

**VEER SURENDRA SAI UNIVERSITY OF TECHNOLOGY,
ODISHA, BURLA – 768018**

Advt.No.VSSUT/CCF/ 7297 Date: 25.04.2014

TENDER CALL NOTICE

The “Comptroller of Finance, Veer Surendra Sai University of Technology, Burla” (COF, VSSUT, Burla) invites sealed Tenders from intending reputed and experienced firms for providing Facility Management Services to Central Computer Facility of the University. The last date of submission of quotation is 15.05.2014 up to 1.00 PM. All the bids shall be opened on 16.05.2014 at 10.00 AM. For details visit University website www.vssut.ac.in.

Sd/-
Comptroller of Finance

**VEER SURENDRA SAI UNIVERSITY OF TECHNOLOGY, ODISHA
BURLA**

(Formerly U.C.E., Burla)

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

Phone: 0663-2430211, FAX: 0663-2430204

Website: www.vssut.ac.in



**TENDER DOCUMENT FOR
PROVISION OF FACILITY MANAGEMENT SERVICES OF CENTRAL COMPUTER
FACILITY**

QUOTATION No. VSSUT/ CCF/ _____/2014

Dated: 24/04/2014

(a) Last Date and Time for submission
of Tender Document :

15.05.2014 upto 1.00 PM in the office
of the Comptroller Of Finance, VSSUT,
BURLA, Sambalpur, Odisha-768018

Note: Late bid shall be out rightly rejected.

(b) Date and time for opening of bids:

16.05.2014 at 10.00 AM in the the
Comptroller Of Finance, VSSUT, BURLA,
Sambalpur, Odisha-768018

VEER SURENDRA SAI UNIVERSITY OF TECHNOLOGY, BURLA, ODISHA

No. VSSUT/CCF/ /2014

Date: 24.04. 2014

TENDER CALL NOTICE

Sealed tenders are invited from reputed service provider with experience in providing Computing and IT related services like installation, testing, updating, routine maintenance of software, hardware and other accessories like online UPS, air conditioners etc. and manage general functioning and housekeeping of Central Computer Facility at VSSUT, Burla. The sealed tenders should reach the office of the undersigned latest up to 1 P.M. Dtd. 15.05.2014 by Regd. Post/Speed Post only. Tenders received beyond this timeline are liable to be rejected.

The detailed information regarding the cost per tender, amount of earnest money, scope of work and other terms and conditions mentioned in Tender Document may be downloaded from the website at www.vssut.ac.in. The downloaded tender document should be accompanied with a D.D for Rs.500.00 along with the tender bid, towards the cost per tender. The EMD of Rs.10,000.00 (Rupees Ten Thousand only) should be paid by Demand Draft in favour of VSSUT, Burla payable at SBI, Burla(Code: 2034) along with the bid.

GUIDE LINES AND GENERAL INSTRUCTIONS FOR BIDDERS

1. The bidder shall furnish an unconditional acceptance of all the terms and conditions of this quotation call document. The quotations without such certificate shall be liable for rejection. No correspondence will be entertained from the bidder on this subject.
2. The person signing the quotation or other documents shall indicate his full name below his signature and must specify whether he has signed as:
 - a. Sole Proprietor
 - b. Partner, in the case of Partnership firm (Who is empowered to sign such quotations, enter into agreement).
 - c. Director, in the case of a company, incorporated under the Indian Companies Act and duly authorized by the Board of Directors for the purpose.
 - d. Holder of Power of Attorney or authorized signatory
3. **Eligibility of the Bidder:** The bidder should verify its eligibility criteria as mentioned below before submitting the quotation and enclose the required documents in the sequence listed below, to avoid rejection or disqualification of your quotation. The bidder should meet the following criteria.
 - a. The Bidder should have **at least one year** experience in providing manpower (preferably IT Personnel) services to Government Departments/ Public Sector Companies/ Banks, etc, and is required to submit evidence/ certificate towards their capability and adequacy of resources to carry out this contract effectively.
 - b. There should be no case pending with the police against the Proprietor/Firm/Partner or the Company (Service Provider) and the Service Provider shall not have been blacklisted otherwise to be evidenced by attachment of an affidavit in this regard.
 - c. The Service Provider should be duly registered with the Service Tax Authorities and having valid labour license under Contract Labour (Regulation & Control) Act,1970.
 - d. The Service Provider should be registered with the appropriate authorities under Employees Provident Fund and Employees State Insurance Acts.
 - e. The Service Provider should have its own Bank Account.
 - f. The registered office or one of the branch offices of the Service Provider should be located within the jurisdiction of the user Department/Office. In case there is no branch office, the successful bidder will have to open branch office within the jurisdiction of the user Department/Office within two months of the signing the agreement.

