



Request for Proposal for Selection of Service Provider for
Engagement of Traffic Wardens on outsourcing basis for Odisha
Police.

Date: 23.10.2025

Tender No: 22-RFP-Traffic Wardens-2025-26

RFP Inviting Authority

Odisha State Police Headquarters, SP,CID,CB,Odisha, Buxi Bazar Rd, Bepari Sahi,
Cuttack, Odisha 753001 Phone: 0671 230 6071

1. Disclaimer

The information contained in this Request for Proposal document (the "tender") or subsequently provided to Bidder(s), whether verbally or in documentary or any other form by or on behalf of the Odisha Police here in after called "Authority" or any of its employees is provided to Bidder(s) on the terms and conditions set out in this tender and such other terms and conditions subject to which such information is provided.

This tender is not an agreement and is neither an offer nor invitation by the Authority to the prospective Bidders or any other person. The purpose of this tender is to provide interested parties with information that may be useful to them in making their technical and financial offers pursuant to this tender (the "Bid"). This tender includes statements, which reflect various assumptions and assessments arrived at by the Authority in relation to the Project. Such assumptions, assessments and statements do not purport to contain all the information that each Bidder may require. This tender may not be appropriate for all persons, and it is not possible for Authority, or its employees to consider the technical capabilities, investment objectives, financial situation and particular needs of each party who reads or uses this tender. The assumptions, assessments, statements, and information contained in this tender, may not be complete, accurate, adequate, or correct. Each Bidder should, therefore, conduct its own investigations and analysis and should check the accuracy, adequacy, correctness, reliability and completeness of the assumptions, assessments, statements, and information contained in this tender and obtain independent advice from appropriate sources.

Information provided in this tender to the Bidder(s) is on a wide range of matters, some of which depends upon interpretation of law. The information given is not an exhaustive account of statutory requirements and should not be regarded as a complete or authoritative statement of law. Authority accepts no responsibility for the accuracy or otherwise of any interpretation or opinion on law expressed herein.

Authority or its employees make no representation or warranty and shall have no liability to any person, including any Bidder under any law, statute, rules or regulations or tort, principles of restitution or unjust enrichment or otherwise for any loss, damages, cost or expense which may arise from or be incurred or suffered on account of anything contained in this tender or otherwise, including the accuracy, adequacy, correctness, completeness or reliability of the tender and any assessment, assumption, statement or information contained therein or deemed to form part of this tender or arising in any way in this Bid Stage.

Authority also accepts no liability of any nature whether resulting from negligence or otherwise howsoever caused arising from reliance of any Bidder upon the statements contained in this tender.

Authority may in its absolute discretion, but without being under any obligation to do so, update, amend or supplement the information, assessment or assumptions contained in this tender.

The issue of this tender does not imply that Authority is bound to select a Bidder or to appoint the selected Bidder and Authority reserves the right to reject all or any of the Bidders or Bids without assigning any reason whatsoever.

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Authority reserves all the rights to cancel, terminate, change, or modify this procurement process and/or requirements of bidding stated in the tender, at any time without assigning any reason or providing any notice and without accepting any liability for the same.

The Bidder shall bear all its costs associated with or relating to the preparation and submission of its Bid including but not limited to preparation, copying, postage, delivery fees, expenses associated with any demonstrations or presentations which may be required by Authority, or any other costs incurred in connection with or relating to its Bid. All such costs and expenses will remain with the Bidder and Authority shall not be liable in any manner whatsoever for the same or for any other costs or other expenses incurred by a Bidder in preparation or submission of the Bid, regardless of the conduct or outcome of the Bidding Process.

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2. Bid Datasheet

Sl. No.	Key Information	Details
1.	Tender Reference Number	LTR No.: 22-RFP-Traffic Wardens-2025-26 Date: 23.10.2025
2.	Tender document available	The tender is available and downloadable from the Website: https://tendersodisha.gov.in & https://odishapolice.gov.in All Subsequent corrigendum/changes to the Bidding document shall be published on the above website.
3.	Name of the Assignment	Request for Proposal for Selection of Service Provider for Engagement of Traffic Wardens on outsourcing basis for Odisha Police.
4.	Method of Selection & Proposal Validity	Least Cost 1 (L1) & 180 days from the Bid due date
5.	Last date for submission of Queries for clarifications	Date: 28.10.2025 Time: Till 5:30 PM
6.	Pre-bid meeting	Date: 29.10.2025 Time: 11:30 AM Location: O/O. The SP,CID,CB,Odisha, State Police Headquarters, Buxi Bazaar, Cuttack, Odisha 753001
7.	Response to Pre-Bid Queries by uploading in website	Date: 30.10.2025
8.	Address for Submission of Proposals	Mode of Submission: Physical Submission Place: O/O. The SP,CID,CB, Odisha, State Police Headquarters, Buxi Bazaar, Cuttack, Odisha 753001
9.	Last date and time for submission of Proposals (Proposal Due Date)	Date: 13.11.2025 Time: Till 3:30 PM
10.	Place, Date, and time of opening of Technical Proposals	Date: 14.11.2025 Time: 03:30 PM Location: O/O. The SP,CID,CB, Odisha State Police Headquarters, Buxi Bazaar, Cuttack, Odisha 753001
11.	Place, Date and Time for opening of Financial Proposals	Date & Time will be communicated later to the technically qualified bidders at Email ID provided by bidders. Location: O/O. The SP,CID,CB,Odisha State Police Headquarters, Buxi Bazaar, Cuttack, Odisha 753001
12.	Cost of the Tender Document	Rs. 11,800/- (Rupees Eleven Thousand Eight Hundred) inclusive of 18% GST. Non-refundable tender fee As Demand Draft from any scheduled commercial bank/ nationalized bank in the name of "AIG of Police (Provisioning) Odisha, Cuttack".
13.	Cost of E.M.D.	Rs. 30,00,000/- (Rupees Thirty Lakhs) As Demand Draft from any scheduled commercial bank/

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Sl. No.	Key Information	Details
		nationalized bank in the name of "SP, CID, CB, Odisha, Cuttack".
14.	Performance Security payable by the Preferred Bidder	The Preferred Bidder shall furnish to Authority a Compliance Performance Security deposit equivalent to 5% of project cost (Annual Price Bid) in the form of a Bank Guarantee valid till the Compliance Date.
15.	Bid Validity Period	180 days from the Proposal Due Date
16.	Method of Selection	L1 Selection
17.	Point of Contact	SP, CID, CB, Odisha, Cuttack. Location: Office of the SP,CID,CB, Odisha Police Headquarters, Buxi Bazaar, Cuttack, Odisha 753001 Email: rocidcb.odpol@gov.in

3. Letter of Invitation

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Bidders will be selected under Least Cost 1 (L1) procedure as prescribed in the tender Document in accordance with the procedures prescribed here.

1. Interested bidders having their presence in Odisha and fulfilling eligibility conditions as mentioned in this tender can submit their proposals Physically (HARD COPIES IN PROPERLY BINDED AND INDEXED WITH PAGE NUMBER) addressed to SP,CID,CB, Odisha, Cuttack Police Headquarters, Buxi Bazaar, Cuttack, Odisha 753001 through Registered Post or Courier or by hand.
2. The proposal should be submitted in hardcopy two parts/ envelope as follows:
Part 1: Technical Proposal- Envelope A (Tender Fee, EMD Fee, Support Documents for qualification & bid proposal of the bidder)
Part 2: Financial Proposal- Envelope B (Financial Proposal)
3. Evaluation of the proposals shall be made as per the evaluation criteria mentioned in the tender.
4. In the event, any of the instructions mentioned herein have not been adhered to the Office of the SP,CID,CB, Odisha, Cuttack may reject the Proposal.
5. The proposal, complete in all respect as specified in the tender Document, must be accompanied with a Non-refundable Bid Tender Fee and a Refundable EMD of paid as prescribed in the tender failing which the bid will be rejected.
6. The last date and time for submission of proposal, complete in all respect, is as per the Bid Datasheet and the date of opening of the qualifying proposal is as mentioned in the Bid Datasheet, which will be done in the presence of the bidder's representative at the specified address as mentioned in the Bid Datasheet. Representatives of the bidders may attend the meeting with due authorization letter and identity proof on behalf of the bidder.
7. While all information/data given in the tender are accurate within the consideration of scope of the proposed assignment to the best of the SP,CID,CB, Odisha,Cuttack knowledge, the Authority holds no responsibility for accuracy of information, and it is the responsibility of the bidder to check the validity of information/data included in this tender. Authority reserves the right to accept/reject any/all proposals/cancel the entire selection process at any stage without assigning any reason thereof.

4. Instruction to Bidders

This section specifies the procedures to be followed by Bidders in the preparation and submission of their Bids. Information is also provided on the submission, opening and evaluation of bids and on the award of contracts. It is important that the Bidder carefully reads and examines the tender document.

4.1 General

- i. SP,CID,CB, Odisha,Cuttack invites proposals ("Bids") to this Tender for Service Provider for Engagement of Traffic Wardens on outsourcing basis for Odisha Police.
- ii. The tenure of the contract of the successful bidders shall be for 1 years ("project duration"). SP,CID,CB, Odisha,Cuttack,at its discretion, may extend the contract for further period of 1 years on the same terms & conditions and on the contract, prices decided pursuant to this tender subject to satisfactory performance of the selected bidder.
- iii. While every effort has been made to provide comprehensive & accurate background information and requirements and specifications, bidders must form their own conclusions about the solution needed to meet the requirements. Bidders and recipients of this tender may wish to consult their own legal advisers in relation to this tender.
- iv. All information supplied by the successful bidder may be treated as contractually binding on the bidder, after successful award of the assignment is made based on this tender.
- v. No commitment of any kind, contractual or otherwise shall exist unless and until a formal written contract has been executed by or on behalf of SP,CID,CB, Odisha,Cuttack.
- vi. SP,CID,CB, Odisha,Cuttack may cancel this tender at any time prior to a formal written agreement being executed between parties.
- vii. Bid must be received not later than time, date and venue mentioned in the bid Data Sheet. Proposals that are received late shall not be considered in this tender process.
- viii. No oral conversations or agreements with any official, agent, or employee of SP,CID,CB,Odisha,Cuttack shall affect or modify any terms of this tender and any alleged oral agreement or arrangement made by a bidder with any agency, official or employee of SP,CID,CB,Odisha,Cuttack shall be superseded by the definitive agreement that results from this tender process.
- ix. Neither the bidder nor any of bidder's representatives shall have any claims whatsoever against SP,CID,CB, Odisha,Cuttack or any officials or employees arising out of or relating to this tender or these procedures (other than those arising under a definitive service agreement with the bidder in accordance with the terms thereof).
- x. All proposals and accompanying documentation of the technical proposal shall become the property of SP,CID,CB, Odisha,Cuttack and shall not be returned after opening of the technical proposals.
- xi. The Bidder commits himself to take all measures necessary to prevent corrupt practices, unfair means, and illegal activities during any stage of his bid or during any pre-contract or post-contract stage to secure the contract or in furtherance to secure it.

