



VEER SURENDRA SAI UNIVERSITY OF TECHNOLOGY, BURLA

ବୀର ସୁରେନ୍ଦ୍ର ସାଏ ବୈଷୟିକ ବିଶ୍ୱବିଦ୍ୟାଳୟ, ବୁର୍ଲା

Po.- Burla Engineering College, Dist.- Sambalpur, Odisha, 768018

[www.vssut.ac.in](http://www.vssut.ac.in)

No. VSSUT/OOR/ 369

Dated- 09.04.2025

**TENDER CALL NOTICE**

Sealed tenders (Two Part Bid) are invited from agency, firm, company for providing manpower of different categories to this University. The last date of submission of tender is 28.04.2025, 01.00 PM. The Technical bid shall be opened on 30.04.2025 at 12.00 Noon. The date of price bid opening will be notified later. For details visit University website [www.vssut.ac.in](http://www.vssut.ac.in).

REGISTRAR

Memo No. VSSUT/OOR/ 370

Dated- 09.04.2025

Copy to:

1. The Director, I& PR with request to publish the above advertisement in one issue of "The Samaj" (all Odisha edition) & "Times of India" using minimum space at the I&PR approved/lowest rate. The bill in triplicate along with a copy of the paper shall be sent in which the publication is made.
2. Dean, Faculty & Planning for information with a request to hoist in the University website.
3. Comptroller of Finance for kind information and necessary action.
4. PA to Vice Chancellor for kind information of the Hon'ble Vice Chancellor.

REGISTRAR



# VEER SURENDRA SAI UNIVERSITY OF TECHNOLOGY BURLA

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(A UGC Recognized State Government University by an Act of Assembly, Estd. -1956)

P.O. Engineering College, Dist: Sambalpur, Odisha, (India) -768 018

www.vssut.ac.in. e-mail: [vc@vssut.ac.in](mailto:vc@vssut.ac.in), [registrar@vssut.ac.in](mailto:registrar@vssut.ac.in)

No. VSSUT/OOR/ 369 / 2025

Dated: 09.04.2025

## **Notice Inviting Tender**

Sub: Tender (two bid system) for providing manpower of different categories in Veer Surendra Sai University of Technology, P.O.- Engineering College, Burla, Dist.- Sambalpur, Odisha, 768018.

Bid System	Two Part Bid system- Technical Bid and Financial Bid
Mode of submission of Bid	By Speed Post/ Registered Post only
Place of Receipt and opening of Tender	The Registrar Veer Surendra Sai University of Technology, Burla P.O.- Engineering College, Burla Dist-Sambalpur-768018,
Portal for Tender Document	<a href="http://www.vssut.ac.in">www.vssut.ac.in</a>
Date of commencement of downloading bid document	09.04.2025
Last Date of Bid Submission	28/4/2025, 01.00 PM
Time and date of opening of Tender & Technical Bid	30/4/2025, 12.00 Noon
Tender Paper Cost (TPC)	Rs. 1000/- (Rupees one thousand only), which can be paid in the form of a demand draft drawn in favour of 'Veer Surendra Sai University of Technology, Burla' from any nationalized bank, payable at Burla.
Earnest Money Deposit (EMD)	Rs. 50000/- (Rupees fifty thousand only), which can be paid in the form of a demand draft drawn in favour of 'Veer Surendra Sai University of Technology, Burla' from any nationalized bank, payable at Burla.

**DETAILED PARTICULARS AND INSTRUCTIONS ON TENDER FOR REGISTERED FIRMS, AGENCY, COMPANY FOR PROVIDING MANPOWER OF DIFFERENT CATEGORIES IN VEER SURENDRA SAI UNIVERSITY OF TECHNOLOGY (VSSUT), BURLA**

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**A. GENERAL INFORMATION**

1. The Tender documents can be downloaded from our website: [www.vssut.ac.in](http://www.vssut.ac.in) and the tenderer has to submit a separate draft of Rs.1000/- (Non-refundable) drawn in favour of "Veer Surendra Sai University of Technology, Burla" payable at "Burla" in any Nationalized Bank along with tender documents (Technical Bid), otherwise the offer submitted by the tenderer will be rejected.
2. "University" means "Veer Surendra Sai University of Technology" located at Burla, P.O.- Engineering College, Burla Dist.- Sambalpur, Odisha, 768018.
3. Service Provider means Contractor/Agency whose tender has been accepted and work order issued.

