

**Department of Mission Shakti
Government of Odisha**

Notice No: 900

Date: 31.01.2026

TENDER CALL NOTICE

REQUEST FOR PROPOSAL FOR

**"HIRING OF AGENCY FOR PROVIDING SECURITY SERVICES TO Mission Shakti Bhawan,
Pokhariput, DEPARTMENT OF MISSION SHAKTI"**

Mission Shakti Department, Govt. of Odisha invites sealed Tenders from eligible agencies/ Bidder **For Providing Security Services to Mission Shakti Bhawan, Pokhariput, DEPARTMENT OF MISSION SHAKTI**", Bhubaneswar. Bidders fulfilling the prescribed eligibility criteria of the tender can access and download the complete bid Document and other details from <https://missionshakti.odisha.gov.in/>.

The bid calendars under the end-to-end process are:

Sl. No.	Critical Events	Time Line
1	Date of Issue of RFP	31.01.2026
2	Submission of Pre-Bid Queries	12.02.2026
3	Pre-Bid Meeting	13.02.2026
4	Issue of Pre-Bid Clarifications	13.02.2026
5	Last Date and Time for Submission of Bid	18.02.2026: 11.00 AM
6	Opening of Technical Bid	18.02.2026 3.00 PM
7	Opening of Financial Bid	18.02.2026

The proposal complete in all respects must reach at **Mission Shakti Bhawan, Pokhariput, DEPARTMENT OF MISSION SHAKTI**", Bhubaneswar-751030 by Speed Post/ Registered Post/ Courier only latest by, **18.02.2026 P.M.** in a sealed envelope clearly mentioning on the top of it " **Hiring of Agency for Providing Security and all allied Services to Mission Shakti Bhawan, Pokhariput,, Department of Mission Shakti**". The proposals received beyond the last date and time will be rejected. In case of any Addendum/ Clarification/ Corrigendum/ Extension regarding this tender, the same will be published in the above-mentioned official websites only. The authority reserves the right to reject any/ all proposals without any reason thereof.


Addl Secretary to Govt.

Memo No: 900(1)

Date: 31.01.2026

Copy to Additional Secretary, Department of Mission Shakti, for kind information of Commissioner cum Secretary, Department of Mission Shakti. Further, it is requested to publish the advertisement in the website of Department of Mission Shakti for wide publicity.


Addl Secretary to Govt.

**Department of Mission Shakti
Government of Odisha**

**REQUEST FOR PROPOSAL FOR
"HIRING OF AGENCY FOR PROVIDING
SECURITY and Other ALLIED SERVICES" to
Mission Shakti Bhawan, Pokhariput,**

Mission Shakti Bhawan, Pokhariput-751030

Department of Mission Shakti"

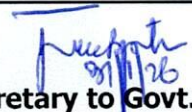
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Section – I

Bidder's Data Sheet

Sl. No.	Particular	Details
1.	Name of the Client	Commissioner-cum-Secretary, Department of Mission Shakti, Government of Odisha
2.	Method of Selection	Quality and Cost-Based Selection (QCBS) Method
3.	Availability of RFP Document	missionshakti.odisha.gov.in
4.	Date of Issue of RFP	31.01.2026
5.	Deadline for Submission of Pre Bid Query	18-02-2026
6.	Pre-Bid Meeting	13-02-2026
7.	Publishing of Pre-Bid Clarification through Website	19-02.2026
8.	Last Date and Time for submission of Bid	18.02.2026 11.00 AM
9.	Date of opening of Technical Proposal	18.02.2026 2.00 PM
10.	Date of opening of Financial Proposal	18.02.2026 3.00 PM
11.	Bid Processing Fee (Non-Refundable)	Rs.1180/- INR (Rupees One thousand One Hundred Eighty) only in shape of Demand Draft in favour of "DDO-cum-Under Secretary to Govt. Department of Mission Shakti, drawn in any Scheduled Commercial Bank payable at Bhubaneswar.
12.	Earnest Money Deposit (EMD) (Refundable)	Rs.1,50,000/- INR (One Lakh Fifty Thousand Only) in shape of Demand Draft in favour of "DDO-cum-Under Secretary to Govt. Department of Mission Shakti," drawn in any Scheduled Commercial Bank payable at Bhubaneswar.
13.	Performance Security	The performance security of 5% of Contract Value shall be submitted by the selected bidder and retained for contract period
14.	Address for Submission of Proposal	The Addl. Secretary, MISSION SHAKTI DEPARTMENT Mission Shakti Bhawan, Pokhariput, Bhubaneswar, Odisha, Pin Code: 7510030 E-mail:- Email:pmumissionshakti@gmail.com
15.	Mode of Submission of Proposal	Mode of Submission: Speed Post / Registered Post/ Courier only to the address as specified above during office hour only. Submission of bid through other mode and late bid will be out rightly rejected.
16.	Contact Person	Name: Manoj Kumar Routray Designation-Sr. Asst Mobile Number-9040700600
17.	Place of Opening of Technical Proposal	Conference Hall of Mission Shakti Bhawan, Pokhariput


Addl Secretary to Govt.
Department of Mission Shakti

Section – II

Objective and Scope of Assignment

Introduction:-

Mission Shakti Bhawan located at Pokhariput under the Department of Mission Shakti, Government of Odisha acts as the SPMU for the implementation of schemes under the department.

Objectives: -

Provide security and other allied services at Mission Shakti Bhawan for smooth management of SPMU at Mission Shakti Bhawan.

Scope of Work: -

(A) Providing Security services at Mission Shakti Bhawan Bhubaneswar by deploying required number of Security Personnel at its Campus, at Bhubaneswar

- 1) The Agency shall provide Security services by deploying adequately trained and well-disciplined security personnel to safeguard the MISSION SHAKTI BHAWAN, Bhubaneswar, buildings, moveable and immovable assets, equipment's and other items at the above address from any thefts, pilferage or damage and also ensure safety of the employees, visitors, guests or any other persons working in its campus.
- 2) The security personnel shall be deployed round the clock in 3 shifts at the MISSION SHAKTI BHAWAN, Bhubaneswar to safeguard the premises. One shift is equal to 8 Hours.
- 3) Number of supervisors and Security Guards mentioned in the Tender documents are provisional. Exact number of personnel will be intimated on phase wise manner to the Agency for deployment.
- 4) The Agency shall be responsible for opening/closing of the building and rooms as necessitated/directed by MISSION SHAKTI BHAWAN, Bhubaneswar on working and closed days.
- 5) The Agency shall ensure that water taps/lights/ACs are not left open/on after close of working hours on normal working days as well as on off days, as the case may be.
- 6) The Agency shall maintain records of inward and outward movement of men/women (MISSION SHAKTI BHAWAN, Bhubaneswar Employees, and also regulation of guests and visitors), materials and vehicles, etc. with proper check on the same as per instructions given from time to time by MISSION SHAKTI BHAWAN, Bhubaneswar.
- 7) The security personnel deployed shall take regular rounds of the premises to maintain vigil and remain alert and should be well dressed and equipped.
- 8) The security personnel should be duly trained in Fire Safety Operations.
- 9) The Agency shall keep the MISSION SHAKTI BHAWAN, Bhubaneswar informed of all the matters of security and co-operate in the investigation of any incident relating to security.

