


**OFFICE OF THE PRINCIPAL
N.C. AUTONOMOUS COLLEGE, JAIPUR**

No: 742

Date: 22.04.2025

TENDER CALL NOTICE

Sealed tenders are invited from reputed manpower agencies/service providers to provide 28 group-D manpower on contract basis and opening/maintenance of College canteen service in N.C. Autonomous College, Jaipur. The last date and time for submission of tender documents on or before **07.05.2025 by 4.30 P.M** through speed post or registered post only. For detail information please visit our college website: **www.ncac.in** .


Principal
N.C.(Auto) College
Jaipur



**OFFICE OF THE PRINCIPAL,
N.C. AUTONOMOUS COLLEGE, JAIPUR**

No. 744 Date. 22.04.2025

**Invitation of proposal for hiring of staff on outsourcing basis and
Opening / Maintenance of college canteen service.**

Sealed tenders are invited from reputed manpower agencies/service providers to provide 28 group-D manpower on contract basis and opening/maintenance of College canteen service in N.C. Autonomous College, Jaipur. For detail information please visit our college website: **www.ncac.in** .

The last date and time for submission of tender documents is on or before **07.05.2025 by 4.30P.M** through speed post or registered post only at the address mention below.

**The Principal, N.C. Autonomous College,
AT/PO-Banapur, Dist-Jaipur, Odisha, Pin: 755001**

Technical bid of all the participating agencies will be opened on **Dt.08/05/2025** at **10.30 A.M** in the Principal Chamber. Financial bid of all the eligible bidders shall be opened on **08/05/2025** at **11.45 A.M** in Principal Chamber.

The undersigned reserves the right to accept or cancel any tender without assigning any reason(s) thereof.



Principal 22/04/25

N.C.(Auto) College,Jaipur

**TENDER PAPER
FOR
INVITATION OF PROPOSAL FOR
HIRING OF STAFF
ON OUTSOURCING BASIS**

Annexure-I
Contents of Tender Document.

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 Principal
 N.C.(Auto.) College
 Jajpur

SCOPE OF WORK AND GENERAL INSTRUCTIONS FOR BIDDERS.

1. The N.C. (Auto.) College, Jaipur, requires the service of requires, well established and financially sound Manpower Service Providers to provide services of
i. Security Guard-08 (eight) ii. Attendant-10 (ten) iii. Sweeper-10 (Ten)
 2. The contract of providing the aforesaid manpower is likely to commence from 10/05/2025 and would continue till 30.04.2026. The period of contract may be further extended beyond one year Provided the requirement of the College for manpower persists at that time or may be curtailed / terminated before one year owing to deficiency in service or substandard quality of manpower deployed by the selected Service Provider or because of change in the College requirements. The N.C. (Auto) College, Jajpur, however, reserves right to terminate this initial contract at any time after giving one weeks' notice to the selected Service Provider.
 3. The tender document can be downloaded from the college website i.e. **www.ncac.in**
 4. The interested Manpower Service Provider may submit the tender document complete in all respects along with Earnest Money Deposit (EMD) of Rs.1,00,000.00 (Rupees One Lakh) only and other requisite documents by 07.05.2025 up to 4:30 PM at N.C.(Autonomous) College, Jajpur.
 5. The various crucial dates relating to " Tender for Providing Manpower Services to N.C. (Autonomous) College, Jajpur are cited as under.
- (a) Date and time of receipt of the Tender documents by
speed post / registered post : 07.05.2025 At 4.30 PM.
- (b) Date and time for opening of
- (i) Technical Bid : 08.05.2025 AT 10.30AM
- (ii) Financial Bids of eligible Tenders and selection: : 08.05.2025 AT 11.45 AM
- (c) Likely date for commencement of deployment of required manpower : 10.05.2025

The tender has been invited under two bid system i.e. Technical Bid and Financial Bid. The interested agencies are advised to submit two separate sealed envelopes super scribing " Technical Bid & Financial Bid " for Providing Manpower Services to N.C. (Autonomous), College, Jajpur. Both sealed envelopes should be kept in a third sealed envelope super scribing "Tender for Providing Manpower Services to N.C. (Autonomous) College, Jajpur.

Handwritten signature and date 25/04/25

6. The Earnest Money Deposit (EMD) of Rs.1,00,000.00 (Rupees One Lakh) only, refundable (without interest), should be necessarily accompanied with the Technical Bid of the service provider in the form of Demand Draft / Pay Order drawn in favour of Principal, N.C. Autonomous College, Jajpur failing which the tender shall be rejected summarily.
7. The successful tender will have deposit a performance Security Deposit of Rs.50,000.00 (Rupees Fifty thousand) only in the form of Bank Guarantees from any Nationalise Bank drawn in favour of Principal, N.C. Autonomous College, Jajpur covering the period of contract. In case, the contract is further extended beyond the initial period, the Bank Guarantee will have to be accordingly renewed by the successful tenderer.

