

HIGH COURT OF ORISSA : CUTTACK

Notice No. 5613 Dated 08/04/2026

NOTICE FOR HIRING OF OUTSOURCING SECURITY SERVICES (WATCH AND WARD) (WITHOUT ARMS) AT MUSEUM OF JUSTICE, KILLA FORT, CANTONMENT ROAD, CUTTACK.

Name of work	Last date/Time of Submission of Tender Form	Date/Time of Opening of Technical Bid Document
Tender for hiring of outsourcing Security Services (Watch and Ward) (Without Arms) at Museum of Justice, Killa Fort, Cantonment Road, Cuttack.	30.04.2026 upto 5 P.M.	04.05.2026 at 11.30 A.M.

The competent Authorities of the Court reserve the rights to accept/reject any or all of the tender bids wholly or in part, without assigning any reason thereof.

sd/r

Registrar (Judicial)

Orissa High Court, Cuttack

Memo No. 5614(2) dated 08/04/2026

Copy forwarded to :

1. Superintendent, Computer Section for uploading in the website of the High Court of Orissa, Cuttack.
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Registrar (Judicial)

Orissa High Court, Cuttack

**Tender Document for hiring of
Security Services (Watch and Ward)
(Without Arms) at
Museum of Justice, Killa Fort,
Cuttack**



THE HIGH COURT OF ORISSA, CUTTACK

THE HIGH COURT OF ORISSA, CUTTACK
TENDER NOTICE

Bid Reference No.....Date

Bids in sealed cover are invited under a two-bid system from reputed, well established and financially sound Service Providing Agencies to provide services of Security Guard (Watch and Ward) (Without Arms) at Museum of Justice, Killa Fort, Cuttack. The details of the bidding process are as follows.

SI No.	Bidding schedule	Deadline
1.	Date of issue of Tender Document	09.04.2026
2.	Bid Due Date and Time	30.04.2026 up to 5 P.M.
3.	Opening of Technical Bids	04.05.2026 at 11.30 A.M.
4.	Opening of Financial Bids of eligible Bidders	08.05.2026 at 11.30 A.M.
5.	Likely date for commencement of deployment of Required manpower	24.05.2026

Bidders are required to submit the Technical and Financial Bids separately. The bids in sealed Cover-I containing “**Technical Bid**” and sealed Cover-II containing “**Financial Bid**” should be placed in a third sealed cover super-scribed “**Tender for Providing Security Guard (Watch and Ward) (Without Arms) at Museum of Justice, Killa Fort, Cuttack**” must reach the undersigned on or before 5 P.M. of 30.04.2026 by *speed post / registered post / courier* & can also be directly submitted at the Admin. Diary Section of the High Court of Orissa, Cuttack.

The bid documents containing eligibility criteria, scope of work, term and conditions of the tender and draft agreement can be downloaded from the official website of The High Court of Orissa, Cuttack.

Complete address for submission of bid.

The Registrar (Judicial),
High Court of Orissa, Cuttack

By Order
Sd/- S.R. Pradhan
REGISTRAR (JUDICIAL)

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SECTION-I

Instruction to Bidders

A. General Information:

1. The High Court of Orissa requires hiring of outsourcing security services at the Museum of Justice, Killa Fort, Cuttack from reputed, well established and financially sound Service Providing Agencies.
2. The period of contract for providing the aforesaid security services shall be for two years and likely to commence from **24.05.2026** and would continue till **23.05.2028**. The period of the contract may further be extended subject to satisfactory performance and mutual agreement. The period of contract may be curtailed/ terminated before completion of contract period owing to deficiency in service or sub-standard quality of security personnel deployed by the selected Service Providing Agency or because of change in the Court's requirements with a prior notice. The High Court of Orissa, however, reserves the right to terminate the initial contract at any time after giving notice prior to 30 days to the selected Service Providing Agency.
3. The interested bidder may visit the location on any working day between the office hours to have a thorough knowledge of the nature of work to be performed on or before 25.04.2026 prior to the preparation and submission of the bid.
4. The contract for providing security service may also be terminated if the selected bidder fails to deploy adequately trained experienced and well disciplined security personnel.
5. The High Court of Orissa presently has a tentative requirement of **13 (Thirteen) nos. of Security Guard (Watch and Ward) (Without Arms) and 01 (one) Security Supervisor**. The number of persons may increase or decrease subject to future requirements of the Court.

6. Eligibility Criteria

Sl No.	Eligibility Criteria	Supporting documents to be Furnished along with Technical bid.
1.	The bidder should be registered under appropriate authority such as <ul style="list-style-type: none"> Registered under the companies Act 2013 Registered under the Indian partnership Act 1932 Registered under the Limited Liability partnership Act 2008 Registered under The Odisha Private Security Agencies Rules, 2009 (PSARA) Labour License/ Registration under The Contract Labour (Regulation & Control) Act, 1970 Registered under GST Act Registered under ESI and EPF Board 	Certificate of Incorporation/ Registration under all other competent authorities.
2.	The bidder must have at least three years in business (by the end of Financial year 2025-26) for providing security services to Central/ State Government / Autonomous Bodies/ Agencies / Societies/Corporate bidders)	Copies of the work orders and completion certificate for the previous three years from the authorities.
3.	The registered office / branch office of the Service Providing Agency must be located within the jurisdictional area of Odisha.	Valid address proof of the office. Please attach a copy of the electricity bill/land telephone/ Bank Passbook etc.
4.	The bidders must have an average annual financial turnover of Rs. 75 lakh (Rupees Seventy Five Lakhs) from security service business during the last three financial years as on 31.03.2026. (2022-23) (2023-24)(2024-25).	Copies of audited income/Expenditure statement & balance sheet for the concerned Period.
5	The bidders must have its own bank account in any scheduled bank situated in Odisha.	Copies of the first page of passbook & transaction for the last six months.
6	The bidders should not have been black listed by any Central / State Govt. or any other public sector undertaking or corporation during the last three years (on stamp paper) .	An undertaking to this effect to be furnished by the bidder as per the prescribed format
7	The bidders must not have any pending judicial proceeding for any criminal offence against the proprietor, Director / persons to be deployed by the Service Providing Agency.	An undertaking to this effect to be furnished by the bidder as per the prescribed format.
8	Other statutory documents.	Copies of <ol style="list-style-type: none"> PAN Card Registration certificate under GSTIN Copies of EPF & ESI Registration Certificate IT returns for the last 3 Assessment years. Monthly return filed under GST Act for last three tax periods. Certificate in support of registration under State Labour Act/State Labour License