(B) Providing maintenance to Garden and Lawn in Mission Shakti Bhawan

Garden & Lawn Maintenance: The FMS shall be responsible for ensuring proper maintenance and upkeep of all horticulture works. Adequate equipment shall be maintained by FMS including grass cutting machine and other tools required for maintenance of horticulture areas. FMS shall grow seasonal plants and seasonal flowers as deemed fit by MSD to maintain the horticulture/ landscape satisfactorily. FMS shall make required arrangements and proper use of required insecticides, Pesticides, Fertilizers, Manures etc. The broad scope of work will be as follows:

- I. Daily watering
- II. Weed removing
- III. Trimming and pruning
- IV. Soil mulching
- V. Lawn mowing
- VI. Hedges and Shrubs cutting etc.
- VII. Cleaning Garden areas
- VIII. Applying fertilizer or compost manure/ vermiculture manure alternate month or as and when required.
- IX. Applying pesticides and fungicide alternate month or as and when required.
- X. Maintenance of vermicompost pits
- XI. Disposal of dry/ fallen leaves.
- XII. Seed collection and sowing.
- XIII. Raising of Nursery.
- XIV. Preparation and maintenance of Planting Materials.
- XV. Operation of Tools, Machinery as required for the Garden.
- XVI. General maintenance of existing plants, Tools implements etc.

(C) Provide maintenance to Stand by DG, DG sets Associated panel boards & HSD Storage Facilities.

- I. DG sets as mentioned above to start and stop as per the requirement or Schedules that will be given by the maintenance in charge of Mission Shakti, Building
- II. Unhealthy systems, abnormalities in performance or malfunctioning if any will be reported/ rectified within a reasonable time period and help support OEM engineer for rectification work if required.
- III. To coordinate with the external and internal customer to facilitate smooth functioning of the DG Sets.

IV. To carryout day to day maintenance work as per activity chart that shall be formatted by you and got approved by the OEM/ Maintenance in charge of Mission Shakti, Building, which shall cover the following:

1. Battery check for electrolyte level.
2. Specific gravity check.
3. Oil level and temperature check.
4. Fuel Leak.
5. Cooling Hose check.
6. Oil pressure check.
7. Voltage and current check in each phase. Engine run hour and RPM.
8. KWH generated.
9. Checking the engines for its smooth running, observing for any unusual noise and colour of the smoke from the exhaust.
10. Checking general functioning of all gadgets observe noise and vibration levels.
11. Regular visual inspection of all mechanical drives.
12. Log all running parameters once every hour. If required for any interval as per direction of In-charge of Mission Shakti, Building.
13. Prepare log sheets for routine maintenance as per O&M manual so fall equipment and ensure that the instruction of O&M manual is strictly followed to ensure efficient and safe working of all equipment and to ensure that no equipment suffers from breakdown, loss of performance wear and tear or any other damage.
14. Prepare inventory of spares and ensure that critical spares are always available.
15. To ensure that all meters are in working condition and all equipment is working according to the design parameters given in O&M Manual.
16. To ensure that all equipment/ plants have sequential running and all equipment, pumps including the stand by equipment work on operating time equalization basis.
17. Checking lube oil, coolant and fuel for leakage.
18. Checking and adjusting belt tension, changing belt if required.
19. Cleaning of air filter elements and changing them if required.
20. Drain lubricating oil sump, clean sump strainers, renew lubricating oil and prime the system whenever if becomes due.
21. Carrying out valve tappet setting as and when required.

22. End plays checking of crankshaft, accessory drive and turbo charger whenever required.
 23. Checking of proper functioning of various instruments, instrument panel and changing them as required.
 24. Diagnosis of various faults and their rectification. cc) Checking and fault finding of the electrical system associated with the engine.
- V. General cleaning and greasing of the alternator when required.
 - VI. Cleaning battery terminals for sulphate formation and checking its state.
 - VII. Maintenance of instruments, relays and connectors fitted in Gen set control Panel and changing them.
 - VIII. Checking of wiring system for its loose and dry connections.
 - IX. Checking tightness of mounting bolts.
 - X. Checking rotating diode assembly of alternators.
 - XI. Fault simulation and verification, functioning of relays, MCB/ MCCB and contactors.
 - XII. Insulation testing of alternators once in six months.
 - XIII. Replacement of lubricating oil, filters, coolant, Replacement of all hoses, belts, gaskets, safety controls, fuel pump, injectors, self-starter and charging alternator, trouble shooting, replacement of spares (all spare parts of AMF panel MCB, MCCB, contactors, push button, display, battery charger electronics witch, fuse), engine and alternator minor adjustment, radiator cleaning, fuel tank cleaning, panel repairing, AVM fitting job as and when required.
 - XIV. Items need to be used should be the corresponding brand of generator, and all electrical items like MCB, MCCB etc must be of LeGrand/ Schneider/ Crabtree/ Eq. make

(D) Maintenance Schedule (Electrical Control Panel)

Monthly: check battery charging system and take corrective action, check electrical measuring instruments, indicative lamps for proper functioning, tighten power distribution wiring and connections, testing of relay and other protection and safety devices for proper working, checking for MCCB tripping mechanism, cleaning of bus bars and clammers and tightening of nuts and bolts, tighten of all electrical connections and terminations.

(E) Control of Fire Hazards: Fire Services: -

- I. To watch any short circuit due to weak electrical wire and to take immediate steps to check the short circuit fire and intimation to the Engineer in Charge.
- II. In case of Fire hazard/ Smoke noticed should be attended immediately using the fire extinguisher etc. and intimation to the Fire Department for further control duly intimation to the Engineer in Charge.
- III. Service cover basis crisis management including fire and life safety programs.

- IV. Any incident of a fire is to be recorded and reported through the Incident report for available for reporting any incidents.
- V. All fire-fighting equipment are regularly checked for functioning efficiently and such checks will be properly recorded. Whenever and whenever necessary arrangements will be made to refill the equipment.
- VI. A close liaison with the local brigade is maintained.
- VII. Conducting muck drills on regular interval. Follow-up for the AMC of the firefighting equipment with the appropriate agency & coordination with AMC agency for trouble free operation.
- VIII. 30 days and 24 hours of visit in a month should be done by the agency.
- IX. Checking quality of powder of the Extinguishers (if permitted to use the extinguishers for test by Mission Shakti, Bhubaneswar).
- X. Maintaining a log-record of all services.
- XI. You shall provide training to the Security Supervisors as the occupant reprehensive of the building to ensure that they are well conversant and familiar with all operational aspects of the fire-fighting system to operate the system during emergencies. Conducting Fire Drill once in a month.
- XII. You will also manage operational preparedness for functioning of the system at all times via prescheduled checks. All replacement of spares will be recorded in a register be presented for the signature of Maintenance-in-charge.
- XIII. FIRE ALARM, PUBLIC ADDRESS & SPRINKLER ANNUNCIATION SYSTEM
- XIV. Round the clock monitoring the FAS and logging any abnormality. On any eventuality i.e., in case of fire and to be required to vacate the premises, the operator should announce the same in PA system about the fire and request to evacuate as per fire war den instructions. Attending lift car calls & arranging to rescue the trapped passengers.

