consent of this office.
4. All services shall be performed by persons qualified and skilled in performing such services.
5. The period of contract will initially be for a period of three years from the date of award of contract subject to review of performance every six months and will be extendable at the discretion of this Department after expiry of contract.
6. The Agency should submit PAN and Service Tax Registration Number in their firm's name.
7. The firm/agency should have Provident Account No./ESI No. in their name.
8. The successful bidder should furnish a Security Deposit Rs. 1,00,000/- (Rupees Lakh only) in form of DD/ Bank Guarantee in favour of "VSSUT, Burla" immediately after the award of the contract which will be forfeited in case of the Automation, Digitization and Services is delayed beyond the initial stipulated period of one week and within one day subsequently or for frequent absence from duty/misconduct on the part of a person (s) deployed by the agency.
9. The persons supplied by the Agency should verify and submit if any Police records/criminal cases are pending against them individually. The Agency should make adequate enquiries about the character and antecedents of the persons whom they are recommending. The character and antecedents of each personnel of the service provider will be got verified by the service provider before their deployment after investigation by the local police, collecting proofs of identity like driving license, bank account details, previous work experience, proof of residence and recent photograph and a certification to this effect submitted to this Department. The service provider will also ensure that the


personnel deployed are medically fit and will keep in record a certificate of their medical fitness. The Service Provider shall withdraw such employees who are not found suitable by the office for any reasons immediately on receipt of such a request. The service provider will send a suitable panel for engagement of personnel to VSSUT, Burla on placement of requisition by VSSUT, Burla within 7 days for selection.

10. The service provider has to provide the Photo Identity Cards to the persons employed by him/her for carrying out the work. These cards are to be constantly displayed & their loss reported immediately.
11. The service provider's personnel working should be polite, cordial, positive and efficient, while handling the assigned work and their actions shall promote goodwill be enhance the image of this office. The service provider shall be responsible for any act of indiscipline on the part of persons deployed by him.
12. The Department may require the service provider to dismiss or remove from the site of work, any person or persons, employed by the service provider, who may be incompetent or for his/her/their misconduct and service provider shall forthwith comply with such requirements.
13. The service provider shall replace immediately any of its personnel, if they are unacceptable to the office because of security risk, incompetence, conflict of interest and breach of confidentiality or improper conduct upon receiving written notice from office.
14. Office shall not be liable for any loss, damage, theft, burglary or robbery of any personal belongings, equipment or vehicles of the personnel of the service providers.
15. The service provider's personnel shall not divulge or disclose to any person, any details of office, operational process, technical know-how, security arrangements and administrative / organizational matters as all are of confidential/secret nature that can attract legal action.
16. That the persons deployed shall not be below the age of 18 years and they shall not interfere with the duties of the employees of the Department. Verification document from Police and Medical fitness Certificate of the deployed staffs to be submitted by the Service Provider.
17. The service provider's person shall not claim any benefit/compensation/absorption/regularization of services in this office under the provision of Industrial Disputes Act, 1947 of Contract Labour (Regulation & Abolition) Act, 1970. Undertaking from the person to this effect will be required to be submitted by the service provider to this office.
18. The service provider shall ensure proper conduct of his person in office premises, and enforce prohibition of consumption of alcoholic drinks, paan, smoking, loitering without work.
19. Nonperforming or inadequately trained or improperly behaved personnel deployed by the service provider must be replaced within 15 days from the date of lodging complaints for the same by University. The decision as to whether a deployed person or persons are non performing or inadequately trained shall lie solely at the discretion of competent authority

The bottom of the page features five handwritten signatures in blue ink. From left to right, they are: a stylized signature, a signature that appears to be 'M', a signature that appears to be 'Dale', a signature that appears to be 'M', and a signature that appears to be 'K'. There is a small number '6' written above the 'Dale' signature.

of University. The University reserves the right to impose penalty to the service provider.