B. Submission of Bid

The proposal complete in all respects as specified must be accompanied with a Non-Refundable amount of **Rs. 1,000/- (Rupees One Thousand) Only** towards Bid Processing Fee & Earnest Money Deposit (EMD) of **Rs.2,20,228/- (Rupees Two Lakh Twenty Thousand Two Hundred Twenty Eight Only) (i.e. 3% of total contract value)** in favour of **The Registrar(Judicial), The High Court of Orissa**, in shape of Demand Draft drawn in any **Nationalized Bank** failing which the bid will be out rightly rejected. The bid should be sent through speed post / registered post / courier & can also be directly submitted at the Admin Diary Section of the High Court of Orissa, Cuttack by **30.04.2026 up to 05.00 P.M.**

The authority will not be responsible for any postal delay. Bids without bid processing fee and EMD shall be rejected. Bids submitted after the due date will be summarily rejected. The EMD of unsuccessful bidders will be refunded without interest after the award of Contract.

The bid has been invited under two bid systems i.e. Technical Bid & Financial Bid. The bidders will submit two separate envelopes super scribing for **Technical Bid** and another for **Financial Bid**. Both sealed envelopes must be kept in a third sealed envelope super scribing “**Tender for Hiring of Security Services at Museum of Justice, Killa Fort, Cuttack**”.

Selected bidder will have to deposit a performance security @ **5%** of the contract value within seven working days of the award of contract in the form of Bank Guarantee from any Scheduled Bank situated in Odisha in favour of **The Registrar (Judicial), High Court of Orissa, Cuttack** as **per proforma provided in the tender document** for a period of Two months beyond the contract period (i.e The performance bank guarantee must be valid from the date of effectiveness of the contract to a period of two months beyond the period of contract).

In case of claiming any Exemption, Valid Certificate is necessary where the availability of exemption must be recorded in the said Certificate.

Failure to comply with the requirements shall constitute sufficient grounds for forfeiture of the performance bank guarantee. The performance bank guarantee shall be released immediately after two months of expiry of the contract provided that there is no breach of contract on the part of the qualified bidder. No interest shall be paid on the performance bank guarantee. In case the contract is further extended beyond the initial contract period, the bank guarantee will have to be renewed accordingly by the selected Service Providing Agency as per the existing terms & conditions of the tender.

C. List of Documents for submission

Bidders are required to furnish the following documents along with the Technical Bid:

- 1) Covering letter along with power of attorney on the bidder's letter head.
- 2) Demand draft in support of Bid processing fee as applicable.
- 3) Demand draft in support of EMD as applicable.
- 4) Copy of certificate of incorporation of the firm / agency.
- 5) Copy of PAN
- 6) Copy of GSTIN
- 7) Copies of IT return for the last three financial years.
- 8) Copies of EPF & ESI registration number
- 9) Copy of valid labour license.
- 10) Copy of Bank Account Statement of the Agency for the last Six Months.
- 11) Copies of the Income / Expenditure statements along with the balance sheet for the last 3 financial years including 2022-23, 2023-24 and 2024-25.
- 12) Copies of the work orders and completion certificate from the previous organizations for providing security services during the last three years.
- 13) Undertaking regarding non-black listing during the last three years (**on stamp paper**).
- 14) Undertaking regarding non-pending of any judicial proceedings against proprietor or contractor or firm (on bidders letter head)
- 15) Copy of Valid address proof of the office inside the State of Odisha, like copy of the electricity bill / land telephone bill/ Bank passbook.
- 16) Copy of Valid Certificate for claim if any towards exemption in EMD & concession in Performance Security (If any).
- 17) Copy of Registration Certificate under Odisha Private Security Agencies Rule, 2009 (PSARA).
- 18) Evidence of availability of training facility and service equipments and gadget in the form of an undertaking in stamp paper.
- 19) Copy of Registration Certificate under Shop & Commercial Establishment Act.

- A. Any deviation from the prescribed procedures / required information / formats / conditions shall result in outright rejection of the bid. Any conditional bid shall be outrightly rejected.
- B. All entries along with the pages in the bid document should be legible, filled in clearly, signed by the authorized representative and **pages of bid document need to be numbered**. Interlineation, correction, eraser or over writing shall be treated as invalid. If the space for furnishing information is insufficient, a separate sheet duly signed by the authorized signatory should be attached.
- C. The Technical bids shall be opened on the scheduled date and time **at 11.30 A.M. on 04.05.2026**, in the New Conference Hall of the old building of High Court of Orissa in presence of the Selection Committee and the representatives of the Security Service Providing Agencies, if any, who wish to be present on the spot at the time of opening of the Bids.
- D. The EMD shall be forfeited if the successful bidder fails to undertake the work or fails to comply

with any of the terms and conditions of the bid.

- E. The bid shall be valid for a period of 90 days from the date of opening of the bids and no request for any variation in quoted rates and / withdrawal of bids on any ground by the bidder shall be entertained.
- F. To assist in the analysis, evaluation and computation of bids, the authority may ask the bidders individually for clarification of their bids. The request for clarification and the response shall be in writing but no change in the price or substance of the bid offered shall be permitted.
- G. The bidder having the lowest evaluated financial bid (L-1) would be considered for award of the contract subject to fulfillment of the terms & conditions of the bid documents. In case the lowest bidder is disqualified after selection for any reason, then negotiation will be made with the second lowest (L- 2) bidder for award of contract at L-1 price. If the negotiation with L-2 bidder fails, the Authority shall cancel the bidding process and re-invite the bids for the assignment. If more than one bidder is ranked L-1 or multiple L-1 bidders have quoted the same price, the selection amongst the L-1 bidders will be made through lottery in transparent manner.
- H. The quoted rates shall not be less than the Minimum Wages fixed /notified by the Govt. of Odisha as per The Labour & ESI Department **Notification No. 8584/LC, BBSR dated 21.11.2025** and shall also include all statutory dues.
- I. The Service Providing Agency shall be liable for all kinds of dues payable in respect of security personnel deployed / provided under the contract and the authority shall not be liable for any dues for availing the service of the personnel.
- J. The Financial Bid of only those bidders will be opened who would be found successful in the Technical Bid. The Financial bids shall be opened at **11.30 A.M on 08.05.2026** in the New Conference Hall of the Old Building of High Court of Orissa in presence of the Selection Committee and the representatives of the Service Providing Agencies, if any, who wish to be present on the spot at the time of opening of the Bids.
- K. The Competent Authority of the High Court of Orissa reserves the right to annul all bids without assigning any reason.