(E) Parking Management: Parking and Vehicle Management is in FMS scope. The activities and responsibilities of FMS are:

- I. Support for parking management
- II. Manage operations at Entry and Exit terminals, (Inserted in Security)
- III. Vehicle and traffic management in Project Facility,
- IV. Manage way - finding/ space monitoring & guiding for parking,
- V. Coordination with local authorities where required

(F) Water Management, Plumbing and Sewerage System, STP-

- I. Thoroughly clean all overhead and underground water storage tanks periodically.
- II. Water management, operational records, inflow and outflow control.
- III. Regular checking and repairs of all sanitary fixtures and supply lines.

- IV. Checkup of all valves, taps, floats and other plumbing and sanitary fittings free from leakage.
- V. To operate & maintain the STP, if installed.
- VI. Follow up for AMC of the STP or any other accessories.

Section – III

Bidding terms and Qualification Criteria

General Terms and Conditions of RFP:

- The agencies will abide by the terms and conditions laid down herewith and any other condition prescribed by MISSION SHAKTI BHAWAN from time to time in fulfillment of its objective.
- This RFP is not an offer and is issued with no commitment. The Client reserves the right to withdraw the RFP and change or vary any part thereof at any stage and also reserves the right to disqualify any bidder, should it be so necessary at any stage.
- The Client reserves the right to withdraw this RFP if it determines that such action is in the best interest of the Government.
- No oral conversations or agreements with any official, agent, or employee of the client shall affect or modify any terms of this RFP and any alleged oral agreement or arrangement made by a bidder with any department, agency, official or employee of the client shall be superseded by the definitive agreement that results from this RFP process.
- Neither the bidder nor any of the bidder's representatives shall have any claims whatsoever against the client or any of their respective officials, agents, or employees arising out of, or relating to this RFP or these procedures (other than those arising under a definitive service agreement with the bidder in accordance with the terms thereof).
- Applicants, those are found to canvass, influence or attempt to influence in any manner the qualification or selection process, by offering bribes or other illegal gratification, shall be disqualified from the process at any stage.
- Each applicant shall have to submit only one RFP as per the prescribed format.
- By submitting a proposal, each bidder shall be deemed to acknowledge that it has carefully read all sections of this RFP, including all forms and annexure hereto, and has fully informed and agreed itself as to all existing terms, conditions and limitations.

Special Terms & Conditions

1. The security services and provision for the required manpower shall be as under:

Shift	Time	Security Guard	Supervisor
First	06:00-14:00	6 (2 Ladies)	2 Nos (1 ladies)
Second	14:00-22:00	6 (2 Ladies)	
Third	22:00-06:00	6 (2 Ladies)	

2. Other Allied Services

Shift	Time	Electrician	Carpenter	Gardener	Plumber
First	06:00-14:00	2	2	2	2
Second	14:00-22:00				
Third	22:00-06:00				

However, the above number and arrangement of deployment of the Security personnel is without prejudice to the right of MISSION SHAKTI DEPARTMENT, Bhubaneswar to deploy the security personnel in any other number or manner considered to be more suitable by MISSION SHAKTI DEPARTMENT, Bhubaneswar in the interest of the MISSION SHAKTI DEPARTMENT, Bhubaneswar.

- A. The agency shall ensure that the security personnel deputed are trained, healthy and not more than 50 years of age. The agency will get their antecedents, character and conduct verified.
- B. The full particulars of the personnel to be deployed by the agency including their names and addresses shall be furnished to MISSION SHAKTI DEPARTMENT, Bhubaneswar along with testimonials before they are actually deployed for the job.
- C. The agency shall not deploy or shall discontinue deploying the person(s), if so desired by the MISSION SHAKTI BHAWAN, Bhubaneswar at any time without assigning any reason whatsoever.
- D. The Agency shall be In-charge of the security system and shall be responsible for the efficient rendering of the service under the contract. While working at the premises of MISSION SHAKTI BHAWAN, Bhubaneswar, they shall work under directives and guidance of Officer-in-Charge, MISSION SHAKTI DEPARTMENT, Bhubaneswar and will be answerable to Officer-in-Charge, MISSION SHAKTI DEPARTMENT, MISSION SHAKTI BHAWAN, Bhubaneswar. This will, however, not diminish in any way, the agency's responsibility under contract to the MISSION SHAKTI DEPARTMENT, Bhubaneswar.
- E. The visitors shall be regulated as per the procedure followed in MISSION SHAKTI BHAWAN, Bhubaneswar and records thereof maintained as stipulated. Further, the visitors shall be attended with due courtesy.

- F. A senior level representative of the Agency shall visit MISSION SHAKTI BHAWAN, Bhubaneswar premises at least in a fortnight and review the service performance of its personnel. During the weekly visit, Agency's representative will also meet the MISSION SHAKTI BHAWAN, Bhubaneswar Officer dealing with service under the contract for mutual feedback regarding the work performed by his personnel and removal of deficiencies, if any, observed in their working.
- G. The Agency shall provide reasonably good uniform with name badges to its personnel deployed at MISSION SHAKTI BHAWAN, Bhubaneswar at its own cost and ensure that they are used by the personnel deployed and are maintained in good condition. The incidentals, such as, belt, shoes, socks, caps, torch with cell, cane stick, etc shall be borne/supplied by the Agency at its own cost.
- H. The agency shall ensure that the personnel deployed by it are disciplined and do not participate in any activity prejudicial to the interest of the MISSION SHAKTI BHAWAN, Bhubaneswar /Govt. of India/any State/or any Union Territory.
- I. The day-to-day functioning of the services shall be carried out in consultation with and under direction of the MISSION SHAKTI DEPARTMENT, Bhubaneswar. Proposals for efficient functioning of the security systems shall be discussed, considered and implemented from time to time by the agency with approval of MISSION SHAKTI DEPARTMENT, Bhubaneswar.
- J. The agency shall be solely responsible for compliance to the provisions of various labour and industrial laws, such as, wages, allowances, compensations, EPF, Bonus, ESI etc. relating to personnel deployed by it at MISSION SHAKTI DEPARTMENT,, Bhubaneswar or for any accident caused to them and the MISSION SHAKTI DEPARTMENT, Bhubaneswar shall not be liable to bear any expense in this regard.
- K. The Agency shall make payment of wages to workers engaged by it by the stipulated date and claim the reimbursement against it with proofs of deposit of all statutory dues. Delay in settlement of its bill by the MISSION SHAKTI DEPARTMENT, should not be given as a justification of non-payment to the personnel engaged by the Agency. The Agency shall also be responsible for the insurance of its personnel. The security agency shall specifically ensure compliance of various Laws/Acts, including but not limited to with the following and their re-enactments/amendments/modifications.
1. The Payment of Wages Act, 1936
 2. The Employees Provident Fund Act, 1952
 3. The Contract Labour (Regulation) Act, 1970
 4. The Payment of Bonus Act, 1965