20. The service provider shall engage the necessary person as required by our office from time to time. The said person engaged by the service provider shall be employee of the service provider and it shall be the duty of the service provider to pay their salary every month in time by the contractor. There is no Master & Servant relationship between the employees of the service provider and the Purchaser (this Department) further that the said person(s) of the service provider shall not claim any benefit. The contractor should not stop the payment of salary on account of delays not attributed to the engaged.
21. There shall be an automatic increase in the minimum wages of the personnel provided by the service provider consequent upon any increase on such account effected by any Govt. orders. However, service charge finalized through Tender shall remain fixed throughout the currency of the contract.
22. The transportation, food, medical and other statutory requirement under the various Acts/Govt. Regulations in respect of each personnel of the service provider will be the responsibility of the service provider. This shall include payment of PF, ESI, Service Tax etc. However, payments in respect of PF, ESI etc. or any such other statutory requirements to the successful contractor shall be made subject to furnishing of proof of such payments to the concerned authorities indicating the PF No., ESI No. etc. of the outsourced persons every month without fail and before submitting bills for the subsequent months. The bills should be for reimbursement of the actual amount to the service rendered by the contractor.
23. The service provider will submit the bill in triplicate in the 1st week of following month to "Comptroller of Finance, VSSUT, Burla" for payment. The payment will be made on pro-rata basis whatever the amount comes to after necessary deduction in terms of non-permissible absent of the manpower within 7th day of the subsiding month in respect of the preceding month.
24. The service provider will provide the required personnel for a shorter period also, in case of any exigencies as per the requirement of the office.
25. The service provider shall provide a substitute well in advanced if there is any probability of the person leaving the job due to his/her own personal reasons. The payment in respect of the overlapping period of the substitute shall be the responsibility of the service provider.
26. If for any reason the personnel deployed by the service provider proceeds on absence, he/she should properly intimate the Controlling Officer and the Concerned Administration before such absence or in case of Medical emergency on the first day of taking such absence either officially or telephonically clearly indicating the number of days he/she will be absent.
27. Payments to the service provider would be strictly on certification by the office with whom he is attached that his services were satisfactory and attendance as per the bill preferred by the service provider.



28. The salary of the engaged persons must be as per the Government of Odisha norms.

29. The service provider shall be contactable at all times and message(s) sent by E-mail/Fax/Special Messenger/Phone from the Department to the service provider shall be acknowledged immediately on receipt on the same day. The contractor will ensure every day that the minimum manpower has been complied with.

30. VSSUT, Burla reserved the right to cancel the tender at any stage without assigning any reason.

31. However, the agreement can be terminated by either party by giving one month's notice in advance. If the agency fails to give one month's notice in writing for termination of the Agreement then one month's wages etc. and any amount due to the agency from the VSSUT shall be forfeited.

32. That on the expiry of the agreement as mentioned above, the agency will withdraw all its personnel and clear their accounts by paying them all their legal dues. In case of any dispute on account of the termination of employment or non-employment by the personnel of the agency, it shall be the entire responsibility of the agency to pay and settle the same.

33. The University rules shall be binding for execution of the contract. Further, in case of any dispute arising out of or in connection with the aforesaid contract either during subsistence of the contract or thereafter, the Vice-Chancellor of the University is the sole arbitrator to decide the same and his decision is final and binding on both the parties. If differences persist even after attribution and there are compelling reasons to go to the court, it will be decided in the court of Sambalpur only.

34. **Minimum Eligibility Criteria:**

- I. The firm/agency should be registered with GST.
- II. The firm/agency should have PAN No. against the name of the Agency.
- III. The firm/agency must have Provident Fund Account No. in favor of the Agency.
- IV. The firm/agency must have ESI No. in favor of the Firm.
- V. The firm/agency must mark serial page number of their technical documents and put their authorized signature on each page.
- VI. The firm should have an office in Odisha.
- VII. The Company/Firm should be in this business for at least eight years or more, in a single organization towards credibility.
- VIII. The agency should not be blacklisted by any Department/Ministry of the Government of India or any PSU or any other organization. An affidavit duly notarized should be enclosed.

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PART – A

F. DETAIL REQUIREMENT OF STAFF

1. Professional Assistant, Library and Information Science: (05 nos.)

Job Description: The candidate will be involved in a variety of duties, including acquisition of books and periodicals, data entry of bibliographic details of books in the database, circulation related duties (issue and return of books through library software), generating statistical reports for print periodicals, etc.

