CHIEF DISTRICT VETERINARY OFFICER. MAYURBHANJ

FISHERIES & ANIMAL RESOURCES DEVELOPMENT DEPT.
GOVERNMENT OF ODISHA

Bid Reference No:- 84/ CDVO (Mbj) Date: 05.01.2026

Tender Call Notice for
"Engagement of one Laboratory Technician in DDL Mayurbhanj Baripada on out sourcing basis through Man Power Service Provider".

Name and Address of the Tender Inviting Authority

CHIEF DISTRICT VETERINARY OFFICER MAYURBHANJ
cdvombj@gmail.com

Contact person:
Add. District Veterinary Officer (DC) Mayurbhanj
Tel -9778891242

SECTION I
IMPORTANT DATES OF THE TENDER

Date of publication of Bid Document in Website	06.01.2026
Last Date &Time of Receipt of Bid Document	12.01.2026 (1:00 PM)
Date & Time of Opening of Tender (Technical & Financial BID)	16.01.2026 (1:00 PM)
Place for Opening of Documents:	Office Chamber of the Chief District Veterinary Officer Mayurbhanj
Address of Communication for receipt of Bid Document :	O/O – The Chief District Veterinary Officer Mayurbhanj. Near Roxy Cinema Lalbazar. Baripada - 757001

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APPENDIX-I

GENERAL INSTRUCTIONS FOR BIDDERS

1. The Chief District Veterinary Officer, Mayurbhanj, Odisha (herein after called **"Authority")** requires the services of a reputed, well established and financially sound Manpower Service Provider to provide the service of **One Laboratory Technician on Outsourcing Basis for DDL Mayurbhanj. Baripadathrough Man PowerService Provider.** The Man Power Service Providers should have registered office located within the State of Odisha with minimum of three years of experience in providing the said manpower to Govt. Departments/ Public sector companiesetc. and should have all the required valid documents/licenses.
2. The contract for providing the aforesaid manpower is for a period of one year from the date of effectiveness of the contract i.e. the date of deployment of the selected manpower. The period of the contract may be further extended provided the requirement of the Department for manpower persists at that time or may be curtailed/ terminated owing to deficiency in service or substandard quality of manpower deployed by the selected Service Provider or because of change in the Departments requirements. The Authority, however, reserves right to terminate this initial contract at any time after giving 30days' notice to the selected Service Provider.
3. **Process:**

The detailed information for outsourcing the service of aforesaid posts has been given in the Tender Document which may either be downloaded from the website **https://mayurbhanj.odisha.gov.in** or obtained in person from the Office of the Chief District Veterinary Officer, Mayurbhanj on any working day between 11A.M to 4.30 P.M.by payment of **Rs.500/-**in cash. The cost of Tender paper is compulsory and receipt so obtained against payment should be enclosed in original along with tender paper (Technical bid). In case of downloaded tender paper, the cost of tender paper i.e. Rs.500/- should be enclosed in shape of Demand Draft drawn in favour of "**Chief District Veterinary Officer Mayurbhanj**" through any nationalised / schedule commercial Bank payable at Baripada. Non-submission of the money receipt in original/DD towards cost of tender paper will lead to rejection of the tender. The cost paid for tender paper is non- refundable.

The tender has been invited under **two bid system i.e. Technical Bid and Financial Bid.** The interested agencies/service providers are advised to submit two separate sealed envelopes superscribing**"Technical Bid" and "FinancialBid".** Both sealed envelopes should be kept in a third sealed envelope superscribing**"Tender for Providing Man Power Services on outsourcing basis"** by **Registered Post/Speed Post** to the Chief District Veterinary Officer, Mayurbhanj by closing time 4.00 PM of Dated 27.11.2025. The Tender will be opened on 28.11.2025 at 11.00 AM in the office chamber of Chief District Veterinary Officer, Mayurbhanjby Tender Committee in presence of Bidders in person/their Representatives duly authorized.

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The Earnest Money Deposit (EMD) of **Rs.10,000/-(Rupees Ten thousands 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 Chief District Veterinary Officer, Mayurbhanj" through any schedule commercial Bank payable at Baripada **failing which the tender shall be rejected summarily**.

The tender paper received after due date and time will not be opened nor considered. The office/authority will not be responsible in any way for loss/ delay in receipt of Tender Papers sent by post. The price bid of the tenderers/bidders those qualify the technical bid, shall be opened. The authority reserves the right to reject / cancel any or all the bids received and terminate the tender process without assigning any reasons thereof. Any legal dispute is subject to Baripada jurisdiction only.