ELIGIBILITY CRITERIA FOR PARTICIPATION IN THE BIDDING PROCESS IN N.C.AUTONOMOUS COLLEGE, JAJPUR

The bidder should meet the following eligibility requirements to qualify for participation in the bidding process.

Sl. No.	Eligibility Criteria	Documents to be furnished along with the Technical Bid
1	<p>The bidder should be registered under appropriate authority, such as</p> <ul style="list-style-type: none"> • Companies Act 1956/2013 • Indian Partnership Act1932 • Indian Trusts Act 1882 • Societies Registration Act1860. • Limited Liability Partnership Act2008. 	Certificate of Incorporation / Registration
2	<p>Must have at least five years in business of providing services of manpower deployment (up to the last date of submission of bid) of similar type to Central/State Government /Autonomous bodies /agencies /societies/corporate bodies.</p>	Copies of the work order / contract document/ completion certificate from the previous authorities.

22/04/25

3	The registered / branch office of the service provider must be located within the jurisdictional area of Odisha.	Valid address proof of the office (copy of the Telephone / Electricity Bill/ Lease agreement to the Rented premises)
4	Must have an average annual financial turnover of Five Crore INR during the last three financial years as on 2021-22, 2022-23 & 2023-24	Copies of audited Income / Expenditure statement and Balance sheet for the concerned period.
5	Must have its own bank account in any scheduled bank situated in Odisha.	Copy of the bank pass book and transaction statement for the last 3 Years to be furnished.
6	Must not have been blacklisted by any Central / State Government or any other public sector undertaking or any authority during the recent past.	An undertaking to this effect should be furnished by the bidder
7	Must not have any pending judicial proceedings for any criminal offence against the proprietor/ Director/ Persons to be engaged by the Service Provider.	An undertaking to this effect should be furnished by the bidder

8	Other statutory documents to be furnished as part of technical bid:	<p>Copies of:</p> <ul style="list-style-type: none"> • Copy of PAN • Copy of GSTIN, Certificate • EPF & ESI Registration Certificate • IT Return for the last three financial years of 2021-22, 2022-23 and 2023-24. • Valid Labour Registration Certificate • Valid License under PSARA(Private Security Agencies Regulation Act.2005 • Photocopy of Minimum 250 Personnel ECR and Challan of EPF and ESI for the last 3(three) months prior to month of publication of tender towards EPF & ESI Payment of the Personnel deployed by the Agency.
9	Bidder must possess valid Quality assurance Certificates	<p>Copies of valid ISO certificates i.e, ISO 9001:2008 ISO 9001:2015 ISO:45001:2018</p>

ANNEXURE-III

I. List of Documents for Submission

Bidders are required to furnish the following documents along with the Technical Bid:

- a) Covering letter along with power of attorney on the bidder's letter head
- b) Bid Processing Fee as applicable
- c) EMD
- d) Copy of Certificate of Incorporation/Registration of the service provider
- e) Copy of GSTIN
- f) Copy of PAN
- g) Copies of IT Returns for the last three financial years(2021-22,2022-23&2023-24)
- h) Copies of EPF &ESI Registration Certificate
- i) Copy Bank Account details last 3 (Three) Years
- j) Copies of the financial audited statements for the last 3(three) financial years(2021-22,2022-23 & 2023-24)
- k) Copies of work order as well as agreements from the previous clients for providing similar type of services during last 5 years.
- l) Undertaking regarding non-blacklisting (On Stamp paper of Rs.10/-in shape of affidavit from the Executive Magistrate / Notary.
- m) Undertaking regarding non-pending of any judicial proceedings for any criminal offenses (On Bidder's Letter Head) and affidavit from Executive Magistrate / Notary.
- n) Photocopy of Minimum 250 Personnel ECR and Challan no of EPF and ESI for the last 3 (Three) months prior to month of publication of tender towards EPF & ESI Payment of the Personnel deployed by the Agency.
- o) The bidder has to provide copy of GSTR-1 & 3B for last 3 months prior to month of publication of tender.