4. **Cost of quotation documents:** The cost of quotation documents is Rs.500.00 (Rupees five hundred only) (Non-refundable). The quotation documents can be downloaded from the University website www.vssut.ac.in. A bank draft towards the cost of quotation documents drawn in favor of “The Comptroller of Finance, Veer Surendra Sai University of Technology, Burla” payable at SBI, Burla must be submitted along with quotation.
5. **Ernest Money Deposit (EMD):**A bank draft towards EMD for the amount of Rs.10,000.00 (Rupees Ten Thousands Only) drawn in favor of “The Comptroller of Finance, Veer Surendra Sai University of Technology, Burla” payable at SBI, Burla must be submitted. The EMD will not carry any interest.

Submission of quotation and Documents Required

6. 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).
7. The completed document must reach to “The Comptroller of Finance, Veer Surendra Sai University of Technology, Burla, PO. Burla, Dist. Sambalpur-768018 (Odisha) by the last date of submission i.e. **15th May 2014** by 1.00 P.M. under a sealed cover by registered/speed post only. The quotations received after the due date & time is liable to be rejected. Quotation by FAX/ e-mail or any other media will not be entertained.
8. The envelope containing the quotation must be super-scribed as “Tender application for provision of services for Central Computer Facility, VSSUT, Burla ” with due date & time of submission.
9. The University is not responsible for delay, loss or non receipt of quotation documents sent by the post.
10. The quotation should contain the following documents.
 - a. This quotation document signed on each page by the authorized signatory of the bidder.
 - b. Detail Name & address with Phone no./FAX No., e-mail ID of the contact person.
 - c. Bank draft towards EMD.
 - d. Bank draft (Non-refundable) towards the cost of quotation documents.
 - e. Copy of the Service Tax Registration certificate of the Service Provider issued by the competent authority.
 - f. Copy of PAN/GIR card.

- g. Copy of the IT returns filed and Audit Certificates for the last three consecutive financial years duly certified by the Chartered Accountant.
 - h. Copy of the Balance Sheet and P&L Account for the last three consecutive years certified by the Chartered Accountant.
 - i. Copies of EPF and ESIC certificates.
 - j. Copy of the Labour License/Registration under the Contract Labour (Regulation & Control) Act,1970
 - k. List of Clients and documents related to past experience of the bidder.
 - l. Other documents in support of the eligibility of the bidder as mentioned above.
11. Any additional information you wish to provide may be attached separately.
12. The quotation document is not transferable. The quotations submitted by the bidder in their own performa shall not be accepted. While filling up the forms / offering any other information, it shall be done using ink/ball-point pen only or by typewriting.
13. It may be noted that one agency cannot represent or quote on behalf of more than one dealer in the particular quotation. Such quotations if received will not be considered.

Price and its Validity

14. The estimate of quoted rates fixed towards the salary and wages of the recruited staffs, must consider the minimum wage requirements fixed/notified by the Government of Odisha and in no case it shall be lesser than the specified minimum limits. The Service provider shall be liable for all kinds of dues payable in respect of the personnel provided under the contract and the authorities at VSSUT, Burla shall not be liable for any dues for availing the services of the personnel.
15. The rates quoted must be in the format given in the bid document.
16. The quotation and the quoted prices shall be valid for 90 (Ninety) days from the date of opening the quotation specified in the quotation call document.

Evaluation and Award of Contract

The bids opened on the scheduled date and time in the office of the COF, would first be taken into consideration by the Departmental Purchase Committee (DPC) which shall asses the merit of each party and recommend the same for its choice in the University Purchase Committee(UPC) headed by the COF, VSSUT, Burla, for finalization of the selection process. The University will evaluate the technical & financial aspects of the bids. The University shall consider placement of orders only on those eligible bidder whose offers are found to be technically, commercially and financially acceptable and who have accepted the terms and conditions as stipulated in this quotation document. The DPC/ UPC reserve the right to annul all bids, if none of

the bidders are found to be suitable as per the requirements and may consider for re advertisement afresh.