4.2 Completeness of Response

- i. The bidders are advised to study all instructions, forms, terms, requirements and other information in the tender documents carefully. The submission of bid shall be deemed to have been done after careful study and examination of the tender document with full understanding of its implications.

- ii. The response to this tender should be full and complete in all respects. Failure to furnish all information required by the tender document or submission of a Bid not substantially responsive to the tender document in every respect will be at the bidder's risk and may result in rejection of its Bid and forfeiture of the bid EMD.

4.3 Amendment of tender Document

- i. All the Corrigendum / Addendum made in the document would be published on the Portal and shall be part of tender.
- ii. The Bidders are advised to visit the portal on regular basis to check for necessary updates. Authority also reserves the right to amend the dates mentioned in this tender.

4.4 Bid Document Fee

The bidders are requested to pay the Bid Document Fee as defined in this tender. The tender document can be downloaded from the portal (<https://tendersodisha.gov.in> & <https://odishapolice.gov.in>) on registration. Bids that are not accompanied by the Tender Price/Fee or accompanied with inadequate Tender Price/Fee, shall be considered non-responsive and will be rejected.

4.5 Supplementary Information to the tender

If Authority deems it appropriate to revise any part of this tender or to issue additional data to clarify an interpretation of provisions of this tender, it may issue supplements to this tender. Any such corrigendum shall be deemed to be incorporated by this reference into this tender.

4.6 Sub-Contracting

Sub-contracting is Not Allowed.

4.7 Contacting the SP,CID,CB, Odisha, Cuttack

- i. No Bidders shall contact the SP,CID,CB, Odisha, Cuttack on any matter relating to its bid, from the time of the bid opening to the time the Contract is awarded.
- ii. If a Bidder tries to directly influence the Authority or otherwise interfere in the bid submission and evaluation process and the Contract award decision, its bid may be rejected.

4.8 Right to Vary Scope of Contract

- i. SP,CID,CB, Odisha, Cuttack may at any time, by a written order given to the bidder, make changes within the quantities, specifications, services, or scope of the Contract as specified.
- ii. If any such change causes an increase or decrease in the cost of, or the time required for the bidder's performance of any part of the work under the Contract, whether changed or not changed by the order, an equitable adjustment on mutually agreed terms shall be made in the Contract Price or time schedule, or both, and the Contract shall accordingly be amended. Any claims by the bidder for adjustment under this Clause must be asserted within thirty (30) days from the date of the bidder's receipt of the SP,CID,CB, Odisha, Cuttack changed order.

4.9 Rejection Criteria

Besides other conditions and terms highlighted in the tender document, bids may be rejected under following circumstances:

- i. Bids not qualifying under eligibility criteria.
- ii. Bids submitted without improper EMD or tender fees.
- iii. Bids received through any platform other than prescribed platform as mentioned in the tender.
- iv. Bids which do not confirm to the unconditional validity of the bid as prescribed in the tender.
- v. If the information provided by the Bidders is found to be incorrect / misleading at any stage / time during the Tendering Process.
- vi. Any effort on the part of a Bidders to influence the Authority's bid evaluation, bid comparison or contract award decisions.
- vii. Bids received by the SP,CID,CB, Odisha, Cuttack after the last date and time for receipt of bids prescribed in the data sheet.
- viii. Bids without signature of person (s) duly authorized on the bid.
- ix. Bids without power of authorization and any other document consisting of adequate proof of the ability of the signatory to bind the Bidders.
- x. Technical Bid containing financial details or any such hints/ calculations /extrapolations/ records.
- xi. Revelation of Prices in any form or by any reason before opening the Financial Bid.
- xii. Failure to furnish all information required by the tender Document or submission of a bid not substantially responsive to the tender Document in every respect.
- xiii. Bidders not quoting for the complete Scope of Work as indicated in the tender documents, addendum (if any) and any subsequent information given to the Bidders.
- xiv. Bidders not complying with the General Terms and Conditions as stated in the tender Documents.
- xv. The Bidders do not confirm unconditional acceptance of full responsibility of providing services in accordance with the Scope of work, General Terms & Conditions and Service Level Agreements of this tender.
- xvi. If it is found that bidders have tendered separately under different names for the same contract, all such tender(s) shall stand rejected and tender deposit of each such firm/ establishment shall be forfeited. In addition, such firms/ establishments shall be liable at the discretion of the SP,CID,CB,Odisha, Cuttack for further penal action including blacklisting.
- xvii. If after awarding the contract, it is found that the accepted bid violated any of the directions pertaining to the participation, the contract shall be liable for cancellation at any time during its validity in addition to penal action including blacklisting against the bidders.
 - a. Financial Bids that do not conform to the tender's price bid format.
 - b. Total price quoted by the Bidders does not include all statutory taxes and levies applicable.

4.10 Conflict of Interest

- Conflict of interest exists in the event of
 - Conflicting assignments, typically agencies providing any other services outsourced by Authority.

- Any Bidder found to have a Conflict of Interest shall be disqualified. In the event of disqualification, the Authority shall forfeit the Performance Bank Security/Guarantee, if available, as mutually agreed genuine pre-estimated compensation and damages payable to the Authority for, inter alia, the time, cost and effort of the Authority including consideration of such Bidder's Proposal, without prejudice to any other right or remedy that may be available to the Authority hereunder or otherwise.

5. Bid Submission Instructions

5.1 Tender Document Fees and Purchase

- i. The Bidders shall download the tender document from the website as mentioned in the Proposal Data Sheet.
- ii. The Bidders shall pay tender document fee as prescribed in data sheet.
- iii. The downloading of the tender documents shall be carried out strictly as provided on the website.
- iv. The tender document fee is non-refundable and not exempted.

5.2 Pre-Bid Queries on tender

- i. Authority will host a Pre-Bid meeting as per the date mentioned in the tender data sheet. The representatives, limited to 2, of the interested organizations may attend the pre-bid conference at their own cost. The purpose of the conference is to provide bidders with information regarding the tender and the proposed solution requirements in reference to the tender. Pre-Bid meeting will also provide each bidder with an opportunity to seek clarifications regarding any aspect of the tender and the project.
- ii. All Bidders shall e-mail their queries to SP,CID,CB, Odisha,Cuttack, xxxxxxxxxx@gmail.com.
- iii. The response to the queries will be published on(<https://tendersodisha.gov.in> & <https://odishapolice.gov.in>). No telephonic / queries will be entertained thereafter. This response of Authority shall become integral part of tender document. Authority shall not make any warranty as to the accuracy and completeness of responses.
- iv. Authority shall endeavour to respond to the questions raised or clarifications sought by the Bidders. However, Authority reserves the right not to respond to any question or provide any clarification, in its sole discretion, and nothing in this clause shall be taken or read as compelling or requiring Authority to respond to any question or to provide any clarification.
- v. Authority may also on its own motion, if deemed necessary, issue interpretations and clarifications to all Bidders. All clarifications and interpretations issued by Authority shall be deemed to be part of the Bidding Documents. Verbal clarifications and information given by Authority, or its employees or representatives shall not in any way or manner be binding on Authority.

Name of Bidder					
Tender Ref. No					
Tender Name					
Tender Due Date					
#	Tender Page No.	Tender Clause No.	Clause Title	Queries /Clarification Sought	Justification by Bidder

Name of Bidder					
Tender Ref. No					
Tender Name					
Tender Due Date					
#	Tender Page No.	Tender Clause No.	Clause Title	Queries /Clarification Sought	Justification by Bidder
..	..	..	..	..	..

All Bidders shall e-mail their queries in above (Microsoft Excel sheet) format:

5.3 Responses to Pre-Bid Queries and Issue of Corrigendum

- Authority will formally respond to the pre-bid queries after the pre-bid conference.
- Authority will endeavour to provide timely response to all queries. However, SP,CID,CB, Odisha, Cuttack makes no representation or warranty as to the completeness or accuracy of any response made in good faith, nor does undertake to answer all the queries that have been posed by the bidders.
- At any time prior to the last date for receipt of bids, SP,CID,CB, Odisha,Cuttack may, for any reason, whether at its own initiative or in response to a clarification requested by prospective Bidders, modify the tender document by issuing a corrigendum.
- The Corrigendum, if any, notifications regarding extensions, if any, and clarification to the queries from all bidders will be posted on the website mentioned in the Proposal Data Sheet or emailed to all participants of the pre-bid meeting.
- Any such corrigendum shall be deemed to be incorporated into this tender.
- In order to provide prospective Bidders reasonable time for taking the corrigendum into account, SP,CID,CB, Odisha, Cuttack may, at its discretion, extend the last date for the receipt of Proposals.
- Notifications regarding extensions, corrigendum, will be published on the website mentioned in the tender schedule and there shall be no paper advertisement.