Notary 5/10/24

Annexure-IV
APPLICATION FOR TECHNICAL BID
For Providing Manpower Services to N.C. Autonomous College, Jaipur

1. Name of Tendering Manpower Service Provider: _____

2. Details of Earnest Money Deposit: D.D. No. _____
date _____ of _____ drawn on
Bank _____.

3. Name of Proprietor / Partner Director: _____

4. Full Address of Registered Office: _____

Telephone No: _____

Email Address _____

Full Address of Operating / Branch
Office: _____

Telephone No: _____

Email Address _____

Name & Telephone No. of Authorized Officer / Person to liaise with Office(s)

Banker of Manpower Service Provider (Attach certified copy of statement of A/c
for the last three years)

8. PAN No. (Attach attested copy) _____
9. Service Tax Registration No. (Attach attested copy) _____
10. E.P.F. Registration No. (Attach attested copy) _____
11. E.S.I. Registration No. (Attach attested copy) _____
12. Financial Turnover of the tendering Manpower Service Provider for the last three years.

Financial Year	Amount in lakh	Remarks, if any
2021-22		
2022-23		
2023-24		

13. Additional information, if any (Attach Separate Sheet if space provided is insufficient):

14. Give details of the major similar contracts handled by the tendering Manpower Service Provider during the last three years in the following format
(if the space provided is insufficient, a Separate Sheet may be attached)

Sl.No	Name of the Client, Address, Telephone & Fax No.	Manpower Services Provided		Amount Of Contract	Duration of contact	
		Type of manpower provide	No.		From	To

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

Date:

Place:

Signature of Authorized Person

Name:

Seal:

Declaration

1. I _____ Son/ Daughter/Wife of Sri _____ Proprietor/Director/Authorized Signatory of the Service Provider, mentioned above, am competent to sign this declaration and execute this tender document.
2. I have carefully read and understood all the terms and conditions of the tender and undertake to abide by them.
3. The information / document furnished along with the above application are true and authentic to the best of my knowledge and belief. I/ we, am/are well aware of the fact that furnishing of may false at any state besides liabilities towards prosecution under appropriate law.

Date:

Place:

Signature of Authorized Person

Name:

Seal:



ANNEXURE-V

FINANCIAL BID

1. Name of the tendering Service Provider:

2. Rate per person per month inclusive of all statutory taxes:

Man power Type	Basic Remuneration	EPF Employer Share@ 13%	ESI Employer Share 3.25 %	Service Charge	GST 18%	Total Amount
Un-Skilled						
Semi-Skilled						
Skilled						
High-Skilled						

N.B:

1. The total rates quoted by the Service Provider should be inclusive of all statutory/tax liabilities in force at the time of entering in to contract.
2. The payment shall be made on conclusion of the calendar month only on the basis of number of working days for which duty has been performed by each man power. All the payment to each manpower will be made only in online mode.
3. The Minimum Service Charge shall be 3.85% (3% profit plus transaction charges provided that the service charge should not exceed 7% in any case.)
4. The financial bid of only those renderers will be opened whose Technical bids are found in order. The Financial bids shall be opened at 11.45A.M on 08.05.2025 in the office chamber of the Principal, N.C. Autonomous College, Jajpur in presence of the representatives of the manpower service Providers, if any , who wish to be present on the spot at that time.
5. The conditional bids shall not be considered and will be out rightly rejected in every first instance.

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6. The minimum age of manpower should be 18 years and not exceeding 40 years. Minimum Educational qualifications for attendant will be graduation in any discipline (computer knowledge preferable) and for sweeper & security will be 10th Pass.
7. All entries in the tender form should be legible and filled clearly. If the space for furnishing information is insufficient, a separate sheet duly signed by the authorized signatory may be attached. No overwriting or cutting is permitted in the financial bid form, in such cases, the tender shall be summarily rejected. However, the cuttings, if any in the technical Bid application must be initiated by the person authorized sign the tender bids.
8. The technical bids shall be opened on the scheduled date and time at 10.30A.M on 08.05.2025 in the Office chamber of the Principal, N.C. Autonomous College, Jajpur in presence of the representatives of the manpower service Providers, If any, who wish to be present on the spot at that time.
9. In the Financial bid, the bidder with the lowest price shall be awarded the contract. However, in case two or more bidders quote the same price, then the local nearest agency shall be awarded the contract.
10. The total rates quoted by the tendering agency should be inclusive of all statutory/ taxation liabilities in force at the time of entering in to contract.
11. The payment shall be made in online mode on conclusion of the calendar month only on the basis or No. of working days for which duty has been performed by each manpower as per guidelines of Govt. of Odisha.
12. The contract can be withdrawn giving prior notice before one month if the agency deviates the agreement. The competent authority of N.C. Autonomous College, Jajpur reserves the right to cancel all bids without assigning any reason.