Essential Educational Qualification: Any Graduate with M.Lib.Sc.

Desirable: Post Graduate Diploma in Library Automation & Networking, 1-2 years relevant experience in a computerized library and knowledge of library software, e-resources and databases is desirable.

2. Technical Assistant, Computer and Network: (05 nos.)

Job Description: The candidate will be involved in:

- a) Maintenance of system.
- b) Preventive measure of hardware, software, PC & Peripherals including networks.
- c) To diagnose, troubleshoot and recommend solutions, determine the root cause of chronic issues, configuring and trouble shooting.
- d) Digitization of patents and rare documents of university.
- e) Maintenance of e-resources

Essential Educational Qualification: He should be preferably possess B.Tech./B.E. in Computer Science & Engineering/Information Technology/ MCA (Masters' in Computer Application)/ Any Graduate with PGDCA/DCHN(Diploma in Computer Hardware & Networking)

Desirable: 2 years experience in system administration of windows based servers; Experience in administration of large size databases and applications; Working knowledge of computer networks and web hosting.

3. Library Attendant: (07 nos.)

Job Description: The candidate will be involved in:

- a) Dusting of books, periodicals (both loose and bound volumes), documents in other media, shelves, etc. (if needed)
- b) Shelving and Display of books, newspapers, periodicals (both loose and bound volumes) and new arrivals, documents in other media, if any;
- c) Assisting users in searching of books, periodicals (both loose and bound volumes), and documents in other media and finding /tracing of misplaced books and periodicals (both loose and bound volumes)
- d) Depending on the requirements stamping, opening of the packets, pasting spine label and barcode, due date slip, if any;
- e) Attending to administrative and financial jobs in respective units, sections (e.g. attending to jobs at Departments & Administration, Finance, dispatch, messengers job etc.)
- f) Assist in Opening and Closing of the Library;

Essential Educational Qualification: Matriculation or equivalent

Desirable: Experience of having worked in a Library for atleast 1 year.

4. Senior Office Assistant: (02 nos.)

Qualification:

- I. Graduate from a recognized University in any discipline with adequate knowledge of computer
- II. Minimum 05 years of Experience in Office work in a reputed Organization.

Job Description:

Senior Office Assistant will assist to his head of branch / section to deal with all establishment/ Govt /RTI/Assembly Question/ Account etc matter as the case may be. He will responsible to deal with for the works entrusted to him by head of branch / section well in time. Each dealing assistant in a section or branch is allotted certain number of heading / subjects for which he will responsible to timely dispose of all important cases through his head of branch / section.

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5. Junior Office Assistant: (30 nos.)

Qualification:

- i) Graduate from a recognized University in any discipline with adequate knowledge of computer

Job Description:

The Junior Office Assistant are entrusted with the routine and mechanical nature such as maintenance of diary, File register, recording of files, typing, comparing & dispatch work. He/She will responsible to deal all cases work assigned to him/her by head of office or head of section.

6. Junior Engineer: (Civil -01, Electrical -01): (02 nos.)

Qualification:

Diploma in Civil Engineering or above.

Job Description:

Knowledge in preparation of Estimate, Drawing (CAD/CAM), bill and experience in supervision of Civil works.

7. Junior Instructor: (15 nos.)

Qualification:

First Class Diploma or above in respective branch

Job Description:

To help the students analyse evaluate & create themselves through experiments.

8. Peon/Attendant/ Helper: (20 nos.)

Qualification:

Must have passed 10th standard and experience desirable

Job Description:

Peon will responsible to carry and deliver the dak with & outside the office. He will also responsible to perform miscellaneous and other jobs assigned by the authority.

9. Demonstrator: (04 nos.)

Qualification:

B.Sc./ M.Sc. in Physics / Chemistry with 55% marks or above from a recognized University with experience is desirable.

Job Description:

To demonstrate use of practical equipment, experiment, exercises, techniques, and or processes that may form an element of an under graduate course of study in line with specific learning objectives, set by others.



10. Mechanic: (06 nos.)

Qualification:

HSC pass with ITI in respective trade.

Job Description:

He shall be responsible to assist superior in carrying mirror repairs, opening and assembly of mechanical plans and to workshop and shall also the responsible for the quality and workmanship of work/job done.