SECTION-II

SCOPE OF THE WORK

1. The High Court of Orissa requires hiring of outsourcing security services (Watch and Ward) (Without Arms) at the Museum of Justice, Killa Fort, Cuttack from reputed, well established and financially sound Service Providing Agencies.
2. The Service Providing Agency shall provide security services by deploying adequately trained experienced and well disciplined security personnel. They shall regulate entry and exit of any vehicle and person, safeguard the premises, movable and immovable asset, equipments and also guard the Campus of the Museum of Justice, Killa Fort, Cuttack round the clock and guard against any thefts, pilferage or damage and also ensure safety of the employees or any other persons working therein.
3. The security personnel shall be deployed round the clock in 3 shifts at the Institute to work in the premises on 24 x 7 basis.
4. The deployed of Security Services shall ensure proper inward and outward movement of visitors, materials and vehicles, etc as per instructions given from time to time by the Authority of the Institute. Deployed Security personnel shall be responsible for maintaining proper traffic of the incoming and outgoing vehicles and to ensure that there is no congestion whatsoever at any moment of time. Parking of Vehicles at proper place has to be ensured by them.
5. Controlling unauthorized entry or exit of vehicles in and around the Main Gate of Museum of Justice, Killa Fort, Cuttack.
6. To carry out surveillance of the allocated area.
7. Any other services on need basis as and when informed by the Authority of High Court of Orissa.
8. The security personnel deployed shall take regular rounds of the premises in and around the campus and should be vigilant and remain alert to avoid any unforeseen event.
9. The security personnel must have minimum knowledge on Fire Safety Operation
10. The Service Providing Agency shall keep the Court Officer-cum-Assistant Registrar of the High Court of Orissa informed of all the matters relating to security and co-operate in the investigation of any incident relating to security.

SECTION-III

GENERAL TERMS & CONDITIONS

1. The Agreement shall commence from **24.05.2026** and shall continue till **23.05.2028** unless it is curtailed or terminated by the authority owing to deficiency of service, sub- standard quality of security service provided, breach of contract etc. or change in requirements. The Agreement shall automatically expire on **23.05.2028** unless extended further by the mutual consent of the High Court and Service Providing Agency.
2. The Agreement may be extended, on the same terms and conditions or with some additions/deletions/modifications, for a further specific period mutually agreed upon by the High Court and Service Providing Agency
3. The Museum of Justice, Killa Fort, Cuttack, at present, has a tentative requirement of Security Services of **13 (Thirteen) nos. of Security Guard (Watch and Ward) (Without Arms) and 01 (One) Security Supervisor**. The requirement of the High Court may further increase or decrease, even during the period of initial contract and the agency would have to provide security services of additional personnel, if required, on the same terms and conditions.
4. For all intents & purposes, the Service Providing Agency shall be the Employer within the meaning of different Rules & Acts in respect of persons deployed. The persons deployed by the Service Providing Agency shall not have any claim whatsoever like employer and employee relationship against the authority under this agreement. The Service Providing Agency shall make them known about their position in writing before deployment for the required service under the comprehensive Service Contract.
5. The Service Providing Agency must employ personnel as per the criteria given in the tender schedule. Employment of child labour will lead to the termination of the contract. The personnel to be employed should be physically sound to perform the duties.
6. The Service Providing Agency shall be overall responsible for the security personnel deployed for performing the service. The authority shall not be responsible for any financial loss or any injury to any person deployed by the Service Providing Agency in the course of their performing the functions / duties or payment towards any compensation.
7. The Service Providing Agency shall exercise adequate supervision to ensure performance of security personnel deployed to provide the services in accordance with the requirements. The Service Providing Agency shall depute one Security Supervisor to supervise the work, and also overall management of the services to be rendered at the office of the authority.
8. The bidder Service Providing Agency should have adequate training facilities/faculties and requisite security training equipments (as per Odisha Security Agencies Rule,2009). An original affidavit to that effect be enclosed in the Technical Bid.
9. The personnel deployed must be trained in all facets of security work including fire fighting. Necessary documents in this regard are to be submitted at the time of deployment if any required by the Authority of High Court of Orissa.

10. The Service Providing Agency shall be solely responsible for compliance to the provisions of various labour & Industrial laws including timely disbursement of wages and deposit of EPF, ESI, relating to security personnel to be deployed by it at the authority's location.
11. Service Providing Agencies shall maintain complete official records of disbursement of wages and deposit of all statutory dues including ESI, EPF etc, in respect of security personnel deployed for the purpose and GST(CGST & SGST) in time and furnish the evidence of disbursement of wage and deposit of statutory dues with the wage bill of succeeding months.
12. The Service Providing Agency shall maintain personal file in respect of all the personnel who are deployed at the Museum of justice. The personal file should contain the data like Name, address, date of birth, sex, residential address (temporary/permanent), Bank Account, EPF/ESI, etc.
13. The security personnel to be deployed by the Service Providing Agency should not have any adverse police records/ criminal cases against them. The agency should make adequate enquiries about the character and antecedents of the persons whom they are recommending. An undertaking to this effect must be provided by the Service Providing Agency prior to signing of the agreement.
14. The Service Providing Agency will also ensure that the security personnel deployed are medically fit and will keep a record of their medical fitness. The Service Providing Agency shall withdraw such security personnel who are not found suitable by this office for any reasons immediately on receipt of such a request.
15. The Service Providing Agency shall ensure that the security personnel deployed by it are disciplined and do not participate in any activity detrimental to the interest of the authority.
16. The Service Providing Agency shall provide uniform along with photo ID card to its personnel deployed at site at its own cost.
17. The deployed security personnel shall have minimum qualification of Matriculation so as to be able to read and write. The deployed security personnel should be of minimum 21 years of age and not exceeding 45 years of age.
18. The authority shall not be liable for any compensation in case of any fatal injury/death caused to any security personnel while performing/discharging their duties/for inspection or otherwise.
19. In case of any theft or pilferages, loss or other offences, the Service Providing Agency will investigate and submit the report to the authority and maintain liaison with the police. FIR will be lodged by the authority, wherever necessary. If needed joint inquiry comprising of both parties shall be conducted and as per report responsibility will be fixed.
20. In case of any loss caused to the Authority due to lapse on the part of the personnel discharging duties, the same shall be borne by the Service Providing Agency. Authority shall have the right to deduct an appropriate amount from the bill of the Service Providing Agency. In case of frequent lapses on the part of the personnel deployed by the Service Providing Agency, Authority shall be within its right to terminate the contract or take any other action without assigning any reason whatsoever.
21. In the event of any personnel being on leave / absent, the Service Providing Agency shall ensure suitable alternative arrangements to make up for such absence. If a person leaves the job for any