N.B: The tender paper can be obtained from the college web site i.e. www.ncac.in from 25.04.2025 to 07.05.2025. The cost of tender paper @Rs.1,000/- (Rupees One thousand hundred) only must be submitted along with the quotation in shape of Banker's Cheque /Bank Draft in favour of Principal, N.C. Autonomous College, Jajpur.

Signature of Authorized Person

Name:

Seal:

Date:

Place:

AGREEMENT

This Agreement is made on this _____ day of _____ between the Government of Odisha represented by **Principal, N.C. Autonomous College, Jaipur** herein after referred to as the "Authority" which expression shall, where the context so requires or admits, also include its successors or assignees of the one part.

AND

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

Whereas, the "Authority" desire that the service of **"Sweeper, Attendant, and Security Guard in the office of the Principal, N.C. Autonomous College, Jaipur"** is willingness to the same in conformity with the provision of the agreement.

And whereas the "Authority" has finalized the rate as per the terms and conditions of the agreement to the "Manpower Service Provider".

Now this agreements witnesses as below:-

1. That the Annexure containing the Terms and Conditions shall be deemed to from and to be read and construed as part of this agreement.
2. That in consideration of the payment to be made by the "Authority" to the "Manpower Service Provider", the "Manpower Service Provider" hereby agrees with the "Authority" to provide personnel to be engaged as **"Sweeper (10 Nos), Attendant (10 Nos), and Security Guard (8 Nos) in the office of the Principal, N.C. Autonomous College, Jaipur"** in conformity with the provisions of the Terms and Conditions.
3. That the "Authority" hereby further agrees to pay the "M/s _____" represented by _____ the contract price of Rs. _____ as Service Charge at the time and in the manner prescribed in the said Terms and Conditions.
4. That in the event of any dispute that may arise it shall be settled as per the Terms and Conditions of the contract.
5. That this agreement is valid up to _____.

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

Signature of the officer authorized
To sign on behalf of Manpower
Service Provider.

Signature of the officer authority
Officer acting in the premises
for and on behalf of the
Government of Odisha.

To To

In the presence of witness:-

Witness

1. Name:.....
Address:.....
2. Name:.....
Address:.....

Witness

1. Name:.....
Address:.....
2. Name:.....
Address:.....
3. Name:.....
Address:.....
4. Name:.....
Address:.....

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TERMS & CONDITIONS OF THE AGREEMENT

1. The Agreement shall commence from _____ and shall continue till _____ unless it is curtailed or terminated by the authority owing to deficiency of service, Sub-standard quality of manpower deployed, breach of contract etc. or change in requirements.
2. The Agreement shall automatically expire on _____ unless extended further by the mutual consent of the Manpower Service Provider and the Authority.
3. The Agreement may be extended, on the same terms and conditions or with some additions/deletions/modifications, for further specific period mutually agreed upon by the M/s _____ and the Authority.
4. The _____ shall all not be allowed to transfer, assign, pledge or subcontract its rights and liabilities under this Agreement to any other agency or organization by whatever name be called without the prior written consent of the Authority.
5. The Manpower Service Provided will be bound by the details furnished by it to the Authority while submitting the tender of at subsequent stage. In case, any of such documents furnished by it is found to be false at any stage, it would be deemed to be breach of terms of Agreement making it liable for legal action besides termination of the Agreement.
6. The Authority reserves the right to terminate the Agreement during initial period also after giving 15 days notice to the M/S _____.
7. The persons deployed shall be required to report for work at 9.00AM to the **Principal, N.C. Autonomous College, Jajpur** or such other Offices as may have been kept in charge of the Office Establishment of the office concerned and would leave at 5.00P.M. and may also be required to work beyond 5.00PM for which he would not be paid any extra remuneration. In case, the person deployed remains absent on a particular day or comes late/ leaves early on three occasions, proportion deduction from the remuneration for one day will be made. The attendance (arrival & departure) of deployed person will be taken in specified register with timing as well as Biometrics attendance for record and necessary action.
8. M/S _____ shall nominate a coordinator who shall be responsible for immediate interaction with the Principal, N.C. Autonomous College, Jajpur so that optimal services of the persons deployed could be availed without any disruption.
9. The entire financial liability in respect of manpower services deployed in the **Principal, N.C. Autonomous College, Jajpur** or Office concerned shall be that of M/S _____ and the **Principal, N.C. Autonomous College, Jajpur** or Office concerned will in no way be liable. It will be the responsibility of the M/S _____ to pay to the