4. E-mail / Fax bids will be summarily rejected. Late bid shall be out rightlyrejected.The intending bidders are required to enclose photocopies of all documents (duly self-attested) as per Appendix-VII,**failing which their bids shall be summarily rejected and will not be considered any further:**
5. **Any conditional bids shall not be considered and will be out rightly rejected in the very first instance.**
6. 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 authorised signatory may be attached. Amounts quoted in figure should be repeated in words and in case of any discrepancy, the amounts stated in words shall prevail. 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 initialled by the person authorised to sign the tender bids.
7. All the bids will be opened in the office of the "Chief District Veterinary Officer, Mayurbhanj" in presence of the bidder in person/their Representatives duly authorized.
8. The Technical bids shall be opened on the scheduled date and time and will be scrutinised and qualified tenderers/bidders will be shortlisted to participate in the Financial Bid. If more than one Service Providers will have the same rate/ service charge quoted, the selection of the Service Provider will be basing on the highest average turnover of last three years.
9. The competent authority reserves the right to cancelany or all bids without assigning any reason(s) thereof.
10. The bidder selected so have to deposit Performance Security Deposit of **Rs.15,000/- (Rupees fifteenthousand) only** in shape of Demand Draft/Bank Guarantee from any nationalised banks drawn in favour of the "Chief District Veterinary Officer, Mayurbhanj" covering the period of contract within five days of selection for signing in the agreement and release of the 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/bidder.The Security Deposit will be refundable without any interest after successful termination of contract period.
11. The Authorised signatory shall submit the letter of authorisation.
12. The quoted rates shall not be less than the minimum remuneration fixed/ notified by the Finance Department, Government of Odisha and shall include all statutory obligations. The Service provider shall be liable for all kinds of dues payable in

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respect of the personnel provided under the contract and the government shall not be liable for any dues for availing the services of the personnel. The monthly bills will not be released until the service provider produces proof of up-to-date payment of EPF & ESI contribution.

13. **All documents submitted shall be consecutively numbered having signature of the authorised signatory on each page and total number of pages shall be mentioned on the top sheet duly signed by the authorised signatory. In case the tender document is signed by the authorised signatory, a copy of the power of attorney/Authorisation may be enclosed along with the tender.**
14. The Chief District Veterinary Officer, Mayurbhanj the right to call for any document in original including the bank account to verify the veracity of the documents.
15. The minimum Eligibility **Criteria** will be as follows:

I) For services

Sl. No.	Category of Manpower	Requirement	Age	Educational Qualification & Experience
1	Laboratory Technician	01 (One)	25-50	Candidate should have Passed the Diploma in Medical Laboratory Technician from any of the Govt. recognised institutions

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APPENDIX-II

TENDER APPLICATION FOR TECHNICAL BID

(For Providing Manpower Services to the Chief District Veterinary Officer, Mayurbhanj)

1. Name of Tendering Service Provider:
2. Status (Proprietor/Partner/Director):
   and name of the Proprietor/Partner/Director
   .....
3. Details of tender paper fee of Rs.500/-.
   DD/Receipt No..... Date.....
4. Details of EMD of Rs.10,000/-
   DD No..... Date.....
5. FullAddress of Registered Office:
   Office .....
   Telephone No .....
   FAX No .....
   E-Mail Address .....
6. Full Address of Operating/Branch Office
   Branch Office .....
   Telephone No .....
   FAX No .....
   E-Mail Address .....
7. Name & Mobile No. of the
   Authorized Officer/Person
   to liaise with Field Office (s) .....
8. Bank(name & branch) of Service Provider:.....
   (Attach self-certified copy of 1st page of the account along with statement for the last 3 consecutive years)
9. PAN No. (Attach self-certified copy) .....
10. GST Registration No. (Attach self-certified copy) .....
11. EPF Registration No. (Attach self-certified copy) .....
12. ESI Registration No. (Attach self-certified copy) .....
13. Labour License: License from competent authority for security & Registration under the contract Labour (Regulation & Control) Act. 1970 (Self attested copies of all such documents be attached)

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14. Financial turnover of the tendering Service Provider for the last 3 consecutive financial years.