- reason, the Service Providing Agency is liable to provide the suitable replacement within 3 working days. The Authority will not pay an extra charge for the substitute.
22. The security personnel shall be deployed round the clock in 3 shifts at Museum of Justice premises on 24 x 7 basis.
 23. There would be no increase in rates payable to the Service Providing Agency during the contract period. However, the wages of the employees may be enhanced taking into account the escalation of Labour Charges by the State Government.
 24. The Service Providing Agency shall be responsible for deposit of EPF, ESI, GST and other statutory dues as applicable from time to time and submit the proof of deposit to authority for records.
 25. The Service Providing Agency shall not be allowed to transfer, assign, pledge or sub-contract its rights & liabilities under this Agreement to any other agency or organization. Subcontracting is not allowed under this agreement.
 26. The Service Providing Agency shall raise the bill for each complete month and submit it along with attendance sheet/absentee statement duly verified by its authorized person in respect of the personnel deployed and submit the same to this Court in the first week of the succeeding month. The payment will be released by the 2nd week of the succeeding month.
 27. The Service Providing Agency shall have to disburse the wage of the deployed security personnel for the concerned billing period to their respective bank account through online transfer and submit the details to the authority for necessary records.
 28. In case of delay in providing required replacement, the amount of penalty calculated at the rate 1% of the annual contract value per week on account of delay, shall be deducted from the monthly bills in the succeeding month.
 29. In case of dispute resolution relating to rights / liabilities arising out of the agreement, the same shall be disposed off at the level of Administrative Departments.
 30. The deployment of the security personnel shall be purely on outsourced basis. The Service Providing Agency shall at all times make it absolutely clear to the deployed outsourced manpower about it. The services of outsourced security personnel deployed can be removed any time by giving notice to the Service Providing Agency.
 31. The personnel deployed by the Service Providing Agency shall not claim nor shall be entitled to pay, perks and other facilities admissible to regular/confirmed employees during the continuance or expiry of the Agreement.
 32. In case of termination of this Agreement on its expiry or otherwise, the personnel deployed by the Service Providing Agency shall not be entitled to and shall have no claim for any absorption in regular or other capacity.
 33. The personnel deployed shall not claim any benefit or compensation or absorption or regularization of deployment with the office. Undertaking to this effect from the person deployed shall require to be submitted by the Service Providing Agency at the time of commencement of such deployment.
 34. In the event of failure of Service Providing Agency to provide Services as per the terms and conditions of the agreement, the Performance Security shall be forfeited. Any violation of instructions / agreement or suppression of facts will attract termination of contract with one month prior notice to the Service Providing Agency.

35. The Service Providing Agency shall ensure that persons to be deployed are not alcoholic, drug addict and not indulge in any activity prejudicial to the interest of the authority.
36. 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.
37. 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 Registrar to be nominated by the Authority, High Court of Orissa for his decision and his decision shall be binding on all parties.
38. All disputes shall be brought under the jurisdiction of this court at Cuttack i.e. the place where the headquarters of the authority, who has executed the agreement, is located.
39. The agreement can be terminated by either party by giving one month's notice in advance. If the agency fails to give one month's notice in writing for termination of the agreement then one month's wages etc. and any amount due to the Service Providing Agency will be recovered by forfeiture of performance security.
40. In case of claim for any Exemption, Valid Certificate with the availability of exemption recorded on it must be submitted.
41. In case the Service Providing Agency fails to comply with any liability under appropriate law and as a result thereof, the High Court is put to any loss/obligation, monetary or otherwise, the High Court will be entitled to get itself reimbursed out of the outstanding bills or the Performance Security Deposit of the Service Providing Agency, to the extent of the loss or obligation in monetary terms.
42. The Technical Bid shall be accompanied with Bid Security (EMD), failing which the tender shall be rejected outrightly.
43. The contract is liable to be terminated because of non-performance, deviation of any terms and conditions of agreement, non-disbursement of monthly wage of the personnel deployed and non-deposit of statutory dues. This Court will have no liability towards non-payment of monthly wages to the persons deployed by the Service Providing Agency and non-deposit of statutory dues by the Service Providing Agency with concerned authorities except adhering to the measures to ensure timely disbursement of wage and deposit of statutory dues.
44. The Service Providing Agency will be bound by the details furnished to the authority while submitting the tender or at any subsequent stage Mis-representation of documents/ Information, may lead to termination of agreement.
45. The successful bidder will enter into an agreement with the High Court to provide outsourced security services through deployment of eligible security personnel as per requirement of the High Court on the above terms and conditions.
46. The figures up to two decimals shall be taken into account in calculating the quoted value.