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- person deployed (Enclosed in Annexure _____) in the financial bid and adduce such evidence as may be required by the **Principal, N.C. Autonomous College, Jajpur** or Office concerned. If at any point of time it is found that the agency is paying to the candidates less remuneration the agreement shall be terminated and EMD & security deposits shall be forfeited.
10. The payment of remuneration to the manpower has to be through bank account only. No cash payment can be made to them.
 11. For all intents and purposes, the Manpower Service Provider shall be the "Employer" within the meaning of different Rules & Acts in respect of manpower so deployed. The persons deployed by the Manpower Service Provider shall not have any claim whatsoever like employer and employee relationship against the **Principal, N.C. Autonomous College, Jajpur** or Office concerned.
 12. The Manpower Service Provider shall be solely responsible for the redressal of grievances or resolution of disputes relating to persons deployed. **The Principal, N.C. Autonomous College, Jajpur** shall, in no way, be responsible for settlement to of such issues whatsoever. In case the grievances of the deployed persons are not attended to by the Manpower Service Provider the deployed person can place their grievance before a joint Committee consisting of are representative of the **Principal, N.C. Autonomous College, Jajpur** or Office concerned and an Authorized representative of the Manpower Service Provider.
 13. The **Principal, N.C. Autonomous College, Jajpur** shall not be responsible for any financial loss or any injury to any person deployed by the Manpower Service Provider in the course of their performing the functions/duties, or for payment towards any compensation.
 14. The persons deployed by the Manpower Service Provider shall not claim nor shall been entitled to pay, perks and other facilities admissible to regular /confirmed employees during the currency or after expiry of the Agreement.
 15. In case of termination of this Agreement on its expiry or otherwise, the persons deployed by the Manpower Service Provider shall not be entitled to and shall have no claim for any absorption in regular or other capacity.
 16. The person deployed shall not claim any benefit or compensation or absorption or regularization of deployment with office under the provision of Rule & Acts. Undertaking from the person deployed to this effect shall be required to be submitted by the M/S _____
 17. The Manpower Service Provider must be registered with the concerned Govt. Authorities, i.e. Labour Commissioner, Provident Fund Authority, Employees State Insurance Corporation etc. and a copy of the registration should be submitted. The Manpower Service Provider shall comply with all the legal requirements for obtaining License under Contract Labour (Regulations and Abolition) Act, 1970 if any, at his own part and cost, If required under the Act.
 18. The Manpower service Provider shall provide a substitute well in advance if there occurs any probability of the person leaving the job due to his/her own personal reasons. The payment in respect of the overlapping period of the substitute shall be the responsibility of the Manpower Service Provider. The Manpower Service Provider shall be responsible for contributions towards Provident Fund and Employees State insurance, wherever applicable.
 19. The person deployed by the Manpower Service Provider should have good police records and no criminal case should be pending against them.

20. The person deployed should be polite, cordial and efficient while handing the assigned work and their actions should promote good will enhance the image of the **Principal ,N.C. Autonomous College, Jajpur** or office concerned. The Manpower Service Provider shall responsible for any act of discipline on the part of the person deployed.
21. The person deployed shall, during the course of their work be privy to certain qualified documents and information which they are not supposed to divulge to third parties. In view of this, they shall be required to take oath of confidentiality and breach of this condition shall make the Manpower service Provider as well as the person deployed liable for penal action under the applicable laws besides, action for breach of contract.
22. The Manpower Service Provider shall also be liable for depositing all statutory provisions relating to minimum wages payable to different types of works in respect of the person deployed by it in the **Principal, N.C. Autonomous College, Jajpur** or office concerned. The **Principal, N.C. Autonomous College, Jajpur** of office concerned shall have no liability in this regard.
23. The Manpower Service Provider Shall also be liable for depositing all taxes, levies, cess etc. on account of Service rendered by it to the **Principal .N.C. Autonomous College, Jajpur** or office concerned to the concerned tax collection authorities from time to time as per the rules and regulations in the matter. Attested Xerox copies of such documents shall be furnished to the **Principal, N.C. Autonomous College, Jajpur** or office concerned.
24. The Manpower Service Provider shall maintain all statutory registers under the law and shall produce the same, on demand, to the authority of the **Principal, N.C. Autonomous College, Jajpur** of office concerned of any other authority under law.
25. The Tax deduction at source (T.DS) shall be done as per the provision of income Tax Act /Rules, as amended, from time to time and a certificate to this effect shall be provided by the **Principal, N.C. Autonomous College, Jajpur** of Office concerned.
26. In case, the Manpower Service Provider fails to comply with any liability under appropriate law, and as result thereof, the **Principal, N.C. Autonomous College, Jajpur** or the office concerned will be entitled to get itself reimbursed out of the outstanding bill or the performance Security Deposit of the Manpower Service Provider, to the extent of the loss or obligation in monetary terms.
27. The Agreement is liable to be terminated because of non-performance, deviation of terms and conditions of contract, non- payment of remuneration of employed persons and non-payment of statutory dues. **The Principal, N.C. Autonomous College, Jajpur** or Office concerned will have no liability towards non-payment of remuneration to the person employed by the Manpower Service Provider and the outstanding statutory dues of the service provider to statutory authorities. If any loss of damage is caused to the **Principal, N.C. Autonomous College, Jajpur** or office concerned by the person deployed. The same shall be recovered from unpaid bills or adjusted from the Performance security Deposit.
28. In case of breach of any terms and conditions attached to this agreement, the performance Security Deposit of the Manpower Service Provider shall be liable to be forfeited beside annulment of the Agreement.
29. Wages of outsourcing personnel will be made as per no.of working days in duty. Certify copy of duty of outsourcing personnel will be given on last day of each month to service provider/ agency to produce bill of person engaged in duty before 5th of each month to release wages in the form of ONLINE mode only.