Financial Year	Amount (Rs. In Lakhs)	Average Turnover
2022-23		
2023-24		
2024-25		

15. Additional information, if any

(Attach separate sheet if space provided is insufficient)

16. Give details of at least 3 such similar contracts handled by the tendering Service Provider during the last three consecutive years in the following format. More number of such contracts will be preferred (Self-attested copy of contracts from the organizations attached)

(If the space provided is insufficient, a separate sheet may be attached)

Sl. No	Name of client address, telephone & Fax No.	Manpower Services Provided		Duration of contract		Remarks
		Type of Manpower provided	No.	From	To	

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

Date:

Place:

Signature of the authorized person

Name

Seal:

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DECLARATION

1. I ..... Son/ Daughter/ Wife of Shri ..... Proprietor/Director/ Authorized Signatory of the Service Provider, mentioned above, am competent to sign this declaration and execute this tender document.
2. I have carefully read and understood all the terms and conditions of the tender and undertake to abide by them;
3. The information/ documents furnished along with the above application are true and authentic to the best of my knowledge and belief. I/we, am / are well aware of the fact that furnishing of any false information /fabricated document would lead to rejection of my tender at any stage besides liabilities towards prosecution under appropriate law.
4. I agree to deposit the required performance security deposit of **Rs.15,000/- (Rupees fifteen thousand)** only within 05 days of selection.

Date: Signature of the authorized person

Place:

Name:

Seal:

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Appendix-III

TENDER APPLICATION FOR FINANCIAL BID

(For providing Manpower Services to CDVO Mayurbhanj)

1. Name of Tendering Service Provider:
2. Rate per person per month inclusive of all statutory taxes:

Sl. No	Manpower Type	Monthly Remuneration/ Person							
		Basic Remuneration/ wage (as fixed notified by Odisha Govt.)	EPF (Amount @ 13%)	ESI (Amount @ 3.25%)	Total (3+4+5)	Service Charge/ Commission	Total (6+7)	GST on (6+7 =8)	Grand Total/Person (8+9)
1	2	3	4	5	6	7	8	9	10
1	Laboratory Technician	Rs.15000.00/ Month							

The minimum service charge shall be 3.85% (3% profit plus transaction charges provided that the service charges should not exceed 7% in any case.

Date:

Place:

Signature of the authorized person

Name:

Seal:

Notes:

1. The take home remuneration/ wage for the persons deployed should be no case be less than the minimum remuneration/wage fixed/notified by the Govt. of Odisha.
2. The total rates quoted by the tendering agency should be inclusive of all statutory/ taxation liabilities in force at the time of entering into the contract & fixed for the period of contract. No escalation shall be allowed under any circumstances.
3. The bidders quoted with lowest evaluated monthly charges for the required manpower will be awarded with contract with consideration of minimum service charges as per the latest guidelines of Govt. of Odisha for outsourcing agencies. In case the service charge quoted by one ormore eligible bidders are same, the agency having highest annual average turnover of last 3 years (2022- 23, 2023-24 & 2024-25) shall be preferred for award of this contract.

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4. The payment shall be made on conclusion of the calendar month only on the basis of numbers of working days for which duty has been performed by each manpower as per the actual,
5. The contribution towards EPF & ESI shall be additionally charged by the service provider in addition to the monthly fixed remuneration of the person engaged during submission of invoice to CDVO MAYURBHANJ.
6. The bidders should not quote unreasonable service charges. In no such cases, the Agency should not quote the Service Charges as 'NIL'.
7. The Manpower Service Provider Agency shall not ask for any unauthorised amount from the human resource to be deployed by the agency either before placement of human resource or post placement of human resource for this assignment directly or indirectly. If such cases is proved with evidence during delivery of this assignment by the Manpower Service Provider Agency to CDVO MAYURBHANJit may lead to termination of the contract with the Service Provider Agency by CDVO MAYURBHANJ without giving any notice period.

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Appendix-IV

TERMS & CONDITIONS

GENERAL

1. The Agreement shall commence w.e.f. the date of effectiveness of the agreement unless it is curtailed or terminated by the authority owing to deficiency of service, sub-standard quality of manpower deployed, breach of contract etc. or change in requirements.

2. The effectiveness of the agreement commences w.e.f. the date when the total manpower required is provided.

3. The Agreement shall be for a period of one-yearw.e.f. the date of its effectiveness unless extended further by the mutual consent of the Service Provider and the Authority.

4. The Agreement may be extended, on the same terms and conditions or with some additions / deletions / modifications, for a further specific period mutually agreed upon by the Service Provider and the Authority.

5. The Service Provider shall not be allowed to transfer, assign, pledge or subcontract its rights and liabilities under this Agreement to any other agency of organization by whatever name be called.

6. The requirement of required manpower by the Chief District Veterinary Officer, Dhenkanal may further increase or decrease, during the period of initial contract and the tenderer would have to provide additional/ less manpower services accordingly on the same terms and conditions.

7. The Service Provider will be bound by the details furnished by it to the Authority while submitting the tender or at subsequent stage. In case, any of such documents furnished by it is found to be false at any stage, it would be deemed to be a breach of terms of Agreement making it liable for legal action besides termination of the Agreement.

8. The authority reserves the right to reject / cancel any or all the bids received and terminate the tender process without assigning any reasons thereof. The Authority also reserves the right to reject any bid which in his opinion is non-responsive or violating any of the conditions/specifications without any liability to any loss whatsoever it may cause to the bidder in the process.

9. The Authority reserves the right to terminate the Agreement (during initial period also) after giving 30days' notice to the Manpower Service Provider.

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10. The persons deployed shall be required to report for work at the place assigned during the scheduled official hours and may also be required to work in exigency/emergency as and when required for which he would not be paid any extra remuneration. In case, the person deployed remains absent on a particular day or comes late on three occasions, proportionate deduction from the remuneration for one day will be made.

11. The Service Provider shall nominate a coordinator who shall be responsible for immediate interaction with the Chief District Veterinary Officer, Dhenkanalso that optimal services of the persons deployed could be availed without any disruption.

12. The entire financial liability in respect of manpower services deployed in the Office concerned shall be that of the Service Provider and the Office concerned will in no way be liable. It will be the responsibility of the Service Provider to pay to the persons deployed a sum not less than the minimum rate quoted in the financial bid which also should not be less than the minimum remuneration/ wages prescribed under the prevailing act and adduce such evidence as may be required by the Office concerned.

13. For all intents and purposes, the Service Provider shall be the "Employer" within the meaning of different Rules & Acts in respect of manpower so deployed. The persons deployed by the Service Provider shall not have any claim whatsoever like employer and employee relationship against the Office concerned.

14. The Service Provider shall be solely responsible for the redressal of grievances or resolution of disputes relating to persons deployed. The Department shall, in no way, be responsible for settlement of such issues whatsoever.

15. The Authority shall not be responsible for any financial loss or any injury to any person deployed by the Service Provider in the course of their performing the functions/duties, or for payment towards any compensation.

16. The persons deployed by the Service Provider shall not claim nor shall be entitled to pay, perks and other facilities admissible to regular / confirmed employees during the current or after expiry of the Agreement.

17. In case of termination of this Agreement on its expiry or otherwise, the persons deployed by the Service Provider shall not be entitled to and shall have no claim for any absorption in regular or other capacity.The engaged person will have no right to demand job with the authority.

18. Consolidated amount shall be paid in respect of the persons deployed to the service provider as their remuneration/ wages who, in turn, will pay the individual persons.

19. The Service Provider shall have to pay the minimum home take amount as fixed/ notified by Finance/ Labour Department, Govt. of Odisha directly to the bank

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accounts of persons deployed. He should deposit the bank challan showing such payment of each month to the Chief District Veterinary Officer, Dhenkanaltogether with the claim for the succeeding month failing which no further payment will be released.

20. The person deployed shall not claim any benefit or compensation or absorption or regularization of deployment with office under the provision of rules and Acts. Undertaking from the person deployed to this effect shall be required to be submitted by the Service Provider.

21. The service Provider must be registered with the concerned Govt. Authorities, i.e. Labour Commissioner, Provident Fund Authorities, Employees State Insurance Corporation etc. and a copy of the registration should be submitted. The Service Provider shall comply with all the legal requirements for obtaining License under Contract Labour (Regulations and Abolition) Act, 1970 if any, at his own part and cost.
22. In the event of any engaged personnel being on leave/absent or if there occurs any probability of the person leaving the job due to his/her own personal reasons, the service provider shall ensure suitable alternative arrangement to make up for such absence. To meet such eventualities the agency shall make provision for leave reserve and provide the same under intimation to the concerned authority.
23. The persons deployed by the service provider should have good police records and no criminal case should be pending against them.He/she should have certificates of qualifying examination or an equivalent certificate from an Education Institutions recognized by Govt. of Odisha required for the eligibility. He/she must be physically fit to work, shall obey and carry out the instructions of higher authority. He/she must be able to speak read and write odia.
24. The persons deployed should be polite, cordial and efficient while handling the assigned work and their actions should promote good will and enhance the image of the department or office concerned. The service provider shall be responsible for any act of indiscipline on the part of the persons deployed.

LEGAL

1. The persons deployed shall during the course of their work be privy to certain qualified documents and information which they are not supposed to divulge to third parties. In view of this, they shall be required to maintain confidentially on the records of the Government 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.
25. The service provider shall be responsible for compliance of all statutory provisions relating to minimum remuneration/wages payable in respect of different categories of persons deployed by it in the department or office concerned. The office concerned shall have no liability in this regard.
26. The Service Provider shall also be liable for depositing all taxes, levies, cess etc. on account of service rendered by it to the department or office concerned to the concerned tax collection authorities, from time to time, as per the rules and

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regulation in the matter. Self-attestedphotocopies of such documents shall furnished to the office concerned.

27. The service provider shall maintain all statutory registers under the Law and shall produce the same, on demand, to the authority of the office concerned or any other authority under Law.
28. The Tax deduction at Source (T.D.S.) if applicable shall be done as per the provisions of Income Tax/Rules, as amended, from time to time and a certificate to this effect shall be provided by the office concerned.
29. In case, the service provider fails to comply with any liability under appropriate law, and as a result thereof, the office concerned is put to any loss/ obligation, monetary or otherwise, the department or the office concerned will be entitled to get itself reimbursed out of outstanding bills or the Performance Security Deposit of the service provider, to the extent of the loss or obligation in monetary terms.
30. 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 office concerned will have no liability towards non-payment of remuneration to the persons employed by the service provider and the outstanding statutory dues of the service provider to statutory authorities. If any loss or damage is caused to the department or office concerned by the persons deployed, the same shall be recovered from the unpaid bills or adjusted from the performance security deposit.
31. The decision of CDVO, Dhenkanal in regard to interpretation of the Terms & Conditions and the Agreement shall be final and binding on the Service Provider.

FINANCIAL BID

32. The Technical Bid should be accompanied with an Earnest Money Deposit (EMD) of **Rs.10,000/-(Rupees Ten thousand) only**refundable without interest, in the form of Demand Draft **failing which the tender shall be rejected out rightly.**
33. The Earnest Money Deposit in respect of the Service Provider who does not qualify the Financial Bid shall be returned to them without any interest. **In case of successful tenderer, if the Service Provider fails to deploy the required manpower against the initial requirement within 15 days from date of placing the order, the EMD shall stand forfeited without giving any further notice.**
34. The successful (selected) tenderer will have to deposit Performance Security **of Rs.15,000/- (Rupees fifteen thousand) only** in the form of Demand Draft/ Bank guarantee from any Nationalized Bank within 5 days from the date of signing of the agreement, which is subject to refund without interest after the successful term of contract. In case the contract is further extended beyond the initial period, the Demand Draft/ Bank guarantee will have to be accordingly renewed by the successful tenderers.

34. In case of breach of any terms and conditions attached to this agreement, the performance security deposit of the service provider shall be liable to be forfeited besides annulment the Agreement.

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Mayurbhanj, Baripada

35. The Service Provider shall raise the bill, in triplicate to the office in respect of the personsdeployedalong with attendance sheet duly verified by the Department or Office concerned in respect of the persons 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.

36. The Service Provider shall be solely responsible for compliance to the provisions of various labour and industries laws such as, wages, allowances, compensations, EPF, ESI, Bonus, Gratuity etc relating to personnel deployed by it or for any accident caused to them and the office concerned shall not be liable to bear any expense in this regard. The Service Provider shall make payment of remuneration/wages of a month to the personnel engaged by it by first working day of the succeeding month irrespective of any delay in settlement of its bill by the office for whatever reason.

37. The Service Provider shall also be responsible for the insurance of its personnel.

38. Penalty will be levied and recovered @ Rs.200/- per day per candidate for delay in providing the manpower either on initial deployment or as replacement subsequently.

39. The Authority reserves the right to withdraw or relax any of the terms and conditions mentioned above so as to overcome the problem encountered at a later stage.

40. In the event of any dispute arising in respect of the clause of the agreement the same shall be resolved through negotiation. Alternatively, the dispute shall be referred to the next higher authority or controlling officer for his decision and the same shall be binding on all parties.

41. All disputes shall be under the jurisdiction of the court at the place where the headquarters of the authority, who has executed the agreement, is located.

42. The successful bidder will enter into an agreement with this Office for supply of suitable and qualified manpower as per requirement of this Office on the above terms and conditions.

43. The intending agency found submitted tender bid more than one will be totally rejected.

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

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Declaration by the Tenderer:

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

(Signature of Tenderer with seal)

Address:

Name:

Phone No:

Seal:

Date:

Chief District Veterinary Officer
Mayurbhanj, Baripada

Appendix-V

UNDERTAKING

(on the Bidder's letter Head regarding not having any pending Judicial Proceedings for any criminal offences)

I/We, hereby undertake that, there is no criminal case pending in any court of law against our company or against the proprietor / Director/ Persons to be deployed by our company.

I/We further certify that, the proprietor / Director/ Persons to be deployed by our company have not been convicted of any offence in any court in India during the recent past. I understand that, I am fully responsible for the contents of this understanding and its truthfulness.

Yours sincerely,

Authorised Signature

(in full and initials)

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Appendix-VI

DECLARATION

for not have been blacklisted by State Govt./Central Govt./Public sector undertaking
(in Rs.10/- non-judicial stamp paper signed by the Notary).

I/We hereby declare that our organization..... or the proprietor / Director has not been blacklisted /debarred by any of the State Govt./Central Govt./Public sector under taking in the recent past.

Date:

Place:

Signature of the authorized person

Name:

Seal:

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Chief District Veterinary Officer
Mayurbhanj, Baripada

Appendix-VII

LETTER OF AUTHORISATION FOR ATTENDING BID OPENING

(With reference to the Tender Notice No _____ date _____)

To

The Chief District Veterinary Officer
Dhenkanal

Subject: Authorization for attending bid opening on ---------- (date) in the tender for "Engagement of one Laboratory Technician in DDL Mayurbhanj Baripada on out sourcing basis through Man Power Service Provider".

Sir,

The Following person is hereby authorized to attend the bid opening for the tender mentioned above on behalf of_____ (Bidder).

Sl. No	Name of the Person	Details of valid Identification Proof	Full Signature of the authorized person

Encl.-Copy of valid ID Proof of the authorized person

Signature of the Authorized Signatory

(Note- The authorization letter should be printed in official writing pad)

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Appendix-VIII

CHECK LIST OF DOCUMENTS TO BE SUBMITTED

A. In the Envelopesuperscribed as "Technical Bid"

1. Duly filled application for Technical bid in Appendix-III
2. DD of Rs.500/- or Money receipt of Rs.500/- from Chief District Veterinary Officer, DhenkanalDD of Rs.5,000/- towards EMD
3. Self-attested copy of the service tax Registration Certificate of the Service Provider issued by the competent authority.
4. Self-attested copy of PAN Card.
5. Self-attested copy of the IT returns filed and Audit Certificates for the last three consecutive financial years (FY 2022-23, 2023-24, 2024-25) duly certified by the Chartered Accountant.
6. Self-attested copy of the Balance Sheet and Profit & Loss Account for the last three consecutive years (FY 2022-23, 2023-24, 2024-25) certified by the Chartered Accountant.
7. Self-attested copies of EPF and ESI Certificates.
8. Self-attested copy of the Labour License/Registration under the Contract Labour (Regulation & Control) Act 1970.
9. Self-attested certified extracts of the Bank Account/ Accounts of the Manpower Service Provider firm containing transactions during the last three consecutive years (FY 2022-23, 2023-24, 2024-25).
10. Self-attested experience certificate of providing manpower services to Government Department/ PSUs etc.
11. Copy of the terms and conditions in Tender Documents with each page duly signed and sealed by the authorised signatory in token of their acceptance.
12. Undertaking for not have been blacklisted by State Govt./Central Govt./Public sector undertaking in Rs.10/- non-judicial stamp paper signed by the Notary in Appendix-VI.
13. Declaration regarding no criminal case pending against agency, Executives-Appendix-V.

B. In the envelopesuperscribed as "Financial Bid"

14. Duly filled in Financial Bid in the prescribed application format in Appendix-III.

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Chief District Veterinary Officer
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Appendix-IX

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

1. List of Manpower shortlisted by Service Provider for deployment containing full details i.e. date of birth, Aadhar card, educational certificate(s), marital status, criminal antecedent declaration duly verified & certified.
2. Any other documents considered relevant.

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Chief District Veterinary Officer
Mayurbhanj, Baripada

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