SECTION-IV

DOCUMENTS TO BE PROVIDED WITH THE TECHNICAL BID

1. Application - Technical Bid,
2. Self-Attested Copy of Registration of Agency,
3. Demand Draft of in support of Bid processing Fee,
4. Demand Draft of in support of EMD,
5. Self-Attested copy of the statement of Bank Account of the Agency for the last SixMonths.
6. Self-Attested copy of PAN
7. Self-Attested copy of GSTIN registration certificate,
8. Self-Attested copy of the latest IT return filed by agency for last 3 financial years i.e. 2022-23, 2023-24 and 2024-25.
9. Self-Attested copy of the E.P.F. registration certificate,
10. Self-Attested copy of the E.S.I registration certificate,
11. Self-Attested Copy of valid labour license.
12. Documents in support of the financial turnover of the agency(Audited balance sheet)
13. Authorization Certificate/ power of attorney of Agency.
14. Copy of the documents showing experience in providing security service during last three years to Central/ State Government / Autonomous Bodies/ Agencies / Societies/Corporate bidders (Copies of work orders and corresponding completion certificates to be submitted).
15. Self-declaration that the agency is having no criminal antecedent.
16. Self-declaration on a stamp paper of previously not black listed by any organization during the last three years.
17. Self-Attested Copy of Valid address proof of the office within state of Odisha like copy of the electricitybill/land telephone bill, Bank pass book.
18. Self-Attested Copy of Valid Certificate for claim of exemption, if any, towards EMD and concession in Performance Security,
19. Copy of the terms and conditions at pages in Tender Document with each page duly signed and sealed by the authorized signatory of the agency in token of their acceptance.
20. Copy of Registration Certificate under Odisha Private Security Agencies Rule, 2009 (PSARA).
21. Copy of Registration Certificate under Shop & Commercial Establishment Act.
22. Evidence of availability of training facility and service equipments and gadget in the form of an undertaking.

23. Proforma For Furnishing Experience

Sl. No	Name of the Govt. Organization, Institute/ Public Sector Undertakings	Period of Contract	Contract Value (Per Annum)	Nos. of Security Personnel Engaged (Category wise)	Copy of work order/ letters with page number	Copy of completion Certificate/ letters with page number

Signature of Authorized signatory on behalf of SPA

(Name)

(Seal of the Agency)

NB:

- i) Experience in Central/ State Government / Autonomous Bodies/ Agencies / Societies/Corporate bidders should be mentioned.**
- ii) Figure should be Year wise & Organization wise.**

SECTION-V
TECHNICAL BID
COVERING LETTER
(BIDDER LETTER HEAD) [Location, Date]

To
The Registrar (Judicial),
High Court of Orissa, Cuttack,753002

Sub: Tender for hiring of security services (Watch and Ward) (Without Arms) at the
Museum of Justice, Killa Fort, Cuttack.

Dear Sir,

I, The Undersigned, offer to participate in the tender process to provide services of Security Guard in accordance with your Tender Notice No:....., Dt..... hereby submitting our proposal, which includes Technical Proposal and Financial Proposal sealed in separate envelopes.

I 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. Our proposal will be valid for acceptance up to 90 days and I confirm that this proposal will remain binding upon us and may be accepted by you at any time before the validity of the bid.

I, 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, then your office shall have the right to reject our proposal including forfeiture of the Earnest Money Deposit absolutely.

Designation -

Yours faithfully,

Address of the Bidder -

Authorized Signatory on behalf of SPA with Date & Seal

APPLICATION-TECHNICAL BID

1.	Name of the Bidder	
2.	Details of Bid Processing Fee : (Demand Draft Details)	DD No.: Date: Amount: Drawn on Bank
3.	Earnest Money Deposit (Demand Draft Details)	DD No.: Date: Amount: Drawn on Bank
4.	Name of the Director/Managing Partner/ Proprietor	
5.	Full Address of Registered Office.	Postal Address: Telephone Number. FAX No.: E-mail Address:
6.	Name & telephone number of the authorized Signatory signing the bid	Name and Designation: Mobile Number
7.	Bank Name	Account Number:
		Bank and Branch Name:
		IFSC Code
8.	PAN No. (Attach self attested copy)	
9.	GSTIN (Attach self attested copy.)	
10.	E.P.F Registration No. (Attach self attested copy)	
11.	E.S.I Registration No. (Attach self attested copy)	
12.	Labour License No. (Attach self attested copy)	
13.	PSARA registration certificate	
14.	Acceptance to all the terms & Conditions of the tender (Yes/No).	

15.	Power of Attorney / authorization letter for signing the bid documents	
16.	Please submit an undertaking that no criminal case is pending with the police at the time of submission of bid	
17.	Kindly mention the total number of Pages in the tender document.	

18. Financial turnover of the Service Providing Agency for the last 3(three) Financial Year:		
Financial Year	Amount in lakh	Remarks if any
2022-23		
2023-24		
2024-25		

19. Give details of the similar contracts handled by the tendering Service Providing Agency by the end of 2025-26 (if the space provided is insufficient, a separatesheet may be attached) :

Sl. No.	Name of client, address, telephone & Fax. No.	Service provided		Contract amount (In INR)	Duration of Contract	
		Type of Security Service provided	No.		From	To

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

Date:

Signature of Authorized signatory on behalf of SPA with Seal

Place

**Full Name-
Mobile No-
e-mail.ID-**

DECLARATION

1. I, _____ Son/Daughter/Wife of Shri _____
Proprietor/ Partner/ Director/ authorized signatory of the Service Providing Agency,
mentioned above, and competent to sign this declaration and execute this tender document.

2. I have carefully read and understood all the terms and conditions of the tender and
undertaken to abide by them.

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

**(Signature of Authorized signatory on behalf of
SPA with seal)**

Place:.....

Date:.....

Enclosures:

- Bid Processing Fee in the form Demand Draft in original.
- EMD in the form of Demand Draft in original.
- Copy of tender document (each page must be signed and sealed).
- Duly filled Technical Bid & Financial Bid.
- List of Documents as applicable.

UNDERTAKING

**[On the Stamp Paper of appropriate value in shape of affidavit from the Notary
regarding non-blacklisting]**

I, hereby undertake that, our organization has not been blacklisted / debarred by any of the Central / State Government Department / Office or by any Public Sector undertaking (PSUs) and not blacklisted by any authority during the last three years.

Yours sincerely,

Authorized Signatory on behalf of SPA

Name and Designation of the Authorized Signatory:

Name of the Bidder and Address:

UNDERTAKING

**[On the Bidder's Letter Head regarding not having any pending judicial proceedings
for any criminal offences]**

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

I further certify that Proprietor / Director / Persons to be deployed by our organization have not been convicted of any offence in any Court in India during the recent past. I understand that I am fully responsible for the contents of this undertaking and its truthfulness.