30. All the payment to outsourcing personnel (persons engaged in duty) will be released only in ONLINE MODE to specific account and copy of same including wages, EPF, ESI to be submitted in college office for record in soft copy to Email: ncacjajpur@gmail.com/ hard copy to college office on or before 15th of next month for record.
31. Identity card of all the outsourcing personnel with the name of agency will be given to individual outsourcing personnel (person engaged in duty) for their identity.
32. Security outsourcing personnel must wear dress of security provided by agency/ service provider.
33. The Manpower Service Provider shall raise the bill, in triplicate, along with attendance sheet duly verified by the **Principal, N.C. Autonomous College, Jajpur** or office concerned in respect of the person deployed and submit the same to the prescribed authority in the first week of the succeeding month .As far as possible the payment will be released by the second week of the succeeding month.
34. The claims in bills regarding Employees state Insurance(ESI), Provident Fund, and Service Tax etc. should be necessarily 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 till such proof is furnished, at the discretion of the **Principal, N.C. Autonomous College, Jajpur** or officer.

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

Signature of the officer authorized
To sign on behalf of Manpower
Service Provide.

Signature of the officer authority
Officer acting in the premises
for and on behalf of the
Government of Odisha.

In the presence of witness:-

Witness

1. Name:.....
Address:.....
2. Name:.....
Address:.....

Witness

1. Name:.....
Address:.....
2. Name:.....
Address:.....
3. Name:.....
Address:.....



TENDER PAPER
FOR
INVITATION OF PROPOSAL FOR
OPENING / MAINTENANCE
OF COLLEGE CANTEEN SERVICE

N.C. AUTONOMOUS COLLEGE, JAIPUR
General Terms and Conditions

Annexure-VII

For the tender papers of different out sourcing for opening/ maintenance of canteen services in N.C, Autonomous College. Jaipur for the year 2025-26.

Sl. No	Instruction
1	The firm should be registered under GST and having valid clearance in GST
2	Attested copies of valid GST clearance certificate haven GSTIN should be furnished along with the tender paper
3	Rs.30,000/- (Rupees Thirty thousand) only as EMD in shape of Bank Draft / Banker cheque in favour of the Principal, N.C. Autonomous College, Jaipur should be submitted along with the tender paper. The EMD will be returned to the unsuccessful tenderers. The successful tenderers of Rs.30,000/- deposited as EMD. which shall be kept as security deposit. After successful completion of work as per the term and condition, the EMD will be refunded.
4	The authorization letters if any to be enclosed in the tender with due attestation
5	The quoted rated will be inclusive of all taxes. The rates need to be quoted in the prescribed format.
6	The rates quoted by the tenders should be valid for one year.
7	No additional tender will be accepted by the authority from the tenderers
8	No advance any payment will be made by the College to the party acceptance of tender of execution order.
9	Selection of items will be followed after screening by the purchase committee of the N.C. Autonomous College, Jajpur.
10	Original documents are to be produced for verification by the members of the committee.
11	If any information / documents furnished by the tenderers with tender papers are found to be misleading or incorrect any state their tenders will be rejected without assigning any reason thereof.
12	It is the responsibility of the tenderers for timely delivery or the articles at the site of N.C. Autonomous College, Jajpur at his own cost.
13	The tender should furnish in a sealed cover (to be sealed on sealing wax) duly super scribed as "TENDER FOR....." on the top of the sealed cover.
14	The tender received beyond the scheduled date and time will not be entertained / considered at any cost.
15	The tender committee reserves the full right to accept in full or part of reject any or all the tenders without assigning any reason the rest. The committee is not bound to accept the lowest rates.