**B. TENDER/BID PARTICULARS**

1. Sealed tenders (Two Part Bid) are invited from agency, firm, company for providing manpower of different categories to this University.
2. The tenders should be submitted under Two Part Bid System i.e. "Technical Bid" and "Financial Bid" clearly superscribing the same on two separate sealed envelopes. The "Financial Bid" must contain the rate for providing manpower of different categories as listed in this document.
3. Tenderers/Bidders are advised to go through the tender documents carefully before submitting the tender forms. It will be presumed that the tenderer/ bidderer 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 tender document 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 tender document. (This document should be printed on both side of the A4 size paper sheets).
6. The envelope containing the tender must be superscribed as "TENDER FOR PROVIDING MANPOWER TO VSSUT, BURLA" with due date & time of submission.
7. The following documents should be placed with the envelope containing





### **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 Labour License for doing similar work.
- V. Earnest Money Deposit of Rs. 50,000/- in shape of Demand Draft and Tender cost of Rs.1000/- in shape of Demand Draft drawn in favour of "**Veer Surendra Sai University of Technology, Burla**" payable at Burla (separately) in any nationalized bank.
- VI. Proof to the effect that the tenderer has the experience of dealing with manpower during last three years.
- VII. The tender document with the terms & conditions duly signed by the authorized person of the agency with seal and date in each page.
- VIII. Authorization certificate in favor of tender.
- IX. Undertaking to the effect that the agency has not been blacklisted by the Government or any other organization.
- X. Valid PF and ESI Registration/License.
- XI. Copies of Income Tax return and for the preceding 3 years.

### **C. PROCEDURE FOR SUBMISSION OF BIDS**

- 1) As this is two part bid the Technical Bid along with requisite documents should be packed in one packet of sealed envelope which will be superscribed as "**Technical Bid**". The Financial Bid should be in another sealed envelope superscribed as "**Financial Bid**". These two separate sealed envelopes should be kept in a third single sealed envelope superscribed as "**Tender for providing manpower to VSSUT, Burla.**"
- 2) The tender should be submitted by Registered post/Speed post only addressing to "**Registrar, VSSUT, Burla, P.O.- Engineering College, Burla, Dist.- Sambalpur, 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 the envelopes in order to facilitate return of the bids, if necessary. Bids once submitted cannot be withdrawn.
- 3) The bid shall remain as valid for 120 days from the date of opening of financial bid.

### **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 similar works during last three years in any of the Government Department/ Autonomous Body/ Companies/ Local bodies, PSU or University and educational institutes etc. (proof to this effect is to be attached with the Technical Bid).



- (2) The Agency should have provided minimum 200 nos. of Manpower of different categories of Highly-Skilled, Skilled, Semi-Skilled & Un-Skilled in a Single contract in any of Govt. Sector, PSU or Educational Institute during last five years.
- (3) The Agency should have minimum average Annual turnover of Rs.3.00 Crores in last three years.
- (4) The Firm/ Agency should have Labour license with payment confirmation slip for last six months. The agency should have not been blacklisted by any Government or other organization.
- (5) The firm or agency must have a valid Labour license as on the last date of submission of tender.
- (6) The EMD is exempted for bidders having MSME certificate.
- (7) The firm/agency must have Provident Fund Account No. in their name.
- (8) The firm/agency must have ESI code or no. in their name.
- (9) The firm/agency should have an office address in Odisha and a local office at Burla or Sambalpur.

#### **E. TERMS AND CONDITIONS**

- (1) The service provider shall not assign, transfer or sub-contract the service to any other Agency.
- (2) 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 in every six months and may be renewed at the discretion of the University after expiry of contract.
- (3) The successful bidder should furnish a Security Deposit Rs. 3,00,000/- (Rupees Three Lakh only) in form of DD/ Bank Guarantee in favour of "VSSUT, Burla" immediately after the award of the contract. It may be invoked against dues of VSSUT at the end of the contract.
- (4) The Agency should make adequate enquiries about the character and antecedents of the persons, whom they are deploying. The character and antecedents of each personnel of the service provider will be verified by the service provider before their deployment. 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 replace or withdraw such employees who are not found suitable by the University for any reasons on receipt of such intimation.
- (5) The service provider has to provide the Photo Identity Cards of the persons deployed by him/her for carrying out the work.
- (6) The service provider's personnel should be polite, cordial, positive and efficient, while handling the assigned work and their actions shall promote goodwill to enhance the image of the University. The service provider shall be responsible for any act of indiscipline on the part of persons deployed.