11. Plumber: (01 no.)

Qualification:

HSC pass with ITI in respective trade with 05 to 07 years experience in the specific works.

Job Description:

Plumber Job include reading drawing and specifications to determine layout of water supply, waste, venting systems. He is also supposed to perform the work of installing, repairing, and maintaining of pipe connections. He is also responsibilities for testing pipes for leaks using air and water pressure gauges thereby ensuring safety standards and build regulations.

12. Carpenter: (01 no.)

Qualification:

HSC pass with ITI in respective trade with 05 to 07 years experience in the specific works.

Job Description:

To construct and put into position doors, windows, frame stairs, trusses etc and to attend all type of furniture repairs. To prepare and repair of wood in fixtures. Can prepare and assembly timer and trusses and join timber pieces in treason and compressing numbers thereof. He should be capable of preparing estimate of materials for different jobs. Any other duty assigned by the Junior Engineer.

13. Driver: (01 no.)

Qualification:

Matriculation or above qualification with Light Motor Vehicle (LMV) License.

Job Description:

To provide secure and timely driving services to transport passengers and/or goods

14. Dresser: (01 no.)

Qualification:

Must have passed Matriculation or above qualification.

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Job Description:

Rendering first-aid, antiseptic dressing, plastering etc. to the patients. Sterilization of dressing, appliances and instruments etc. Performance of such other jobs of allied nature of duties deemed inescapable by his/her superior.

15. Electrician: (Skilled-02)

Qualification:

Must have passed ITI in relevant trade/ having valid Wireman MV/Lineman MV permit from ELBO Odisha

Job Description:

Electrical installation and maintenance of outdoor & indoor Electrical equipments of University such as wiring, DG set operation, street light repair etc.

16. Air Conditioner Mechanic: (01 no.)

Qualification:

Must have passed ITI in relevant trade/ having knowledge of electrical work.

Job Description:

Installation & maintenance of all types of Air Conditioners.

17. Electrical Helper: (Semiskilled-02 nos.)

Qualification:

Pass 7th standard or above with experience in electrical works.

Job Description:

To help the Electricians

18. Valve Man: (01 no.)

Qualification:

Pass 7th standard or above

Job Description:

To chanalise the water supply to all the Halls and opening the valve in proper order.

19. Asst. Matron: (05 nos.)

Qualification:

Graduation or above

Job Description:

Taking care of boarders in the Hostel. Available for "on call - duty" whenever required, which provides emergency cover in the evening and holidays. Providing relevant information about the students whenever it is required. To maintain stock of the hostel. To supervise for the smooth running of the hostels, messes and other facilities within the hostel.



20. Training Placement Officer: (01 no.)

Qualification:

MBA in HR with good communicative skill in English.

Job Description:

To coordinate the Companies for conducting Campus placement.

PART - B

1. Security Guard: (73 nos., Supervisor-02 nos.)

Qualification:

Pass 7th standard or above with good physical fitness.

Job Description:

Protecting University's property and staff by maintaining a safe and secure environment. Observing for signs of crime or disorder and investigate disturbances.

G. SUBMISSION OF TENDERS:

- (1) The sealed envelope must show the name of the service provider and his address and should be super scribed as "EXPRESSION OF INTEREST FOR PROVIDING MANPOWER OF DIFFERENT CATEGORIES IN VSSUT, BURLA"
- (2) All the documents submitted must be in the papers showing signature of the service provider and printed office name of the service provider on official seal.
- (3) All the documents must be submitted in a sequential manner with separator/flags to help in quick scanning of the topics.
- (4) Cost-benefit/break-even analysis should be supported in graphical and tabular form to given quick view and supported with description or details.
- (5) The service provider should be submitted by **Registered Post/Speed Post** to the office of the "**Registrar, VSSUT, Burla, Dist.- Samblapur, Odisha, PIN-76801**".

