

**OFFICE OF THE MANAGING DIRECTOR, ORISSA STATE COOPERATIVE  
SPINNING MILLS FEDERATION LTD., C/O. DIRECTORATE OF TEXTILES,  
ODISHA, SATYANAGAR, BHUBANESWAR-751007,  
Email: spinfedodisha@gmail.com**

**TENDER CALL NOTICE FOR ENGAGEMENT OF WATCH AND WARD SERVICES**

SPINFED, Odisha invites sealed tenders from reputed and eligible Security Service Agencies for providing Watch & Ward services at various closed spinning mills, power loom units, and incubation centres under its administrative control. The selected agency shall be responsible for safeguarding and protecting the assets and properties of the respective units/centres. Bidders may study the tender document containing the detailed terms and conditions from the websites [www.textiles.odisha.gov.in](http://www.textiles.odisha.gov.in), [www.sadhacodisha.org](http://www.sadhacodisha.org) and [www.boyanika.com](http://www.boyanika.com) available from Dtd.07/11/2025 onwards. The bids are to be submitted as per the procedure given in the tender document. Any addendum/corrigendum (if required) will be uploaded at the website mentioned above.

**Sd/-**

**Managing Director**

## TABLE OF CONTENTS

Sl. No.	Description	Page No.
1.	Letter of Invitation	1
2	Brief Tender Details	2
3	Disclaimer	2
4	Terms of Reference	3
4.1.	Objective	3
4.2.	Scope of Work	3
4.3.	Contract Period	4
4.4.	Eligibility Criteria	4
4.5.	General instructions to the bidders	5
4.5.1.	Procedure for Submission of Tender	5
4.5.2	Scrutinization of Bids	8
4.5.3	Evaluation of Bids	8
4.5.4	Performance Bank Guarantee and Agreement	9
5.	Terms and Conditions	9
5.1	General	9
5.2	Legal	11
6	Fees and Payment Schedule	11
7	Bid Security / Earnest Money Deposit (EMD) and Bid Processing Fee	12
8	Validity of Bid	12
9	Disputes	12
10	Acknowledgment By Agency	13
11	Right to Reject Any or All Proposal	13
12	Amendment /Modification	14
13	Language	14
14	Late Submission	14
15	Consortium / Joint Venture / Subcontracting	14
16	Modification and withdrawal of Proposals	14
17	Termination of Contract	14
<b>Annexures</b>		
	Annexure I: Technical Bid Cover letter	15
	Annexure II: Bid Submission Checklist	16
	Annexure III: Declaration	18
	Annexure IV: Affidavit	19
	Annexure V: Financial Turnover of the bidder for last 3 financial years	20
	Annexure VI: Financial Bid Cover Letter	21
	Annexure VII: Financial Bid	22
	Annexure VIII: Qualification of the Designated Security Personnel	23
	Annexure IX: List Of Locations for Watch & Ward Services	24
	Annexure X: Pre-Bid Query Format	25

## 1. LETTER OF INVITATION

Tender Notice No. 346

Bhubaneswar, Date 07.11.2025

- 1.1. SPINFED, Odisha, Bhubaneswar invites sealed tenders from reputed and eligible Security Service Agencies for providing Watch & Ward services in various closed spinning mills and power loom units along with Incubation centres under its administrative control, for safeguarding the properties of respective units/centres
- 1.2. Interested agencies should download and carefully review the tender document to ensure they meet all eligibility criteria, available on the websites: [www.textiles.odisha.gov.in](http://www.textiles.odisha.gov.in), [www.sadhacodisha.org](http://www.sadhacodisha.org) and [www.boyanika.com](http://www.boyanika.com).
- 1.3. Details on the services to be provided are mentioned in the Scope of work in this document.
- 1.4. Applicants (referred to as "Bidders") are required to submit only one application.
- 1.5. The bidder will be selected under Quality and Cost based Selection (QCBS) Method.
- 1.6. The complete proposal, as specified in the bid document, must include a non-refundable amount of Rs.11,800/- (Rupees Eleven Thousand Eight Hundred only) towards Bid Processing Fee in favour of The Orissa State Cooperative Spinning Mills Federation Ltd. in the form of a DD drawn in any scheduled commercial bank and payable at Bhubaneswar, failing to which the bid will be rejected.
- 1.7. The last date and time for submission of complete proposal is Dt:28/11/2025 by 05:30 PM and the date of opening of the technical proposal is Dt: 29/11
- 1.8. /2025 by 11:30 AM in the presence of the bidder or their representative in the Conference Hall of Directorate of Textiles, Odisha, Bhubaneswar. Representatives of the bidders may attend the meeting with proof of identity and due authorization letter on behalf of the bidders.
- 1.9. While SPINFED, Odisha, Bhubaneswar has provided accurate information in the bid documents to the best of its knowledge and within the scope of the assignment, it does not guarantee the accuracy of the data. Bidders are responsible for verifying all information. SPINFED reserves the right to accept or reject any or all proposals, or cancel the entire selection process at any stage without assigning any reason.

  
**Managing Director**  
**SPINFED, Odisha**

## 2. BRIEF TENDER DETAILS

Sl. No.	Particular	Details
1	Tender Reference Number	346 Dt. 07.11.2025
2	Issuing Authority	Managing Director, SPINFED
3	Date of Issue of Tender	07/11/2025
4	Tender Document Fee	Rs.11,800/-
5	EMD	Rs. 1,00,000/-
6	Last date and time of submission of queries, if any	12/11/2025 up to 5:30PM
7	Pre-bid meeting (VC Mode)	14/11/2025 on 12:00PM
8	Date of issue of corrigendum, if any	17/11/2025
9	Tender documents can be downloaded from the website	<a href="http://www.textiles.odisha.gov.in">www.textiles.odisha.gov.in</a> , <a href="http://www.sadhacodisha.org">www.sadhacodisha.org</a> and <a href="http://www.boyanika.com">www.boyanika.com</a>
10	Last date and time for receipt of Tender Documents	28/11/2025 up to 5:30PM
11	Date and time of opening of technical bids	29/11/2025 on 11:30AM
12	Date and time of opening of Financial Bid	Will be notified to the technically qualified bidders.
13	Address for submission of Bid	OFFICE OF THE MANAGING DIRECTOR, ORISSA STATE COOPERATIVE SPINNING MILLS FEDERATION LTD. (SPINFED), C/O. DIRECTORATE OF TEXTILES, ODISHA, SATYANAGAR, BHUBANESWAR-751007
14	Date of commencement of deployment of required manpower	Shall be intimated later

## 3. DISCLAIMER

This Tender is not an offer by SPINFED, Odisha, but an invitation to receive offer from the bidders/firms/service provider. No contractual obligation whatsoever shall arise from this tender process unless and until a formal contract is signed and executed by duly authorized officers of SPINFED, Odisha with selected bidder/firm/service provider.

## **4. TERMS OF REFERENCE**

### **4.1. Objective**

The objective of this Tender is to select a service provider for providing Watch & Ward services in various closed spinning mills and power loom units along with Incubation centres under SPINFED, for safeguarding the properties of respective units/centres.

### **4.2. Scope of Work:-**

1. To be present on time as per allotted schedule. The outgoing guard/caretaker will relinquish his duties only after arrival of next shift guard/caretaker;
2. To be always in uniform with proper photo Identity Card to be provided by the service provider along with individual identity card, should carry a whistle & torch. The movement of the security guards must be arranged in such a way that no part of the building remain unnoticed/unattended;
3. To be courteous to the Officers/Employees/Visitors. They should be polite but firm, disciplined, physically fit and alert all the time while on duty;
4. Safeguarding the concerned properties against theft, damage, misuse and keeping a watch over the cars, scooters, cycles etc. parked inside the premises/ compound; Preventing unauthorized persons, vehicles, animals etc., from entering the premises; preventing even employees from entering office premises during the night without specific permission of the Head of the Office / without identity card / permission letter;
5. While on duty, observing carefully the pipelines, electrical fittings, drainage and safety of installations and taking action against damage, breakdown, leakage or wastage and bringing them to the notice of the superiors for further remedial action;
6. Preventing unauthorized additions or alterations in the premises being carried out by outsiders or tenants or employees and reporting the matter to the Head of the Office;
7. No person must be allowed inside the premises without proper identity and checking; Watching entire premises and patrolling the same frequently during the period of duties;
8. No person must be allowed to carry any prohibitive items inside the premises;
9. Carrying out the special orders and instructions given by the superiors, whenever specifically told to do so;
10. Closing and opening of the Office daily as per the instructions of superiors;
11. Checking that all doors, windows, ventilators etc. in the office buildings are properly closed after office hours, locking of the main door at night, checking that the electrical lights and air conditioners and other electrical gadgets are properly switched off, wherever necessary;
12. Informing the relevant authorities; in case of theft or damage to the property or any untoward incident or unusual occurrence;
13. Accepting letters, telegrams, newspapers received during the tenure of the duty and signing for them and handing it over to the relevant authorities;
14. Taking care of the keys under their custody and handing them over to the relieving guard or to any other authorized persons/s;
15. Ensuring that no person is inside the premises while locking;
16. Should act immediately in case of fire alarm. Designated personnel should check the fire sensor for any smoke or fire in the area and act promptly to put off the fire. The personnel should also immediately alert the Fire service Department and the relevant authorities, In case of fake alarm, the personnel should immediately inform electrical person on duty to attend the alarm fault.

17. Preventing any person whether employee or others – from writing on the walls of the building or compound, pillars, doors or windows of the building, pasting or hanging notices, hand bills, posters, etc., or otherwise disfiguring the office or compound walls;
18. Observing strictly instructions / orders as would be given from time to time by the authorized persons;
19. All entry and exit gates will have to be closed as per the time schedule given by the relevant authority;
20. All vehicles will have to be allowed from gate only after thorough checking;
21. A prescribed register will have to be maintained by the Security Guards at the Security Room. Each person allowed will have to enter his / her name, address, date and time of entry / exit etc. in the register. No person will be allowed without proper identity, proper checking and entry in register;
22. The Security Guards must ensure timely switching on / off all the lights, fans, etc. in the premises, turning off water taps wherever water is flowing etc. every day;
23. Gate Pass (duly signed by the relevant authority) must be insisted upon before allowing any office items to go outside the premises.
24. The Guards should be properly trained to rescue passengers from lifts incase of lift failure, operation of fire fighting equipment and CCTV system.
25. Timing on shift basis.

i) 06.00 am to 02.00 pm. ii) 02.00 pm to 10.00 pm. iii) 10.00 pm to 06.00 am.

27. Qualification and Experience of Designated Personnel:

Service Required	Qualification	Experience
Watch & Ward Service (Security Guard)	<ul style="list-style-type: none"> <li>• Minimum 10<sup>th</sup> standard.</li> <li>• Must be able to read, write and speak Odia language.</li> <li>• Understands Hindi &amp; English Language.</li> <li>• Must have the willingness to work in late hours and be obedient.</li> <li>• Should not be less than 18 years and not exceeding 40 years.</li> <li>• Experienced candidates will be preferred.</li> </ul>	<ul style="list-style-type: none"> <li>• Minimum experience of at least 03 years in the relevant field</li> </ul>

28. Manpower should be provided as per the list of locations for watch & ward services mentioned in Annexure-IX

#### 4.3. Contract Period

The contract period shall be valid for one year from the issue of the work order & is subject to extension on satisfactory performance.

