



**GOVERNMENT OF ODISHA**  
**OFFICE OF THE DEPUTY DIRECTOR,**  
**MODEL STUDIES AND RESEARCH, BURLA**  
**(E-mail Id: - eehrdb@gmail.com)**  
**e-Procurement Notice No. MSR- 01 of 2025-26**

No. 470

Date- 16.04.2025

The Deputy Director, Model Studies and Research, Burla on behalf of Govt. of Odisha invites bid in Single Cover (two-bid system) in online mode from eligible manpower service provider as detailed below:

1.	Name of work	Engagement of Manpower through Service Provider for Model Studies and Research, Burla and office of the Chief Engineer, Designs, Bhubaneswar for the Financial Year 2025-26
2.	No. of work	1 No.
3.	Bid Identification No.	DD-MSR- 01/2025-26
4.	Tender cost	Rs.33,88,574.00 (Excluding GST)
5.	Bid Security (EMD)	Rs. 68,000.00 (2% of Tender amount)
6.	Cost of Tender Paper	Rs. 6,000.00
7.	Class of Contractor	Service Provider
8.	Period of procurement	10 (Ten) Months.
9.	Date & time of availability of bid documents in the website <a href="https://www.tendersodisha.gov.in">https://www.tendersodisha.gov.in</a>	From 22.04.2025 at 11.00 A.M to 06.05.2025 up to 05.00 P.M
10.	Time period for receipt of bids in online	From 22.04.2025 at 11.00 A.M to 06.05.2025 up to 05.00 P.M
11.	Date and time of opening of Tender	07.05.2025 at 10.00 A.M

12. The Bidders have to participate in ONLINE bidding only. Further details can be seen from the website <https://tendersodisha.gov.in>. Any addendum/ corrigendum/ cancellation of tender can also be seen in the above said site.

13. Approximate value of the work tendered Rs.33,88,574.00(Excluding GST).

14. The bidders shall prepare the documents and upload the self-attested scanned documents in PDF format with clear mention of page numbers.

15. Bid Security (EMD) 2% of amount put to tender i.e. Rs 68,000/- (Rupees Sixty Eight Thousand) only will be accepted in e-procurement portal only on online mode.

16. Bid validity period of the tender is 90 days from the last date of submission of bid.
17. The bidder can resubmit his/her bid through **www.tendersodisha.gov.in** on online mode out of which the system shall consider only the last bid submitted to the portal.
18. If any further necessary information is required, the bidder can seek clarification on the bids within 7 days from the start of sale of bid document. The employer response for the queries raised by the bidder will be posted in the portal.
19. BOQ in MS Excel format shall be made available to the bidder through e-procurement portal (**www.tendersodisha.gov.in**). The bidder shall download that particular excel sheet and fill in the rates in figures at the appropriate location. The bidder is not supposed to change or modify the format of the excel sheet in any form.
20. Bidders are to submit only the original BOQ updated by the publisher after entering the relevant fields without any alteration/ deletion/modification. Simple BOQ submission without any entries shall lead to cancellation of Bid.
21. The bidder shall submit the documents in the designated locations of technical bid and financial bid. Submission of bid documents shall be affected by using DSC of appropriate class and thus shall be in encrypted form. The bidder shall only submit single copy of the document. He is required to check the documents uploaded with the requirement asked for in the bid. His bid shall not be considered responsive and action as per relevant clause shall be taken if he does not provide the required documents or provides illegible documents. Clarity of the document may be ensured by taking out a sample printing.
22. Conditional Tender will not be taken in to consideration.
23. The tender containing extraneous conditions not covered by the tender notice are liable for rejection and quotations should be strictly in accordance with the Tender Call Notice. Any change in the wording will not be accepted.
24. It is allowed to modify the bid through the e-procurement portal. The bidder shall have to login into the system and resubmit the documents as asked for by the system including the price bid. In doing so, the bids already submitted by the bidder will be removed automatically from the system and latest bid only will be admitted. But the bidder should avoid modification of the bid at the last moment to avoid system failure or malfunction of the internet or traffic jam. If the bidder fails to submit his modified bids within the designated time of receipt, the bids already in the system shall be taken for evaluation.
25. Withdrawal of bid is also allowed in the e-procurement portal. The bidder has to click on the "withdraw" button and record the necessary justification for the same in the space provided. In addition to this he/she has to write a letter addressed to officer inviting the bid and upload the scanned document from portal in respective bid. The system shall not allow any withdrawal after expiry of the closure of the bid.