- (7) The service provider shall replace immediately any of its personnel, if they are unacceptable because of security risk, incompetence, conflict of interest and breach of confidentiality or improper conduct upon receiving written notice from Registrar VSSUT, Burla.
- (8) VSSUT 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.
- (9) 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.
- (10) That the persons deployed shall not be below the age of 18 years and above 55 years and they shall not interfere with the duties of the employees of the University. Medical fitness Certificate of the deployed staff to be submitted by the Service Provider.
- (11) The person deployed by service provider shall not claim any benefit/compensation/ absorption/regularization of services in the University. In case of any agitation by the personnel deployed in the University, No Work No Pay rule shall have followed. He/She shall remain under contract period of contract. He/she will not engage himself/herself in full time work with any other agency or pursuing any full time regular course in any educational institution.
- (12) The service provider shall ensure proper conduct of his person in University premises, and enforce prohibition of consumption of alcoholic drinks, psychotropic substances, smoking, loitering without work.
- (13) Non-performing or inadequately trained or improperly behaving personnel deployed by the service provider must be replaced within 15 days from the date of intimation from Registrar.
- (14) The service provider shall engage person as required by VSSUT 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 wages every month in time. The employees of Service Provider shall work under the administrative control of the Registrar, VSSUT, Burla
- (15) The agency shall comply with: -
  - a) All labour laws as applicable to his establishment.
  - b) Must pay the remuneration as fixed by Government of Odisha from time to time.
  - c) Must comply the provision of EPF, ESI.
- (16) The service provided will submit the bill in duplicate along with wages payment sheet, compliance of EPF, ESI in the 1st week of following month to "The



Registrar, VSSUT, Burla” for payment. The payment will be made on pro-rata basis whatever the amount comes to after necessary deduction.

- (17) The service provider will provide the required personnel or additional manpower for a shorter period in case of any exigencies as per the requirement of VSSUT.
- (18) The service provider shall provide a substitute well in advance if there is any probability of the person leaving the job due to his/her own personal reasons.
- (19) Payments to the service provider would be strictly on certification by the office with whom he is attached that his services and attendance satisfactory.
- (20) The service provider shall be contactable at all times and message(s) sent by E-mail/Special Messenger/Phone from the University to the service provider shall be acknowledged immediately on receipt on the same day. The Agency will ensure every day that the minimum manpower has been complied with.
- (21) On the expiry of the contract, 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 settle the same.
- (22) The University may increase or decrease the number of persons to be engaged in the University. The University may also ask to provide additional manpower as and when required.
- (23) 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 conciliator to decide the same and his decision is final and binding on both the parties. If differences persist even after conciliation, it shall be referred to Arbitration as per Arbitration and Conciliation Act 1996.
- (24) The validity of the contract shall be for a period of 3 years from the date of work order and may be extended for another one year subject to satisfactory performance and recommendation of a duly constituted committee unless terminated otherwise.
- (25) The firm or agency must have an office in Odisha and a local office in Sambalpur District. If a bidder has no office in Sambalpur District, then he has to submit an undertaking to set up an office in Sambalpur/Burla within 60 days of the issuing of workorder failing which the contract will be terminated and the security deposit will be forfeited.
- (26) The experience and qualification described for all the posts are defined by the University which is final and binding. No changes in this will be entertained. However, the University may give preference to the persons having experience during engagement.





- (27) The payment confirmation slip of the employees during last six months must be submitted by the agency. All the employees must be paid a slip every month after credit of their payment.
- (28) Applications for different non-teaching posts engaged on outsourcing basis will be advertised by the outsourcing agency at their level and as well as in the University website.
- (29) The non-blacklisted declarations should be submitted on the letter head from the authorized signatory only.
- (30) The salary for various posts is as per Govt. of Odisha, General Administration & Public Grievance Department letter No. GAD-SC-GCS-0225-2023-7982/GAD, dated 07.03.2024 & letter No. GAD-SC-GCS-0225-2023-8365/Gen, dated 12.03.2024. However, the University may give the next scale depending on the qualification and experience.
- (31) The firm or agency must have provided 200 man-powers of different categories of any value in a single contract. However, the average annual turnover of the firm or agency must be more than 3 crores during the last three years.
- (32) The agency will absorb all the eligible outsourcing employees engaged by the previous agency.

#### **F. EARNEST MONEY DEPOSIT (EMD)**

1. The tenderer has to submit a Demand Draft for Rs.50,000/- (Rupees Fifty thousand) drawn in favour of "Veer Surendra Sai University of Technology, Burla" payable at "Burla" of any Nationalized Bank towards EMD. Without EMD, the tender will be summarily rejected. No interest is payable to the tenderer towards EMD money.
2. In no case, the EMD money in Cash or other focus will be accepted at the time of opening of the bid. EMD will be returned to unsuccessful Tender within 120 days of finalization of Tender.
3. No request for adjustment, if any, will be accepted.
4. EMD is liable of forfeiture if bid is withdrawn before it is finalized or tenderer withdrawn from participation.

#### **G. 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 shall form part of the Contract. Bidder to 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.





## **H. BID EVALUATION**

- a) There shall be a tender committee constituted by Vice Chancellor for Tender/Bid
- b) The tender committee shall first evaluate the technical bid keeping in view the eligibility condition and other qualifying criteria as per OGFR-2023.
- c) A list of contractor whose technical bid is found in order shall be prepared by the committee and disqualified technical bid shall be deemed as rejected. EMD/BG etc of those disqualified bidder shall be returned within 120 days of issues of work order to successful tender.
- d) Price bid of technically qualified tenders are to be opened by the committee in presence of representative of bidder may attend for the purpose.
- e) Lowest price should be determined in order of merit/quotation and a list is prepared.
- f) No negotiation is permissible except with lowest bidder if necessary.
- g) Successful bidder will be selected on the basis of lowest quotation.
- h) Work order will be issued to the successful bidder/Tenderer.

## **I. EVALUATION PROCEDURE AND SELECTION**

- Bidders will be technically qualified based on information/documents provided by the Bidder.
- Decision of VSSUT will be final for the evaluation of Technical Bids.

### **Procedure for Evaluation of Responsive Technical Bids and awarding Technical Score.**

- Bidders will be technically qualified based on information/documents provided Technical Presentation done by the Bidder.
- Only those technical bids that are found compliant/suitable after technical evaluation done by VSSUT will be called for Technical Presentation.
- The decision of the tender committee will be taken as final in case of any confusion arises during the selection process.

REGISTRAR  
VSSUT, Burla





## ANNEXURE-2

### DETAILS OF MANPOWER REQUIREMENT

#### 1. Library Professional Assistant (Number-02)

**Essential Educational Qualification:** Masters in Library Science.

**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.

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

#### 2. Library Technical Assistant (Number-02)

**Essential Educational Qualification:** BCA/Graduation with PGDCA/MCA

**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

**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. Junior Engineer (Electrical). (Number-02)

**Essential Educational Qualification:** Diploma in Electrical Engineering.

**Job Description:** Knowledge in preparation of Estimate, bill and experience in supervision of electrical works:

**Desirable:** Experience of having worked in an organization for at least 1 year.

#### 4. Senior Office Assistant (10)

**Qualification:** Graduate from a recognized University in any discipline with adequate knowledge of computer with working experience as Junior Assistant or equivalent post for 6 to 8 years.

**Job Description:** The Senior Office Assistant will independently handle official work, maintenance of files and other day to day office work. He/She will responsible to deal all cases work assigned to him/her by head of office or head of section.



*Desirable:* Experience of having worked in same type of work for at least 2 years.

**5. Junior Office Assistant (06)**

*Qualification:* 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.

*Desirable:* Experience of having worked in same type of work for at least 2 years.

**6. Junior Engineer (Civil) (Number-02)**

*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.

*Desirable:* Experience of having worked in same type of work for atleast 2 years.

**7. Junior Instructor (Number-06)**

*Qualification:* First Class Diploma or above in respective branch of engineering.

*Job Description:* To help the students analyze evaluate & create themselves through experiments.

*Desirable:* Experience of having worked in same type of work for at least 2 years.

**8. Lab Attendant/ Helper/Peon/Attendant/Mazdoor (Number-40)**

*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 (Number-01)**

*Qualification:* B.Sc./ M.Sc. in Physics 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.

*Desirable:* Experience of having worked in same type of work for at least 2 years.

**10. Mechanic/AC Mechanic (Number-05)**

*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 sand shall also the responsible



for the quality and workmanship of work/job done.

**Desirable:** Experience of having worked in same type of work for at least 2 years.

**11. Plumber (Number-01)**

**Qualification:** HSC pass with ITI in respective trade with 5 to 7 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 (Number-01)**

**Qualification:** HSC pass with ITI in respective trade with 5 to 7 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 (Number-01)**

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

**Job Description:** To provide secure and timely driving services.

**14. Electrician (Number-01)**

**Qualification:** Must have passed ITI in relevant trade/ having valid Wiseman MV/Lineman MV permit from ELBO Odisha.

**Job Description:** Electrical installation and maintenance of outdoor & indoor electrical equipment of the University such as wiring, DG set operation, street light repair etc.