#### 4.4. Eligibility Criteria

The Bidders/ Service provider has to fulfil the below mentioned eligibility criteria:-

- a) Service provider must have at least 50 numbers of trained and experienced people on their payroll for providing the services required.
- b) Service provider should have minimum of 5 years of experience in executing similar work assignments.
- c) Preference will be given to Service providers with work experience in Government of Odisha/ PSU Organisation.
- d) Minimum financial turnover of Rs. 1 crore per annum in each of the last three financial years.
- e) The firm must have license/ permission/ registration under Odisha Private Security Agencies rule from Home Department. The Bidder must have licenses of PSARA [Private Security Agencies (Regulation) Act, 2005] for providing security service(Copy to be Enclosed).
- f) The bidder shall have an office in Bhubaneswar and preferably branch offices in various districts of Odisha.
- g) There shall be no case pending with the police against the Proprietor/Firm/or the Company/ service provider.
- h) The service provider must not have been blacklisted by any organization.
- i) The tendering service providers are required to enclose self-signed photocopies of the following documents along with the Technical Bid, failing which their Bids shall be summarily/out rightly rejected and will not be considered any further:-
  - (i) Registration Certificate with ISO 9001:2015 of the applicant organization.
  - (ii) EPF Registration along with latest deposit challan and Return as on 31/03/2025 (ECR with Remittance and latest Account slip).
  - (iii) ESI Registration along with latest deposited challan and return as on 31/03/2025.
  - (iv) License of PSARA [Private Security Agencies (Regulation) Act, 2005] for security service or as the case may be.
  - (v) Registration/license of the Labour Department, Government of Odisha for providing manpower services.
  - (vi) Copy of the PAN Card.
  - (vii) Copy of the Balance Sheet for the last 3 financial years ending as on 31.03.2025 (i.e., F.Y. 2022-23, 2023-24 & 2024-25).
  - (viii) Valid GST Registration certificate.
  - (ix) Copy of clearance certificate of GSTR-III B.
  - (x) The bidder/firm/ service provider must have up to date return copy of Income Tax for the last three financial years (i.e., F.Y. 2022-23, 2023-24 & 2024-25).
  - (xi) The firm must have valid Labour license.
  - (xii) The conditional bids shall not be considered and will be out rightly rejected in very first instance.
  - (xiii) All entries in the tender form should be legible and filled clearly. If the space for furnishing information is insufficient, a separate sheet duly signed by the authorized signatory may be attached. No overwriting or cutting is permitted in the financial bid form. In such cases, the tender shall be summarily rejected.

#### **4.5. General instruction to the bidders**

##### **4.5.1. Procedure for Submission of Tender**

1. The interested service providers shall submit the complete tender document in all respects along with non-refundable Bid Document fees of Rs.11,800/- (Rupees Eleven Thousand Eight Hundred only) in shape of DD in favour of The Orissa State Cooperative Spinning Mills Federation Ltd., payable at Bhubaneswar and other requisite documents by Dtd.28/11/2025 by 05:30 PM at the Office of the Managing Director, The Orissa State

Cooperative Spinning Mills Federation Ltd, Directorate of Textiles, Odisha, Satyanagar, Bhubaneswar-751007.

2. The tender documents should be submitted in two bid system i.e. (a) Technical Bid and (b) Financial Bid in the prescribed proforma provided in the Annexure. Tenders not submitted in the prescribed proforma shall be rejected. The bidder is required to submit one copy of bid for Technical Offer and one copy for Financial Offer, duly sealed in separate envelope. Failure to do so will render them ineligible.
- a. **Technical Bid:** The Technical Bid is to be furnished in the Proforma prescribed at **Annexure-I** and is to be placed in a sealed envelope and super scribed as “**Technical Bid for providing Watch & Ward services in various closed spinning mills and power loom units along with Incubation centres under SPINFED**”.
- i. Tendering service providers are required to enclose self-signed photocopies of the following documents along with the Technical Bid, failing which their Bids shall be summarily/out rightly rejected and will not be considered any further:-
  - ii. Registration Certificate with ISO 9001:2015 of the applicant organization.
  - iii. EPF Registration along with latest deposit challan and Return as on 31/03/2025 (ECR with Remittance and latest Account slip).
  - iv. ESI Registration along with latest deposited challan and return as on 31/03/2025.
  - v. The firm must submit license/ permission/ registration under Odisha Private Security Agencies rule from Home Department.
  - vi. License of PSARA [Private Security Agencies (Regulation) Act, 2005] for security service or as the case may be.
  - vii. Registration/license of the Labour Department, Government of Odisha for providing manpower services.
  - viii. Copy of the PAN Card.
  - ix. CA certified Balance Sheet & Documents to be furnished regarding the turnover in Security service for the last three financial years (i.e., F.Y. 2022-23, 2023-24 & 2024-25) and annual turnover format (**Annexure -V**) jointly signed by Statutory Auditor/ Company CA of the firm and Bidder/Authorized Signatory with Stamp.
  - x. Valid GST Registration certificate.
  - xi. The bidder/firm/ service provider must submit up to date return copy of Income Tax for the last three financial years (i.e., F.Y. 2022-23, 2023-24 & 2024-25).
  - xii. Copy of documents towards proof of having experience of at least 5 years in providing the Security services in any Government of Odisha/ PSU Organisation.
  - xiii. Necessary certificate issued by the proprietor or company official (not less than the Director rank) to be attached showcasing minimum 50 employees in the company payroll.
  - xiv. Undertaking in form of affidavit for the followings (**Annexure-IV**).
  - xv. The bid submission checklist (**Annexure-II**), indicating correct page no.
  - xvi. Qualification of the designated security personnel. (**Annexure-VIII**).
- b. **Financial Bid:** The Financial Bid is to be furnished in the Proforma prescribed at **Annexure-VI&VII** and is to be placed in a sealed envelope and super scribed as

**“Financial Bid for providing Watch & Ward services in various closed spinning mills and power loom units along with Incubation centres under SPINFED”.**

- c. Two separate sealed envelope containing Technical Bid and Financial Bid should be placed in another sealed envelope superscribing **“Tender for providing Watch & Ward services in various closed spinning mills and power loom units along with Incubation centres under SPINFED”**. The Service provider’s Name & Address shall be mentioned in the left hand corner of the outer envelope. The inner and outer envelopes shall be addressed to the

Managing Director,  
Orissa State Cooperative Spinning Mills Federation Ltd.,  
C/O. Directorate of Textiles, Odisha,  
Satya Nagar,  
Bhubaneswar - 751007.

3. The agencies must submit their proposal by Speed Post/ Registered Post only to the address as specified at **Sl. No. 13** of the **BRIEF TENDER DETAIL** during the office hour only on or before the last date and time for submission of proposal as specified at **Sl. No. 6** of the **BRIEF TENDER DETAIL**. Submission of proposal through any other mode and late bid will be rejected. SPINFED, Odisha will not be responsible for postal delay/any consequence in receiving of the proposals.
4. The Earnest Money Deposit (EMD) of Rs.1,00,000/- (Rupees one lakh) only, refundable (without interest), should be necessarily accompanied with the Technical Bid of the Bidder/ Firm/ Service provider in the form of Demand Draft/ Pay Order drawn in favour of "Managing Director, Orissa State Cooperative Spinning Mills Federation Ltd., Bhubaneswar", failing which the tender shall be rejected summarily.
5. The service provider shall deposit Earnest money as prescribed in the Tender as a guarantee of good faith. The amount will be counted towards security for due performance of the contract. In the event of refusal to execute the agreement by the successful bidder in scheduled time, the same will be forfeited. If the offer of the service provider is not accepted, the earnest money will be refunded without any interest.
6. The EMD deposit of the selected service provider shall remain as security for the due rendering of services. On successful completion of the contract, the same will be refunded as per agreement.
7. Communication by email from the authorized email address of SPINFED, Odisha (Email: [spinfedodisha@gmail.com](mailto:spinfedodisha@gmail.com)) would be treated as full and final communication in all respect.
8. All the pages of the bid have to be signed & sealed by the bidder/authorized representative. All pages of the bid must have been numbered. Any deviation from the prescribed procedures /information/formats/ conditions shall result in outright rejection of the proposal.

**Note:**

- If the outer envelope and the financial proposal envelope is not sealed and marked as mentioned above, then SPINFED will assume no responsibility for the tender's misplacement or premature opening.
- The opening of the Financial Proposal shall be made after evaluation of technical proposal and as per the scheduled dates which shall be intimated by SPINFED to the eligible service provider.

- Service providers are advised to prepare their documents with proper sequence and indexing, page numbering without which the bid shall be considered non-responsive.

#### 4.5.2. Scrutinization of the Bids

A duly constituted committee will open the bids and scrutinize the supporting documents of the bidders. The committee may seek clarifications from bidders with respect to proposals and may visit the bidder's client site for verification of credentials/claims/ declarations. All responses shall be evaluated as per Eligibility Criteria and other specific conditions specified in this Tender as at Point 4.4 & 5.1. The bids not complying with any of the documents as at point 4.4 & 5.1 will be rejected.

#### 4.5.3. Evaluation of Bid

The bids will be evaluated by the Committee in accordance with Quality and Cost based Selection (QCBS) Method.

##### 4.5.3.1 Technical evaluation

Technical Evaluation will be done by a duly constituted committee only for those bidders, who fulfil the requirement as per the eligibility criteria and documents required at point 4.4. The Technical eligibility of the bidders shall be assessed based on the following criteria & scoring system.

Sl. No.	Specific Requirements	Parameter	Max. Mark
1	No. of Manpower covering under EPF/ESI	Minimum 50 persons: 10 marks 51 to 100 persons: 15 marks 101 & above persons: 20 marks	20 Marks
2	Average Turn Over in Security service only during last three Financial Year ending 2024-25	1 crore to 2 crore: 5 marks 2 crore and above: 10 marks	10 Marks
3	Aggregate project value of similar service with Govt. of Odisha/ organization/PSU	25 lakh to 1 crore: 10 marks 1 crore & above crore: 20 marks	20 marks
4	Must have at least 5 years of experience in watch and ward service	5 years: 5 marks For each additional year, 1 mark each of experience: maximum 5 marks	10 marks
5	Must have at least 3 years of experience in watch and ward service in textile mills	3 years : 5 marks For each additional year, 1 mark each of experience: maximum 5 marks	10 Marks
6	Presentation in support of credentials.		30 Marks

- The total score obtained by the bidder as per 4.5.3.1 above shall be the technical score (Ts) of the bidder.
- The qualifying technical score (Ts) for opening of the financial bid is 50 out of 100.

##### 4.5.3.2 Financial Evaluation

- The financial bid of only those Agency who are shortlisted after technical evaluation, (that is who score at least 50 marks in Technical Score) will be opened.

- ii. The Quality & Cost Based Selection (QCBS) methodology as mentioned below shall be adopted for evaluation.
- iii. Financial Score: The lowest financial proposal will be given a financial score ( $F_s$ ) of 100 points. The financial scores of other proposals will be computed as follows:

$$F_s = 100 \times FM_1 / F_1$$

$F_1$  = amount of Financial Proposal as quoted by the bidder;  $FM_1$  = Lowest financial quote

#### 4.5.3.3 Combined and Final Evaluation

Proposals will finally be ranked according to their combined Score (S) calculated based on technical ( $T_s$ ) and financial ( $F_s$ ) scores as follows:

$$S = T_s \times T_w + F_s \times F_w$$

$T_w$  and  $F_w$  are weights assigned to Technical proposal and Financial Proposal as 0.70 and 0.30 respectively.