Yours sincerely

Authorized Signatory on behalf of SPA

Name and Designation of the Authorized Signatory:

Name of the Bidder and Address:

Power of Attorney

(On Bidders Letter Head)

I, _____, the _____ of (Name of the Agency) in witness whereof certify that **<Name of The Person>** is authorized to execute the attorney on behalf of **<Name of The Organization>**, **<Designation of The Person>** of the company acting for and on behalf of the company under the authority conferred by the **<Notification/Authority Order No.>** Dated. **< date of reference>** has signed this power of attorney at **<Place>** on this day of **<Day><Month><Year>**.

The signature of **<Name of The Person>** in whose favour attorney is being made under the attorney given below are hereby certified.

Name of the Authorized Signatory on behalf of SPA:

(Signature of the Authorized Signatory with Date)

CERTIFIED:

Signature, Name & Designation of person executing attorney:

Address of Bidder:

TECHNICAL BID EVALUATION

Technical evaluation of the bids will be done to determine whether the bids complied to the prescribed eligibility condition and the requisite documents / information have been properly furnished by the bidder or not. Bids qualified at the technical evaluation stage, will be considered for opening of the financial bids. The financial bids shall be opened in the presence of the designated committee and bidders' representatives who choose to attend. **Least Cost Selection Method** will be followed during the tender process to determine the selected bidder. The tender inviting authority will award the contract to the bidder whose bid has been determined as the **lowest and competitive evaluated bid price**.

SECTION-VI
FINANCIAL BID
COVERING LETTER

(BIDDER LETTER HEAD)

(LOCATION, DATE)

To

**The Registrar (Judicial),
High Court of Orissa, Cuttack, 753002**

**Sub: Tender for hiring of outsourced security services at the Museum of Justice, Killa
Fort, Cuttack.**

Sir,

I, the undersigned, offer to provide the services of 13(thirteen) nos. of Security Guard (Watch and Ward) (Without Arms) and one(01) Supervisor on outsourcing basis in accordance with your Tender No. _____ Dated _____. Our attached monthly financial price (Inclusive of monthly wage, service charge, statutory dues) is [**Insert amount (s) in words and figures**] for the proposed service. This amount is inclusive of the taxes applicable as per GST Act. I do hereby undertake that, in the event of acceptance of our bid, the services shall be provided in respect to the terms & conditions as stipulated in the tender document.

Our financial proposal shall be binding upon us subject to modification, if any, resulting from contract negotiations, up to expiry of the validity period of the proposal of **90 days**. I have carefully read and understood the terms and conditions of the tender to provide the services accordingly.

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

Yours faithfully,

Authorized Signatory on
behalf of SPA
[In full and initials]

Name and Designation of Authorized Signatory

with Date and Seal:

Address of the Bidder:

APPLICATION – FINANCIAL BID				
FOR PROVIDING SECURITY SERVICES THROUGH DEPLOYMENT OF 13 NOS. OF SECURITY GUARD (WATCH & WARD) (WITHOUT ARMS) & ONE SECURITY SUPERVISOR AT MUSEUM OF JUSTICE, KILLA FORT, CUTTACK				
Name of the Service Providing Agency:				
1	2	3	4	5
	Rate per month per unskilled personnel	Rate per month per semiskilled personnel	Monthly rate in total for 13 unskilled personnel (Security Guards)	Monthly Rate in total for 01 Semiskilled personnel (Supervisor)
Wages (Per Month)				
E.P.F (Per Month)				
E.S.I. (Per Month)				
Service Charge (Per Month)				
GST (Per Month)				
	Total	Total	Total	Total
Total charges per month for 13 nos. of Security Guards and one Supervisor (Column no-4 + Column no-5)				
Total Charges per year for 13 Security Guards and one security supervisor (For twelve months) (Column no-4 + Column no-5) x 12				
Total Charges for 13 Security Guards and one security supervisor for two years (For twenty Four months) (Column no-4 + Column no-5) x 24				

Date:

Signature of authorized signatory on behalf of SPA with seal

Full Name:

Place:

Telephone No/Mobile No.:

e-mail ID:

Notes :

- The total rates quoted by the Service Providing Agency should be inclusive of all statutory dues in force at the time of entering into contract.**
- The minimum service charge to be quoted by the Service Providing Agency shall not be less than 3.85% or exceed 7% in any case as per office memorandum No. 19595/F dated 11.07.2023 of Finance Department, Govt. of Odisha.**
- The figures up to two decimals shall be taken into account in calculating the quoted value.**

SECTION - VII
BID SUBMISSION CHECK LIST

Sl. No.	description	Submitted (Yes/No)	Page No.
1.	TECHNICAL BID (ORIGINAL) along with Covering Letter in Bidders Letter Head		
2.	Bid Processing Fee		
3.	EMD		
4.	Copy of Incorporation / Registration Certificate of the Bidder		
5.	Copy of PAN card		
6.	Copy of GSTIN		
7.	Copies of Income Tax return for the last three Assessment years i.e. 2022-23, 2023-24, and 2024-25.		
8.	Copy of valid EPF		
9.	Copy of valid ESI certificate		
10.	Copy of valid labour license		
11.	PSARA Registration Certificate		
12.	Registration Certificate under Shop & Commercial Establishment Act		
13.	Financial details of the bidder along with all the supportive documents showing Annual Turnover for the last 3 years i.e. 2022-23, 2023-24, and 2024-25.		
14.	Power of Attorney in favour of the person signing the bid on behalf of the bidder.		
15.	List of completed work along with the copies of work orders and completion Certificate during the last three years.		
16.	Undertaking on a stamp paper for not having been black-listed by any Central / State Govt./ any Autonomous bodies during the last three years.		
17.	Undertaking for not having any Police case pending against the bidder		
18.	Valid address proof of the Office within the State of Odisha.		
19.	Valid certificate for claim exemption (if Any) towards EMD and concession in Performance Security.		
20.	Bank Account Statement of the Agency for the last Six Months.		

21.	Evidence of availability of training facility and service equipment and gadget in the form of an undertaking.		
22	Copy of the terms and conditions at pages in Tender Document with each page duly signed and sealed by the authorized signatory of the agency in token of their acceptance.		
	Financial Bid (Original)		
22.	Covering Letter in Bidders Letter head		
23.	Duly Filled in Financial Bid		

Authorized Signatory [In full initials]: _____

Name and Designation with Date and Seal: _____

It is to be ensured that:

- All information has been submitted as per the prescribed format only.
- Each part has been separately bound with no loose sheets and each page of all the three parts is page numbered along with the Index page.
- All pages of the proposal need to be sealed and signed by the authorized signatory.