5.4 Preparation of Proposals

- The bidder shall prepare the bid based on details provided in the tender documents. It must be clearly understood that the quantities, specifications and diagrams that are included in the tender document are intended to give the bidder an idea about the scope and magnitude of the work and are not in any way exhaustive and guaranteed by SP,CID,CB, Odisha, Cuttack
- The bidder shall carry out the sizing of the solution based on internal assessment and analysis, which may include the use of modelling techniques wherever necessary.
- The bidder must propose a solution to meet the requirements of the SP,CID,CB, Odisha, Cuttack. If, during the sizing of the solution, any upward revisions of the specifications and/or quantity as given in this tender document, are required to be made to meet the conceptual design and/or requirements of tender, all such changes shall be included in the technical proposal and their commercial impact, thereof, shall be included in the commercial bid.
- If, during the sizing of the solution, any additional product that is not listed in the tender document is required to be included to meet the conceptual design, performance requirements and other requirements of tender, all such product(s) should be included by

- the bidder in the technical proposal and their commercial impact, thereof, included in the commercial bid.
- v. SP,CID,CB, Odisha, Cuttack will in no case be responsible or liable for any costs associated with the design/sizing of the proposed solution, regardless of the conduct or outcome of the Tendering process.
 - vi. If at any stage during the currency of the contract, the solution proposed does not meet the functional requirements, conceptual design, performance requirements/SLA, and other requirements of tender, the bidder shall revise the required specifications and/or quantities as proposed by the bidder in their bid in order to meet the said objectives/targets. All such provisions shall be made by the bidder within the lump sum contract price, at no extra cost and without any impact to SP,CID,CB, Odisha,Cuttack what so ever.
 - vii. Proposals shall include "Technical Proposal" and "Financial Proposal". The content of proposal should be as below:
 - i. **Cover:**
 - Super scribed with "**Request for Proposal for Selection of Service Provider for Engagement of Traffic Wardens on outsourcing basis for Odisha Police.**"and bidders name and address.
 - It shall be included in both the envelopes.
 - i. **Part 1: Qualifying Proposal- Envelope A** (Tender Fee, EMD Fee, Support Documents for qualification &all other documents of the bid).
 - ii. **Part 2: Financial Proposal- Envelope B** (Financial Proposal).

A. Technical Proposal Envelope:

It is to be noted that the Technical Proposal Envelope shall contain all the supporting documents related to qualifying criteria, terms and conditions of tender document etc. The proposal must have complete tender/tender documents except Financial Bid part.

The successful bidder needs to provide the bid documents with proper binding and index. The page number should be mentioned clearly against the documents. Failing of these may lead to disqualification.

B. Financial Proposal Envelope:

- The successful bidder needs to submit the Financial Proposal (Price Bid) as per the given format in **Annexure-IX**.
- It is to be noted that the Financial Proposal Envelope shall contain only Prices and no conditions i.e., deviations / assumptions / stipulations / clarifications / comments / any other request whatsoever. Conditional offers shall be rejected.

5.5 Proposal Preparation costs

- i. The bidder shall be responsible for all costs incurred in connection with participation in the tender process, including, but not limited to, costs incurred in conduct of informative and other diligence activities, participation in meetings/discussions/presentations, preparation of proposal, in providing any additional information required by Authority to facilitate the evaluation process and in negotiating a definitive contract or all such activities related to the bid process.

- ii. SP,CID,CB, Odisha, Cuttack shall in no case be responsible or liable for those costs, regardless of the conduct or outcome of the bidding process.

5.6 Earnest Money Deposit (EMD)

- i. Bidders shall submit, along with their bids, EMD as per the details mentioned in the Data Sheet.
 - ii. EMD of all bidders would be refunded by SP,CID,CB, Odisha, Cuttack after submission of Performance Bank Guarantee by the successful bidder.
 - iii. EMD of technically disqualified bidders would be refunded by SP,CID,CB, Odisha, Cuttack after completion of technical evaluation within 60 days.
 - iv. The successful Bidder's EMD will be discharged upon the Bidder executing the Contract and furnishing the Bank Guarantee for contract performance.
 - v. The EMD amount is interest free and will be refundable without any accrued interest on it.
 - vi. In case bid is submitted without the EMD then SP,CID,CB, Odisha, Cuttack will reject the bid without providing opportunity for any further correspondence to the bidder concerned.
 - vii. The EMD may be forfeited:
 - a) If a bidder withdraws its bid during the period of bid validity.
 - b) If the successful bidder fails to provide the Performance Bank Guarantee as required at the time of signing of the Agreement.
 - c) If the successful bidder fails to sign the Agreement within 15 days from the issue of Letter of Intent (LOI) by SP,CID,CB, Odisha, Cuttack.
2. The Bidder shall submit the original of the DD/BG towards EMD (mentioned in the Proposal Data Sheet) at the address, time, and date <<< **Date of Submission of Bid**>>>

5.7 Bidders Authorization

- i. The "Bidders" as used in the tender documents shall mean the one who has signed the tender Forms. The Bidders may be either the Principal Officer or his duly Authorized Representative, in either case, he/she shall submit a power of attorney. All certificates and documents (including any clarifications sought and any subsequent correspondences) received hereby, shall be furnished, and signed by the representative and the principal.
- ii. The authorization shall be indicated by written power-of-attorney accompanying the bid in the name of the signatory of the Proposal.
- iii. Any change in the Principal Officer shall be intimated to SP,CID,CB, Odisha, Cuttack advance.

5.8 Address for Correspondence

The Bidders shall designate the official mailing and e-mail address to which all correspondence shall be sent.

5.9 Local Conditions

- i. It will be incumbent upon each Bidder to fully acquaint itself with the local conditions and other relevant factors such as legal conditions which would have any effect on the preparation of the bid and performance of the contract and / or the cost. SP,CID,CB, Odisha,Cuttack shall not entertain any request for clarification from the Bidders regarding such conditions.
- ii. Failure to obtain the information necessary for preparing the bid and/or failure to perform activities that may be necessary for the providing services before entering into contract

shall in no way relieve the successful Bidders from performing any work in accordance with the tender documents.

- iii. Neither any change in the time schedule of the contract nor any financial adjustments to the contract awarded under the bidding documents shall be permitted by SP,CID,CB, Odisha,Cuttack on account of failure of the Bidders to apprise themselves of local laws and prevailing conditions.

5.10 Site Visits by Bidder

The Bidder at its own cost may visit and examine site, at a time to be agreed with office of the SP,CID,CB, Odisha, Cuttack (and obtain for himself on his own responsibility all information that may be necessary for preparing the Bid document). The visit may not be used to raise questions or seek clarification; such matters must be submitted in writing.

5.11 Language

The proposal should be filled by the bidders in English language only. If any supporting documents submitted are in any language other than English, translation of the same in English language is to be duly attested by the bidders. For purposes of interpretation of the documents, the English translation shall govern.

5.12 Bid validity period.

Bid shall remain valid for 180 days as mentioned in the Bid Data Sheet. Bid validity may be extended by the bidder by submitting a letter to SP,CID,CB, Odisha, Cuttack writing on receipt of request from SP,CID,CB, Odisha, Cuttack.

5.13 Only one proposal

If a Bidder submits or participates in more than one Proposal, such a Bidder shall be disqualified.

5.14 Additional Conditions

- i. No oral conversations or agreements with any official or employee of SP,CID,CB, Odisha, Cuttack shall affect or modify any terms of this tender and any alleged oral agreement or arrangement made by a bidder with any agency, official or employee of DIG of Police (Provisioning), Odisha shall be superseded by the definitive agreement that results from this tender process. Oral communications by SP,CID,CB,Odisha, Cuttack to bidders shall not be considered binding nor shall any written materials have provided by any person other than SP,CID,CB, Odisha, Cuttack.
- ii. Neither the bidder nor any of bidder's representatives shall have any claims whatsoever against SP,CID,CB, Odisha, Cuttack or any of its employees arising out of or relating to this tender or these procedures (other than those arising under a definitive service agreement with the bidder in accordance with the terms thereof).
- iii. All proposals and accompanying documentation of the technical proposal will become the property of SP,CID,CB, Odisha, Cuttack and will not be returned after opening of the technical proposals.

- iv. The Bidder commits himself to take all measures necessary to prevent corrupt practices, unfair means, and illegal activities during any stage of his bid or during any pre-contract or post-contract stage in order to secure the contract or in furtherance to secure it.

5.15 Right to Terminate the Process

- i. SP,CID,CB, Odisha, Cuttack may terminate the tender process at any time and without assigning any reason. SP,CID,CB, Odisha,Cuttack makes no commitments, express or implied, that this process will result in a business transaction with anyone.
- ii. This tender does not constitute an offer by SP,CID,CB, Odisha, Cuttack. The bidder's participation in this process may result in SP,CID,CB, Odisha, Cuttack as electing the bidders to engage towards execution of the contract.

5.16 Deviations and Exclusions

Bids shall be submitted strictly in accordance with the requirements and terms & conditions of the tender. No Deviations and Exclusions to the tender are allowed. In the absence of any specific provision in the agreement on any issue, the decision of the SP,CID,CB,Odisha, Cuttack shall be final.

5.17 Modification and Withdrawal of Bids

- i. No bid shall be altered / modified after submission to the SP,CID,CB, Odisha, Cuttack. Unsolicited correspondences in this regard from Bidders shall not be considered.
- ii. No bid shall be withdrawn in the interval between the last date for receipt of bids and the expiry of the bid validity period specified by the Bidders in the Bid.
- iii. Withdrawal of a bid during this interval shall result in the Bidders forfeiture of its EMD.
- iv. Prices in any form or by any reason before opening the Commercial Bid should not be revealed. If price change is envisaged due to any clarification, revised financial Bid can be called from all the bidders by SP,CID,CB, Odisha, Cuttack.

5.18 Late Bids

- i. Bids received in hard copy after the due date and the specified time (including the extended period if any) for any reason whatsoever, shall not be entertained.
- ii. The bids submitted by telex/telegram/fax/e-mail, or any other mode shall not be considered. No correspondence will be entertained on this matter.
- iii. SP,CID,CB, Odisha, Cuttack reserves the right to modify and amend any of the above-stipulated conditions/criteria depending upon project priorities vis-à-vis urgent commitments.

5.19 Submission of Proposal

The proposal shall be submitted, through Physical Submission as details specified in the Bid Datasheet, as per the procedure given below:

- Physical Copy of complete Technical proposal, Tender Fee in form of DD, EMD as specified in Bid Datasheet.
- Financial Proposal as per the format provided in **Annexure VII**.
- Bidder should sign the Bidder Details as per **Annexure II** on company letter head stating that they have read and understood, all the Terms and Conditions stipulated for in the tender and are willing to abide by these tender terms and conditions, before submitting the bid document.

Bids submitted without the Signed Bidder Details and not complete in all respect shall not be considered incomplete and will not be considered for evaluation.

- The prospective bidders are required to visit website details as per bid datasheet mentioned in the Tender document.
- All communications and proceedings shall be in English language only.
- Un-signed and un-sealed application shall not be accepted.
- All pages of the application and documents being submitted must be signed, stamped and sequentially numbered by the bidder.
- Ambiguous applications/documents/bids will be out-rightly rejected.
- Applications not submitted as per the format will be rejected.
- Bid with any deviation shall be liable for rejection.
- The bid documents are non-transferable.

6. Bid Opening and Evaluation Process

6.1 Opening of Bids

- i. The bids that are submitted successfully shall be opened as per date and time given in Bid Data Sheet, as per the procedure only in the presence of bidders or their respective duly authorized representatives.
- ii. Total transparency will be observed and ensured while opening the Proposals/Bids.
- iii. SP,CID,CB, Odisha, Cuttack reserves the right to postpone or cancel the Bid opening schedules.
- iv. Bid opening will be conducted in two stages.
 - a) In the first stage, Technical Proposals would be opened. The EMD of the Bidders will be opened on the same day and time, on which the Technical Proposal is opened.
 - b) In the second stage, Financial Proposal of those Bidders whose Technical Proposals qualify, would be opened.
 - c) In the event of the specified date of Bid opening being declared as Government holiday, the bids shall be opened at the same time and location on the next working day. In addition to that, if the representative(s) of any Bidder remain(s) absent, SP,CID,CB, Odisha, Cuttack will continue the process and open the bids of the all the other Bidders, whose representatives are present.

6.2 Evaluation of Bids

- i. SP,CID,CB, Odisha, Cuttack will constitute a Proposal Evaluation Committee to evaluate the responses of the bidders.
- ii. The Proposal Evaluation Committee constituted by SP,CID,CB, Odisha, Cuttack shall evaluate the responses to the tender and all supporting documents / documentary evidence.
- iii. The Committee may seek inputs from their professional and technical experts in the evaluation process.
- iv. SP,CID,CB, Odisha, Cuttack reserves the right to do a reference check of the past credentials stated by the Bidder. Any feedback received during the reference check shall be considered during the technical evaluation process.

- v. The decision of the Proposal Evaluation Committee in the evaluation of responses to the tender shall be final. No correspondence will be entertained in this regard.
- vi. The Proposal Evaluation Committee reserves the right to reject any or all proposals based on any deviations without assigning any reason thereof.
- vii. Unnecessarily elaborate brochures or other promotional materials beyond those sufficient to present a complete and effective proposal are considered undesirable and may be construed as an indication of the bidder's lack of cost consciousness. The Authority interest is in the quality and responsiveness of the proposal.

6.3 Overall Evaluation Process

- i. The evaluation of the Bids shall be done in 2 Steps where the Bidder shall be first evaluated against the Technical Qualification Criteria mentioned in **Clause 6.6.**
- ii. Only those bidders who meet the Technical Qualification Criteria shall be considered for further evaluation of the Financial Proposal.
- iii. To facilitate the evaluation of the Bid, Authority may at its sole discretion, seek clarifications from any Bidder regarding its Bid. Such clarifications shall be provided by the Bidder within the time specified by Authority for this purpose and all clarifications shall be in writing.
- iv. If any Bidder does not provide clarifications sought as above, within the prescribed time, its Bid shall be liable to be rejected. In case the Bid is not rejected, Authority may proceed to evaluate the Bid by construing the requiring clarification to the best of its understanding and the Bidder shall be barred from subsequently questioning such interpretation by Authority.
- v. Any information contained in the Bid shall not in any way be construed as binding on Authority, its agents, successors or assigns, but shall be binding against the Bidder if the Project is subsequently awarded to it under the Bidding Process on the basis of such information.
- vi. The Authority reserves the right not to proceed with the Bidding Process at any time without notice or liability and to reject any Bid without assigning any reasons.

6.4 Clarification on Bids

- i. During the bid evaluation, SP,CID,CB, Odisha, Cuttack, may at its discretion, ask the bidder for a clarification of its bid. The request for clarification and the response shall be in writing, and no change in the price or substance of the bid shall be sought, offered, or permitted. SP,CID,CB, Odisha, Cuttack may ask for clarifications as many times as possible from the bidders to the satisfaction of the Technical Evaluation committee.
- ii. If the bidder fails to provide the clarification or any additional information sought, the information provided in the technical proposal only, will be used for evaluation. It is clearly understood that the additional information or clarification on the technical proposal provided by the bidders will not be the basis for affecting any changes in the Financial Proposal already submitted by the bidders.

6.5 Preliminary Examination of Bids

- i. Office of the SP,CID,CB, Odisha,Cuttack will examine the bids to determine whether they are complete, whether the required EMD has been furnished, whether the documents have been properly signed, and whether the bids are generally in order. Any bids found to be non-responsive for any reason or not meeting the criteria specified in the tender, will be rejected by SP,CID,CB, Odisha,Cuttack and shall not be included for further consideration.

Any deviations in proposal response may make the bid liable for rejection. Initial Bid scrutiny will be held, and bids will be treated as non-responsive, if bids are:

- Not submitted in format as specified in the tender document received without the Letter of Authorization (Power of Attorney) found with suppression of details.
- With incomplete information, subjective, conditional offers, and partial offers submitted.
- Submitted without the documents requested.
- Non-compliant to any of the clauses mentioned in the tender.
- With lesser validity period.

6.6 Technical Qualification

The bidders shall be evaluated based on the Technical Qualification criteria mentioned below. The bidders should fulfil all the following eligibility criteria, as per details mentioned below. The proposal failing to meet all the below qualification eligibility criteria shall be disqualified and shall not be considered for financial evaluation process. Decision of Authority shall be final in this matter and would be binding upon the bidder.

Sl. No.	Basic Requirement	Qualification Criteria	Documents to be Submitted
1.	Legal Entity	The bidder should be: A company registered under the Indian Companies Act, 1956/2013 or LLP firm under LLP provisions 2008, or Partnership Firm Should be registered with State GST, or Proprietorship Firm Should be registered with State GST.	- Certification of incorporation/ Partnership Deed in case of partnership firm and Articles of Association in case of limited company. - Certificate of Registration for State GST.
2.	Net Worth	The company must have positive net worth in last three financial years ending on 31 st March 2025.	Audited and certified Balance Sheet and Profit/Loss Account of last 3 financial Years and should be enclosed along with CA certificate clearly specifying the net worth.
3.	Annual Turnover	The bidder must have an average annual turnover in India of at least Rs. 15 crores during the last three completed financial years (FY 2022-23, FY 2023-24 & FY 2024-25).	Audited and certified Balance Sheet and Profit/Loss Account of last 3 financial Years and should be enclosed along with CA certificate.

Request for Proposal for Selection of Service Provider for Engagement of Traffic Wardens on outsourcing basis for Odisha Police.

Sl. No.	Basic Requirement	Qualification Criteria	Documents to be Submitted
4.	Experience of bidder	The bidder should have experiences of providing at least 500 manpower for a period of 2 years to any State Government Department or State Public Sector Undertakings (PSUs) or any other Government (Central/ State) in Odisha in last Five (5) years on the date of release of this tender.	• Copy of relevant Work Order OR Completion Certificate from the Authority
4.	Non-Blacklisted Undertaking	Self-declaration by the bidder confirming that they have not been blacklisted by any Central/State Government Department or Central/State Public Sector Undertakings (PSUs) or any other Government (Central/ State/ PSU/ ULBs/ Smart Cities SPV) Organization in India as on proposal due date.	To be furnished on the non-judicial stamp paper of Rupees 100 and duly notarized.
5.	Power of Attorney	Power of Attorney in favour of person who has signed the Tender documents.	On the bidder letter head
6.	Tender Fee	Tender Fees as specified in Bid Data sheet	In form of DD in favour of SP,CID,CB, Odisha, Cuttack
7.	E.M.D. Fee	E.M.D. Fees as specified in Bid Data sheet	In form of DD in favour of SP,CID,CB, Odisha, Cuttack
8.	Mandatory Requirement	• Valid PAN Number • Income Tax Return	Certificate Copy
9.	Presence in Odisha	• The Bidder must have a registered project office/ office in Odisha in last 5 years	Valid Certificate copy of Office registration
Complete tender document with each page signed and stamped by bidder.			

Note:

1. All self-certificates shall be duly signed and Stamped by Authorized signatory of the Bidder Firm unless specified otherwise the bids shall not be considered for further evaluation.
2. Authority reserves the right to independently verify the documentary evidence including self-certifications submitted by the bidder along with bid.
3. The prospective Bidders shall enclose documentary evidence in support of the Technical Qualification Criteria along with the Bid.
4. An indicative format for the Technical Qualification Proposal is as follows [To be customized this list on the basis of Technical Qualification Criteria given below]:

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Sl. No.	Criteria	Technical Qualification Criteria description	Supporting Document	Response (Yes / No)	Reference in Response to Technical Qualification Bid (Section # and Page #)
..	..	..	..	..	..

Authority shall carry out the technical evaluation for selection of eligible bidder. The bidder should meet the following qualification criteria:

The bidder must submit all certified and authenticated documentary proof for meeting the technical qualification criteria and technical qualified bidders shall be considered for opening of their financial proposal. Technically qualified bidders have no right to claim for award of the work. Authority reserves the right to cancel or award the work to any party/ Tenderers.