5. The Employees State Insurance Act, 1948

6. Minimum Wages Act, 1948 (Ensuring the minimum wage as renewed time to time)

- L. In case of any theft or pilferages, loss or other offences, the agency will investigate and submit a report to MISSION SHAKTI DEPARTMENT,, Bhubaneswar and maintain liaison with the police. FIR will be lodged by MISSION SHAKTI DEPARTMENT,, Bhubaneswar, wherever necessary. If needed, joint enquiry comprising of both the parties shall be conducted and responsibility will be fixed.
- M. The agency shall ensure that security staff appointed by them is fully loyal-to and assist the MISSION SHAKTI DEPARTMENT,, Bhubaneswar during normal periods as well as during strike and other emergencies for the protection of personnel and property both moveable and immoveable to the entire satisfaction of the MISSION SHAKTI DEPARTMENT,, Bhubaneswar.
- N. In case of any loss that might be caused to the MISSION SHAKTI DEPARTMENT,, Bhubaneswar due to lapse on the part of the security personnel discharging security responsibilities will be borne by the Agency and in this connection, MISSION SHAKTI DEPARTMENT,, Bhubaneswar shall have the right to deduct appropriate amount from the bill of contracting agency to make good such loss to MISSION SHAKTI DEPARTMENT,, Bhubaneswar besides imposition of penalty. In case of frequent lapses on the part of the security personnel deployed by the agency, MISSION SHAKTI DEPARTMENT,, Bhubaneswar shall be within its right to terminate the contract forthwith or take any other action without assigning any reason whatsoever.
- O. In the event of any security personnel being on leave/absent, the agency shall ensure suitable alternative arrangement to make up for such absence. To meet such eventualities the agency shall make provision for leave reserve.
- P. As and when MISSION SHAKTI DEPARTMENT,, Bhubaneswar requires additional security strength on temporary or emergent basis, the agency will depute such security personnel under the same terms and conditions. For the same, a notice of two days will be given by the MISSION SHAKTI DEPARTMENT,, Bhubaneswar. Similarly, if the security personnel deployed by the agency any time are found absent from duty or sleeping or found engaged in irregular activities, the MISSION SHAKTI DEPARTMENT,, Bhubaneswar shall deduct the requisite amount at the pro-rata rates from the bill of the agency besides imposition of penalty for non-observance of the terms of contract.
- Q. The agency shall arrange to maintain at the security desk/post, the daily shift-wise attendance record of the security personnel deployed by it showing their arrival and

- departure time. The Agency shall submit to MISSION SHAKTI DEPARTMENT, Bhubaneswar an attested photocopy of the attendance record and enclose the same with the monthly bill.
- R. The MISSION SHAKTI DEPARTMENT, Bhubaneswar shall pay the agreed amount on production of monthly bill. No other charges of any kind shall be payable.
- S. There would be no increase in rates payable to the Agency during the Contract period except reimbursement of the minimum wages and statutory wages revised by the Government.
- T. The Income-tax as applicable shall be deducted from the bill unless exempted by the Income-tax Department.
- U. The Security personnel deployed by the agency shall have at least the minimum elementary knowledge of reading and writing so as to be able to make entries in the registers kept at the security desk/post whenever required and also to write their names in the attendance register and mark their arrival and departure by signing in the register.
- V. In case of noncompliance/non-performance of the services according the terms of the contract, the MISSION SHAKTI DEPARTMENT,, Bhubaneswar shall be at liberty to make suitable deductions from the bill without prejudice to its right under other provisions of the contract.
- W. The agency shall be solely liable for all payment/dues of the Workers employed and deployed by it. The agency shall fully indemnify MISSION SHAKTI DEPARTMENT,, Bhubaneswar against all the payments, and liabilities whatsoever incidental or directly arising out of or for compliance with or enforcement of the provisions of any of the labour or other laws to the extent they are applicable to establishment /work in MISSION SHAKTI DEPARTMENT, Bhubaneswar premises/facility.
- X. The decision of MISSION SHAKTI DEPARTMENT,, Bhubaneswar in regard to interpretation of the Terms & Conditions and the Agreement shall be final and binding on the Agency.
- Y. In case of any dispute between the Agency and MISSION SHAKTI DEPARTMENT, Bhubaneswar, the Commissioner-cum-Secretary, MISSION SHAKTI DEPARTMENT, Bhubaneswar shall have the right to decide. However, all matters of jurisdiction shall be at the local courts located at Bhubaneswar.
27. In case of any dispute or differences arising under the terms of this Agreement, the same shall be settled by reference to arbitration by a sole qualified Arbitrator having minimum Ten (10) years of experience in Alternate Dispute Resolution (ADR) who will be appointed by Commissioner-cum-Secretary, MISSION SHAKTI DEPARTMENT,, Bhubaneswar. The provisions of Arbitration and Conciliation Act, 1996 shall be applicable.
28. Any violation of instructions/agreement or suppression of facts will attract cancellation of agreement without any reference.

29. The MISSION SHAKTI DEPARTMENT, reserves the rights to terminate the agreement during initial period also after giving 30 days' notice to the Security service provider.

30. QUALIFICATION REQUIREMENTS FOR MANPOWER TO BE DEPLOYED

Sl. No.	Particulars	Category of Employee	Minimum Qualification	Age Limit
1.	Security Supervisor	Skilled	+2 Passed	18-50
2.	Security Guards	Semi-Skilled	10 th Passed	18-50
3.	Electrician	Skilled	+2 Passed with ITI in Electrical Stream	18-50
4.	Gardener	Semi-Skilled	10 th Passed	18-50
5.	Carpenter	Semi-Skilled	10 th Passed	18-50
6.	Plumber	Semi-Skilled	10 th Passed	18-50

* The monthly take home remuneration must be based as per minimum wages act vide the recent gazette notification issued by Labour & ESI Department, Odisha for Semi-skilled and Skilled personnel.

The tender inviting authority reserves the right to ask the successful bidder to provide a pool of staffs from which suitable staffs shall be selected as per the criteria mentioned above.

Note: These terms and conditions are part of the Contract/Agreement as indicated in the Agreement between MISSION SHAKTI DEPARTMENT, Bhubaneswar and the Agency and any non-compliance shall be deemed as breach of the Contract/Agreement.