26. The e-procurement portal system shall reject submission of any bid through portal after closure of the receipt time. For all purpose the portal time displayed in the system shall be the time to be followed by the bidder.

27. All tenders received will remain valid for 90 (Ninety) days from the date of opening of tenders and validity of tenders can also be extended if required without any monetary compensation.

28. While determining the validity of tenders the following points shall be taken in to consideration by the authority empowered to accept tenders and his decision in the matter shall be final.

29. The Tender inviting authority reserves the right to reject/cancel any or all tenders received at any time without assigning any reason thereof.

30. The tender may not (at the discretion of the competent authority) be considered unless accompanied by attested true copies of Registration of Firms, PAN Card, GST clearance certificate as the case may be and the original certificates are to be produced if required in any subsequent date during processing of tender. Attested true copy of work done certificate is to be furnished obtained from the Executive Engineer/SE concerned.

31. The earnest money will be retained in the case of successful bidder and will be dealt with as per the terms and condition of O.P.W.D. code. The bid security of unsuccessful bidders will be refunded without any interest after completion of the tender process in online mode.

32. The EMD/bid security will be forfeited in any of the following cases.

a) If the bidder withdraws the bid after bid opening during the period of bid validity.

b) In the case of a successful bidder, if the bidder fails to sign the agreement or furnish the required performance security within the specified time limit.

c) If any of the statements, documents, certificate uploaded by the bidder through e-procurement portal, is found to be false / fabricated/bogus, the process for black listing will be initiated by the tender inviting authority as per O.P.W.D code.

33. If the service charge quoted by the bidder is less than 3.85% or more than 7%, then such a bid shall be rejected and the tender shall be finalized basing on merits of rest bids. But, if more than one bid is quoted at same service charge, the tender accepting authority will finalize the tender through a transparent lottery system in the presence of all bidders/their authorized representatives in the office of the Deputy Director, Model Studies & Research, Burla. The date & time of lottery system will be intimated to all the qualified bidders via email by an official letter.

34. The bidder whose tender is selected for acceptance has to make an performance security deposit in the form of NSC/ postal term deposit/ Kisan Vikas Patra /Post Office Saving Bank Account /Term Deposit Receipt of Schedule Bank/ Bank Guarantee from any Nationalized/Scheduled Bank in India within a period of seven days upon intimation being

given to him of acceptance of his tender counter guaranteed by its local branch at Bhubaneswar or any location within the State of Odisha duly pledged in favour of the Deputy Director, Model Studies and Research, Burla, Sambalpur, Odisha, which shall be 10% of the value of the accepted tender amount and sign agreement for the fulfilment of the contract in the office of the Deputy Director Model Studies and Research, Burla, Sambalpur, Odisha.

35. The performance security deposit together with the earnest money, shall be retained as Security for the due fulfilment of this contract. Failure to enter into the required agreement and to make the performance security deposit as above shall lead to forfeiture of the earnest money deposited. The written agreement to be entered into between the contractor and the Govt. shall be the foundation of the rights of both the contractor and the Govt. and the contract shall be deemed to be incomplete until the agreement has first been signed by the contractor and then by the proper officer authorized to enter into the contract on behalf of the Govt.

36. The date of commencement of work shall be as notified in work order.

37. The contractor shall be liable to fully indemnify the Department of any compensation under workmen compensation Act VII of 1993 on account of the workmen employed by the contractor and full amount of compensation paid will be recovered from the contractor. In the event of any claim sub-judice before any court of law, the claim amount shall be kept withheld till final disposal.