Note: Any entity which has been barred or disqualified either by Odisha Police or SP,CID,CB, Odisha, Cuttack or Govt. of Odisha or any other State Government in India(SG) or any Union Territory Administration in India(UT) or Government of India(Gol), or any of the agencies of SG/UT/Gol from participating in any project (BOT or otherwise) and the bar subsists as on the date of Bid submission, would be disqualified. It is mandatory to submit the specified documents in support of the above Technical Qualification criteria and the company/firm/agency shall be disqualified if it fail to provide any of the specified documents.

- i. The Authority may seek clarifications from the bidder on the Technical Qualification Criteria on the submitted documents in technical bid, however no additional document cannot be produced by bidder as Technical Qualification clarification except the documents submitted in technical bid. Any of the clarifications by the bidder on the documents submitted against the Technical Qualification Criteria should not have any financial implications.
- ii. The bidder should necessarily give the financial details in the formats given in **Annexure IX: Format for Financial Proposal** of this tender. All the financial details should be given in the prescribed format only and in accordance to the details and terms and conditions as mentioned in this tender (hence the bidder is expected to understand the tender in all respects). In case the selected bidder does not quote for or provision for any other expenses required to meet the requirements of the tender, he shall be solely responsible for those and would be required to provide them, without any additional cost to Authority.
- iii. The bidder is expected to price all the items and services sought in this tender. The Bid should be comprehensive and inclusive of all the services to be provided by the bidder as per the scope of work and must cover the entire Agreement Period.
- iv. The bidder should also provide the detailed break-up of the Tax/ Charges which bidder would be submitting to Government against every transaction separately with Financial Proposal.
- v. The Financial Proposal shall not contain any technical information.
- vi. A Bidder should, in the last 3 (three) years, have neither failed to perform on any contract, as evidenced by imposition of a penalty by an arbitral or judicial authority or a judicial pronouncement or arbitration award against the Bidder, as the case may be, nor has been expelled from any project or contract by any public entity nor have had any contract terminated any public entity for breach by such Bidder.

vii. The following conditions shall be adhered to while submitting Bid:

- Bidder should attach clearly marked and referenced continuation sheets in the event that the space provided in the prescribed forms in the Annexures is insufficient. Alternatively, Bidder may format the prescribed forms making do provision for incorporation of the requested information.
- Information supplied by Bidder must apply to the Bidder.

viii. The holding or acquisition of equity or control, as above, shall include direct or indirect holding/ acquisition, including by transfer, of the direct or indirect legal or beneficial ownership or control, by persons acting for themselves or in concert and in determining such holding or acquisition, the Authority shall be guided by the principles, precedents and definitions contained in the Securities and Exchange Board of India (Substantial Acquisition of Shares and Take-overs) Regulations, 1997, or any substitute thereof, as in force on the date of such acquisition. The Bidder shall promptly inform the Authority of any change in the shareholding, as above, and failure to do so shall render the Bidder liable for disqualification from the Bidding Process.

6.7 Financial Bid Evaluation

The Bidder shall provide the financial proposal and shall quote Percentage on Total CTC of as mentioned in tender as per **Annexure IX: Format for Financial Proposal**.

The Bidder/s quoting the **Least Cost 1 (L1)** shall be the Preferred Bidders. For avoidance of doubt, it is clarified that in the event of discrepancy in numeric and alphabetical manner, the lower of both shall be considered.

6.8 Financial Proposal

- As per Govt. of Odisha, Finance Department office memorandum no. 19595/F dt.11.07.2023, para no.3, the service charges fixed for outsourcing services shall be within minimum of 3.85% and maximum of 7% towards service provider profit and transaction charges. Therefore, the respective bidders shall quote their service charges within the aforesaid limits fixed by Govt. of Odisha.

6.9 Selection of Bidder

- The Bidder/s whose Bid is adjudged as responsive in terms of tender and with the least cost 1 (L1 Bidder) shall be declared as the selected Bidder/s (the "Successful Bidder/s").
- The Bidder shall assess and quote its management fees as a percentage of Total CTC of all resources in the following table. The percentage quoted shall not change for the entire duration of the contract. The percentage quoted below will be payable to agency with the total salary paid to employees/manpower as per tender condition after deduction of penalty (If applicable) on monthly or quarterly basis.
- If two or more Bidder quote the lowest amount, (the "The L1 Bidder"), then the Authority shall award the work to the bidder with the higher Average Annual Turnover in the last three (3) financial years (FY 2022-23, FY 2023-24, FY 2024-25) as mentioned in the Technical qualification requirements. If the above two parameters are same for L1 Bidder, Authority shall use any other parameter as deemed appropriate for finalizing the selected agency. Authority's decision will be final in this regard.
- After selection, a Letter of Award (LOA) shall be issued, in duplicate, by the Authority to the Successful Bidder and the Successful Bidder shall, within 7(seven) days of the receipt of

the LOA, sign and return the duplicate copy of the LOA in acknowledgement thereof. In the event the duplicate copy of the LOA, duly signed by the Successful Bidder is not received by the stipulated date, the Authority may, unless it consents to extension of time for submission thereof, appropriate the EMD of such Bidder as mutually agreed genuine pre-estimated loss and damage suffered by the Authority on account of failure of the Successful Bidder to acknowledge the LOA.

- vi. After acknowledgement of the LOA as aforesaid by the Successful Bidder, the Contract Agreement shall be executed between Authority and the Successful Bidder within 30 days from the date of issue of LOA. The Date of execution of Contract Agreement between Authority and Successful Bidder shall be identified as Commercial Operation Date (COD).
- vii. The Successful Bidder shall not be entitled to seek any deviation, modification, or amendment in the Contract Agreement.

6.10 Notification of Award

- i. Prior to the expiration of the validity period, SP,CID,CB, Odisha, Cuttack will notify the successful bidders in writing or by fax or email, that its proposal has been accepted. In case the tendering process / public tender process has not been completed within the stipulated period, SP,CID,CB, Odisha, Cuttack may like to request the bidders to extend the validity period of the bid. Upon the selected bidder's furnishing of Performance Bank Guarantee, the Authority will notify all other bidders who are not selected.
- ii. At the time, SP,CID,CB, Odisha, Cuttack notifies the successful bidder that its bid has been accepted by sending the proforma of contract, incorporating all clauses/ agreements between the parties.

6.11 Contract Finalization and Award

- i. The written advice to any change shall be issued by SP,CID,CB, Odisha,Cuttack to the selected bidder within 4 (four) weeks prior to the due date of commencement of services.
- ii. The selected Bidder should convey acceptance of the award of contract by returning duly signed and stamped two sets of agreement within 7 days of receipt of the communication.
- iii. Upon notification of award to the successful Bidder, SP,CID,CB, Odisha,Cuttack will promptly notify each unsuccessful Bidder.

6.12 Performance Bank Guarantee

- i. The PBG (5% of total contract value) shall be submitted within 30 days of notification of award done through issuance of the Work Order/ Letter of Acceptance valid for the entire period of the project. SP,CID,CB, Odisha,Cuttack shall facilitate the signing of contract within the period of 30 days of notification of award. However, it is to be noted that the date of commencement of project and all contractual obligations shall commence from the date of issuance of Work order/ letter of acceptance, whichever is earlier. All reference timelines as regards execution of project and payments to bidder shall be considered as beginning from date of issuance of Work Order/ letter of acceptance, whichever is earlier.
- ii. All charges whatsoever such as commission, etc. with respect to the Performance Bank guarantee shall be borne by the bidder. Post completion of Project, this bank guarantee shall be returned subject to work carried out to the satisfaction of the SP,CID,CB, Odisha,Cuttack Officers.
- iii. The Performance bank guarantee may be discharged / returned by Authority upon satisfactory completion of project as per the tender and contract. However, no interest shall

be payable on the PBG. The selected bidder shall be responsible for extending the validity date and claim period of the Performance Bank Guarantee as and when it is due on account of non-completion of the project and warranty period. In case the selected bidder fails to submit performance bank guarantee with the time stipulated, SP,CID,CB, Odisha,Cuttack at its discretion may cancel the work order placed with the selected bidder.

- iv. SP,CID,CB,Odisha,Cuttack shall invoke the performance guarantee in case the selected bidder fails to discharge their contractual obligations during the period, or if the Authority incurs any loss due to bidder's negligence in carrying out the project implementation, as per the agreed terms & conditions. Notwithstanding and without any prejudice to any rights whatsoever of SP,CID,CB, Odisha,Cuttack under contract, the proceeds of PBG shall be payable to SP,CID,CB, Odisha,Cuttack as compensation, for any loss resulting from bidder's failure to complete its obligations under the Contract. SP,CID,CB, Odisha,Cuttack notify the bidder in writing, of the exercise of its right, to receive such compensation within 14 days, indicating the contractual obligations for which the bidder is in default.
- v. The Authority shall also be entitled to make recoveries, from the bidder's bills, PBG, or from any other amount due to the bidder, the equivalent value of any payment made to the bidder due to inadvertence, error, collusion, misconstruction, or misstatement.

6.13 Signing of Contract

- i. After the SP,CID,CB, Odisha,Cuttack notifies the successful bidder that their proposal has been accepted, SP,CID,CB, Odisha,Cuttack shall enter into a contract, incorporating all clauses, pre-bid clarifications and the proposal of the bidder, between SP,CID,CB, Odisha,Cuttack and the successful bidder. The Draft Legal Agreement is provided as a separate document as a template.
- ii. After completing negotiations, the Authority shall issue a Letter of Intent to the selected bidder and promptly notify all other bidders who have submitted proposals about the decision taken.

6.14 Failure to Agree with the Terms and Conditions of the Agreement

- i. Failure of the successful bidders to agree with the terms and conditions of draft Agreement and tender shall constitute sufficient grounds for the annulment of the award, in which event SP,CID,CB, Odisha,Cuttack may award the contract to the next Most responsive bid or call for new proposals from the interested bidders.
- ii. In such a case, the SP,CID,CB, Odisha,Cuttack shall forfeit the PBG of the successful bidder.

7. Scope of Work

SP,CID,CB, Odisha,Cuttack through this tender intends to select an agency to provide manpower for its projects/ schemes/ plans as detailed out below. In this regard, SP,CID,CB, Odisha,Cuttack invites financial proposal for the scope of work as detailed below.

A. Deployment of Traffic Wardens for Odisha Police

- i. The selected agency shall provide the manpower of requisite qualification and experience as required by SP,CID,CB, Odisha,Cuttack. All the manpower i.e., Traffic Wardens shall be stationed at operated location in Odisha i.e.

- a. Sundargarh- 100 Traffic Wardens
 - b. Keonjhar- 75 Traffic Wardens
 - c. Ganjam- 100 Traffic Wardens
 - d. Mayurbhanj- 90 Traffic Wardens
 - e. Jajpur- 40 Traffic Wardens
 - f. Khordha- 45 Traffic Wardens
 - g. Rourkela- 50 Traffic Wardens
- ii. The manpower would be required for Traffic Wardens. It may be noted that SP,CID,CB, Odisha, Cuttack will fix a consolidated remuneration (all inclusive) for each of the professional/ manpower required after taking interview about their qualification and work experience. The selected candidate shall be on the payroll of the selected Agency. The Agency shall be responsible for payment of this fixed emolument to the personnel every month on time.
 - iii. The list of the positions required to be filled in SP,CID,CB, Odisha,Cuttack shall be given to the Agency in the form of work order as per the need/requirement from time to time during the one-year contract period and the company shall always complete the tasks given in the work order within 1 month from the date of issue of work order.
 - iv. The Agency will give a list of shortlisted candidates, which is at least 2 (two) times of the required positions. This list shall be accompanied with updated resume/CVs of the candidates along with qualification documents and certificate of work experience. This should be done within 15 days from the issuance of the letter of request/work order. SP,CID,CB,Odisha,Cuttack after interviewing the candidates may recommend the suitable candidate for placement by Agency in identified location.

B. Replacement of Professional Manpower

- i. In case of non-compliance of contract clauses and poor performance of professionals, penalty in the form of deduction fee shall be levied by SP,CID,CB, Odisha,Cuttack. Generally, timelines would be fixed for different assignment and non-completion within time limit will be considered as poor performance.
- ii. In case of poor performance, SP,CID,CB,Odisha, Cuttack shall ask the selected Agency to withdraw the resources through a letter, and a replacement will be provided by the agency to the satisfaction of SP,CID,CB,Odisha, Cuttack within 7 (seven) days from the issuance of the letter.
- iii. In case any employee suddenly leaves the job without any notice or reason, the selected Agency must appoint suitable candidates within 2 days, otherwise the same shall be considered as non-compliance.
- iv. The agency will be responsible to conduct a thorough Antecedent Verification of the professionals to be deployed and submit an undertaking letter regarding the verification of the same.

C. Supervision and monitoring

- i. The agency shall supervise and monitor the professional manpower engaged in SP,CID,CB, Odisha, Cuttack on a regular basis. The Agency shall always indemnify and agree and undertake to defend and hold SP,CID,CB, Odisha, Cuttack, harmless against all liabilities, damages, losses, expenses, claims, suits, proceedings, judgments, settlements, actions, costs of any nature whatsoever, whether directly or

indirectly arising out of the agreement executed between SP,CID,CB, Odisha, Cuttack and the Agency.

D. Monthly Invoice

- a) The selected Agency shall raise separate monthly invoices for-
- Amount towards salary of each of the deployed personnel in SP,CID,CB, Odisha,Cuttack.
 - Service charge of the Agency towards deployment of personnel in SP,CID,CB, Odisha,Cuttack.

E. Requirements of Traffic Wardens

Initially, SP,CID,CB, Odisha, Cuttack shall require 500 (Five Hundred) nos. of Traffic Wardens for a period of one years. The list of Traffic Warden required with eligibility criteria, desired qualifications, work experience, remuneration and duties is as below*:

Eligibility Criteria:

- She/ He must be a citizen of India& preferably a resident of the State of Odisha.
- She/ He must have good communication skill in local language (Odia).
- She/ He must have good knowledge in reading/ writing / understanding English Language for Official / Administrative purpose.
- She / He must be of Good Character and physically sound.
- She/ He should not have any criminal case pending in any Police Station/ Court.

Age Limit:- Up to 64 years of age as on 01.10.2025 (as per HSC/Matric Certificate).

Education Qualification & Remuneration:

Sl. No.	Manpower	Qualification	No's	Remunerations
1.	Traffic Warden	- A Citizen of India. - Should be a personnel from ex-military or State Police/ Fire Force. - Is not below 21years of age and not above 65 years of age on the date of appointment. - Must have passed Matriculation (10th Class). - Had not taken any active part in politics /or be a member of any political party. - Be physically fit. (Medical Fitness Certificate) - Had not been convicted for any offence by any Court.	500	- A consolidated fixed remuneration of Rs.23,700/- only per month + Annual Performance Incentive (Maximum Rs.10,000/-) is admissible for above category of post. - Annual Performance Incentive amount will be determined by the District SsP if the resource achieve 90% attendance. - No other allowances are admissible for such engagement.

- a) *The list is indicative in nature, SP,CID,CB, Odisha, Cuttack may ask for any changes (increase or decrease in any of the positions) in the requirement structure depending upon the need and those changes shall be within 25% of total annual contract value.

- b) ** The salaries mentioned above include all the statutory payments.
- c) For all the above positions preference shall be given to those candidates who have worked earlier in similar roles.

General Information & Instructions:

- i. The above positions are purely temporary as of now for a period of one year. Continuation of the engagement will be subject to a review after one year. Canvassing in any form will render the candidate disqualified for the position.
- ii. This engagement gives no right to any candidate for demanding permanent post or seniority in future in any regard.
- iii. The candidate has to produce relevant original certificates, without which her/his candidature shall be rejected.
- iv. If any candidate is found to have suppressed any material information or furnished false information/documents, her/his case shall not be considered for the post and in case already engaged on the basis of said information/documents, her/his service shall be summarily terminated from the Odisha Police.
- v. Number of positions/ remunerations as mentioned above may vary at the time of actual engagement.
- vi. The authority reserves the right to modify or cancel the engagement/selection criteria of all positions at any stage of the selection process without assigning any reason thereof.
- vii. The result will be published in the official website of Odisha Police.
- viii. No TA or DA will be given to candidates for attending the interview.

Duties & Responsibility of the Traffic Wardens:

- i. To assist the police department in regulating traffic at important junctions.
- ii. To organize Road Safety Patrol in schools of Odisha and to achieve the goals of traffic safety education from the Middle school up to Higher Secondary level.
- iii. To educate the students on Road Safety, Traffic rules and imparts training to manage traffic in front of their schools.
- iv. To organise awareness campaigns, lectures and film shows on road safety in the School, Traffic Junctions and at Various Public Places.
- v. To coordinate and maintain proper liaison with the Senior Officials of the Traffic Police Department for the effective implementation of the policies of education, road safety methods and rules to the school children.

Uniform

- i. The uniform of the traffic wardens is to be provided by the selected agency within the proposed service charges fixed for outsourcing services.
- ii. Selected Agency shall provide two pairs of uniforms annually as desired by SP, CID, CB, Odisha, Cuttack.

Terms and Conditions:

- i. Selected Candidates shall have to work in any identified district location in the state of Odisha.

- ii. They may give two choice places of their posting. The same could be considered depending on the feasibility but not binding on the authority.
- iii. They may have to work in more than one PS in the close proximity or as per requirement of the Odisha Police.
- iv. They should have to work under the direct control/ supervision of concerned SsP of the district.
- v. They will ordinarily be attached with one PS but may have to visit other PS in the same district or nearby PS of other district as per requirement. While visiting such PS, actual fare or the TA/DA as per Govt. norms will be reimbursed.
- vi. They have to obey the Rules and Procedure as regard to the maintenance of safety and security of PS as per Odisha Police.
- vii. They shall be allowed to avail 12 days Special Leave in a Calendar Year. The leave so provisioned can be availed subject to the prior permission of the concerned PS authority and proportionate to the working months of the MHP and no other kind of leave is admissible.
- viii. They should be punctual and sincere in their duty and should not remain on leave without prior permission of the competent authority.

7.1 Payment Terms

- i. The successful bidder (whoever quotes the least financial bid) shall be paid following fees:
- ii. Reimbursement of salary of deployed professionals as specified by SP,CID,CB, Odisha, Cuttack. Salary of deployed individual professional shall include all the statutory payments according to applicable norms, e.g., PF, ESIC, Bonus, leave encashment, gratuity, health insurance/ group insurance etc. In case of failure of the Agency in paying the statutory dues of any employee the SP,CID,CB, Odisha, Cuttack will not release the payment in relation to the person/s concerned.
- iii. Monthly Service Charge(exclusive of GST) at a certain percentage rate (of the fixed emolument of the individual professionals) i.e., bidding parameter as his fee for providing manpower services to SP,CID,CB, Odisha, Cuttack. No other payment shall be made to the bidder. The monthly service charge shall include all costs borne by the manpower agency like recruitment process, training, advertisements for recruitment, travel, uniform cost, etc.
- iv. The Selected Agency shall be responsible to pay the salaries to their employees on or before the 5 working days of every successive month.
- v. Invoices shall be raised (with supporting documents/ compliances) to SP,CID,CB, Odisha, Cuttack for reimbursement of salaries paid and monthly service charges on or before the 15th of every successive month.
- vi. SP,CID,CB, Odisha, Cuttack shall be responsible to clear all the invoices on or before 45 days from the day of receiving invoices.

7.2 Default of service

Deviation and/ or Refusal and/ or non-Performance towards any of the obligations described in the Scope of Services would be treated as default of service by the selected Firm. Upon default of service, SP,CID,CB, Odisha, Cuttack would reserve the right to forfeit the payment outstanding (if any) for the said job till that stage. In addition, SP,CID,CB, Odisha, Cuttack would also have the right to terminate the agreement with the selected firm.

7.3 SLA & Penalties

- i. The Successful Bidder shall adhere to the timeline defined by office of the SP,CID,CB, Odisha,Cuttack and shall provide adequate services for smooth & Seamless functioning. In case of delay in services, penalty as defined as SLA shall be levied.
- ii. The successful bidder must deploy seamless services with adequate approvals from SP,CID,CB, Odisha,Cuttack within 30 days from the date of contract agreement sign off. Beyond 30 days, 20% of the contract value will be levied as penalty and may lead to blacklisting.
- iii. At any time-of-service contract agreement period, if it is found that the resource/s of service provider is not fulfilling the minimum qualification as above, then the authority reserves rights to levy a penalty of 20% of the invoice value on monthly basis till the fulfillment of the minimum qualification as mentioned and may terminate the contract and blacklist of the agency.

7.4 Project Milestone & Timeline

Project Milestones	T in Days
Issuance of LOA	T_0
Acceptance of LOA and Deposit of performance security	$T_0 + 7$ Days
Deployment of manpower at Office of	$T_0 + 30$ Days

7.5 Confidentiality

Information relating to the examination, clarification, evaluation, and recommendation for the Bidder shall not be disclosed to any person who is not officially concerned with the process or is not a retained professional advisor advising the Authority in relation to or matters arising out of or concerning the Bidding Process. The Authority will treat all information, submitted as part of the Bid, in confidence and will require all those who have access to such material to treat the same in confidence. The Authority may not divulge any such information unless it is directed to do so by any statutory entity that has the power under law to require its disclosure or is to enforce or assert any right or privilege of the statutory entity and/ or the Authority.

7.6 Anticorruption

A recommendation for award of Contract will be rejected if it is determined that the recommended Bidder has directly, or through an agent, engaged in corrupt, fraudulent, collusive, or coercive practices in competing for the contract in question; in such cases Authority will declare the Bidder and/or members of the consortium ineligible, either indefinitely or for a stated period of time, from participation in Authority financed activities, and Bidders will be blacklisted by the Odisha Police.

7.7 Integrity Clause

The selected Agency, directly or through any other person or firm, shall not be found involved in any kind of bribery or fraudulent practices for engaging people into services. Otherwise, after investigation, if found guilty then SP, CID, CB, Odisha, Cuttack shall reserve the rights to forfeit the Performance Security, cancel the contract and blacklist the Agency immediately.

7.8 Proprietary Data

All documents and other information supplied by Authority or submitted by a Bidder to Authority shall remain or become the property of Authority. Bidders are to treat all information as strictly confidential and shall not use it for any purpose other than for preparation and submission of their Bid. Authority shall not return any Bid, or any information provided there with.

7.9 Obligations of Service Provider

- i. 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 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.

- ii. The Service Provider shall be responsible for compliance of all statutory provisions relating to minimum wages payable to different types of worker in respect of the persons deployed by it in the Department or office concerned. The Department or office concerned shall have no liability in this regard.
- iii. 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 regulations in the matter. Attested Xerox copies of such documents shall be furnished to the Department or office concerned.
- iv. The Service Provider shall maintain all statutory registers under the Law and shall produce the same, on demand, to the authority of the Department or office concerned or any other authority under Law.
- v. The Tax deduction at Source (T.D.S.) shall be done as per the provisions of Income Tax Act/ Rules, as amended, from time to time and a certificate to this effect shall be provided by the Department or office concerned.
- vi. In case, Service Provider fails to comply with any liability under appropriate law, and as a result thereof, the Department or 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 the outstanding bills or the Performance Security Deposit of the Service Provider, to the extent of the loss or obligation in monetary terms.
- vii. 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 Department or 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.

Annexure I: Request for Clarification

The bidder requiring specific points of clarification may communicate with Authority during the specified period using the following format:

Bidder's Request for Clarification				
<<Name of Organization submitting query/ request for clarification>>				
<<Full address of the Organization including e-mail, phone and fax for all points of contact>>				
Sl. No.	Tender Reference (Section No., Clause, Page No.)	Content of Tender	Clarification Sought	Authority's Response (space to be left blank by the Bidder)
1				
2				
3				

Annexure II: Checklist Document

Sl. No.	Basic Requirement	Qualification Criteria	Documents to be Submitted	Submitted (Yes/No)	Page No	Remarks
1.	Legal Entity	The bidder should be: A company registered under the Indian Companies Act, 1956/2013 or LLP firm under LLP provisions 2008, or Partnership Firm Should be registered with State GST, or Proprietorship Firm Should be registered with State GST.	• Certification of incorporation/ Partnership Deed in case of partnership firm and Articles of Association in case of limited company. • Certificate of Registration for State GST.			
2.	Annual Turnover	The bidder must have an average annual turnover in India of at least Rs. 15 crores during the last three completed financial years (FY 2022-23, FY 2023-24 & FY 2024-25).	• Audited Financial Statements for last 3 financial years of bidder. • Certificate from the Statutory Auditor/Chartered Accountant clearly specifying the average annual turnover of the bidder for the specified years			

Request for Proposal for Selection of Service Provider for Engagement of Traffic Wardens on outsourcing basis for Odisha Police.

Sl. No.	Basic Requirement	Qualification Criteria	Documents to be Submitted	Submitted (Yes/No)	Page No	Remarks
3.	Experience of bidder	The bidder should have experiences of providing at least 500 manpower for a period of 2 years to any State Government Department or State Public Sector Undertakings (PSUs) or any other Government (Central/ State) in Odisha in last Five (5) years on the date of release of this tender.	• Copy of relevant Work Order OR Completion Certificate from Authority • Ongoing Similar Projects with performance certificate from Authority and the project should be operational for more than two years.			
4.	Non-Blacklisted Undertaking	Self-declaration by the bidder confirming that they have not been blacklisted by any Central/State Government Department or Central/State Public Sector Undertakings (PSUs) or any other Government (Central/ State/ PSU/ ULBs/ Smart Cities SPV) Organization in India as on proposal due date.	Self-declaration by the bidder signed by the authorized signatory			
5.	Power of Attorney	Power of Attorney in favour of person who has signed the Tender documents.	On the bidder letter head			
6.	Tender Fee	Tender Fees as specified in Bid Data sheet	In form of DD in favour of SP,CID,CB, Odisha,Cuttack			
7.	E.M.D. Fee	E.M.D. Fees as specified in Bid Data sheet	In form of DD in favour of SP,CID,CB, Odisha,Cuttack			

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Sl. No.	Basic Requirement	Qualification Criteria	Documents to be Submitted	Submitted (Yes/No)	Page No	Remarks
8.	Mandatory Requirement	- Valid PAN Number - Income Tax Return	Certificate Copy			
9.	Presence in Odisha	The Bidder must have a registered project office/ office in Odisha in last 5 years	Valid Certificate copy of Office registration			

Annexure III: Details of Bidder

- 1 Name:
- 2 Country of incorporation:
- 3 Address of the corporate headquarters and its branch office(s), if any, in India
- 4 Date of incorporation and / or commencement of business
- 5 Brief description of the Company including details of its main lines of business and proposed role and responsibilities in this Project
- 6 Details of individual(s) who will serve as the point of contact/communication for the Authority.
 - Name, Designation, Company, Address, Telephone Number, E-Mail Address, Fax Number
- 7 Particulars of the Authorized Signatory of the Bidder
 - Name, Designation, Company, Address, Telephone Number, E-Mail Address, Fax Number

A statement by the Bidder disclosing material non-performance or contractual non-compliance in past projects, contractual disputes and litigation/ arbitration in the recent past (Attach extra sheets, if necessary).

Annexure IV: Financial Capacity of the Bidder

Format for CA Certificate

(The format should be certified by Chartered Accountant)

Name of Bidder	
----------------	--

Sl. No.	Financial Year	Average Annual Turnover (INR Crore)	Net Worth
Average			

Name and address of Bidder's Bankers: _____

Instructions

- The Bidders should provide details of its own Financial Capacity specified in the tender.
- The Bidder shall attach copies of the balance sheets, financial statements and Annual Reports for 3(three) years preceding the Bid Due Date. The financial statements shall:
 - Reflect the financial situation and turnover of the Bidder.
 - Be audited by a statutory auditor.
 - Be complete, including all notes to the financial statements; and
 - Correspond to accounting periods already completed and audited (no statements for partial periods shall be requested or accepted).
- Net Worth shall mean (Subscribed and Paid-up Equity + Reserves) less (Revaluation reserves + miscellaneous expenditure not written off + reserves not available for distribution to equity shareholders).
- The Bidder shall also provide the name and address of the Bankers to the Bidder.
- The Bidders shall provide an Auditor's Certificate specifying the Net Worth of the Bidder and also specifying the methodology adopted for calculating such Net Worth in accordance with the tender document.
- The Bidder shall also provide an Auditor's certificate specifying the annual turnover of the Bidder.

Dated this day of 2025.

Name of the CA:

Signature of Certifying CA:

Annexure V: Technical Capacity of the Bidder

The bidder shall submit technical qualification details in the below prescribed for as

Sl. No	Client Name	Year	Total Nos. of Manpower provided to the client	Work Order/Client Certificate

Signature of the Authorized Signatory)

(Name and designation, address, email, phone and fax of the Authorized Signatory) Date:

Annexure VI: Technical Qualification Response Letter

(To be submitted on the letterhead of the bidder)

(Location, Date)

To
SP,CID,CB, Odisha,Cuttack,
Odisha Police Headquarters,
Buxi Bazaar, Cuttack, Odisha 753001

Ref: << To be filled >>>

Subject: Request for Proposal for Selection of Service Provider for Engagement of Traffic Wardens on outsourcing basis for Odisha Police.

Sir,

1. With reference to your tender document dated __, I/we, having examined the tender document and understood its contents, hereby submit my/ Bid for Qualification for the aforesaid project. The Bid is unconditional and unqualified.
2. I/ We acknowledge that the SP,CID,CB, Odisha, Cuttack will be relying on the information provided in the Bid and the documents accompanying such Bid for pre-qualification of the Bidder for the aforesaid project, and we certify that all information provided in the Bid and in Annexures to this tender is true and correct; nothing has been omitted which renders such information misleading; and all documents accompanying such Bid are true copies of their respective originals.
3. This statement is made for the express purpose of qualifying a Bidder for the purposes of this Request for Proposal as mentioned in the afore said subject.
4. I/We shall make available to the Authority any additional information it may find necessary or require supplementing or authenticate all statements with reference to pre-qualification and other aspects of bid processing/evaluation.
5. I/We acknowledge the right of the Authority to reject our Bid without assigning any reason or otherwise and hereby waive, to the fullest extent permitted by applicable law, our right to challenge the same on any account whatsoever.
6. I/We certify that in the last three years, we have neither failed to perform on any contract, as evidenced by imposition of a penalty by an arbitral or judicial authority or a judicial pronouncement or arbitration award, nor been expelled from any project or contract by any public authority nor have had any contract terminated by any public authority for breach on our part.
7. I/We declare that:
 - (i) I/We have examined and have no reservations to the tender document, including any Addendum issued by the Authority;
 - (ii) I/We do not have any conflict of interest in accordance with Clauses of the tender document.
 - (iii) I/We have not directly or indirectly or through an agent engaged or indulged in any corrupt practice, fraudulent practice, coercive practice, undesirable practice

or restrictive practice, as defined in Section 4 of the tender document, in respect of any tender or request for proposal issued by or any agreement entered into with the Authority or any other public sector enterprise or any government, Central or State; and

(iv) I/We hereby certify that we have taken steps to ensure that in conformity with the provisions of the tender document, no person acting for us or on our behalf has engaged or will engage in any corrupt practice, fraudulent practice, coercive practice, undesirable practice or restrictive practice.

(v) I/We hereby confirm that we will adhere to all statutory requirements as defined in this tender.

8. I/We understand that you may cancel the Bidding Process at any time and that you are neither bound to accept any Bid that you may receive nor to invite the Bidder to Bid for the Project, without incurring any liability to the Bidder, in accordance with the tender document.
9. I/We believe that we satisfy(s) the Not Worth criteria and minimum annual average turnover meet(s) all the requirements as specified in the tender document and are/ is qualified to submit a Tender.
10. I/ We certify that in regard to matters other than security and integrity of the country, we have not been convicted by a Court of Law or indicted or adverse orders passed by a regulatory authority which could cast a doubt on our ability to undertake the Project or which relates to a grave offence that outrages the moral sense of the community.
11. I/We further certify that in regard to matters relating to security and integrity of the country, we have not been charge-sheeted by any agency of the Government or convicted by a Court of Law.
12. I/We further certify that no investigation by a regulatory authority is pending either against us or against our CEO or any of our directors/managers/employees.
13. I/We undertake that in case due to any change in facts or circumstances during the Bidding Process, we are attracted by the provisions of disqualification in terms of the provisions of this tender, we shall intimate the Authority of the same immediately.
14. I/We have not been debarred/ blacklisted by any State Government/ Central Government/PSU Organization in India for unsatisfactory performance, corrupt or fraudulent practices or any other unethical conduct either indefinitely or for a period of time as on bid submission date. (A self- certification by the Authorized Signatory is provided on non- judicial stamp paper of appropriate value)
15. The power of attorney for signing of Bid, as per format provided at Annexure X of the tender, are also enclosed.
16. I/We, hereby irrevocably waive any right or remedy which we may have at any stage at law or howsoever otherwise arising to challenge or question any decision taken by the Authority in connection with the selection of Bidder, selection of the Bidder, or in connection with the selection/ Bidding Process itself, in respect of the above mentioned Project and the terms and implementation thereof.
17. I/we agree and under take to abide by all the terms and conditions of the tender document.

18. We agree and undertake to be liable for all the obligations of the Agency as per the terms of this tender.

In witness thereof, I/We submit this Bid under and in accordance with the terms of the tender document.

Yours faithfully,

(Signature of the Authorized Signatory)

(Name and designation, address, email, phone and fax of the Authorized Signatory) Date:

Place:

Name and seal of the Bidder

Annexure VII: Power of Attorney for signing of Bid.

(on stamp paper of Rupees 500/-)

Know all men by these presents, we..... (name of the firm and address of the registered office) do hereby irrevocably constitute, nominate, appoint and authorize Mr/ Ms (name).....son/daughter/wife of and presently residing at, who is presently employed with us and holding the position of, as our true and lawful attorney (hereinafter referred to as the "Attorney") to do in our name and on our behalf, all such acts, deeds and things as are necessary or required in connection with or incidental to submission of our Bid for pre-qualification and submission of our Tender for **Request for Proposal for Selection of Service Provider for Engagement of Traffic Wardens on outsourcing basis for Odisha Police.** including but not limited to signing and submission of all Bids, and other documents and writings, participate in Pre- bid and other conferences and providing information / responses to the Authority, representing us in all matters before the Authority, signing and execution of all contracts including the Contract Agreement and undertakings consequent to acceptance of our Tender, and generally dealing with the Authority in all matters in connection with or relating to or arising out of our Tender for the said Project and/ or upon award thereof to us and/ or till the entering in to of the Contract Agreement with the Authority.

AND we hereby agree to ratify and confirm and do hereby ratify and confirm all acts, deeds and things done or caused to be done by our said Attorney pursuant to and in exercise of the powers conferred by this Power of Attorney and that all acts, deeds and things done by our said Attorney in exercise of the powers hereby conferred shall and shall always be deemed to have been done by us.

IN WITNESS WHEREOF WE, [•], THE ABOVE-NAMED PRINCIPAL HAVE

EXECUTED THIS POWER OF ATTORNEY ON THIS [•] DAY OF [•], 20[•]

For

(Signature, name, designation and address) Witnesses:

1.

2.

(Notarized)

Request for Proposal for Selection of Service Provider for Engagement of Traffic Wardens on outsourcing basis for Odisha Police,

Accepted

(Signature)

(Name, Title and Address of the Attorney)

Notes:

1. *The mode of execution of the Power of Attorney should be in accordance with the procedure, if any, laid down by the applicable law and the charter documents of the executants (s) and when it is so required, the same should be under common seal affixed in accordance with the required procedure.*
2. *Wherever required, the Bidders should submit for verification the extract of the charter documents and documents such as a board or shareholders' resolution/ power of attorney in favour of the person executing this Power of*
3. *Attorney for the delegation of power here under on behalf of the Bidder.*

For a Power of Attorney executed and issued overseas, the document will also have to be legalized by the Indian Embassy and notarized in the jurisdiction where the Power of Attorney is being issued. However, the Power of Attorney provided by Bidder from countries that have signed the Hague Legislation Convention, 1961 are not required to be legalized by the Indian Embassy if it carries a conforming apostille certificate.

Annexure VIII: Affidavit

(To be furnished on the non-judicial stamp paper of appropriate value and duly notarized)

Name of Work: Request for Proposal for Selection of Service Provider for Engagement of Traffic Wardens on outsourcing basis for Odisha Police.

I, the under signed, do here by certify that all the statements made in the required attachments are true and correct. I also understand in case of wrongful/ false information, corporations entitled to take any civil & criminal punitive action against me/us.

- The undersigned also hereby certifies that neither our firm M/s[] nor any of its constituent partners have abandoned any work in India nor any contract awarded to us has been rescinded during last three years, prior to the date of this bid,
- The undersigned hereby authorize(s) and request(s) any bank, person, authorities, government or public limited institutions, firm or a corporation to furnish pertinent information deemed necessary and requested by the Authority to verify our statement or our competence and general reputation etc.
- The undersigned understands and agrees that further qualifying information may be requested and agrees to furnish any such information at the request of the Authority.
- The Authority and its authorized representatives are hereby authorized to conduct any inquiries or investigation to verify the statements, documents, and information permitted in connection with this bid and to seek clarification from our bankers and clients regarding any financial and technical aspects. The Affidavit will also serve as authorization to any individual or authorized representative to any institute referred to in the supporting information, to provide such information deemed necessary and requested by representative of SP,CID,CB, Odisha,Cuttack to verify statements and information provided in the Tender or with regard to the resources, experiences and competence of the Bidder.

Signed by the Authorized signatory

Title of the Office

Name of the firm Date

Annexure IX: Format for Financial Proposal

(To be submitted on the letterhead of the bidder)

(Location, Date)

To,

SP, CID, CB, Odisha, Cuttack,
Odisha Police Headquarters,
Buxi Bazaar, Cuttack, Odisha 753001

Ref: Request for Proposal for Selection of Service Provider for Engagement of Traffic Wardens on outsourcing basis for Odisha Police.

RFP Ref No:

Sir

We, the undersigned, offer to provide the services as mentioned in the Scope of Work of the tender. Our financial quote is as given below.

Name of the Project and scope of work	Financial Quote in percentage (without GST)
Selection of Service Provider for Engagement of Traffic Wardens for Odisha Police	(Bidder to quote Percentage (%) towards monthly salary of each of the deployed Traffic to Odisha Police)

Our Financial Proposal shall be binding upon us for the assignment, and this proposal would be valid up to 180 days from the last date of submission of proposal.

The Financial Proposal is without any condition.

1. We/I declare that We/I have read the "tender" as set out conditions and I confirm that the above financial percentage shall be fixed for entire tenure of the project (if selected).
2. We/I will follow all the rules and if any change with respect to applicable rules in future by Govt. of India /Govt. of Odisha /Odisha Police (If selected).
3. Authority reserves the right to increase or decrease the manpower as per requirement.
4. We/I will only claim the percentage over the total salary to be paid to employee (If selected).

Date this _____ day of _____ 2025.

Signature _____

In the capacity of _____

Duly authorized to sign this bid for and on behalf of _____

Duly signed by the Authorised Signatory of the Applicant
(Name, Title and Address of the Authorised Signatory)