Submission of Proposals

Bidder must submit their proposals by Registered Post / Speed Post/Courier only to the specified address on or before the last date and time for submission of proposals as mentioned in Bidder Data Sheet. The Client will not be responsible for postal delay / any consequence in receiving of the proposal. The proposal must have to be submitted in two parts. Each part should be separately bound with no loose sheets. Each page of the two parts should be page numbered and in conformation to the eligibility qualifications and clearly indicated using an index page. The Client will not consider any proposal that arrives after the deadline as prescribed in the Bidder Data Sheet. Any Proposal received after the deadline will be out rightly rejected by the Client.

The procedure for submission of the proposal is described below:

i) Technical Proposal (Original):

The envelope containing technical proposal shall be sealed and superscripted as **"Technical Proposal – "Hiring of Agency for providing Security Services to Mission Shakti Bhawan, under Mission Shakti Department."** and to be furnished inside one envelope. The duly filled-in technical proposal submission forms, with all the supportive documents and information have to be furnished as part of technical proposal.

ii)Financial Proposal (Original):

The envelope containing financial proposal shall be sealed and superscripted as **"Financial Proposal –"Hiring of Agency for providing Security Services to Mission Shakti Bhawan, under Mission Shakti Department."** "The duly filled-in financial proposal submission forms should contain the detail price offer for the proposed assignment and to be furnished as per the prescribed format only.

The **"Technical Proposal"** and **"Financial Proposal"** must have to be submitted in two separate sealed envelopes (with respective marking in bold letters) along with the prescribed formats/information mentioned in the RFP Document. Both the above envelopes have to be sealed and placed inside a third main envelope with proper labeling of following information in bold:

NAME OF THE ASSIGNMENT:

RFP NUMBER AND DATE:

NAME OF THE BIDDER:

DEADLINE FOR SUBMISSION OF BID:

NAME AND ADDRESS OF THE BIDDER:

Any deviation from the prescribed procedures / information / formats / conditions shall result in out-right rejection of the proposal. All the pages of the proposal have to be sealed and signed by the authorized representative of the bidder. Bids with any conditional offer shall be out rightly rejected. All pages of the proposal must have to be sealed and signed by the authorized representative of the bidder. Any conditional bids will be rejected.

Opening of the Proposal

The **FIRST ENVELOPE** containing TECHNICAL PROPOSAL will be opened in the initial stage by the Client in presence of the bidder's representatives at the location, date specified in the Bidder Data Sheet. The Client will constitute a Consultant Evaluation Committee (CEC) to evaluate the proposals submitted by bidders. Only one representative with proper authorization letter from the participating bidder will be allowed to attend the bid opening meeting.

The **SECOND ENVELOPE** containing FINANCIAL PROPOSAL only of the technically qualified bidders will be opened after completion of technical evaluation stage. The date for opening of the financial proposal will be intimated to the technically qualified bidders well in advance.

Stages of Evaluation of the Proposal:

A Three stage evaluation process will be conducted as explained below for evaluation of the proposals:

(A) Pre-qualification criteria (1st Stage):

Firms which do not meet the following minimum qualifying criteria will be rejected at the first stage:

The firm

1. Should be in the business for at least 5 years in sourcing & providing personnel for Security Services.
2. Must have **average annual turnover of Rupees three Crore** or more in the last three financial years from similar activity i.e for 2022-23, 2023-24 & 2024-25. The bidder is required to furnish a turnover certificate duly attested by a Chartered Accountant to this effect with year wise break-up. In addition, they have to furnish the **audited** balance sheet P&L Account statement (of the last three financial years) duly signed by a Chartered accountant in support of the turnover statement furnished.
3. Should have successfully executed at least **one contracts** of similar nature (**Security Services**) for any **Government/Semi-Government agencies/PSUs** with minimum 50nos. security guard deployment (in each assignment) for value of Rs One Crore or more during last five financial years. The bidder is required to furnish the copy of the **Work Orders of similar assignments (Security Services)** along with the **Certificate of Successful Performance** issued by the concerned authority / **executed** agency. This information is to be furnished in the required format as mentioned.
4. Should have a registered office or one of the branch offices in Bhubaneswar (Copy of the electricity bill/telephone bill/rent agreement must be submitted).
5. Should not have any track record of Contract termination of the previous assignments for providing personnel to MISSION SHAKTI DEPARTMENT,, Odisha.
6. Must have registered with appropriate registration authority.
7. Must have labour registration certificate.
8. Must have license to engage in the business of Pvt. Security Agency from **Home Dept., Govt. of Odisha**.
9. Must have **ISO 9001** certification.
10. The Bidder must have valid license of **PSARA (Private Security Agency Regulation ACT,2005/2020)**
11. Must registered under EPF.
12. Must registered under ESI.
13. Must have a PAN & GST.
14. Must submit the **tender document cost of Rs.1180/- (Including GST)**.
15. Must submit bid security of Rs 1,50,000/-
16. Must submit Solvency Certificate of Rs 50 lakhs in any commercial bank.
17. Undertaking for not have been black-listed by any Central / State Government/any Autonomous bodies during its business career (as per the format enclosed).

Bids not complying to any of the above requirement, will be out rightly rejected at the discretion of the Client's authority.

(B) Technical Evaluation Criteria(2nd Stage):

Technical proposal will be opened and evaluated for those bidders who qualify the Eligibility evaluation stage.

Detailed evaluation process as per the following parameters will be adopted for evaluation of the proposals.

Sl. No.	Parameters	Total/Maximum Marks
1	Should be in the business for at least 3 years in sourcing & providing personnel for Security Services. =3 years :5 Marks >3 years to <=5 Years:10 marks >5 years:20 Marks (Copy of the registration certificate of the organization must be submitted)	20
2	Must have average annual turnover of Rupees three Crore or more in the last three financial years from similar activity i.e 2022-23, 2023-24 & 2024-25. =3 Cr: 5 Marks >3 Cr to <=5 Cr: 10 Marks >5 Cr :20 Marks (The bidder is required to furnish a turnover certificate duly attested by a Chartered Accountant to this effect with year wise break-up. In addition, they have to furnish the audited balance sheet P&L Account statement (of the last three financial years) duly signed by a Chartered accountant in support of the turnover statement furnished.)	20
3	Should have successfully executed at least one contracts of similar nature (Security Services) for any Government/Semi-Government agencies/PSUs with minimum 30 nos. security guard deployment (in each assignment) for value of Rs One Crore or more during last five financial years. For one contract:10 Marks For Two Contract:20 marks For Three Contract or More:30 Marks	30
4	Should have minimum 50 Nos Security Guard deployed with different organizations. Having 50 nos Security Guard: 5 Marks Having >50 Security Guard to <= 100 Security Guard :10 Marks Having >100 Security Guard:20 Marks	20
5	Must have ISO 9001 certification	10

Sl. No.	Parameters	Total/Maximum Marks
	In addition to ISO 9001, if the agency is certified in other ISO standards, each additional ISO certification will be worth 5 marks, with a maximum of 2 additional ISO certifications being evaluated	
	Total	100