**15. Network Engineer (Number-01)**

**Qualification:** B.Tech (Computer Science & Engg/ Electronics & Telecommunication/ Information Technology) / MCA with one year experience in relevant field having Networking Certification (Preferably CCNA)

**Job Description:** To configure L-2 lamp; L-3 switch, firewall and network management software. To assess and prepare for future needs in regards to network architecture, monitoring and adjusting network topology. To diagnose, troubleshoot and recommend solutions, determine the root cause of chronic issues, configuring and trouble shooting. Management for the total network infrastructure (Both wired and wireless).



**16. Network operator (Number-04)**

**Qualification:** Diploma in Computer Science/Electronics/ IT or any Graduate with one Year of Experience in relevant field having Networking Certification (Preferably CCNA)

**Job Description:** i. Coordinate Network Engineer and supporting staffs related to fault finding, new installation of network equipment etc. ii. To prepare reporting related documents, troubleshooting, rectification of problems and make call log whenever problem found in internet link or network devices covered under AMC or warrantee.

**17. Office Executive (Number-02)**

**Qualification:** 1st Class B.Tech. (CSE/IT) / MCA / M.Sc.(CS) /MBA with one year experience in office automation and other computer related official works.

**Job Description:** The Office Executives are entrusted with the routine and mechanical nature such as office works, maintenance of diary file register, recording of files, typing, comparing & dispatch work. He/She will be responsible to deal all cases work assigned to him/her by head of office or head of section.

**Desirable:** Experience of having worked in same type of work atleast 2 years.

**18. System operator (Number-02)**

**Qualification:** Graduate with PGDCA with 02 years experience or MCA

**Job Description:** Taking lab classes for the students of UG & MCA. ii. Other day to day maintenance of computer in the laboratory. iii. Other works as assigned by the PIC from time to time.

**19. System Executive (Number-01)**

**Qualification:** 1st Class B.Tech (CSE/IT) / MCA with one year experience in automation work

**Job Description:** Focusing on maintaining, configuring, and troubleshooting IT systems and infrastructure, ensuring smooth operation and security and other automation related works.

**20. Library Attendant (Number-05)**

**Qualification:** +2 in any discipline with experience in working in library.

**Job Description:** Day to day work related to library like sorting of books

21. Any other Manpower as per the actual requirement of the University.



**ANNEXURE-3**

**SUMMARY OF TECHNICAL BID**

<b>S/L</b>	<b>Description</b>	<b>To be filled in by the supplier</b>
1	Name of the Service Provider/Agency	
2	Address with phone No./e-Mail	
3	Contact Person(s) Phone No. /Mobile No.	
4	Details of Bank Draft towards the cost of quotation documents	
5	Details of EMD	
6	GST No.	
7	Provident fund A/C No.	
8	ESI Details	
9	Experience Details (Add separate sheets. if required)	
10	Financial Turn Over (Annual)	

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.

Name of the Service Provider Name of the Signatory Signature with seal

Place:

Name of the Service Provider

Date:

Name of the Signatory

Signature with seal



**ANNEXURE-4**  
**FINANCIAL/PRICE BID**

Tender No.

Date:

Category wise price quotation (See Annexure-2)

Sl.No	Position	Wages	EPF	ESI	Agency Commission	GST	Total
1.	Lib. Professional Assistant	As per the Govt. of Odisha norms.			To be quoted by the vendor in % of wages as per OGFR-2023	As per the Govt. of Odisha norms.	
2.	Lib. Technical Assistant						
3.	Lib. Attendant						
4.	JE Civil						
5.	JE Electrical						
6.	Jr. Instructor						
7.	Mechanic/ AC Mechanic						
8.	Network Engineer						
9.	Network Operator						
10.	Office Executive						
11.	Sr. Assistant						
12.	Jr. Assistant/ Office Assistant						
13.	Demonstrator						
14.	Plumber						
15.	Carpenter						
16.	Driver						
17.	Electrician						
18.	Lab Attendant/ Helper/Peon/ Attendant/Mazdoor						
19.	System Operator						
20.	System Executive						





**ANNEXURE-5**

**UNDERTAKING**

Quotation Call Notice No.:

Date: -

- 1) This is to certify that my firm/agency/company named \_\_\_\_\_  
Address \_\_\_\_\_ has never been  
blacklisted by any of the Government or other organization and no criminal case is  
pending against the said firm/agency/company or persons to be deployed.
- 2) We declare and undertake that in the event any of our employee, worker, deployed in  
VSSUT is found indulging in unscrupulous activity or acting against the interest of  
VSSUT or his work/activity found detrimental to VSSUT, there is no impediment for  
VSSUT to blacklist /Ban business dealing with our company/firm establishment.

Place:

Name of the Service Provider

Date:

Name of the Signatory

Signature with