[Signature]

16	In case of any legal dispute, it will be adjudicated within jurisdiction of Jajpur only.
17	All pages of the bids are to be signed & stamped by the tenderer.
18	Selection of the items will be followed on finalization of samples whenever necessary.
19	The duly filled in tenders profile as enclosed is submitted along with tender.
20	For any services / supply, the firm/organization should not blacklisted by any Govt. Organization. If found later on, the action deemed fit will be initiated against the firm as per law.
21	The Authority reserves the right to terminate the contract at any time without notice if the suppliers / firms fails to make within the specified time or in accordance with the specifications & Samples.
22	The tender shall indemnify the College in case of any penalty imposed by any public authority for violation of any rule or breach of peace.
23	The sealed tender should reach the N.C. Autonomous College, Jajpur on or before 07.05.2025 by 4.30PM THROUGH Register Post/Speed Post.
24	The tender paper can be obtained from the college web site i.e. www.ncac.in from 25.04.2025 to 07.05.2025 .The cost of tender paper @Rs.1,000/- (Rupees One thousand hundred) only must be submitted along with the quotation in shape of Banker's Cheque /Bank Draft in favour of Principal, N.C. Autonomous College, Jajpur.
25	The tender paper will be opened by the Tender Committee on 08.05.2025 at 11.45 PM onwards in presence of the tenderers or their authorized agents in the Office Chamber of the Principal, N.C. Autonomous College, Jajpur.
26	The rates can be negotiated depending on the situation prevailing at the time of opening and finalization of the quotation.
27	The successful tenderers will be required to execute an Agreement with the Principal, N.C. Autonomous College, Jajpur with appropriate terms and conditions for supply of materials in time only placement of requisition by the N.C. Autonomous College, Jajpur.
28	The bidder should have adequate past experience for the above work and submitted documentary evidence for past experience.

Eligibility Criteria

The bidder should meet the following eligibility requirements to qualify for participation in the bidding process.

Sl. No.	Eligibility Criteria	Documents to be furnished along with the Technical Bid
1	The bidder should be registered under appropriate authority, such as <ul style="list-style-type: none">• Companies Act 1956 / 2013• Indian Partnership Act 1932• Indian Trusts Act 1882• Societies Registration Act 1860.• Limited Liability Partnership Act 2008.	Certificate of Incorporation/Registration
2	Must have at least Four years (up to the last date of submission of bid) in business of providing Canteen services (Operating of Canteen) in educational institution of Central/State Government only.	Copies of the work order / contract document/ completion certificate from the previous authorities.
3	The registered / branch office of the service provider must be located within the jurisdictional area of Odisha.	Valid address proof of the office (copy of the Telephone / Electricity Bill / Lease agreement of the rented premises)
4	Must have an average annual financial turn over of Five Crore INR during the last three financial years as on. (2021-22, 2022-23 & 2023-24)	Copies of audited Income / Expenditure statement and Balance sheet for the concerned period.
5	Must have its own bank account in any scheduled bank situated in Odisha.	Copy of the bank pass book and transaction statement for the last 3 Years to be furnished.

6	Must not have been blacklisted by any Central / State Government or any other public sector undertaking or any authority during the recent past.	An undertaking to this effect should be furnished by the bidder
7	Must not have any pending judicial proceedings for any criminal offence against the proprietor/ Director/ Persons to be engaged by the Service Provider.	An undertaking to this effect should be furnished by the bidder
8	Other statutory documents to be furnished as part of technical bid:	<p>Copies of :</p> <ul style="list-style-type: none"> • Copy of PAN, • Copy of GSTIN, Certificate • EPF & ESI Registration Certificate • IT Return for the last three financial years of 2021-22, 2022-23 and 2023-24. • Valid Labour Registration Certificate
9	Bidder must possess valid Quality assurance Certificates	Copies of valid ISO certificates i.e, ISO 9001:2008 ISO 9001:2015 ISO:45001:2018
10	Bidder Must have minimum last five years FASSI License (under FSS Act, 2006)	Food Safety and Standards Authority
11	Bidder have GMP (Good Manufacturing Practice)	If any

CANTEEN SERVICE
TERMS AND CONDITIONS

1. Scope of Work.

The Agency shall provide regular canteen service to the student / faculties of N.C. College, Jaipur and also outsiders in the premises of N.C. College, Jaipur as given below.

- (i) Breakfast. (ii) Lunch (iii) Tea, Coffee & Snacks.

2. Terms and Conditions.

(a) The initial period of contract will be for one financial year and may be extended further depending on performance of the agency and at discretion of Committee.