*** Bidders who secure minimum 60 marks from the total (100 marks) in the technical proposal will be considered for financial evaluation.**

Note:

- Extension/ renewal of original Contract after expiry shall not be treated as multiple assignment.
- The bids found insufficient/ unsatisfactory/ indicative proof of documents during scrutiny shall be rejected. No clarification shall be sought from the Client in this regard for any addition or deletion.
- The work Order/ Agreement/ Contract in form of LoA/ LOI/ Consent Letter/ Offer letter without value and time period shall not be considered for evaluation.
- Projects/ assignments repeating in multiple section shall be considered once in their respective section/ criteria

(C) Financial Evaluation (3rd Stage):

- The bidders qualified in the Technical Bid evaluation will be eligible to participate in the Financial Bid evaluation. The names of the bidders along with their quoted financial price will be announced during the meeting.
- Quality and Cost Based Selection (QCBS): This method will be followed during the overall selection process with 70 % weightage to technical score and 30% weight age to financial score. The bidders securing the highest evaluated scores will be ranked H1 and thereafter others will be ranked in the order of H2, H3 and so on. MISSION SHAKTI DEPARTMENT, may further negotiate on the technical component, if needed, and thereafter the H1 bidder will be awarded the contract, observing due procedure.

Evaluation Process:

QCBS method will be followed during the overall selection process. The financial bids of technically qualified bidders will be opened on the prescribed date in the presence of bidder's representatives. In the RFP the technical proposal carries 70% weightage and the financial proposal carries 30 % weightage.

I. Technical: The bidder scoring 70 marks out of 100 marks will be eligible and the secured mark will be assigned as Technical Quote(TQ). Then the Technical Score (TS) will be arrived as: $TS = \frac{TQ \times 70}{100}$

II. Financial: The bidder quoting lowest price will be assigned as Lowest Financial Quote (LFQ). Then the price of other financial bids quoted by other different bidders will be assigned as Financial Quote(FQ). The financial Score (FS) will be arrived as: $FS = \frac{LFQ \times 30}{FQ}$

The bidder, who has the highest score in the combined (Total Score=TS+FS) evaluation shall be called for further process leading to the award of the contract. Prices quoted in the bid must be firm and final, and shall not be subject to any modifications on any account whatsoever.

In case of a tie, successful bidder shall be selected through a transparent system of lottery.

Earnest Money Deposit (EMD) :-

The bidder shall furnish bid security of Rs. 1,50,000/- (One Lakhs Fifty Thousand Only) in the shape of Demand Draft/Pay Order in favour of the DDO-cum-Under Secretary to Government, Department of MSD. Any bid submitted without bid security will be rejected. The above bid security will be forfeited if a bidder withdraws its bid during the period of bid validity. The EMD of the unsuccessful bidder will be returned without any interest after finalization of the tender.

Performance Security: -

The performance security of 5% of Contract Value shall be submitted by the selected bidder and retained for contract period. However, the EMD submitted by the agency at the time of submission of tender may be adjusted to the performance security amount. If the firm fails to execute the contract, the security money will be forfeited. The security money will be refunded after successful execution of the contract within 28 days after the completion of contract.

Language of the Proposal :-

The proposal and all correspondence and documents shall be written in English.

Pre-Bid Clarification Pertaining to This Document: -

An interested Agency, requiring any clarification on the RFP Document, shall notify MISSION SHAKTI DEPARTMENT, in writing and send it by e-mail (pmumissionshakti@gmail.com) indicated in the RFP document. All the queries may be sent one day prior to the pre-bid meeting. The queries shall be answered in the meeting and the clarifications shall be uploaded on the website.

Any clarification issued by MISSION SHAKTI BHAWAN in response to query raised by interested Agencies shall form an integral part of RFP document and it may amount to an amendment of relevant clauses of the RFP document.

Amendment of the RFP Document:

At any time before submission of proposals, the Client may amend the RFP by issuing an addendum through Departmental website. Any such addendum will be binding on all the bidders. To give bidders reasonable time in which to take an addendum into account in preparing their proposals, the Client may, at its discretion, extend the deadline for the submission of the proposal.

Disqualification: -

MISSION SHAKTI DEPARTMENT, may at its sole discretion and at any time during the evaluation of application, disqualify any applicant, if the applicant:

- Submitted the application after the response deadline;
- Made misleading or false representations in the forms, statements and attachments submitted in proof of the eligibility requirements;

- Exhibited a record of poor performance such as abandoning works, not properly completing the contractual obligations, inordinately delaying completion or financial failures, etc. in any project in the preceding three years;
- Submitted an application that is not accompanied by required documentation or is non-responsive;
- Failed to provide clarifications related thereto, when sought;
- ***Submitted more than one application on its own;***
- Was declared ineligible/blacklisted by the Government of India/State/UT Government;
- Is in litigation with Government of India/ Govt. of Odisha.

Submission of Bid :

Bidder must submit their Bids **Registered Post / Speed Post / Courier** only to the specified address on or before the last date and time for submission of Bids as mentioned in Bidder Data Sheet. The Client will not be responsible for postal delay / any consequence in receiving of the Bid. Any Bid received after the deadline will be out rightly rejected.

The **Technical bid** with eligibility criteria documents, technical forms, annexures, shall be sealed and furnished in one envelope and the **financial bid** in **another envelop**. **Both the envelope** will be covered by **single envelope** with proper labeling of following information in bold:-

- i) **NAME OF THE ASSIGNMENT:**
- ii) **RFP NUMBER AND DATE:**
- iii) **DEADLINE FOR SUBMISSION OF BID:**
- iv) **NAME, ADDRESS AND CONTACT NUMBER OF THE BIDDER:**
- v) **CONFIDENTIAL/ OPEN ONLY BEFORE THE COMMITTEE** (Extreme Right-Hand Side of the Envelope)

Section – IV

General Terms and Conditions

Penalties:-

The amount of penalty calculated @ Rs.100 per day on account of delay, if any, in providing a suitable substitute for the period beyond three working days by the Security Agency shall be deducted from its monthly bills in the succeeding month.

Payment Schedule: -

a) The service provider shall raise the bill in duplicate, along with attendance sheet duly verified by MISSION SHAKTI DEPARTMENT, in respect of person deployed and submit the same to the prescribed authority every month or before 7th of succeeding month. Under normal circumstance, payment will be made within 30 days from the date of submission of bill. The payment shall be made only if the bills are complete in all respect and are found in order.

b) The claim in bills regarding ESI, PF and GST etc should be accompanied with documentary proof pertaining to the concerned bill month. A requisite portion of the bill or whole of the bill

amount shall be held up till such proof is furnished, at the discretion of the MISSION SHAKTI DEPARTMENT.

Duration of the Contract:

- One year from the date of Commencement of Service.
- Scope of renewal (maximum upto 50% of original tenure): Based on performance evaluation, quality of deliverables and other criteria set by the MISSION SHAKTI DEPARTMENT.