SECTION - VIII

PERFORMANCE BANK GUARANTEE FORMAT

To

**The Registrar(Judicial),
The High Court of Orissa, Cuttack**

WHEREAS _____(Name and Address of the Service Providing Agency)(hereinafter called “the Service Provider”) has undertaken, in pursuance of Contract

No. _____ Dated. _____ to undertake the service

.....(Description of services) (Hereinafter called “**the Contract**”)

AND WHEREAS it has been stipulated by _____(Name of the Authority) in the said contract that the Service Providing Agency shall furnish you with a Bank Guarantee by a Scheduled Commercial Bank recognized by you for the sum specified therein as security for compliance with its obligations in accordance with the Contract.

AND WHEREAS we have agreed to give the Service Providing Agency such a Bank Guarantee; **NOW THEREFORE** we hereby affirm that we are Guarantors and responsible to you, on behalf of the Service Providing Agency up to a total of _____(amount of the Guarantee in words and figures), and we undertake to pay you, upon first written demand declaring the Service Providing Agency to be in default under the contract and without cavil or argument, any sum or sums within the limits of (amount of guarantee) as aforesaid without you needing to prove or to show grounds or reasons for your demand or the sum specified therein.

We further agree that no change or addition to or other modification of the terms of the contract to be performed here under or of any of the contract documents which may be made between you and the Service Providing Agency shall in any way release us from any liability under this guarantee and we hereby waive notice of any such change, addition or modification.

This performance Bank Guarantee shall be valid until the _____ day of _____ year. Our

Branch at _____(Name & Address of the Bank) is liable to pay the guaranteed amount depending on the filing of claim and any part thereof under this Bank Guarantee only and only if you serve upon us at our _____ Branch on _____ or before Dated. _____ Otherwise the Bank shall be discharged of all liabilities under this guaranty thereafter.

(Signature of the Authorized Officer of the Bank)

SECTION-IX

CONTRACT

BETWEEN

The Registrar(Judicial), The High Court of Orissa, Cuttack.

AND

Service Providing Agency namely M/s.- for providing outsourced security services through deployment of 13 (Thirteen) Security Guard (Watch & Ward) (Without Arms) and 01 Security Supervisor.

This **CONTRACT** is made on the _____ between, **The Registrar(Judicial),Orissa High Court, Cuttack** (hereinafter called as the “**Authority**”) which expression shall where the context so requires or admits shall also include its successors or assigns of the **one part AND** _____, registered under with its principal place of business at(hereinafter called the “**Service Providing Agency** ”) of the 2nd Part represented by, which expression where the context so requires or admits shall also include its successors or assigns of the other part.

WHEREAS _____ (the Principal) issued work order vide Letter No. __ Dated, _____ to Service Providing Agency for supply of services of execution of **13 (Thirteen) Security Guard (Watch & Ward) Without Arms and 01 Security Supervisor on outsourced basis and offered** its willingness for proper execution of the work as per terms and conditions of an agreement.

AND WHEREAS above stated offer and willingness conveyed under Letter _____ Dated _____ has been duly accepted by the Service Providing Agency namely M/s. -----vide its Letter No. -----dated. _____ for execution and completion of services subject to the fulfillment of the terms and conditions.

NOW, THIS AGREEMENT WITNESSETH AS FOLLOWS:

Scope of Work:

The Service Providing Agency shall deploy efficient and experienced personnel to render the required service of Security personnel at **Museum of Justice, Killa Fort, Cuttack.**

1. Agreement Period:

This Agreement shall remain valid for a period of **TWO** years effective from -----
- to ----- (both days inclusive).

There would be no increase in rates payable to the Service Providing Agency during the contract period except reimbursement of the incremental wage consequent upon revision of wage by the State Government. The Service Providing Agency shall be responsible for deposit of EPF, ESI, GST and other statutory dues as applicable from time to time and submit the proof of deposit to the Authority along with the wage bill while submitting for the subsequent month.

No other terms and conditions put forth by Service Providing Agency shall be considered for acceptance during the contract period. The Authority is not bound to make the monthly bill within the stipulated deadline of payment on claimed monthly bill unless it is found to be correct in all respect.

2. **Terms of Payment:**

a) **Security Deposit:**

The Service Providing Agency shall have to deposit an amount of @5% of the **contract value** within seven working days of the award of contract in the form of Bank Guarantee from any Scheduled Bank situated in Odisha in favour of **The Registrar (Judicial), High Court of Orissa, Cuttack**. This will be treated as performance Security Deposit and shall be refunded after successful completion of the contract. It shall not carry any interest.

b) The Service Providing Agency shall raise the bill for each complete month and submit it along with attendance sheet/absentee statement duly verified by its authorized person in respect of the personnel deployed and submit the same to this Court in the first week of the succeeding month. The payment will be released by the 2nd week of the succeeding month.

c) The Service Providing Agency shall have to disburse the wage of the deployed security personnel for the concerned billing period to their respective bank account through online transfer and submit the details to the authority for necessary records.

3. **Authority Signatory:**

a) Any notice or intimation by either party to the other pursuant to this Agreement shall be signed by an Authorized Signatory of the party giving such notice.

b) The Service Providing Agency shall carry out instructions and act upon any guidelines issued in pursuance of the Agreement, if and only if they are given / signed by an Authorized Signatory of authority, whose names will be intimated by the said authority.

4. **Risk & Responsibility:**

a. The Service Providing Agency shall without limit to its obligations and responsibilities will ensure and keep insured its personnel so deployed at **Museum of Justice, Killa Fort, Cuttack** against all liabilities for death and injury whatsoever on account of any accident in the course of performing duty. The Authority will not be responsible and be held liable for any such death, injury or accident 'to the employees' and any other personnel deployed by the Service Providing Agency.

b. The Service Providing Agency shall comply with all the provisions of prevailing Labour Laws during execution of work. The personnel deployed shall be morally good and physically healthy to carry out the assignments to the satisfaction of the authority.

c. The Service Providing Agency shall provide uniformed staff to perform the services. The employees of Service Providing Agency entering the premises of the Authority shall have proper uniform and shall display identity proof on their person in the course of duty hour.

d. The Service Providing Agency shall conduct periodic general medical check-up of its employees at its own cost. In the event any of the deployed personnel is found to be suffering from any communicable disease, such employee(s) shall be replaced immediately providing substitute(s) immediately.

e. The Service Providing Agency shall deploy supervisor who is to remain present at the place of work during working hours to ensure satisfactory services under this Agreement. It shall further

exercise due and adequate control over such personnel and ensure that appropriate instructions/ directions are issued to them in the course of the performance of the tasks under this Agreement.