17. On all the matters relating to the bid document, the decision of the University shall be final and binding and the same cannot be referred to the court of law. The University reserves the right to reject any or all of the quotations without assigning any reason what so ever.
18. The University may reject the bid even if it is accepted but the successful bidder fails to execute any of the guidelines, terms and conditions mentioned in this quotation document.

SCOPE OF WORK

With increase in intake of student strength at both Under/Post graduate levels there is an urgent need for up gradation of both efficiency and capacity of the Central Computer Facility (CCF), at VSSUT, Burla. The facility has been operating in conducting classes, examinations and online/offline tests related to academy and placement of students of the University. Operating from two different locations in CCF₁ and CCF₂, at present it has total of 85 numbers of desktop PCs 10 numbers of air conditioners and three online UPS, which shall be increased from time to time as per the requirements. Looking at the increased demand for services, the authorities feel that the present structure of functioning is inadequate and following services should be outsourced from competent service providers. The details of services required are as follows.

1. Both CCF₁ and CCF₂ are required to be opened during all working days of the University for conducting usual academic classes from 8.00 AM to 5.30 PM. After the usual office and class timing CCF₂ shall be closed and CCF₁ will continue to remain open till 10.00 PM in the night. Besides general timing, any other schedule of opening of the laboratories as required by Prof-in-Charge CCF, should be followed.
2. During the above periods of functioning the service provider is required to manage the general cleaning and housekeeping of the labs and ensure the smooth functioning of all PCs, related software and hardware, electrical fittings, any other fittings, appliances and tools in the labs.
3. On confirmation of the agreement, the service provider is required to maintain a stock book of all the PCs, hardware, accessories and other items in possession of both CCF₁ and CCF₂, and record any addition deletion of items throughout the service period.
4. The staffs deployed are required to maintain a log book of all the software and

hardware on a weekly/monthly basis and inform the same to the authorities.

5. It is required to liaison with appropriate university authorities to maintain the furniture, doors, windows and their accessories.
6. The service provider is required to manage during additional timings during holidays and on days of students' campus recruitment as and when required by the University from time to time.
7. The service provider is required to facilitate back up power requirement particularly during conducting of any function or students' campus recruitment organized by the University.
8. As per the present need, the service provider should provide the services of two numbers each of suitably qualified **Computer Instructor/Operator** and **Computer Attendants** on a contract basis for a period of **Three years** from the date of effectiveness of the contract, i.e., the date of deployment of above staffs. Please see section 'Terms and Conditions', for required suitability of staffs to be deployed.
9. The service provider is also required to liaison with appropriate authorities both inside and outside the jurisdiction of the University, in order to maintain, update, purchase and operate several software, hardware and accessories present in the labs. The bidder should include provision for a tentative cost of providing them for a period of three years after doing an onsite pre-bid visit in order to discuss and asses the requirements.
10. During the period of functioning of the facility, technical expertise that is capable of troubleshooting and helping in fundamental problems related to software and hardware should be continuously available and operate as an office.
11. Any other miscellaneous basic software maintenance related work within the CCF laboratory set up, as and when assigned by the Prof-in Charge, CCF or by any other responsible officer, should be attended.
12. It should provide installation of licensed version of operating system, and other application software when new software and hardware are procured by the institute.
13. The service provider should register the names of each students and the slot of their classes, including the belongings like mobiles, bags etc on a day to day basis.
14. The service provider should provide the names of the deputed staffs along with their bio-data.
15. All the deputed staffs should be capable, courteous and patient in liasoning with

University staffs and faculties and provide good service alertly.

Billing and Payment Terms

The tendering Service Provider should agree to the following billing and payment terms:

- 1) The supplier shall submit all bills in triplicate on printed forms to the University. The billing must be done with Odisha State VAT billing.
- 2) The supplier must submit valid and up-to-date VATCC and PAN along with the bill before release of payment.
- 3) The University will make payments through account payee cheque drawn on SBI Burla, in Indian Rupees. No interest on any deferred claim arising out of this purchase shall be payable in any case what so ever. Any claimed payment may be cancelled, in the event of violation of any terms and conditions.
- 4) The prices charged by the supplier for services delivered under the contract shall not be higher from the prices quoted by the supplier in this quotation.
- 5) Payments shall be made on **quarterly basis** on production of bills, duly verified and countersigned by The Prof-in-Charge, CCF.

Performance Security

- 6) The supplier shall submit a performance security deposit (PSD) equivalent in amount to **one month's** expenses quoted in the bid document, in the form of bank guarantee to cover the entire period of warranty. PSD will be released only after successful completion of the services warranty and it will not bear any interest.
- 7) The PSD and the quarterly bills will not be released until the service provider produces proof of up to date payment of EPF & ESI contribution and also the performance appraisal report of all the deployed staffs duly countersigned by the Prof-in-Charge, CCF

TERMS & CONDITIONS

1. The Agreement shall commence w.e.f the date of effectiveness of the agreement 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 effectiveness of the agreement commences w.e.f the date when the firm submits a certificate for the acceptance of the work order within seven days of the issue of the same order. the total manpower required is provided. However the firm must deploy manpower within 30 days from the date of issue of the work order. If the firm does not deploy the manpower within the prescribed date then it shall be open to the University to cancel the contract and forfeit the EMD.
3. The CCF, at present, has a requirement of 2 numbers each of **Computer Instructor/Operator** and **Computer Attendants**. The requirement of the Department may further increase or decrease, during the period of initial contract also and the tenderer would have to provide additional services, if required, with proportional wage revision estimate, on the same terms and conditions.
4. The deployed staffs should have the following qualification
 - a. Computer Instructor/ Operator: P.G. Diploma in Computer Application and/ or computer software/hardware certification by a competent organization of repute.
 - b. Computer Attendant: +2/ Matriculation Certificate and should possess general awareness and operational understanding of computers.
5. The Agreement shall be for a period of **three years** w.e.f the date of its effectiveness unless extended further by the mutual consent of the Service Provider and the Authority. The period of the contract may be further extended provided the requirement of the department persists at that time or may be curtailed / terminated owing to deficiency in services. The University however, reserves right to terminate this initial contract at any time after giving **one month's** notice to the selected service provider.
6. The service provider is required to agree to the billing and payment terms specified in this document by the authority.
7. The successful service provider will have to deposit a Performance Security Deposit (PSD) of one month deployed staffs' remuneration including statutory dues in the form of Bank Guarantee from any Nationalized Bank in favour of "**Veer Surendra Sai University of Technology, Burla**" covering the period of contract within seven days from the date of signing of the agreement. In case, the contract is further extended beyond the initial period, the bank guarantee will have to be accordingly renewed by the

successful tenderer.

8. 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 Service Provider and the Authority.
9. The Service Provider shall not be allowed to transfer, assign, pledge or subcontract its rights and liabilities under this Agreement to any other agency or organization by whatever name be called without the prior written consent of the Authority.
10. The 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.
11. The authority reserves the right to accept or reject any or all bids without assigning any reasons thereof. The authority also reserves the right to reject any bid which in his opinion is non-responsive or violating any of the conditions/specifications without any liability to any loss whatsoever it may cause to the bidder in the process.
12. The Service provider shall nominate a coordinator who shall be responsible for immediate interaction with the department so that optimal services of the staffs deployed could be availed without any disruption. The coordinator shall work under the guidance and administrative control of Professor in charge, CCF.
10. The entire financial liability in respect of manpower services deployed in CCF shall be that of the Service Provider and the authorities will in no way be liable.
11. For all intents and purposes, the Service Provider shall be the "Employer" within the meaning of different Rules & Acts in respect of manpower so deployed. The persons deployed by the Service Provider shall not have any claim whatsoever like employer and employee relationship against CCF, VSSUT.
12. The Service Provider shall be solely responsible for the redressal of grievances or resolution of disputes relating to persons deployed. CCF shall, in no way, be responsible for settlement of such issues whatsoever.
13. The authority shall not be responsible for any financial loss or any injury to any person deployed by the Service Provider in the course of their performing the functions/duties, or for payment towards any compensation.
14. The persons deployed by the 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 on its expiry or otherwise, the persons deployed

by the 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 absorption or regularization of deployment within VSSUT under the provision of rules and acts. Undertakings from the persons deployed to this effect and their individual bio-data shall be required to be submitted by the Service Provider after the finalization of bid.
17. The 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 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. In the event of any engaged personnel being on leave/absent, the service provider shall ensure that none of the services required is badly affected and therefore take precaution in managing the provision of services in its own capacity.
19. The Proprietor and the persons deployed by the Service Provider should have good police records and no criminal case should be pending against them. The Service Provider shall not have been blacklisted otherwise to be evidenced by attachment of an affidavit in this regard.
20. 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 Department or office concerned. The Service Provider shall be responsible for any act of indiscipline on the part of the persons deployed.
21. The persons deployed shall, during the course of their work be privy to certain qualified documents and information which they are not supposed to divulge to third parties. In view of this, they shall be required to take oath of confidentiality and breach of this condition shall make the Service Provider as well as the person deployed liable for penal action under the applicable laws besides, action for breach of contract.
22. The Service Provider shall also be liable for depositing all taxes, levies, cess etc. on account of service rendered by it to CCF from time to time, as per the rules and regulations in the matter. Attested Xerox copies of such documents shall be furnished to the Department or office concerned.
23. The Service Provider shall maintain all statutory registers under the Law and shall produce the same, on demand, to the authority of the Department or office concerned or any other authority under Law.
26. In case, the Service Provider fails to comply with any liability under appropriate law, and

as a result thereof, the CCF is put to any loss / obligation, monetary or otherwise, the CCF will be entitled to get itself reimbursed out of the outstanding bills or the Performance Security Deposit of the Service Provider, to the extent of the loss or obligation in monetary terms.

27. The Service Provider shall be held responsible for any loss/damage to the equipments and instruments of the CCF provided to the manpower deployed by the Service Provider due to the negligence or willful damage as assessed by the CCF authorities.
28. The Earnest Money Deposit in respect of the Service Provider who does not qualify the bidding, shall be returned to them without any interest. In case of successful tenderer, if the Service Provider fails to deploy the required manpower against the initial requirement within 15 days from date of placing the order, the EMD shall stand forfeited without giving any further notice.
29. In case of breach of any terms and conditions attached to this agreement, the Performance Security Deposit of the Service Provider shall be liable to be forfeited besides annulment of the Agreement.
31. The Service Provider shall raise the bill, in triplicate, along with attendance sheet duly verified by Prof in Charge, CCF in respect of the staffs deployed and submit the same to the Accounts Section, VSSUT, in the first week of the succeeding quarter for its payment. No other charges of any kind shall be payable.
32. Suitable penalty may be levied and recovered from PSD for delay in providing the services either on initial deployment or as replacement subsequently.
33. 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 for his decision and the same shall be binding on all parties.
34. The Personnel deployed by the Service Provider in CCF shall work under the direct supervision and control of Prof in Charge CCF and shall work cooperatively with the other permanent staff members of CCF.
35. Any dispute arising out of the deal shall be subjected to the jurisdiction of the court at Sambalpur within the State of Odisha.
36. 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.
37. The decision of CCF, VSSUT in regard to interpretation of the Terms & Conditions and the Agreement shall be final and binding on the Service Provider. The authority reserves the right to withdraw or relax any of the terms and condition mentioned above so as to

overcome the problem encountered at a later stage.

Note: These terms and conditions are part of the Contract / Agreement as indicated in the Agreement between CCF, VSSUT and the Service Provider. Any non-compliance shall be deemed as breach of the Contract/Agreement.

APPLICATION: SERVICES BID FOR CCF, VSSUT

1. Name of Tendering Service Provider: _____

2. Status(Proprietor /Partner/
Director): _____

3. Details of Earnest Money Deposit: DD No. _____ Date _____
of Rs. _____ drawn on Bank _____

4. Full Address of Registered : _____
Office _____

Telephone No. _____
FAX No. _____
E-Mail Address _____

5. Full address of Operating / _____
Branch Office : _____

Telephone No.: _____
FAX No. _____
E-Mail Address _____

6. Name & telephone no. of :
Authorized officer/person
to liaise with Field Office(s) _____

7. Banker of the Service Provider: _____

Telephone Number of Banker: _____

8. PAN / GIR No. : _____
(Attach attested copy)

9. Service Tax Registration No. : _____
(Attach attested copy)

10. E.P.F. Registration No. : _____
(Attach attested copy)

11. E.S.I. Registration No. : _____
(Attach attested copy)

12. Labour License/Registration under The Contract Labour (Regulation & Control) Act,1970

16. Additional information, if any (Attach separate sheet, if required)

Date:

Signature of the authorized person

Place:

Name:

Seal :

DECLARATION

1. I, _____ Son / Daughter / Wife of Shri..... 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 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

Place:

Name:

Seal:

APPLICATION BID

1. Name of tendering Service Provider :

2. Rate per person per month inclusive of all statutory liabilities, taxes, levies, cess etc:

Sl. No.	Services Expense Heads	Monthly Rate per person						
		Take home remuneration	EPF	ESI	Other statutory dues if any	Service Charge /Commission of Service Provider	Service tax	Total per person
1.	Computer Operator /Instructor							
2.	Computer Attendant							
3.	AMC related monthly expenses							
4.	Miscellaneous							
5.	Total Monthly Expenses = 2×(1+2)+3+4							

3. Total expenses for the period of three years.= (Total Monthly Expenses)×36 =

Date:

Signature of the authorized person

Place:

Name:

Seal:

Notes:

1. The minimum take home remuneration for all staff shall not be less than the minimum wage fixed/notified by the Government of Odisha.
2. The total rates quoted by the tendering Service Provider should be inclusive of all statutory/ taxation liabilities in force at the time of entering into the contract. The Authority will have no liability in relation to any statutory or other dues.
3. The payment shall be made on conclusion of the calendar month only on the basis of no. of working days for which duty has been performed by each appointed staff as certified by the authority.

LETTER OF AUTHORIZATION FOR ATTENDING BID OPENING

Tender No: _____

To

The Comptroller of Finance,
VSSUT, BURLA
Burla, Sambalpur
ODISHA-768018

Dear Sir,

Subject: Authorization for attending bid opening on
(date) in the Tender for services for the Central Computer Facility, VSSUT (tender no:
_____)

Following persons are hereby authorized to attend the bid opening for the tender mentioned above on behalf of (Bidder) in order of preference given below.

Order of Preference	Name	Specimen
---------------------	------	----------

Signature

1.

2.

or

Officer authorized to sign the bid documents on behalf of the bidder.

Note:

10. Only one representative shall be allowed.
11. Permission for entry to the hall where bids are opened, may be refused in case authorization as prescribed above is not produced.

Declaration by the Tenderer :

This is to certify that I/We before signing this tender have read and fully understood all the terms and conditions contained herein and undertake myself/ourselves to abide by them.

(Signature of Tenderer with seal)

Address :

Phone No (O) :

Date:

Name :

Seal :

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

1. Certificate of Acceptance of the contract.
2. List of Manpower shortlisted by service provider for deployment in CCF, VSSUT, BURLA containing full details i.e. date of birth, marital status, address, educational qualification, photo ID Card provided by the service provider etc.
3. Bio-data of all persons.
4. Any other document considered relevant.

AGREEMENT

This Agreement is made on this _____ day of _____ Between VSSUT, BURLA, ODISHA represented by _____, here-in-after referred to as the "Authority" which expression shall, where the context so requires or admits, also include its successors or assignees of the one part;

And

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

Whereas, the "Authority" desires that the services of " _____ " are required in _____ CCF, VSSUT, BURLA; And whereas the "Service Provider" has offered its willingness to the same in conformity with the Provisions of the agreement; And whereas the "Authority" has finalized the rate as per the terms and conditions of the agreement to the "Service Provider".

Now this agreement witnesses as below:-

1. That the Annexure containing the Terms and Conditions shall be deemed to form and to be read and construed as part of this agreement.
2. That in consideration of the payment to be made by the "Authority" to the "Service Provider", the "Service Provider" hereby agrees with the "Authority" to provide personnel to be engaged as " _____ " in the _____ (name of the Department/Office) in conformity with the provisions of the Terms and Conditions.
3. That the "Authority" hereby further agrees to pay the "Service Provider" the contract price at the time and in the manner prescribed in the said Terms and Conditions.
4. That in the event of any dispute that may arise it shall be settled as per the Terms and Conditions of the contract.
5. That this agreement is valid up to.....

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

**Signature of the person
authorized to sign on behalf of Service
Provider**

**Signature of the Authority
(An officer acting in the premises for
and on behalf of the VSSUT, BURLA
ODISHA)**

In the presence of witness:-

Witness

Witness

1. Name
- Address.....

1. Name.....
- Address.....