Validity of the Proposal: -

The period of validity of proposal is 180 days from the last date of submission of application.

Confidentiality: -

Confidentiality shall be maintained for the information relating to the examination, clarification and comparison of the proposal. Violation of this clause may result in the rejection of the proposal.

Fraud & Corruption: -

MISSION SHAKTI DEPARTMENT, requires that Agencies selected for the particular assignment must observe the highest standards of ethics during the performance and execution of such contract. In pursuance of this policy, Government of Odisha:

- a. Defines, for the purposes of this provision, the terms set forth as follows:
 - i. "Corrupt practice" means the offering, giving, receiving or soliciting of anything of value to influence the action of MISSION SHAKTI DEPARTMENT, or any personnel of Agencies in contract executions.
 - ii. "Fraudulent practice" means a mis-presentation of facts, in order to influence a procurement process or the execution of a contract, to MISSION SHAKTI DEPARTMENT, and includes collusive practice among Respondents (prior to or after Proposal submission) designed to establish Proposal prices at artificially high or non-competitive levels and to deprive MISSION SHAKTI DEPARTMENT, of the benefits of free and open competition;
 - iii. "Coercive practices" means harming or threatening to harm, directly or indirectly, persons or their property to influence their participation in the execution contract.
 - iv. "Collusive practices" is an arrangement between two or more parties designed to achieve an improper purpose, including to influence improperly the actions of another party;
 - v. "Undesirable practice" means (i) establishing contact with any person connected with or employed or engaged by the Client with the objective of canvassing, lobbying or in

any manner influencing or attempting to influence the selection process; or (ii) having a conflict of interest; and

vi. "Restrictive practice" means forming a cartel or arriving at any understanding or arrangement among Bidders with the objective of restricting or manipulating a full and fair competition in the selection process.

b. Any effort by Bidder(s) to influence the Client in the evaluation and ranking of financial proposals, and recommendation for award of contract, will result in the rejection of the proposal.

c. Will declare a firm ineligible, either indefinitely or for a stated period of time, for awarding the contract, if it at any time determines that the firm has engaged in corrupt, fraudulent and unfair trade practice in competing for, or in executing, the contract.

Change Orders: -

may at any time before completion of work under project awarded to Agency, change the work content by increasing / reducing the size of the security guards. In such a case, the Agency will have to perform the service in the increased/decreased quantity at the same contract rates within the time stipulated for providing services to MISSION SHAKTI DEPARTMENT.

Applicable Law: -

Applicable Law means the laws and any other instruments having the force of law in India as they may be issued and in force from time to time.

Disputes: -

- The Parties agree that the avoidance or early resolution of disputes is crucial for a smooth execution and the success of the assignment. The Parties shall use their best efforts to settle amicably all disputes arising out of or in connection with this Contract or its interpretation. During pendency of the dispute(s) requiring resolution, the Agency shall not stop the work and should proceed further with the activities as per scope of work except in case where MISSION SHAKTI DEPARTMENT, specifically requested the Agency to stop any part of the scope of work.
- In case of disagreement, the same shall be referred to Executive Committee or designated officer of MISSION SHAKTI DEPARTMENT,. After referring to Executive Committee or designated officer if the said dispute is not resolved, the same shall be referred to the court subject to Bhubaneswar jurisdiction only.

Assignments: -

The Agency shall not assign the project to any other agency, in whole or in part, to perform its obligation under the Contract, without the MISSION SHAKTI DEPARTMENT,'s authorized representative's prior written consent. **Sub-contracting of the services allotted is not allowed in any manner.**

Termination &Withdrawal: -

- a. Without prejudice to any other right or remedy it may have, either party may terminate this Agreement at any time by giving one-month advance notice in writing to the other party.
- b. MISSION SHAKTI DEPARTMENT, reserves the right to withdraw/ terminate the agencies in any of following circumstances:
 - i. Applicant becomes insolvent, bankrupt, resolution is passed for the winding up of the applicant' organization
 - ii. Information provided to MISSION SHAKTI DEPARTMENT, is found to be incorrect;
- c. If the agency does not execute the contract to the satisfaction of the MISSION SHAKTI DEPARTMENT, then the MISSION SHAKTI DEPARTMENT, may invoke any or all of the following clauses.
 - i. Forfeit the Performance Guarantee Amount
 - ii. Terminate the contract without any liability of MISSION SHAKTI DEPARTMENT, towards the agency.

Indemnity: -

The agency will indemnify MISSION SHAKTI DEPARTMENT, against any misuse of MISSION SHAKTI DEPARTMENT, Name and logo. For any misuse of MISSION SHAKTI DEPARTMENT, name and logo, the applicant themselves will be held responsible. MISSION SHAKTI DEPARTMENT, will take necessary legal and other actions for such cases. MISSION SHAKTI DEPARTMENT, will not be responsible for any miscommunication or harm caused to any party because of any misrepresentation of its name and logo by the applicant.

Section - V
TECHNICAL BID SUBMISSION FORMS

TECH -1

COVERING LETTER
(ON BIDDERS LETTER HEAD)

[Location, Date]

To:

**The Addl. Secretary (OE),
Department of Mission Shakti,
Mission Shakti Bhawan, Bhubaneswar - 751030**

Sub: Hiring of Agencies for providing Security Service under MISSION SHAKTI BHAWAN.

Ref:-RFP No. _____ dated _____, MISSION SHAKTI BHAWAN, Bhubaneswar

Dear Madam,

I, the undersigned, offer to participate in the selection process for **"Hiring of Agencies for providing security service to Mission Shakti Bhawan, Pokariput under Department of Mission Shakti."** in accordance with your **RFP** Notice No.: _____, dated _____.

I attach hereto the response as required by the RFP, which constitutes our proposal.
The details of the Contact Person on behalf of the bidder are given below:

Name	
Designation	
Address for Communication	
Mobile No.	
E-mail Id	

I confirm that the information contained in this response or any part thereof, including its exhibits, and other documents and instruments delivered or to be delivered to client is true, accurate, verifiable and complete. This response includes all information necessary to ensure that the statements therein do not in whole or in part mislead the department in its empanelment process.

I fully understand and agree to comply that on verification, if any of the information provided here is found to be misleading the short-listing process, we are liable to be dismissed from the selection process or termination of the contract during the project, if selected to do so, for undertaking the assignment. I confirm that this proposal will remain binding upon us and may be accepted by you at any time before the validity of the bid.

I agree for unconditional acceptance of all the terms and conditions set out in the RFP document.