(b) The agency shall deploy adequate catering staff, trained and well experienced to ensure timely efficient and prompt service.

(c) The serving staff shall be well dressed, presentable, well-mannered and trained.

Adequate sets of uniform shall be provided by the agency so that they can present themselves neat and clean daily.

(d) The agency shall arrange for such of those special equipments and apparatus if any required for cooking etc. in the cafeteria and kitchen at his own cost.

(e) **The agency shall provide lunch, breakfast & tea, Snacks etc. to college students & staff in subsidies rate as the college will provide water, furniture's & buildings for canteen service. Electricity as per consumption will be paid by selected agency. Infrastructure charge and its maintenance per annum Rs.60,000/- (Sixty thousand) only will be paid by selected agency during agreement in online mode .**

(f) The firm/ company should have ISO certificate from the competent authority.

3. Personal Hygiene:

The agency shall ensure that staff deployed in canteen service is free from any infection or communicable diseases and arrange their regular health checkups. The staff should trim their nails regularly and wear caps and gloves at the work place. Drinking of alcohol, smoking, eating or chewing tobacco/zarda/gutkha etc. spitting is strictly prohibited. Any kind of situation if arises due to food consumed by students / faculties / any others, the agency will be liable for such and the authority reserves the right to initiate necessary action as per prevailing law and the agency will borne all expenses related to such incidence.

Handwritten signature

FORMAT FOR THE TECHNICAL BID

Annexure-VIII

(A). Name of the Party:

1. Name of the Canteen Servicing Agency with Address:

2. Constitution of Canteen Servicing Agency:

Individual / Sole Proprietor firm/Partnership firm / Ltd. Company.

3. Contact Person with designation:

4. Tender fee Demand Draft No. _____ Rs. _____

5. Bank _____, Branch _____

6. EMD (DD/BG) _____ No _____ Rs _____

Bank _____ Branch _____

7. Contact Phone No. _____ E-mail address _____

8. Bidders are required to furnish the following documents along with the Technical Bid:

- a) Covering letter along with power of attorney on the bidder's letter head
- b) Bid Processing Fee as applicable
- c) EMD
- d) Copy of Certificate of Incorporation/ Registration of the service provider
- e) Copy of GSTIN
- f) Copy of PAN
- g) Copies of IT Returns for the last three financial years (2021-22, 2022-23 & 2023-24)
- h) Copies of EPF & ESI Registration Certificate
- i) Copy of Bank Account details last 3 Years
- j) Copies of the financial audited statements for the last 3 financial years (2021-22, 2022-23 & 2023-24)
- k) Copies of work orders from the previous clients for providing similar type of services during last 5 (Five)years.
- l) Undertaking regarding non-blacklisting (On Stamp paper of Rs.10/- in shape of affidavit from the Notary.
- m) Undertaking regarding non-pending of any judicial proceedings for any criminal offenses (On Bidder's Letter Head) and On Stamp paper of Rs.10/- in shape of affidavit from the Notary.
- n) Bidder must have Food License under FSSAI Act, 2006 .

[Handwritten signature]

Declaration

1. I _____ Son/ Daughter/Wife of Sri _____ Proprietor/Director/Authorized Signatory of the Service Provider, mentioned above, am competent to sign this declaration and execute this tender document.
2. I have carefully read and understood all the terms and conditions of the tender and undertake to abide by them:
3. The information / document furnished along with the above application are true and authentic to the best of my knowledge and belief. I/ we, am/are well aware of the fact that furnishing of any false statement at any stage besides liabilities towards prosecution under appropriate law.

Signature of Authorized Person

Date:

Name:

Place:

Seal:

[Handwritten Signature]

**ANNEXURE-IX
FINANCIAL BID**

To
The Principal
N.C. Autonomous College
Jajpur.

(In separate Cover subscribed as ("Financial Bid")

Sub: Contract for Canteen meant for students/Faculties/Guests/Outsiders at N.C.College Campus,Jajpur Town,

1. Name of the tendering Service Provider with address :
2. Rate per person per month inclusive of all statutory taxes:
 1. Our quotation for the canteen is as follows, the rate includes all taxes as detailed below.
 2. Bidder can use additional page if required

Sl.No	Particulars	Items	Quantity	General rate	Subsidies Rate for college Staff & Students
1	Breakfast				
2	Lunch				
3	Tea & Snacks				

Note:

- I. Committee will decide the appropriate quantity & Price.
- II. Preference will given to the bidder having GMP Certificate.

Full Signature of Service Provider

Name:

Seal:

Place:



