

TENDER

FOR

"SUPPLY OF MANPOWER SERVICES FOR THE OFFICE OF ODISHA RAIL  
INFRASTRUCTURE DEVELOPMENT LIMITED AT BHUBANESWAR FOR ONE YEAR."

Tender Notice No: ORIDL/HR/TMF/MPS/04/2025/02 Date:-27.11.2025



Bid Documents  
November- 2025

**ODISHA RAIL INFRASTRUCTURE DEVELOPMENT LIMITED**

(A JV of Govt. of Odisha & Ministry of Railways)

6<sup>th</sup> Floor, IDCO Towers, Janpath, Bhubaneswar - 751022

Email: info@oridl.in, Website: www.oridl.in

**SECTION - I**  
**NOTICE INVITING TENDER**



**ODISHA RAIL INFRASTRUCTURE DEVELOPMENT LIMITED**

(A JV of Govt. of Odisha &amp; Ministry of Railways)

No.: ORIDL/HR/TMF/MPS/04/2025/02

Date: 27.11.2025

1. Managing Director, Odisha Rail Infrastructure Development Limited (ORIDL in abbreviation), 6<sup>th</sup> Floor, IDCO Towers, Janpath, Bhubaneswar-751022, invites bids in prescribed forms for supply of manpower service, detailed in the table given below. Bidders are advised to examine carefully all instructions including addendum/corrigendum, conditions of contract, forms, terms, technical specification, bill of quantities etc. in the bid document.

Sl. No.	Name of Service	Estimated Cost of Tender Rs.	Bid Security (Rs.)	Service Period
1	Supply of manpower services for the Office of Odisha Rail Infrastructure Development Limited at Bhubaneswar for one (01) Year	Rs.19,23,996/- *	Rs.38,500/-	12 Months

\*Excluding GST.

2. The tender document can be downloaded from the company's website ([www.oridl.in/current-tenders/](http://www.oridl.in/current-tenders/)).
3. The Bid Security can be deposited in any of the following modes:
- In the form of Pay Order/Demand Draft in favour of ODISHA RAIL INFRASTRUCTURE DEVELOPMENT LIMITED payable at Bhubaneswar.
  - Through Bank transfer to the following account:  
Name of Account: Odisha Rail Infrastructure Development Limited  
Current Account No.: 00000038164830943  
Name of Bank: State Bank of India, IDCO Tower Branch, Bhubaneswar  
IFS Code: SBIN0007891.  
Bidders have to submit Online Payment /NEFT/RTGS receipts containing the reference details along with their bid if payments have been made electronically.
  - Fixed Deposit Receipt issued by any Scheduled Bank in India in favour of Odisha Rail Infrastructure Development Limited
  - The Bid Security shall be deposited either in cash in the bank account of ORIDL mentioned above or submitted as Bank Guarantee bond from a scheduled commercial bank of India or as mentioned in tender documents. The Bank Guarantee bond shall be as per **Annexure-III** and shall be valid for a period of 90 days beyond the bid validity period.
  - In case, submission of Bid Security in the form of Bank Guarantee, following shall be ensured:
    - The original Bank Guarantee should be submitted along with the Tender Form.
    - The Tender Security shall remain valid for a period of 90 days beyond the validity period for the Tender.





4. The physical tender documents shall be submitted in a sealed packet containing Bid Security & the Bid document downloaded from ORIDL website. The rates should be filled up in the column provided for this purpose in the Tender Schedule (Section V of tender document).
5. The envelope containing the Bid documents should be super-scribed with the Tender Notice Number and should be submitted before **15.00 hours of Dt- 23.12.2025** in the Tender Box provided in the Office of Odisha Rail Infrastructure Development Limited, 6<sup>th</sup> Floor, IDCO Towers, Janpath, Bhubaneswar - 751022, Odisha. Tenders duly sealed in the prescribed manner above can also be sent through Registered Post/Speed Post/Courier so as to reach in this office not later than the date and time of submission of tenders. Tenders shall be opened at the above office at **15:30 hours on Dt-23.12.2025** in the presence of the tenderers or their authorised representatives intending to attend the opening. Any tender received later than the date and time of submission of tenders shall be rejected and shall not be evaluated.
6. **Any bid received without Bid Security in the form as specified in bid documents shall not be considered and shall be summarily rejected.**
7. Tender shall be submitted as per "Conditions of Contract" forming a part of the tender document.
8. ORIDL reserves the right to cancel the tenders before submission/opening of tenders, postpone the tender submission/opening date and to accept/reject/cancel tender without assigning any reasons thereof.
9. Bidder may note that they are liable to be disqualified at any time during tendering process in case any of the information furnished by them is not found to be true. Bid Security of such bidder shall be forfeited. The decision of ORIDL in this regard shall be final and binding.
10. The validity of the offer shall be 60 days from the date of opening of the tender.
11. Tenderers should submit tenders only on the documents downloaded from ORIDL's website.

For and on Behalf of  
Odisha Rail Infrastructure Development Limited,

(Sadasmita Panda)  
Director (BD&F)



**SECTION - II**  
**REGULATIONS FOR TENDERS AND CONTRACTS**

ORIDL



**REGULATIONS FOR TENDERS AND CONTRACTS**

- 1) **Applicability:** These instructions shall be applicable for this Tender.
- 2) **Order of Precedence of Documents:** In a tender/contract, in case of any difference, contradiction, discrepancy, with regard to Conditions of tender/contract, Specifications, Drawings, Bill of quantities etc., forming part of the tender/contract, the following shall be the order of precedence:
  - a) Letter of Award
  - b) Tender Schedule (Schedule of Items, Rates & Quantities)
  - c) Conditions of Contract
- 3) **Interpretation:** These regulations for Tenders and contracts shall be read in conjunction with the Conditions of Contract annexed to the Tender Forms.
- 4) **Definition:** In these Instructions to tenderers the following terms shall have the meanings assigned hereunder except where the context otherwise requires:
  - a) "Odisha Rail Infrastructure Development Limited" / in short "ORIDL" shall mean the Joint Venture Company registered under Companies Act (CIN- U74999OR2017SGC026765) with its Registered office at 6<sup>th</sup> Floor, IDCO Tower, Janpath, Bhubaneswar, it is represented by the Managing Director or any person authorised by him.
  - b) "Managing Director" shall mean the Officer-in-Charge of the general superintendence and control of ORIDL.
  - c) "Tenderer" / "Bidder" shall mean the person / the firm / co-operative or company whether incorporated or not who tenders for the works with a view to execute the works on contract with ORIDL and shall include their personal representatives, successors and permitted assigns.
  - d) "Open Tenders" shall mean the tenders invited in open and public manner and with adequate notice.
  - e) Date of inviting tender shall be the date of publication in newspaper.
- 5) Words importing the singular number shall also include the plural and vice versa where the context requires.

**TENDERS FOR SERVICES**

- 6) **Tender Form:** Tender Forms shall embody the contents of the contract documents either directly or by reference and shall be as per specimen form given in Section III (Tender Form).
- 7) **Omissions & Discrepancies:** Should a tenderer find discrepancies in or omissions from any of the Tender Forms or should he be in doubt as to their *meaning*, he should at once notify the authority inviting tenders. The tender inviting authority may, if deemed necessary, clarify the same to all tenderers. It shall be understood that every endeavour has been made to avoid any error which can materially affect the basis of tender and successful tenderer shall take upon himself and provide for the risk of any error which may subsequently be discovered and shall make no subsequent claim on account thereof.
- 8) **Bid Security:**
  - (1) (a) The tenderer shall be required to deposit Bid Security with the tender for the due performance with the stipulation to keep the offer open till such date as specified in the tender, under the conditions of tender. The bid security shall be as under:





Value of the Work	Bid Security
For services estimated to cost up to ₹ 1 crore	2% of the estimated cost of the work

Note:

- (i) The bid security shall be rounded off to the nearest ₹100. This Bid Security shall be applicable for all modes of tendering.
  - (ii) Any firm recognized by Department of Industrial Policy and Promotion (DIPP) as 'Start-ups' shall be exempted from payment of Bid Security deposit detailed above.
  - (iii) 100% Govt. owned PSUs shall be exempt from payment of Bid Security deposit detailed above.
  - (iv) Labour Cooperative Societies shall deposit only 50% of above Bid Security deposit detailed above
  - (v) MSEs registered with District Industries Centres, Khadi and Village Industries Commission, Khadi and Village Industries Board, Coir Board, National Small Industries Corporation, Directorate of Handicraft and Handloom, any other body specified by Ministry of MSME or Startups as recognised by Department of Industrial policy & Promotion shall be exempted from payment of Bid Security deposit detailed above.
- (b) It shall be understood that the tender documents have been downloaded from the ORIDL website and the tenderer is permitted to tender in consideration of stipulation on his part, that after submitting his tender he will not resile from his offer or modify the terms and conditions thereof in a manner not acceptable to ORIDL. Should the tenderer fail to observe or comply with the said stipulation, the aforesaid amount shall be liable to be forfeited to ORIDL.
- (c) If this tender is accepted this Bid Security mentioned in sub clause (a) above will be returned to the successful bidder after the submission and verification of the performance guarantee as per clause 14 of regulations for tenders and contracts (Section-II). The Bid Security of other Tenderers shall, save as herein before provided, be returned to them, but ORIDL shall not be responsible for any loss or depreciation that may happen thereto while in their possession, nor be liable to pay interest thereon.
- (2) The Bid Security shall be deposited in as mentioned in the "Notice Inviting Tender".

#### 9) Care in Submission of Tenders:

(a) (i) Before submitting a tender, the tenderer will be deemed to have satisfied himself by actual inspection of the office location and working environment, that all conditions liable to be encountered during the execution of the service are taken into account and that the rates he enters in the tender forms are adequate and all-inclusive for the completion of service to the entire satisfaction of the ORIDL.

(a)(ii) Tenderers will examine the various provisions of The Central Goods and Services Tax Act, 2017(CGST)/ Integrated Goods and Services Tax Act, 2017(IGST)/ Union Territory Goods and Services Tax Act, 2017(UTGST)/ respective state's State Goods and Services Tax Act (SGST) also, as notified by Central/State Govt. & as amended from time to time and applicable taxes before bidding. Tenderers will ensure that full benefit of Input Tax Credit (ITC) likely to be availed by them is duly considered while quoting rates.



- (a)(iii) The successful tenderer who is liable to be registered under CGST/IGST/UTGST/SGST Act shall submit GSTIN along with other details required under CGST/IGST/UTGST/SGST Act to ORIDL immediately after the award of contract, without which no payment shall be released to the Contractor. The Contractor shall be responsible for deposition of applicable GST to the concerned authority.
- (a) (iv) In case the successful tenderer is not liable to be registered under CGST/IGST/UTGST/ SGST Act, ORIDL shall deduct the applicable GST from his/their bills under reverse charge mechanism (RCM) and deposit the same to the concerned authority.
- (b) When service is tendered by a firm or company, the tender shall be signed by the individual legally authorized to enter into commitments on their behalf.
- (c) The tenderer must ensure that the requisite documents as mentioned in Annexure-V are enclosed along with the tender papers, else the tender of the contractor is liable to be rejected.
- (d) ORIDL will not be bound by any power of attorney granted by the tenderer or by changes in the composition of the firm made subsequent to the execution of the contract. It may, however, recognize such power of attorney and changes after obtaining proper legal advice, the cost of which will be chargeable to the Contractor.
- 10) The tenderers shall submit a certificate stating that all their statements/ documents submitted along with bid are true and factual. Standard format of certificate to be submitted by the bidder is enclosed as **Annexure-II**. Non submission of above certificate by the bidder shall result in summarily rejection of his/their bid. It shall be mandatorily incumbent upon the tenderer to identify, state and submit the supporting documents duly self-attested by which they/he is qualifying the Qualifying Criteria mentioned in the Tender Document.
- 11) All pages of the bid documents must be signed by the tenderer before submission of tender.

#### CONSIDERATION OF TENDERS

- 12) **Right of ORIDL to deal with Tenders:** ORIDL reserves the right of not to invite tenders for any service or services or to invite open or limited tenders and when tenders are called to accept a tender in whole or in part or reject any tender or all tenders without assigning reasons for any such action.

#### 13) EVALUATION CRITERIA

- a) The tender proposals will be summarily rejected if, Bid Security Deposit in prescribed form is not submitted along with the tender document.
- b) The successful bidder will be the one having lowest financial proposal (L1) and satisfying the eligibility conditions.

#### CONTRACT DOCUMENTS

- 14) **Execution of Contract Document:** The Tenderer whose tender is accepted shall be required to appear in person at the office of ORIDL, or if tenderer is a firm or corporation, a duly authorized representative shall appear and execute the contract agreement within seven days of notice from ORIDL that the Contract Agreement is ready. The Contract Agreement shall be entered into by ORIDL only after submission of valid Performance Guarantee (i.e. 5% of the accepted contract value) by the Contractor. Failure to do so shall constitute a breach of the agreement affected by the





acceptance of the tender. In such cases ORIDL may determine that such tenderer has abandoned the contract and there upon his tender and acceptance thereof shall be treated as cancelled and ORIDL shall be entitled to take action as per the Bid Security Deposit and recover other dues payable to the Contractor under this contract. The failed Contractor shall be debarred from participating in the re-tender for that work.

**Mode of depositing Performance Guarantee:-** The Performance Guarantee can be deposited in any of the following modes:

- a) In the form of Pay Order/Demand Draft in favour of ODISHA RAIL INFRASTRUCTURE DEVELOPMENT LIMITED payable at Bhubaneswar.
  - b) Through Bank transfer to the following account:
    - i. Name of Account : Odisha Rail Infrastructure Development Limited
    - ii. Current Account No. : 00000038164830943
    - iii. Name of Bank: State Bank of India, IDCO Tower Branch, Bhubaneswar
    - iv. IFS Code : SBIN0007891.
    - v. Bidders have to submit Online Payment / NEFT/ RTGS receipts containing the reference details along with their bid if payments have been made electronically.
  - c) Fixed Deposit Receipt issued by any Scheduled Bank in India in favour of Odisha Rail Infrastructure Development Limited.
  - d) The performance guarantee shall be deposited either in cash in the bank account of ORIDL mentioned above or submitted as Bank Guarantee bond from a scheduled commercial bank of India or as mentioned in tender documents. The Bank Guarantee bond shall be as per Annexure-III and shall be valid for a period of 60 days beyond the contract completion period.
- 15) Form of Contract Document:** Every contract shall be complete in respect of the document it shall so constitute. Not less than 2 copies of the contract document shall be signed by the competent authority and the Contractor, and one copy given to the Contractor. The contract document required to be executed by the tenderer whose tender is accepted shall be an agreement as per specimen form Annexure- I.



**SECTION - III  
TENDER FORM**





## ODISHA RAIL INFRASTRUCTURE DEVELOPMENT LIMITED

## TENDER FORM

Tender No. ORIDL/HR/TND/MPS/04/2025/

Date:-

Name of Service: "Supply of manpower services for the Office of Odisha Rail Infrastructure Development Limited at Bhubaneswar for one Year"

To  
The Managing Director, ORIDL

1. I/We \_\_\_\_\_ have read the various conditions to tender attached hereto and agree to abide by the said conditions. I/We also agree to keep this tender open for acceptance for a period of 60 days from the date fixed for opening the same and in default thereof, I/We will be liable for action as per Bid Security Deposit". I/We offer to do the service for ORIDL, at the rates quoted in the attached schedule and hereby bind myself/ourselves to complete the service in all respects during 12 months from the date of issue of letter of acceptance of the tender.
2. I/We also hereby agree to abide by the Conditions of Contract, with all correction slips up-to-date and to carry out the service according to the Conditions of Contract.
3. A sum of ₹ \_\_\_\_\_ has already been deposited online/other modes as Bid Security. Full value of the Bid Security shall stand forfeited without prejudice to any other right or remedies in case my/our Tender is accepted and if:
  - a. I/We do not submit the Performance Guarantee within the time specified in the Tender document;
  - b. I/We do not execute the contract documents within seven days after receipt of notice issued by ORIDL that such documents are ready; and
  - c. I/We do not commence the service within fifteen days after receipt of orders to that effect.
4. I/We am/are a Startup firm registered by ..... Department of Industrial Policy and Promotion (DIPP) and my registration number is ..... valid upto ..... (Copy enclosed) and hence exempted from submission of Bid Security.
5. We are a 100% Govt. owned PSUs and hence exempted from submission of Bid Security Deposit.
6. We are a Labour Cooperative Society and our Registration No. is ..... with .....and hence we have submitted Bid Security Deposit.
7. Until a formal agreement is prepared and executed, acceptance of this tender shall constitute a binding contract between us subject to modifications, as may be mutually agreed to between us and indicated in the letter of acceptance of my/our offer for this service.

Signature of Witnesses:

(1) \_\_\_\_\_

(2) \_\_\_\_\_


Signature of Tenderer(s)

Date \_\_\_\_\_

Address of the Tenderer(s)



SECTION IV  
CONDITIONS OF CONTRACT





**CONDITIONS OF CONTRACT****1) ORDER OF PRIORITY OF CONTRACT DOCUMENTS:**

Where there is any conflict between the various documents in the contract, the following order of priority shall be followed i.e., a document appearing earlier shall override the document appearing subsequently:

Letter of Award

Bill of Quantities (Schedule of Items, Rates & Quantities)

Conditions of Contract

**2) Eligibility Conditions**

- a. **Work experience:-** the bidder should have satisfactory completed in the last three previous financial years and the current financial year up to the date of opening of the tender one manpower supply service contract for a minimum of 35% of advertised value of the bid from Govt, semi-Govt organisation, PSU. (Completed manpower supply service contract includes ongoing service contract subject to payment of bills amounting to at least 35% of the advertised value of the bid). Certificate to this effect from the client must be submitted along with tender.

The bidder shall submit details of work executed by them in the annexed format (Annexure-IV) along with bid for the service contracts to be considered for qualification of work experience criteria clearly indicating the nature / scope of contract, actual completion cost and actual date of completion for such contract.

Work experience certificate from private individual shall not be accepted. However Certificate from public listed company/private company/trusts having annual turnover of Rs.500 crore and above subject to the same being issued from their head office by a person of the company duly enclosing his authorisation by the management for issuing such credentials will be considered.

- b. **Financial Standing:-** the bidder should have an aggregate financial turnover not less than 1.5 times the advertised bid value during last three previous financial years and in the current financial year up to the date of opening of the tender. The audited balance sheet reflecting financial turnover certified by Chartered Accountant with their stamp signature and membership number shall be considered for this purpose.
- c. The contractor should submit his offer with Tender Submission Sheet (*Tender Form*) duly signed, which, inter-alia makes his offer to remain valid for 60 days along with the copy of work experience (in the enclosed format at Annexure-IV) for the last three years awarded to them by Govt, Semi-govt. organizations in support of their credentials.
- d. The contractor should submit the documents as mentioned in Annexure-V along with their Tenders. Non submission of any of these documents would make the Tender of the bidder liable to be rejected.
- e. The tenderer must have registered office or one of the branch office should be located in Bhubaneswar.
- f. The tenderer must have at least 3 (three) years' experience in providing manpower supply service to Government Department/PSUs.
- g. The tenderer must have their own bank account. Bank Account details to be submitted.
- h. The tender must not be black listed by Government/PSU/Banks, Declaration for the same must be attached with the tender documents. (In Annexure-II)



**3) SCOPE OF SERVICE**

Detailed Scope of service is specified in the Section -V (Tender Schedule) of the Tender Document.

**4) QUOTED RATES**

The rates for the various items are to be quoted in the Rate sheet of Tender Schedule contained in the tender document. The rates to be quoted shall be for the complete scope of service as described in the tender document. Any item included in the scope of service may not be exclusively described in Bill of Quantities. The rates to be quoted in the Rate Sheet shall also take care of all such items of service. No additional amount except for the accepted rates in the Rate Sheet shall be payable for completing the total scope of service.

General directions and descriptions of items are not necessarily repeated nor summarized in the Bill of Quantities. References to the relevant sections of the Contract document shall be made before quoting rates in the Rate Sheet.

The quoted rates shall be inclusive of all the cost in fulfilling the scope of service, all incidental charges, cost of mobilization/demobilization of personal, equipment etc, cost of lodging/boarding /transportation, cost of attending meetings with ORIDL, and other stakeholders at various places as per requirement, insurance for the contractors personal, taxes, duties except GST.

GST shall be paid as per the prevailing tariff.

The quantities shown in the attached Bill of Quantities are given as a guide and are approximate only and are subject to variation according to the needs of ORIDL. ORIDL does not guarantee any service under each item of the Schedule.

**5) GST ON SERVICE CONTRACT**

- i. The successful tenderer who is liable to be registered under CGST/IGST/UTGST/SGST Act shall submit GSTIN along with other details required under CGST/IGST/UTGST/SGST Act to ORIDL immediately after the award of contract, without which no payment shall be released to the Contractor. The Contractor shall be responsible for deposition of applicable GST to the concerned authority.
- ii. In case the successful tenderer is not liable to be registered under CGST/IGST/UTGST/ SGST Act, ORIDL shall deduct the applicable GST from his/their bills under reverse charge mechanism (RCM) and deposit the same to the concerned authority.
- iii. ORIDL is registered with the GST Authorities. The GSTIN is 21AACCO4684M1Z7.

**6) Execution of Contract Document:**

The Tenderer whose tender is accepted shall be required to appear in person at the office of ORIDL, or if tenderer is a firm or corporation, a duly authorized representative shall appear and execute the contract agreement within seven days of notice from ORIDL that the Contract Agreement is ready. The Contract Agreement shall be entered into by ORIDL only after submission of valid Performance Guarantee by the Contractor i.e., 5% of the accepted contract value.





**7) Educational qualification and Competencies of the manpower is as follows: -****a. Duties of the staff:****For highly skilled "Accountant".**

- i. She/he should know the book keeping and accounting operation in tally software.
- ii. She/he must possess the sound knowledge of filing of statutory returns like GST return, TDS return, professional tax return etc.
- iii. Preparation of Bank reconciliation statement and Accounts ledger reconciliation.
- iv. Maintenance of files in proper order to comply the statutory requirements and she/he should be able to retrieve those files whenever asked to do so.
- v. She/he should be able to work on computers for preparing letters, statements etc.
- vi. She/he is also required to attend banks, secretariat, Govt. departments on ORIDL work.

**For highly skilled category "Office Supervisor".**

- i. Scheduling meetings and appointments within the office.
- ii. Maintaining the accountable of office stationery & equipment's including Inventory Control.
- iii. Maintaining the Office condition in good fettle and arranging necessary repairs.
- iv. Act as nodal person for receipt & despatch, mailing letters, receiving bills, invoices, equipment's and handing over to the concerned official.
- v. Manage relationship with vendors, service providers, IDCO, BSNL, Banks, Post Office and errands.
- vi. Provide general support to visitors.
- vii. Manage MD and Director (P&P)'s schedules, calendars and appointments.
- viii. Keeping Office Keys in Safe Personal Custody after opening and closing of Office on all working days.
- ix. Remain in Office till the time of closure, every day.
- x. Any other work assigned by ORIDL administration.

**For semi-skilled Category "Office Attendant".**

- i. She/he should know the operation of photocopier machine, fax machine, printers, scanning etc.
- ii. She/he may also be required to do spiral binding of reports and maintenance of files in proper order in the file cabinets and almirahs.
- iii. She/he should be able to retrieve those files whenever asked to do so. While carrying files from one office to another, she/he must ensure that there is no loss of record or paper from the files.
- iv. She/he is also required to undertake routine housekeeping works in the office.
- v. She/he is also required to attend banks and post office on ORIDL works.
- vi. She/he is also entrusted with opening and closing of Office every day.



**For semi-skilled Category "Administrative Assistant".**

- i. She/he should know the operation of photocopier machine, fax machine, printers, scanning etc.
- ii. She/he may also be required to do spiral binding of reports and maintenance of files in proper order in the file cabinets and almirahs.
- iii. She/he should be able to retrieve those files whenever asked to do so. While carrying files from one office to another, she/he must ensure that there is no loss of record or paper from the files.
- iv. She/he is also required to undertake routine housekeeping works in the office.
- v. She/he is also required to attend banks and post office on ORIDL works.
- vi. She/he is required to undertake typing works as and when instructed.
- vii. She/he is required to discharge the duties of a receptionist.

**For semi-skilled Category "Multi-Tasking" Attendant.**

- i. She/he should know the operation of photocopier machine, fax machine, printers, scanning etc.
- ii. She/he may also be required to do spiral binding of reports and maintenance of files in proper order in the file cabinets and almirahs.
- iii. She/he should be able to retrieve those files whenever asked to do so. While carrying files from one office to another, she/he must ensure that there is no loss of record or paper from the files.
- iv. She/he is also required to undertake routine housekeeping works in the office.
- v. She/he is also required to attend banks and post office on ORIDL works.
- vi. She/he is also entrusted with opening and closing of Office every day.
- vii. She/he should be competent for gardening, cooking, vehicle cleaning etc.

**For the Sr. Motor Vehicle Operator cum maintainer in Skilled Category.**

- i. Operating the official vehicle of ORIDL on all working days within Bhubaneswar and outside Bhubaneswar as per administrative requirement.
- ii. Daily inspection and cleaning of the vehicle.
- iii. Periodical washing of the vehicle.
- iv. Attending to minor repairs arising out of the operation of the vehicle.
- v. Any other work assigned as and when required by ORIDL.

**For Skilled Category "Sr. Office Attendant".**

- i. She/he should know the operation of photocopier machine, fax machine, printers, scanning etc.
- ii. She/he may also be required to do spiral binding of reports and maintenance of files in proper order in the file cabinets and almirahs.
- iii. She/he should be able to retrieve those files whenever asked to do so. While carrying files from one office to another, she/he must ensure that there is no loss of record or paper from the files.
- iv. She/he is also required to undertake routine housekeeping works in the office.





- v. She/he is also required to attend banks and post office on ORIDL works.
- vi. She/he is also entrusted with opening and closing of Office every day.

**For un-skilled category "Jr. Office Attendant".**

- i. She/he should know the operation of photocopier machine, fax machine, printers, scanning etc.
- ii. She/he may also be required to do spiral binding of reports and maintenance of files in proper order in the file cabinets and almirahs.
- iii. She/he should be able to retrieve those files whenever asked to do so. While carrying files from one office to another, they must ensure that there is no loss of record or paper from the files.
- iv. She/he is also required to undertake routine housekeeping works in the office.
- v. She/he is also required to attend banks and post office on ORIDL works.
- vi. She/he is also entrusted with opening and closing of Office every day.

**b. Educational Qualification: -**

**For highly skilled "Accountant"**

- i. Graduate in commerce from recognised university and must have passed CA Inter/ CMA Inter examination conducted by The Institute of Chartered Accountants of India/ The Institute of Cost Accountants of India.

**For highly skilled Category "Office Supervisor"**

- i. Graduate in any discipline from recognised university in India.
- ii. Should have at least 10 years of working experience in Government (State/Central)/ Semi Govt./PSU/Joint Venture or in Private Organisations dealing with Office Management, Inventory Management, liasioning works etc.

**For Semi-skilled category "Office Attendant"**

- i. Matriculate (Class 10<sup>th</sup> Pass).

**For Semi-skilled category "Administrative Assistant"**

- i. Matriculate (Class 10<sup>th</sup> Pass).

**For Semi-skilled category "Multi-Tasking Attendant"**

- i. 7<sup>th</sup> class pass, with adequate experience in gardening, cooking, vehicle cleaning etc.

**For Un-skilled category "Jr. Office Attendant"**

- i. Matriculate (Class 10<sup>th</sup> Pass).

**For skilled Category "Sr. Motor Vehicle Operator cum Maintainer"**

- i. The staff must be in possession of valid Driving Licence having 10 years of driving experience to drive LMVs and should be in good physical health. She/he must be provided with proper photo ID card and uniform (white bush shirt, white trouser and white chauffer cap).
- ii. 7<sup>th</sup> class pass.



**For Skilled category "Sr. Office Attendant"**i. Intermediate (Class 12<sup>th</sup> Pass).**8) Other Conditions of contracts are as follows: -**

- a) ORIDL will assess suitability of the candidates, proposed to be provided by the manpower supply agency. After approval of the candidates by ORIDL (s)he can be employed against the contract.
- b) Age of the candidates should be above 18 years and below 57 years as on the date of publication of Tender Notice.
- c) The date of commencement of supply of manpower shall be the date of issue of LOA or its actual operation whichever is later.
- d) The period of completion of work shall be 12 (twelve) months from the date of issue of LOA.
- e) BOQ Rate mentioned is inclusive of mobilization demobilization, all statutory dues like deposition of EPF, ESI contribution, insurance etc. Nothing Extra will be paid on any accounts.
- f) The quantities shown in Bill of Quantity (BOQ) is tentative and may vary as per requirement of ORIDL from time to time. The contractor shall not have any claim on this account.
- g) On completion of the work to the satisfaction of ORIDL, the service provider shall be entitled for payment due to him at the end of each month. The service provider will submit the bill after expiry of calendar month. For the provision of service for a part of the month, pro-rata payment will be made for the actual number of days for which service has been provided, including authorised holidays.
- h) The service provider shall ensure that all statutory wages and allied benefits like EPF, ESIC etc. as are prescribed by Government from time to time, are paid to the staff deployed for the purpose of the contract. The agency shall submit the proof of having deposited the amount against statutory, allied benefit like EPF, ESIC and other taxes.
- i) Necessary deduction as per statutory requirements shall be effected in all payments released for this work.
- j) The service provider should submit the Bank Mandate Form to enable ORIDL to credit the payment through RTGS/NEFT mode.
- k) The contractor must pay the amount mentioned in column 05 of the Bill of Quantity cum Rate sheet to the bank account of the personnel deployed in ORIDL with in 7<sup>th</sup> of every following month and must deposit in the PF/ESI amount as mentioned in column 06 & 07 respectively of the Bill of Quantity cum Rate Sheet to the PF/ESI account of the personnel every month with in due dates without fail. The proof of the same is to be submitted to this office for verification and bill processing along with following month bill.
- l) The service provider shall ensure the payment of wages mentioned in the rate column of BOQ to their staff with in 7<sup>th</sup> of the following month. The payment to the workmen deployed by the service provider should be credited to their respective bank account through RTGS/Fund Transfer by the service provider. The proof of the same is to be submitted to this office for verification.
- m) The rate per month indicated in the 8<sup>th</sup> column of the BOQ is inclusive of EPF, ESI and exclusive of contractor's commission. Contractor/service provider should quote his rate in single percentage terms (both in figures and words) only at the specified column in the rate sheet of tender schedule.





- n) ORIDL reserves the right of termination of the contract with immediate effect, this will apply, if it is established that the agency has/have not been able to follow Central Govt. and State Govt. laws or has/have breached any provision of the contract agreement.
- o) ORIDL also reserves the right to terminate the contract by giving 7 days and 48 hours' notice in case of ORIDL administration desires to have its own arrangement.
- p) The tenderer has to supply the above service at the corporate office of ORIDL, Bhubaneswar for carrying out the contract.
- q) All disputes are subject to Bhubaneswar jurisdiction only.
- r) This is purely a service contract like all other service contracts. Hence, the contractor is entirely responsible for the employment of its people and shall be liable for observance of all statutory provisions of Government. No claim for employment by the manpower engaged on whatsoever ground shall be entertained by ORIDL.
- s) Service provider shall provide all the services included in the schedule everyday (i.e. from Monday to Sunday). However, weekly rest to the manpower, provided by service provider will be allowed once a week on any day as per convenience of ORIDL. The rate shall be quoted considering above aspect into consideration.
- t) The rate quoted shall be firm and shall include all statutory obligations on the part of the service provider.
- u) All statutory taxes and liabilities levied / to be levied by the Central & State Government or other governing authority from time to time shall be borne by service provider and rate shall be inclusive of all applicable taxes (excluding GST).
- v) ORIDL's representative shall have authority to advise the service provider to remove or replace any work man /men, woman/women, considered as incompetent, unsuitable or harmful or may reduce/increase the manpower as per work load during the contract period.
- w) The work executed shall be to the satisfaction of ORIDL's representative. Rate shall include all incidental and contingent work & materials, which although not specifically mentioned in the scope are necessary for its completion in sound and efficient manner.
- x) The contractor shall take out and keep in force policies of insurance against all liabilities and recognized risks in respect of accidents to the persons employed by the service provider for the purpose of carrying the works of this contract.
- y) In respects of staff engaged by service provider, they shall be solely responsible for all claims under workmen compensation Act and Labour Contract Act etc.
- z) The service provider will be solely responsible for the compliance of statutory regulations applicable to service providers labour as also other central and state Government statutory Regulations associated with works such as provision of Minimum Wages Act, 1948, the workmen Compensation Act ,1923 etc. No liability whatsoever shall be attached to ORIDL on account of any failure on the part of the service provider to observe these regulations.
- aa) Any damage, deterioration, loss caused to ORIDL's property due to negligence, carelessness on the part of workmen employed by service provider shall be made good by service provider at his own cost.
- bb) The service provider will be responsible for ensuring good conduct on the part of the person deployed by the agency.



- cc) Service provider is advised that persons suffering from contagious or infectious diseases shall not be employed or permitted to work in ORIDL premises.
- dd) ORIDL will not be responsible for any injury/sickness of the workmen (deployed by the service provider) during the course of their duties or out of their duty hours.
- ee) ORIDL will neither provide any residential accommodation nor any transport service for any of the employees/ workmen of the contractor deployed for the same.
- ff) The employer & employee relationship should be devoid of any illegal gratification.
- gg) Any statutory changes notified by Govt. from time to time is applicable to this contract.

ORIDL







**SECTION - V  
TENDER SCHEDULE**

ORIDL



Name of the Work: "Supply of manpower services for the Office of Odisha Rail Infrastructure Development Limited at Bhubaneswar for one Year."

## BILL OF QUANTITY CUM RATE SHEET

(The bidder should quote the rate in column 11)

Sl. No.	Designation	Take home salary (Per Month)			EPF (Employee=12 & Employer=2%) Total 24% on Basic+DA (₹)	ESI (Employee=3.25% & Employer=0.75%) Total 4% on Basic+DA (₹)	Total Remuneration to personnel (₹)	Supervision charges & overhead of contractor @5% of Column 8	Total	Rate to be quoted by the contractor on the value of column 10 in % above
		Basic +DA (₹)	Allowances as per qualification & experience (₹)	Total (₹)						
01	02	03	04	05	06	07	08	09	10	11
1	Accountant (Highly Skilled)	12600	4722	17322	3024	504	20850	1043	21893	.....
2	Office Supervisor (Highly Skilled)	15750	5527	21277	3780	630	25687	1284	26971	.....
3	Office Attendant (Semi skilled)	7560	7858	15418	1814	302	17534	877	18411	.....
4	Administrative Assistant (Semi skilled)	7560	6693	14253	1814	302	16369	818	17187	.....
5	Multi-Tasking Attendant (Semi skilled)	7560	7858	15418	1814	302	17534	877	18411	.....
6	Jr. Office Attendant (Un skilled)	6825	4287	11112	1638	273	13023	651	13674	.....
7	Sr. Motor Vehicle Operator (Skilled)	12600	4722	17322	3024	504	20850	1043	21893	.....
8	Sr. Office Attendant (Skilled)	12600	4722	17322	3024	504	20850	1043	21893	.....

## NOTE:-

1. The above rates are inclusive of all statutory taxes, duties etc., excluding GST. GST will be paid as per applicable rates.
2. In case of discrepancy between the rate quoted in figures and word, the rate quoted in words will be considered for evaluation.
3. Rate to be quoted in Col.11 must be a positive number maximum up-to 02 decimal point and it should be written in both figures and words. Any negative number and Zero if quoted will not be taken into consideration and will be rejected. In case, rate quoted is a positive number having more than 02 decimal points, the rate will be considered for 02 decimal points only. Rates quoted anywhere else except the specified place in column 11 will not be considered.
4. Employee and Employer's contribution mentioned in Column 06 & 07 are in addition to the take home salary and will be paid to the Service Provider by the Principal employer, along with every months' bill/invoice and same will be verified with the documents to





Tender No- ORIDL/HR/TMF/MPS/04/2025/

Tender Schedule

be submitted by the Service Provider in the subsequent month, subject to stipulations contained in clause 8(k) of the Conditions of Contract.

5. The supervision charges shall include

- a. Contractors overhead & Contractor's profit
- b. Administrative charges for PF, ESI, etc. and any other statutory duty.
- c. Any other expenses.



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SECTION - VI  
ANNEXURES



## ANNEXURE - I

**ODISHA RAIL INFRASTRUCTURE DEVELOPMENT LIMITED  
CONTRACT AGREEMENT OF WORKS**

CONTRACT AGREEMENT NO. \_\_\_\_\_ DATED \_\_\_\_\_

ARTICLES OF AGREEMENT made this \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_ between Odisha Rail Infrastructure Development Limited acting through the Managing Director hereafter called the "ORIDL" of the one part and \_\_\_\_\_ herein after called the "Contractor" of other part.

WHEREAS the Contractor has agreed with ORIDL for performance of the works \_\_\_\_\_ set forth in the Schedule hereto annexed upon the Conditions of Contract, corrected up to latest correction slips AND WHEREAS the performance of the said services is an act in which the public are interested.

NOW THIS INDENTURE WITNESSETH that in consideration to the payments to be made by ORIDL, the Contractors will duly perform the said services in the said schedule set forth and shall execute the same with great promptness, care and accuracy in a workman like manner to the satisfaction of ORIDL and will complete the same in accordance with the and said conditions of contract on or before the \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_ and will maintain the said services for a period of \_\_\_\_\_ Calendar months from the certified date of their completion and will observe, fulfil and keep all the conditions therein mentioned (which shall be deemed and taken to be part of this contract, as if the same have been fully set forth herein), AND ORIDL, both hereby agree that if the Contractor shall duly perform the said works in the manner aforesaid and observe and keep the said terms and conditions, ORIDL will pay or cause to be paid to the Contractor for the said works on the final completion thereof the amount due in respect thereof at the rates specified in the Schedule hereto annexed.

Contractor \_\_\_\_\_ (Signature)  
Address \_\_\_\_\_  
Date \_\_\_\_\_

Designation \_\_\_\_\_  
(For ORIDL)  
Date \_\_\_\_\_

Signature of **Witnesses** (to Signature of Contractor) with address:  
**Witnesses:**

\_\_\_\_\_  
\_\_\_\_\_



**FORMAT FOR DECLARATION TO BE SUBMITTED BY TENDERER ALONGWITH THE TENDER DOCUMENTS**

I..... (Name and designation) \*\* appointed as the attorney/ authorized signatory of the tenderer (including its constituents),

M/s..... (hereinafter called the tenderer) for the purpose of the Tender documents for the service of..... as per the tender No. .... of ORIDL, do hereby solemnly affirm and state on the behalf of the tenderer including its constituents as under:

1. I/we the tenderer (s) am/are signing this document after carefully reading the contents.
2. I/We the tenderer(s) also accept all the conditions of the tender and have signed all the pages in confirmation thereof.
3. I/we hereby declare that I/we have downloaded the tender documents from ORIDL's website [www.oridl.in](http://www.oridl.in). I/we have verified the content of the document from the website and there is no addition, no deletion or no alteration to the content of the tender document. In case of any discrepancy noticed at any stage i.e. evaluation of tenders, execution of services or final payment of the contract, the master copy available with ORIDL Administration shall be final and binding upon me/us.
4. I/we declare that I/we am/are not defaulters in depositing Employee and Employers' shares of EPF & ESI amounts to concerned authorities and I/we don't have outstanding EPF & ESI dues for more than 02 months.
5. I/we declare that I/we am/are not black listed by Government/PSU/Banks.
6. I/we declare and certify that I/we have not made any misleading or false representation in the forms, statements and attachments in proof of the qualification requirements.
7. I/We also understand that my/our offer will be evaluated based on the documents/credentials submitted along with the offer and same shall be binding upon me/us.
8. I/We declare that the information and documents submitted along with the tender by me/us are correct and I/we are fully responsible for the correctness of the information and documents, submitted by us.
9. I/we also understand that if the certificates submitted by us are found to be false/forged or incorrect at any time after the award of the contract, it will lead to termination of the contract, along with forfeiture of Performance guarantee besides any other action provided in the contract including banning of business for a period of up to five years.

Place:

Dated:

\*\* Details as appropriate are to be filled in suitably by tenderer.



Seal & Signature of the Tenderer



## Annexure -III

**(Bid Security / Performance Guarantee)**

Bank Guarantee Bond from any scheduled commercial bank of India

(On non-judicial stamp paper, which should be in the name of the Executing Bank).

**Name of the Bank: -----**

Managing Director,

Odisha Rail Infrastructure Development Limited

Beneficiary: Odisha Rail Infrastructure Development Limited

Date:.....

**Bank Guarantee Bond No.:****Date:-----**

In consideration of the Odisha Rail Infrastructure Development Limited acting through Managing Director (*Designation & address of Contract Signing Authority*), (hereinafter called "ORIDL") having invited the bid for \_\_\_\_\_ through Notice inviting tender (NIT) No. \_\_\_\_\_, We have been informed that . . . . *[Insert name of the Bidder]*..... (hereinafter called "**the Bidder**") intends to submit its bid (hereinafter called "**the Bid**"). WHEREAS, the Bidder is required to furnish Bid Security / Performance Guarantee for the sum of *[Insert required Value of Bid Security / Performance Guarantee]*, in the form of Bank Guarantee, according to conditions of Bid.

**AND**

WHEREAS, ..... *[Insert Name of the Bank]*, with its Branch ..... *[Insert Address]* having its Headquarters office at ..... *[Insert Address]*, hereinafter called the **Bank**, acting through ..... *[Insert Name and Designation of the authorised persons of the Bank]*, have, at the request of the Bidder, agreed to give guarantee for Bid Security / Performance Guarantee as hereinafter contained, in favour of the Odisha Rail Infrastructure Development Limited:

1. KNOW ALL MEN that by these present that I/We the undersigned *[Insert name(s) of authorized representatives of the Bank]*, being fully authorized to sign and incur obligations for and on behalf of the Bank, confirm that the Bank, hereby, unconditionally and irrevocably guarantee to pay to the Odisha Rail Infrastructure Development Limited full amount in the sum of *[Insert required Value of Bid Security / Performance Guarantee]* as above stated.
2. The Bank undertakes to immediately pay on presentation of demand by Odisha Rail Infrastructure Development Limited any amount up to and including aforementioned full amount without any demur, reservation or recourse. Any such demand made by Odisha Rail Infrastructure Development Limited on the Bank shall be final, conclusive and binding, absolute and unequivocal on the Bank notwithstanding any disputes raised/ pending before any Court, Tribunal, Arbitration or any Authority or any threatened litigation by the Bidder or Bank.
3. The Bank shall pay the amount as demanded immediately on presentation of the demand by Odisha Rail Infrastructure Development Limited without any reference to the Bidder and without Odisha Rail Infrastructure Development Limited being required to show grounds or give reasons for its demand of the amount so demanded.
4. The guarantee hereinbefore shall not be affected by any change in the constitution of the Bank or in the constitution of the Bidder.



5. The Bank agrees that no change, addition, modifications to the terms of the Bid document or to any documents, which have been or may be made between Odisha Rail Infrastructure Development Limited and the Bidder, will in any way absolve the Bank from the liability under this guarantee; and the Bank, hereby, waives any requirement for notice of any such change, addition or modification made by Odisha Rail Infrastructure Development Limited at any time.
6. This guarantee will remain valid and effective from.....[insert date of issue]till .....[insert date, which should be minimum 90 days beyond the expiry of validity of Bid]. Any demand in respect of this Guarantee should reach the Bank within the validity period of Bid Security / Performance Guarantee.
7. The Bank Guarantee is unconditional and irrevocable.
8. The expressions Bank and Odisha Rail Infrastructure Development Limited herein before used shall include their respective successors and assigns.
9. The Bank hereby undertakes not to revoke the guarantee during its currency, except with the previous consent in writing of the Railway. This guarantee is subject to the Uniform Rules for Demand Guarantees, ICC Publication No.758.
10. The Bank hereby confirms that it is on the SFMS (Structured Financial Messaging System) and shall invariably send the advice of this Bank Guarantee to the following bank details

IFSC CODE	SBIN0007891
IFSC TYPE	BRANCH
BANK NAME	STATE BANK OF INDIA
BRANCH NAME	IDCO TOWER
CITY NAME	BHUBANESWAR
ADDRESS	IDCO TOWER, BHUBANESWAR
DISTRICT	KHURDA
STATE	ODISHA
BG ENABLED	YES

11. The Guarantee shall be valid in addition to and without prejudice to any other security Guarantee(s) of Bidder in favour of the Odisha Rail Infrastructure Development Limited. The Bank, under this Guarantee, shall be deemed as Principal Debtor of Odisha Rail Infrastructure Development Limited.

Date .....

Place.....

.....  
Bank's Seal and authorized signature(s)  
[Name in Block letters] .....

[Designation with Code  
[P/Attorney] No. ....

Witness:

- 1 Signature, Name & Address & Seal
- 2 Signature, Name & address & Seal

Bank's Seal

[P/Attorney]No.....



Seal &amp; Signature of the Tenderer



**Note:** All italicized text is for guidance on how to prepare this bank guarantee and shall be deleted from the final document.

ORIDL



## FORMAT FOR SUBMISSION OF INFORMATION OF WORK EXPERIENCE

SL No	Description of work	Name and address of the Employer	Contract No. and date	Date of award of work	Stipulated date of Completion	Date of actual completion	Value of completed work (In Lakhs)	LD/ Penalty, If any, imposed for delay	Any other relevant information	Remarks
1										
2										
3										
4										
5										
6										

## Note:

1. Please attach copies of the certificates issued by the client.





**Annexure- V****List of Documents to be submitted along with the Bid Document**

Sl. No.	List of Documents to be submitted along with the bid	Page No.
1	Sealed & signed duly filled Tender Form	
2	Sealed & signed complete bid document	
3	Registration Certificate for labour contract license from Central Govt./ State Govt.	
4	PF Code under EPF Scheme	
5	ESI Code under ESI Scheme	
6	GSTIN Registration	
7	Copy of PAN card of the entity	
8	Work experience details as specified in Annexure-IV and supporting documents thereof.	
9	Declaration in specified format in Annexure-II.	
10	Audited financial statement in support of the financial standing	
11	Copy of bank account (clearly mentioning A/c No. IFSC Code and Branch Name)	
12	Address proof of the entity	
13	Proof of the identity/ legal status of the entity	

ORIDL