- f. The Service Providing Agency shall ensure that its deployed personnel while carrying out their obligations under the Agreement observe all required standards of cleanliness, decency and decorum, safety and general discipline and such other instructions or guidelines as may be issued by the authorized representative of the Authority.
- g. “Right man for Right Job” shall be followed to avoid accidents at the workplace. It shall be the duty of the Service Providing Agency and Supervisor of the Service Providing Agency to get the critical job done by the employees professionally and technically competent enough to perform the said particular task.

5. Statutory Compliances:

- a) The Service Providing Agency shall be responsible for statutory compliance and must ensure coverage of its deployed personnel under all necessary statutory obligations under various statutes applicable such as Employees State Insurance (ESI), Provident Fund(PF), Workman Compensation Act, Minimum Wages Act, Contract Labour (Regulation & Abolition) Act, etc. The Service Providing Agency shall maintain proper records & documents and produce them to the authorized representative of the **Authority** as and when required, in proof of compliance of all the relevant and connected laws enacted by the Central & State Govt. etc.
- b) The Service Providing Agency shall obtain all requisite license, permissions, certificates, registrations, etc. to render the required service and shall furnish as and when demanded.
- c) The Service Providing Agency shall be responsible for the disbursement of wage and deposit of all other statutory dues/legal dues of its deployed personnel under this agreement. The payment/ consideration contemplated under this Agreement shall be released by the Authority only upon production of online EPF & ESI deposit as well as GST deposit receipts that was released during the preceding month. Without such supportive documents as the proof of deposit of afore mentioned statutory dues the wage bill for subsequent months shall not be passed.
- d) The Service Providing Agency shall provide First Aid facilities at the work place according to applicable laws.
- e) In the event of the Service Providing Agency failing to comply with any of the provision of the statutes applicable to it resulting in the Principal incurring any expenditure thereafter including facing litigation, the Service Providing Agency shall indemnify such expenditure and other damages, losses as may be estimated by the Authority. The Authority may take appropriate action to recover the same from the Service Providing Agency, from its pending bills. If it does not suffice, the balance shall be recovered under ordinary common law through The High court of Orissa, Cuttack.

6. Liability and Indemnity:

The Service Providing Agency shall be responsible and liable for and shall indemnify the authority and keep the High Court of Orissa, Cuttack safe and harmless at all time against:

a) Any and all claims, liabilities, damages, losses, costs, charges, expenses, proceedings & actions of any nature whatsoever made or instituted against or caused to be suffered by the Authority directly or indirectly by reasons of.

- I. any wrongful, incorrect, dishonest, criminals, fraudulent or negligent work default, failure, bad faith, disregard of its duties and obligation, act or omission by the Service Providing Agency or its facility staff.
- II. any theft, robbery, fraud or other wrongful action or omission by the firm and /or any of its facility staff.

7. Limitation of Liability:

In any case the liability of the Service Providing Agency shall not exceed 10% per occurrence.

8. Sub-Contracting:

The Service Providing Agency shall itself perform its obligations under this agreement and shall not assign or transfer or sub-contract any of its rights and obligations under this agreement to any third party without the prior written permission from competent Authority in case of emergency requirements.

9. Loss/ Theft / Damage:

The Service Providing Agency shall be responsible for any losses, theft, damages caused to properties belongs to the Authority because of any act of negligence, commission or omission of its employees while discharging their duties.

10. Exclusion of Consequential Loss:

The Service Providing Agency will not be liable for any consequential loss that may arise out of the performance of this Agreement.

11. Breach of Agreement, Penalty & Termination of Agreement:

a) Breach of Agreement:

In case of breach of Agreement or default by the Service Providing Agency, the Authority shall have a right to forfeiture of security deposit, legal action for recovery of money with liberty to the Authority to terminate the agreement.

b) Penalty:

- i. A quality check procedure will be developed by the Authority against each service and feedback from the designated officer will be obtained for assessment of performance of the service rendered by the Service Providing Agency.
- ii. Where there is non-performance/ unsatisfactory/ sub-standard performance of its obligation in the part of the Service Providing Agency, the Authority shall give a written notice of the default and or omission or commission and the Service Providing Agency shall submit its

response within 7 (seven) days from the date of issue of such notice.

iii. If the response/explanation is not found satisfactory or inadequate or partly satisfactory, the Authority shall have the right to deduct from the monthly bill of the Service Providing Agency for non- performance/ unsatisfactory/ sub-standard performance of any part of services to be rendered operation as agreed between the parties.

c) Termination of Agreement:

Where in spite of these efforts, there is continuance of non-performance or improper performance of obligation, the Authority shall have the right to terminate the contract at any point of time with forfeiture of Security Deposit. Similarly, the Service Providing Agency shall have the right to terminate the contract in case the Authority fails to pay the admissible amount in more than 3 occasions in a calendar year.

12. Force Majeure:

Neither party shall be responsible for any damage caused by natural calamities like flood, earthquake, cyclone or any other Act of God, explosion, fire & riot etc. The later five events, whether occurred or not, shall be decided by the Authority and such decision can't be questioned in any court of law.

13. Jurisdiction:

The High Court of Orissa shall have jurisdiction to decide any disputes or litigations between the parties hereto.

Documents:

The following documents attached here to shall be deemed to form an integral part of this Contract:

1. Scope of Work (Section-II of Tender Document)
2. General Terms and Condition (Section-III of Tender Document)
3. Payment Term

Signature of Authorized Signatory

(Authority)

**(Authorized Signatory on behalf
of Service Providing Agency)**

Witnesses:

On behalf of Authority

1.

2.

On behalf of Service Providing Agency

1.

2.