38. Contractor is required to abide by the fair wages clauses as introduced by Govt. of Odisha and will not pay less than the Fair wages fixed by Govt to the labourers engaged by him/her for the work.

39. In case of any complaint by the labourer(s) about the nonpayment of his/her wages as per latest minimum wages Act, the Deputy Director will have the right to investigate and if the contractor is found to be in at fault, Deputy Director may recover such amount due in any form from the contractor and pay such amount to the labourer directly under intimation to the local labour office of the Govt. The decision of the Deputy Director is final and binding on the contractor.

40. It should be understood clearly that no claim whatsoever will be entertained in regard to extra items of work or extra quantity of any item besides estimated amount, unless written order is obtained from the Engineer-in-charge and rates settled before the extra items of work or extra quantity of any item of work is taken up.

41. Deduction of income tax at source and surcharge on income tax will be made from each running account bill for the work at the rate as per Income Tax Act and as amended from time to time. (Present rate 1% in case of Individual Contractor & 2% in case of company, corporation & firm etc.).

42. GST on works contract as applicable at the time of payment shall be paid extra over the Gross amount of the running bill amount (vide section 15 and section 142 (11) (C) of Odisha GST Act 2017).

43. Prevailing rate of GST (Presently TDS-2%) on the gross amount of the bill will be deducted from the contractor's bill as applicable on the date of payment where agreement value exceeds rupees two lakhs fifty thousand. (to be applicable as per Govt. Notification & amended from time to time).

**44. An affidavit shall be furnished by the contractor at the time of submission of tender paper about the authentication of tender documents including bid security. The scanned copy of the affidavit is to be uploaded through the e-procurement portal along with the technical bid.**

45. Definitions.

In the contract (as hereinafter defined) the following words and expressions will have the Meanings here by assigned to them.

**Approved / Approval** - Means approved in writing.

**Contract**-means the instruction and information for bidders General and Special conditions of the contract Technical Specification, drawings, tender (including the schedule of quantities and tender prices) the formal agreement and all agenda and attachment related to the above.

Contractor means the particular person, firm or corporation with whom the contract has been made for executing the work.

**Engineer-in-Charge**-Means the officers in the rank of Executive Engineer/SE, in-charge of the work specified or parts of the works under the contract, or such other departmental assistants or sub-ordinates to whom the Executive Engineer/SE, in-charge may have delegated certain duties, acting separately within the scope of particular duties entrusted to them.

**Government**-Means Government of Odisha, Department of Water Resources.

46 Commercial/ GST invoice should be submitted by the contractor at the time of preparation of the work bill for enabling the Division office to make necessary payment.

47. Agreement shall be drawn only after due verification of ISD of the successful bidder and if any illegitimate instruments are found, criminal proceedings will be initiated against the defaulting bidder and action will be initiated for blacklisting through the license issuing Authority.

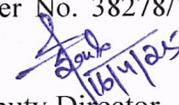
48. Performance security (10%) to be released after payment of final bill after lapse of stipulated agreement period.

49. The Chief Engineer of a department may blacklist a contractor with the approval of concerned Administrative Department on the following grounds.

- a. Misbehavior/ threatening of departmental and supervisory officers during execution of work/ tendering process.
- b. Involvement in any sort of tender fixing.
- c. Constant non-achievement of milestones on insufficient an imaginary grounds and nonadherence to quality specifications despite being pointed out.

- d. Persistent and intentional violation of important conditions of contract.
- e. Security consideration of the State i.e. any action that jeopardizes the security of the state.
- f. Submission of false/ fabricated/ forged documents for consideration of a tender.
- g. Fails to execute the agreement within the stipulated date.

Accordingly, the Officer inviting tender shall recommend to the Chief Manager (Tech.), State Procurement Cell, Odisha for blocking of portal registration of bidder and simultaneously action shall also be initiated by Officer Inviting Tender for blacklisting as per Appendix-XXXIV of OPWD Code, Volume-II & as per the clarification Letter No. 38278/WE, dt. 30.12.2024 of EIC, WR, Bhubaneswar, Odisha.

  
Deputy Director

Model Studies & Research, Burla 

Memo No. 471

Date: 16.04.2025

Copy submitted to the Deputy Director, MIS O/o. the E.I.C, W.R, Odisha, Bhubaneswar along with hard copy & soft copy of Tender/Quotation call Notice for information and necessary action. It is requested to hoist the Quotation Call Notice in DOWR Website ([www.dowr.odisha.gov.in](http://www.dowr.odisha.gov.in)) on or before dt. **21.04.2025** & up to **06.05.2025(5.00 P.M.)**

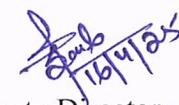
Encl: Soft copy & Hard copy of Tender Call Notice

  
Deputy Director 

Memo No. 472(2)

Date: 16.04.2025

Copy submitted to the Engineer-in-Chief, Water Resources, Odisha, Bhubaneswar / Chief Engineer, Designs, Bhubaneswar for favour of kind information and wide publication.

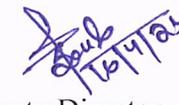
  
Deputy Director 

Memo No. 473

Date: 16.04.2025

Copy forwarded to the Deputy Director (Advertisement)-cum-Deputy Secretary to Government of Odisha, Information & Public Relation Department, Bhubaneswar with a request to get it published in **one(01) local Odia Newspaper and one (01) National English Newspaper** on or before date **21.04.2025** for wide circulation of tender call notice. Complimentary copy of the newspaper containing the tender call notice may please be sent to this office for reference and record.

Encl: Soft copy & Hard copy of Tender Call Notice

  
Deputy Director 

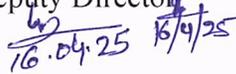
Memo No. 474

Date: 16.04.2025

Copy submitted to the Technical Head, State Portal Group, National Informatics Centre (N.I.C), Odisha Secretariat, Bhubaneswar with a request for posting of Tender Call Notice with Tender Document in Govt. website [www.tendersodisha.gov.in](http://www.tendersodisha.gov.in) by dt. 21.04.2025. The soft copy of the Tender Call Notice along with Tender Document also sent through Mail Id: [tendersorissa@gmail.com](mailto:tendersorissa@gmail.com).

Encl: Soft copy & Hard copy of Tender Call Notice

  
Deputy Director

  
16.04.25 16/4/25

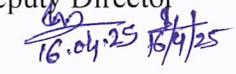
Memo No. 475

Date: 16.04.2025

Copy submitted to the Technical Director & District Informatics Officer, Sambalpur for Information and necessary action with a request to display the Tender Call Notice with Document in website <http://sambalpur.odisha.gov.in> by dt. 21.04.2025. The soft copy of the Tender Call Notice along with Tender Document also sent through Mail Id: [degcsam.od@nic.in](mailto:degcsam.od@nic.in).

Encl: Soft copy & Hard copy of Tender Call Notice

  
Deputy Director

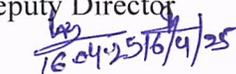
  
16.04.25 16/4/25

Memo No. 476

Date: 16.04.2025

Copy submitted to the Additional Director, Model Studies & Research, Burla for favour of kind information and necessary action.

  
Deputy Director

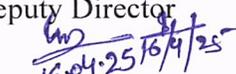
  
16.04.25 16/4/25

Memo No. 477(A)

Date: 16.04.2025

Copy submitted to Superintending Engineer, Main Dam Division, Burla/ Superintending Engineer, Burla Irrigation Division, Burla/ Superintending Engineer, Additional Spillway Division, Burla/ Superintending Engineer, Quality Assurance Division, Hirakud for wide circulation.

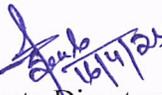
  
Deputy Director

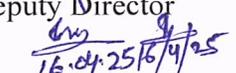
  
16.04.25 16/4/25

Memo No. 478

Date: 16.04.2025

Copy to tender file for record and Division office Notice Board for wide circulation.

  
Deputy Director

  
16.04.25 16/4/25

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