#### 4.5.3.4 Selection of Agency

- i. The Agency securing the highest combined score (S) would be the Preferred Agency.
- ii. The Second Ranked Applicant shall be kept in reserve and may be invited for negotiations in case the first ranked Applicant withdraws or fails to comply with the requirements specified in the RFP document.

#### 4.5.4 The Performance Bank Guarantee (PBG) and Agreement

1. SPINFED shall issue a Letter of Award (LoA) along with the Draft Agreement to the selected Agency post opening of the financial proposals.
2. The selected bidder shall have to sign an agreement in Non-Judicial Stamp paper of appropriate value, within 15 days of issuance of LoA from SPINFED, with deposit of PBG amounting 10% of the contract value (including GST as per the Govt. of Odisha Finance Deptt. OM No.8952/18.03.2021 in the form FD/BG i.e., hypothecated to "Managing Director, Orissa State Cooperative Spinning Mills Federation Ltd., Bhubaneswar", till completion of the contract period.
3. Failure to comply with the conditions of the agreement shall constitute sufficient ground for the forfeiture of the PBG.
4. No interest shall be paid on the PBG. The PBG shall be refunded after successful completion of the contract.
5. In case of breach of any terms & conditions, the performance security deposit of the selected bidder shall be liable to be forfeited besides annulment of the agreement.

### 5. TERMS & CONDITIONS

#### 5.1. General

1. The Agreement shall be commenced from dd/mm/yyyy and shall continue till dd/mm/yyyy unless it is curtailed or terminated by the authority owing to deficiency of Service, sub-standard quality, breach of contract etc. or change in requirements.
2. The Agreement shall be automatically expired on dd/mm/yyyy unless extended further by the mutual consent of the service provider and the Authority.
3. The Agreement may be extended, on the similar terms & conditions or with some additions/deletions/modifications for a further specific period mutually agreed upon by the service provider and the Authority.

4. The service provider shall not be allowed to transfer, assign, pledge or subcontract its rights and liabilities under this agreement to any other service provider or organization by whatever name be called without the prior written consent of the Authority.
5. At present SPINFED has tentative requirement of 67 nos. of Security Guard on urgent basis in various closed spinning mills and power loom units along with Incubation centres under SPINFED.
6. The Service provider will be bound by the details furnished by it to the authority while submitting the tender or at subsequent stage. In case, any of such documents furnished by it is found to be false at any stage, it would be deemed to be a breach of terms of agreement making it liable for legal action besides termination of the Agreement.
7. The authority reserves the right to terminate the agreement during initial period also after giving 15 days notice to the service provider.
8. The persons deployed shall be required to report for work at fixed time in the Unit concerned. In case the person deployed remains absent on a particular day the remuneration for those days will not be disbursed.
9. The person deployed may be called on holidays to attend duty.
10. The service provider shall nominate a coordinator who shall be responsible for immediate interaction with SPINFED so that optimal services of the person deployed could be available without any disruption.
11. The entire financial liability in respect of security guards deployed in the Units concerned shall be that of service provider and SPINFED or the Unit concerned will in no way shall be liable. It will be the responsibility of the service provider to pay to the person deployed a sum not less than the minimum rate quoted in the financial bid and present such evidence as may be required by the SPINFED or the Unit concerned.
12. For all intents and purposes, the service provider shall be the "Employer" within the meaning of different Rules & Acts in respect of Manpower so deployed. The persons deployed by the service provider shall not have any claim whatsoever like employer and employee relationship against the Units concerned.
13. The service provider shall be solely responsible for the redressal of grievances or resolutions of disputes relating to persons deployed. SPINFED or the Unit concerned shall, in no way, be responsible for settlement of such issues whatsoever. In case the grievances of deployed person are attended by the service provider, the deployed person can place their grievances before the concerned authorities and the Service provider.
14. SPINFED or the Unit Concerned shall not be responsible for any financial loss or injury to any person deployed by the service provider in the course of performing their functions/duties, or for payment towards any compensation.
15. The persons deployed by the service provider shall not claim nor shall be entitled to pay perks, and other facilities admissible to regular/ confirmed employees during or after expiry of the Agreement.
16. In case of termination of this agreement on its expiry or otherwise, the person deployed by the service provider shall not be entitled to and shall have no claim for any absorption in regular or other capacity.
17. The person deployed shall not claim any benefit or compensation or absorption or regularization under the provision of rules and acts. Undertaking from the person deployed to this effect shall be required to be submitted by the service provider to the concerned units.
18. The service provider must be registered with the concerned Govt. Authorities, i.e. Provident Fund Authorities, Employees State Insurance Corporation etc., and copy of the registration should be submitted along with other valid license.

19. The service provider shall provide a substitute well in advance if there occurs any probability of the person leaving the job due to his/her own personal reasons. The payment in respect of the overlapping period of the substitute shall be responsibility of the service provider. The service provider shall be responsible for contributions towards Provident Fund and Employee State Insurance, wherever applicable.
20. The persons deployed by the service provider should have good police records and no criminal case should be pending against them.
21. The person deployed should be polite, cordial and efficient while handling the assigned work and their actions should promote good will and enhance the image of the SPINFED or the Unit concerned. The service provider shall be responsible for any act of indiscipline on the part of the persons deployed.

## **5.2. Legal**

1. The persons deployed shall, during the course of their work be privy to certain qualified documents and information which they are not supposed to divulge to third parties. In view of this, they shall be required to take oath of confidentiality and breach of this condition shall make the service provider as well as the person deployed liable for penal action under the applicable laws, besides action for breach of contract.
2. The service provider shall be responsible for compliance of all statutory provisions relating to minimum wages payable to the watchman /security guard in respect of the person deployed by it in the Unit concerned. The concerned Unit shall have no liability in this regard.
3. The service provider shall maintain all statutory registers under the Law and shall produce the same, on demand, to the authority of respective Units.
4. The Tax deduction at source (T.D.S) shall be done as per the provision of Income tax Act/Rules, as amended from time to time and a certificate to this effect shall be provided by the Unit concerned.
5. In case, the service provider fails to comply with any liability under appropriate law, and a result thereof, the Spinning Mills, Power loom Units and Incubation Centres concerned is put to any loss/ obligation, monetary or otherwise, the Spinning Mills and Power loom units concerned will be entitled to get itself reimbursed out of the outstanding bills or the performance security deposits of service provider, to the extent of the loss or obligation in monetary terms.
6. 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 SPINFED or the Unit concerned will have no liability towards non-payment of remuneration to the person employed by the service provider and the outstanding statutory dues of the service provider to statutory authorities. if any losses or damage is caused to the concerned unit by person deployed, the same shall be recovered from unpaid bills or adjusted from the performance security deposit.

## **6. FEES AND PAYMENT SCHEDULE**

- i. The service provider shall raise the bill, in triplicate, along with attendance sheet duly verified by the concerned Units in respect of the persons deployed and submit the same to the prescribed authority in the first week of the succeeding month.
- ii. The claims in Bills Regarding Employees State insurance, Provident Fund and service tax etc. should be necessarily accompanied with documentary proof pertaining to the concerned bill month. A requisite portion or whole of the bill amount shall be held up till such proof is furnished, at the discretion of the Unit concerned.

- iii. In case any of the service provider's personnel deployed under the contract fails to report on time, and the service provider is unable to provide a suitable substitute promptly, it shall be treated as an absence. A penalty of ₹1,000 (Rupees One Thousand only) per vacant point per day shall be deducted from the service provider's bill for the period of absence.
- iv. In case any public complaint is received attributable to the misconduct or misbehaviour of the service provider's personnel, and is found to be true upon assessment by SPINFED, a penalty of ₹2,000 (Rupees Two Thousand only) per incident shall be levied and deducted from the service provider's bill. In addition, the security guard found involved in such an incident shall be immediately removed from the premises by the service provider.

## **7. BID SECURITY/EARNEST MONEY DEPOSIT (EMD) AND BID PROCESSING FEE**

- 7.1. The bid must be accompanied by a refundable EMD of INR 1,00,000/- (Rupees One Lakh only) and a non-refundable Bid Processing Fee of Rs.11,800/- (Rupees Eleven Thousand Eight Hundred only) in the form of Demand Draft/ Pay Order drawn in favour of "Managing Director, Orissa State Cooperative Spinning Mills Federation Ltd., Bhubaneswar. The Bid Security/EMD shall be valid till the validity of the bid. **No exemption from submission of Bid Security/EMD and Bid Processing Fee is allowed.**
- 7.2. Proposals without the EMD/Bid Security and Bid Processing fee shall be treated as non-responsive and shall be summarily rejected. No interest shall be payable on such EMD/Bid Security by the Government.
- 7.3. The EMD/Bid Security of the successful Bidder will be discharged when the Bidder has signed the Agreement and furnished the required Performance Security Deposits.
- 7.4. The Bid Security/ EMD of unsuccessful bidders shall be refunded after acceptance of the Letter of Award (LoA) by the Successful Bidder or within 15 days of opening of the financial bid whichever is later.
- 7.5. The Bid Security may be forfeited:
  - a. If the Bidder withdraws the Bid after bid opening (opening of technical qualification/ part of the bid during the period of Bid validity)
  - b. In the case of a successful Bidder, if the Bidder fails within the specified time limit to:
    - i. Sign the Agreement; and/or
    - ii. Furnish the required Security Deposits

## **8. VALIDITY OF BID**

Proposal shall remain valid for 180 (One Hundred and Eighty) days from the last date of submission. A proposal valid for a shorter period shall be rejected as non-responsive.

## **9. DISPUTES**

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

- ii. In the event of any dispute arising in respect of the clauses of the agreement the same shall be resolved through negotiation. Alternatively, the dispute shall be referred to the committee for decision and the same shall be binding on all parties.
- iii. All disputes shall be under the jurisdiction of the court at the place where the Headquarters of the authority, who has executed the agreement, is located.
- iv. The successful bidder will enter into an agreement with the respective Units for supply of suitable and qualified manpower as per requirement of the Units concerned on the above terms and conditions.
- v. The authority reserves right to prepare a panel of bidders' maximum up to 3 for providing watch & ward staff to closed spinning mills, power loom units and incubation centres at the ranking as per final marking.
- vi. The spinning mills, power loom units and incubation centres have right to engage the service provider / service provider by executing necessary agreement from the panel.
- vii. All legal disputes are subject to the jurisdiction of Courts in Bhubaneswar only.

## **10. ACKNOWLEDGMENT BY AGENCY**

It shall be deemed that by submitting the Proposal, the Agency has gone through the scope of work and other stipulations in detail; and

- a. Made a complete and careful examination of the requirements for the project, details mentioned in RFP, general condition of contract, submission formalities and evaluation mechanism.
- b. Received all relevant information requested from SPINFED.
- c. Acknowledged and accepted the risk of inadequacy, error or mistake in the information provided in this invitation document or furnished by or on behalf of SPINFED.
- d. Satisfied itself about all matters, things and information necessary and required for submitting the proposal and performance of all of its obligations there under.
- e. Agreed to be bound by the undertaking provided by the Agency under and in terms given in Annexure.

SPINFED shall not be liable for any omission, mistake or error on the part of the Agency in respect of any of the above or on account of any matter or thing arising out of or concerning or relating to this invitation document or the selection process, including any error or mistake therein or in any information or data given by the SPINFED.

## **11. RIGHT TO REJECT ANY OR ALL PROPOSALS**

Notwithstanding anything contained in this invitation document, SPINFED reserves the right to accept or reject any proposal and to annul this selection process and reject all proposals, at any time during the bidding process without any liability or any obligation for such acceptance, rejection or annulment, and without assigning any reasons thereof. SPINFED, also, reserves the right to reject any Proposal if:

- a) At any time, a material misrepresentation is made or uncovered, or
- b) The Agency does not submit in time any information or clarification asked for

## **12. AMENDMENT/ MODIFICATION**

At any time prior to the deadline for submission of Proposal, the SPINFED may, for any reason, whether at its own initiative or in response to clarifications requested by an Agency, modify any of the terms mentioned in this RFP document by the issuance of Addendum/ Amendment. All such amendments/ addendum will be uploaded in the website of SPINFED and will be binding for all bidders. In order to abide by the issuance of the amendment or allow the Agency for giving a reasonable time for considering an amendment into their proposal, or for any other reason, SPINFED may, in its sole discretion, extend the Proposal Due Date.

## **13. LANGUAGE**

The Proposal and all communications in relation to or concerning the selection process shall be in English language and strictly in the formats provided in this invitation document.

## **14. LATE SUBMISSION**

Proposal received after the deadline for submission prescribed by SPINFED will not be entertained and shall be rejected.

## **15. CONSORTIUM / JOINT VENTURE / SUBCONTRACTING**

Agencies are NOT allowed to form consortium / Joint Venture / Sub-contracting for participating in the bid or execution of the contract.

## **16. MODIFICATIONS AND WITHDRAWAL OF PROPOSALS**

No modifications to the Proposals shall be allowed once it is received by SPINFED.

## **17. TERMINATION OF THE CONTRACT**

Either party can terminate the agreement by giving 30 days prior written notice.

**Annexure-I**  
**TECHNICAL BID COVERING LETTER**  
*(ON BIDDER'S LETTER HEAD)*

[Location, Date]

To  
[Name and Designation of  
Tender Inviting Authority]  
(Office Address and Location)

Sub: Technical Bid for providing Watch & Ward services in various closed spinning mills and power loom units along with Incubation centres under SPINFED

Sir,

I/We, the undersigned, offer to participate in the tender process to provide services in accordance with your Tender Call Notice No.: Dt. . I/We, are hereby submitting our proposal, which includes Technical Proposal, sealed in an envelope.

I/We, hereby declare that all the information and statements provided in the technical proposal are true and correct and I/We, accept that any misinterpretation contained in it may lead to disqualification of our proposal.

I/We, hereby unconditionally undertake to accept all the terms and conditions as stipulated in the Tender document. In case any provision of this tender is found violated by our service provider, then your office shall have the rights to reject our proposal including forfeiture of the earnest money deposit absolutely.

Yours faithfully,

Bidder/Authorized Signatory  
with Date and Seal

Name and Designation of the Signatory:  
Name of the Bidder and Address:

**Annexure-II**  
**BID SUBMISSION CHECKLIST**

Sl. No.	Specification	Details
1	Name of the Bidder	
2	Details of Bid Document Cost (Demand Draft Details)	DD No. Date: Amount (Rs.): Drawn on Bank:
3	Details of FMD (Demand Draft Details)	DD No: Date: Amount (Rs.): Drawn on Bank:
4	Name of the Director/ Proprietor	
5	Full Address of Registered Office if any	Postal Address:    Telephone No: FAX No: E-Mail Address:
6	Name & telephone number of the authorized person Signing the bid	
7	Bank Account details of the service provider /firm	Account Number:  Bank and Branch Name:  IFSC Code:
8	PAN No.(Attach self-attested copy)	
9	GSTIN(Attach self-attested copy)	
10	ESI Registration No. (Attach self-attested copy)	
11	EPF Registration No. (Attach self-attested copy)	
12	Acceptance to all the terms & conditions of the tender (Yes/No)	
13	Power of Attorney/authorization letter for signing of the bid documents (submitted/ not submitted)	
14	Please submit an affidavit as per Annexure-IV	

15	Mention the total number of pages in the tender document	
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16. Details of the similar type service provided by the bidder in last 05 (Five) years as requested in the eligibility criteria:

Sl. No.	Name of client, address, telephone & Fax No.	Security services provided		Amount of Contract (Rs. in Lakh)	Duration of Contract	
		Type of Security Service provided	No.		From	To

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

Date:

Signature of the authorized person

Place:

Name:

Seal:

**Enclosures:**

- i. Bid processing Fee in the form of Demand Draft in original.
- ii. FMD in the form of Demand Draft in original.
- iii. Copy of tender document (each page must be signed, numbered and sealed).
- iv. Duly filled Technical Bid.
- v. List of Documents as applicable.

**Annexure-III**  
**AUTHORITY DECLARATION**

I/We, \_\_\_\_\_ son / daughter /  
wife of Shri \_\_\_\_\_ Proprietor /  
Director/ authorized signatory of the service provider, mentioned above, am competent to  
sign this declaration and execute this tender document.

I/we have read and understood all the terms and conditions of the tender and  
undertake to abide by them.

The information / document furnished along with the above application are true and  
authentic to the best of my knowledge and belief. I/we, am/are well aware of the fact that  
furnishing of any false information/ fabricated document would lead to rejection of my tender  
at any stage besides liabilities towards prosecutions under appropriate law.

Signature of authorized person Name:

Seal:

Date :

Place:

## **Annexure-IV**

### **AFFIDAVIT**

*(On the Stamp Paper of appropriate value in shape of affidavit from the Notary regarding undertaking for following)*

1. I/we, hereby undertake that, our service provider has not been blacklisted/debarred by any of the Central Government/State Government Department/Off or by any Public Sector undertaking (PSUs) and not blacklisted by any authority during the recent past.
2. That there is no criminal case pending in any Court of Law against our service provider or against the Proprietor/ Director/Persons to be deployed by our service provider at the time of submission of bid.
3. I/we further certify that Proprietor/Director/Persons to be deployed by our company have not been convicted of any offence in any Court of Law during the recent past and as well as at the time of submission of bid. I understand that I am fully responsible for the contents of this undertaking and its truthfulness.
4. I/we hereby declare that all the information and statements provided in the technical proposal are true and correct and I accept that any misinterpretation contained in it may lead to disqualification of our proposal.
5. I/we, hereby undertake that, our service provider is abiding all rules and regulation in respect to the Child Labour (Prohibition and Regulation) Act 1986.

Bidder/ Authorized signature  
(in full and initials)

Name and Designation of the Signatory:  
Name of the Bidder and Address:

**Annexure-V**

**FINANCIAL TURNOVER OF THE BIDDER FOR LAST 3 FINANCIAL YEARS**

Name of the firm/service provider:

<b>Financial Year</b>	<b>Turnover Amount (in INR)</b>	<b>Remarks, if any</b>
FY (2022-23)		
FY (2023-24)		
FY (2024-25)		

Signature of Chartered Accountant  
With FRN No. and Seal (inked signed)

Signature of bidder/ Authorized representative with seal

Place: \_\_\_\_\_

Date: \_\_\_\_\_

**Annexure-VI**  
**FINANCIAL BID COVERING LETTER**  
*(ON BIDDER'S LETTER HEAD)*

[Location, Date]

To  
[Name and Designation of  
Tender Inviting Authority]  
(Office Address and Location]

Sub:- Financial Bid for providing Watch & Ward services in various closed spinning mills and power loom units along with Incubation centres under SPINFED

Sir,

I/we, the undersigned, offer to provide the services for *(insert title of the Service)* in accordance with your Tender Call Notice No. Dt . Our attached financial price is *{insert amount(s) in words and figures for the proposed service}*. This amount is exclusive of the taxes applicable as per GST Act. I/we do hereby undertake that, in the event of acceptance of our bid, the services shall be provided in respect to the terms and conditions as stipulated in the tender document.

Our financial proposal shall be binding upon us subject to the modifications resulting from contract negotiations. I/we have carefully read and understood the terms and conditions of the tender to provide the services accordingly.

I/we understand that you are not bound to accept any proposal you receive.

Yours faithfully,

Bidder/Authorized Signatory  
(In Full and initials)

Name and Designation of signatory with Date and Seal: \_\_\_\_\_

Address of the Bidder: \_\_\_\_\_

**Annexure-VII**  
**FINANCIAL BID**

1. Name of service provider:
2. Rate per person per month inclusive all statutory liabilities, taxes, levies, cess etc.

Sl. No.	Category of Manpower	Monthly Rate per person						
		*Take home remuneration	EPF	ESI	Other statutory dues if any	Service charges	Service tax	Total per person
1	Security Guard for Watch & Ward Service							
	Total							

\*Minimum take home remuneration for Watch & Ward should be Rs..... Inclusive of Employee share of EPF & ESI dues (Minimum daily wages @ Rs.....).

Signature of Authorized person

Name:

Seal:

Date:

Place:

Notes:

1. The total rates quoted by the service provider should be inclusive of all statutory / taxation liabilities in force at the time of entering into the contract.
2. The payment shall be made on conclusion of the calendar month only on the basis of nos. of working days for which duty has been performed by each manpower.

**Annexure-VIII**

**QUALIFICATION OF THE DESIGNATED SECURITY PERSONNEL**

<b>Sl. No.</b>	<b>Name</b>	<b>Qualification</b>	<b>Board</b>	<b>Year of passing</b>	<b>Experience</b>

**Note:**

*Attach educational qualification certificate (10<sup>th</sup>/HSc Pass certificate)*

**Annexure-IX**  
**LIST OF LOCATIONS FOR WATCH & WARD SERVICES**

Sl. No.	Name of the Unit	No. of watchmen to be engaged
1	Shree Sarala WCS Spinning Mills Ltd., Jagatsinghpur	5
2	Shree Jagannath WCS Spinning mills Ltd., Nuapatna, Cuttack	5
3	Utkal WCS Spinning mills Ltd., Khordha	10
4	Orissa WCS Spinning Mills Ltd., Bargarh	9
5	Kalinga WCS Spinning mills Ltd., Dhenkanal	10
6	Konark Cotton Growers Co-op spinning mills ltd., Kalahandi	3
7	Barunei Power loom WCS Ltd., Khordha	4
8	Ramnagar Power loom WCS Ltd., Bargarh	4
9	Shree Parvati Power loom WCS Ltd., Jagatsinghpur	4
10	Chhatiabata Weaving mill Ltd., Chhatia, Jajpur	1
11	Siminoi Sizing Unit, Siminoi, Dhenkanal	1
12	RRC, Jagatpur	2
13	OCIP Unit, Jagatpur	3
14	Incubation Centre, Patia, Bhubaneswar	6
	<b>Total</b>	<b>67</b>

**Annexure-X**  
**PRE-BID QUERY FORMAT**

Interested service providers shall submit their queries in the following format:

Sl. No.	Clause No./ page No.	Query/ Modification Requested	Remark/ Reason

**Note:**

Agency/s shall submit their query to [textiles.odisha@gov.in](mailto:textiles.odisha@gov.in) before the pre bid query submission due date.