Yours faithfully,

Authorized *Signatory with Date and Seal*

Name and Designation: _____

Address of the Bidder: _____

TECH -2

Bidder's Organisation (General Details)

Sl No.	Description	Full Details
1	Name of the Bidder	
2	Address for communication: Tel :Fax: Email id :	
3	Name of the authorized person signing & submitting the bid on behalf of the Bidder: Mobile No. : Email id :	
4	Registration / Incorporation Details Registration No: Date & Year. :	
5	Local office in Odisha Please furnish contact details	
6	Tender Cost Rs 1180/- (Including GST) DDNo: _____ Dt: _____	
7	Bid Security Cost Rs 1,50,000/- DD No: _____ Dt: _____	
8	PAN No:	
9	Goods and Services Tax Identification Number (GSTIN)	
10	Labour registration certificate	
11	Licence Home Dept	
12	ISO Certificate	
13	PASARA Licence	
14	EPF registration	
15	ESI registration	
16	ISO 9001	

17	Solvency Certificate	
18	Accept all the terms and conditions as specified in the RFP	YES

Authorized Signatory [*In full and initials*]: _____

Name and Designation with Date and Seal: _____

TECH -3

Bidder Organisation (Financial Details)

(To be furnished in the letter head of the Auditor/ Chartered Account)

The Annual Turnover for the last three consecutive financial years of M/s. _____ are given below and certified that the statement is true and correct.

Financial Information in INR

Details	FY 2022-23	FY 2023-24	FY 2024-25
Annual Turnover of Agencies (In Rupees)			
Average Annual Turnover (for the above three years) in Rupees ----- ----->			

Supporting Documents:

Audited certified financial statements for the last three FYs (**2022-23, 2023-24 & 2024-25**) (Submission of copies of Profit/ Loss Account and Balance Sheet for the respective financial years is mandatory along with this form).

Filled in information in this format must have to be jointly certified and sealed by the CA and the authorized representative of the bidder and to be furnished in original along with the RFP failing which the Bid will be out rightly rejected. No scanned copy will be entertained.

Signature and Seal of the Chartered Accountant with Date in original (with UDIN no)

Authorized Signatory [*In full initials with Date and Seal*]: _____

Communication Address of the Bidder: _____

TECH - 4
(BIDDER'S EXPERIENCE DETAILS)
(Previous Assignment Details in last 5 years)

Sl. No	*Name of the Client, Place	No of Security Provided	Amount of contract (Rs. Lakhs)	Duration of contract (Date of award of contract)		Page No
				From	To	

Note: Bidders are requested to furnish the list of the assignments undertaken during the last 5 Financial Years as per the above prescribed format only. Information not conforming to the above format will be treated as non-responsive. Copies of the Work order / Contract Document / Completion Certificate need to be furnished along with the above information.

Authorized Signatory [*In full initials with Date and Seal*]: _____

Communication Address of the Bidder: _____

SECTION - VI*To be enclosed in separate sealed envelope.**[Location, Date]***FINANCIAL BID**

To,

**The Addl. Secretary,
Department of Mission Shakti,
Government of Odisha, Bhubaneswar, 751030**

Sub: Submission of Financial Bid for Hiring of Agency for providing security services under MISSION SHAKTI BHAWAN.

Sir,

I, the undersigned, offer to provide the services for *[Insert title of assignment]* in accordance with your RFP No. _____, Dated: _____. Our attached Financial Bid is for the sum of ***[Insert amount(s) in words and figures*]***. This amount is exclusive GST. I do hereby undertake that, in the event of acceptance of our bid, the services shall be provided in respect to the terms and conditions as stipulated in the RFP documents. Items wise rate is given below:

Category of the Employee	1	2	3	4	5	6	7
					(Sum of Col. 1 to 4)	Requirement in No	Col. 5 Multiplied by Col. 6
	Home Take (Per Person/Per month)	EPF (Per Person/Per month)	ESI (Per Person/Per month)	Commission Charges of Agency (Amount in Rs.) (Per Person/Per month)	Total Price to be quoted excluding Taxes. (Per Person/Per month)		Total Price for month in Rs excluding Taxes.
Security Supervisor (Skilled)						1	
Security Guards (Semi-Skilled)						12	
Total Amount							

I have carefully read and understood the terms and conditions of the RFP and do hereby undertake to provide the service accordingly. I understand that you are not bound to accept any Bid you receive.

Yours faithfully,

Authorized Signatory [In full and initials]:**Name and Designation of Signatory with Date and Seal:****Address of the Bidder:**

SECTION – VII
ANNEXURE-A
BID SUBMISSION CHECK LIST

Slno	Description	Submitted (Yes/No)	Page No.
TECHNICAL BID			
(PART – A)(ORIGINAL)			
1	Filled in Bid Submission Check List (ANNEXURE-A)		
2	Covering Letter (TECH -1)		
3	Copy of Certificate of Incorporation / Registration of the Bidder		
4	Copy of PAN		
5	Copy of Goods and Services Tax Identification Number (GSTIN)		
6	Copy of Telephone bill/Phone bill/rent agreement in support of local address.		
7	Copy of Labour registration certificate		
8	Copy of License Home Dept		
9	Copy of ISO Certificate		
10	Copy of PASARA License		
11	Copy of EPF registration		
12	Copy of ESI registration		
13	Bid Processing Cost		
14	Bid Security		
15	Solvency Certificate Rs 50 lakhs		
16	General Details of the Bidder (TECH - 2)		
17	Financial details of the bidder (TECH – 3) along with all the supportive documents such as copies of Income-Expenditure Statement and Balance Sheet for the concerned period		
18	List of completed assignments of similar nature (Past Experience Details) (TECH – 4) along with the copies of work orders for the respective assignments/ empanelment letter		
19	Undertaking for not have been black-listed by any Central / State Government/any Autonomous bodies during its business career. Annexure-B		
FINANCIAL BID (Part-B)			

Undertaking:

- All the information has been submitted as per the prescribed format and procedure.
- Each part has been separately bound with no loose sheets and each page of all the two parts are page numbered along with Index Page.
- All pages of the Bid have been sealed and signed by the authorized representative.

Authorized Signatory [*In full and initials*]: _____

Name and Designation with Date and Seal: _____

Signature : _____

to be enclosed with technical bid

ANNEXURE-B

FORMAT FOR AFFIDAVIT CERTIFYING THAT BIDDER IS NOT BLACKLISTED

AFFIDAVIT

I M/s. , (the name of the Bidder and addresses of the registered office) hereby certify and confirm that we or any of our promoter/s/chief executive officer/ directors/managers are not barred or blacklisted by any government or government instrumentality or public sector in India or in any other jurisdiction to which we or our Affiliates belong or in which we or our Affiliates conduct business from participating in any project or being awarded any contract, either individually or as member of a consortium and no such bar or blacklisting exists as on the Proposal Due Date.

We further confirm that we are aware our interest for Providing Security Services under MISSION SHAKTI DEPARTMENT would be liable for rejection in case any material misrepresentation is made or discovered with regard to the requirements of this RFP at any stage of selection and/or thereafter during the term of the Contract.

Dated this.....Day of ,2026.

Authorized Signatory [*In full and initials*]: _____

Name and Designation with Date and Seal: _____

Signature : _____