H. EARNEST MONEY DEPOSIT (EMD):

- (1) The tender has to submit a **Bank Draft/Banker's Cheque for Rs.50,000/- (Rupees Fifty thousand)** only for any single part or **Rs. 1,00,000/- (Rupees One lakh only)** for both the parts drawn in favour of "**VSSUT, Burla**" payable at "**Burla**" in any Nationalised Bank towards EMD. Without EMD, the tender will be summarily rejected. There will be no interest paid to the tenderer towards EMD money.
- (2) In no case, the EMD money in Cash or other forms will be accepted at the time of opening of the bid.
- (3) No request for adjustment of claims, if any, will be accepted.
- (4) The EMD of unsuccessful service provider will be refunded as soon as possible after the tenders are finalized.



I. PRICE:

Price should be quoted for category-wise; however, order will be placed as a single lot for each type of category or for all the items together, as the case may be.

The above terms & conditions except those otherwise agreed upon, shall form a part of the Contract. Sign on each page this tender document and Return it along with the offer enclosing this part together with the Technical Bid. The University shall also not be bound to accept the lowest tender. The authority has all rights to accept/reject any or all tender without assigning any reasons thereof.

Sd/-

Registrar

VSSUT, Burla

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TECHNICAL BID

S/L	Description	To be filled in by the supplier
1	Name of the Service Provider/Agency	
2	Address with phone No./FAX/ e-Mail	
3	Contact Person(s) Phone No. /Mobile No.	
4	Contact Escalation Matrix	
5	Details of Bank Draft towards the cost of quotation documents	
6	Details of EMD	
7	VAT /Service Tax registration details	
8	Experience Details	
9	Financial Turn Over (Annual) for last three years	

This is to certify that, I have carefully gone through all the above contents of the tender document, thereby fully understood the terms & conditions therein and undertake myself/ourselves to abide by the same.

Place:

Name of the Service Provider:

Date:

Name of the Signatory:

Signature with seal:

**EXPRESSION OF INTEREST FOR PROVIDING MANPOWER OF
DIFFERENT CATEGORIES FOR A PERIOD OF THREE YEARS**

Tender No.

Date:-

FINANCIAL BID

Sl. No.	Designation	No. of persons	Salary	EPF	Tax	Total (3+4+5)
1.						
2.						
Total Salary						
Agency Commission						
Grand Total						

The rate should be inclusive of all taxes etc.

Place:

Name of the Service Provider:

Date:

Name of the Signatory:

Signature with seal:

Handwritten signatures and initials in blue ink, including a large signature on the right and initials on the left.

EOI FORMAT FOR ENGAGEMENT OF SECURITY GUARDSFrom:
ToThe Registrar,
VSS University of Technology, Burla.**1.0 RATE OF WAGES FOR SECURITY GUARD**

SL.NO.	PARTICULARS	RATE IN INR
01.	Minimum wages @Rs. _____ x 26days	
02.	Employer Contribution EPF @ _____ %	
03.	Employer Contribution ESI @ _____ %	
04.	Total Reliever @Rs. _____ x 4days	
05.	1st Total	
06.	Service Charges @ _____ %	
07.	2nd Total	
08.	Service Tax @ _____ %	
09.	3rd Total	
10.	GST	
11.	GRAND TOTAL	
(RUPEES _____) ONLY		

2.0 RATE OF WAGES FOR SECURITY SUPERVISOR

SL.NO.	PARTICULARS	RATE IN INR
01.	Minimum wages @Rs. _____ x 26days	
02.	Employer Contribution EPF @ _____ %	
03.	Employer Contribution ESI @ _____ %	
04.	Total Reliever @Rs. _____ x 4days	
05.	1st Total	
06.	Service Charges @ _____ %	
07.	2nd Total	
08.	Service Tax @ _____ %	
09.	3rd Total	
10.	GST	
11.	GRAND TOTAL	
(RUPEES _____) ONLY		

Signature of Authorised Person

Name:

Address:

Mobile No.:




**EXPRESSION OF INTEREST FOR PROVIDING MANPOWER OF
DIFFERENT CATEGORIES FOR A PERIOD OF THREE YEARS**

Quotation Call Notice No.:

Date:-

UNDERTAKING

This is to certify that my firm/agency/company has never black listed by any of the Government or other organization and no criminal case pending against the said firm/agency/company etc.

Place:

Name of the Service Provider:

Date:

Name of the Signatory:

Signature with seal:

