



Office of the Transport Commissioner -cum- Chairman,
State Transport Authority, Odisha, Cuttack.

Notice No: LXVI-27/2022....18057..... Date-05/12/2025

Pre-bid Reply cum Corrigendum

Tender Notice No: LXVI-27/2022-16911,Dated:15/11/2025

With reference to the above "Tender for Selection of Agency for Providing Manpower for the office of Transport Commissioner and Sub-Ordinate Offices" statement containing reply by the tendering Authority / w.r.t. the pre-bid queries received from the prospective bidders. Please visit websites www.gem.gov.in and www.odishatransport.gov.in for more details.

By the orders of the Transport Commissioner, Odisha


Addl. Commissioner Transport (Admin.)
STA, Odisha, Cuttack

Reply to Queries

Tender Notice No: LXVI-12/2023-16911, Dated:15/11/2025

Tender Name: Tender for Selection of Agency for Providing Manpower for the office of Transport Commissioner and Sub-Ordinate Office.

The following clarifications are w.r.t. the queries received from the prospective bidders.

SL. No.	BID Clause No.	Bid Page No.	Content of BID required Clarification	Query / Suggestion	Clarification of Authority
1.	Section II: Instruction to bidder 2.1	Page no:8 point 2.1 SL No: 6	Earnest Money Deposit (EMD) needs to be submitted, without which tender will be considered as incomplete and shall be liable for rejection of the bid.	Please inform us if MSE Registered in Odisha agency is exempted from submitting EMD	Tender condition prevails
2.	Section II: Instruction to Bidder 2.3 Pre-qualification criteria	Page no 8 Page no 11	Eligible Bidders <ul style="list-style-type: none"> The bidders eligible for participating in the bidding process shall be a business entity incorporated under the Companies Act, 1956/2013 or LLP firm under LLP provisions 2008. (Page-8) Pre-Qualification Criteria: It is mentioned The bidder should be registered under appropriate authority, such as • Registered under the Companies Act 2013 • Registered under the Indian Partnership Act 1932 • Registered under the Indian Trusts Act 1882 • Registered under the Societies Registration Act 1860. Registered under the Limited	In page no 08 Partnership Act 1932 is not mentioned	Tender condition prevails

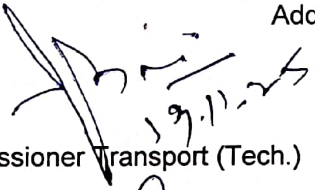
SL. No.	BID Clause No.	Bid Page No.	Content of BID required Clarification	Query / Suggestion	Clarification of Authority
			Liability Partnership Act 2008 • Registered with Goods and Services Tax Network (GSTN) in Odisha (Page-11)		
3.	Table-02: Technical Qualification criteria	Page No-15 SI No-04	<p>The bidders should have supplied similar category of manpower (in any Central/ State Government Department or Central/State Public Sector Units (PSUs) or any other Government (Central / State/ PSU/ ULBs/Smart Cities) in Odisha in last three (3) years on the within due date of bid submission in single project.</p> <ul style="list-style-type: none"> • >= 150 numbers of manpower (Minimum 75 Security guard) and <=250 number of manpower = 20 marks • >250 numbers of manpower (Minimum 125 Security guard) and <=350 number of manpower = 25 marks • >350 number of manpower (Minimum 175 Security guard) = 30 marks <p>Similar category of manpower: Security guard, Watchman, Peon, Sweeper</p>	<p>Kindly inform whether the experience of work 03 years or in 03 years.</p> <p>Kindly confirm that the supplied manpower is in single order od total of multiple orders.</p>	Tender condition prevails
4.				<p>Role and responsibilities</p> <p>Can you confirm the detailed duties expected of deployed security personnel (examples: gate/entry access control, patrolling frequency, CCTV monitoring,</p>	Tender condition prevails

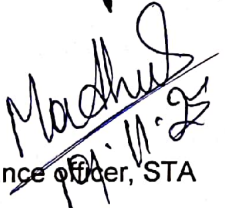
SL. No.	BID Clause No.	Bid Page No.	Content of BID required Clarification	Query / Suggestion	Clarification of Authority
				<p>visitor logging, escorting, incident reporting format and timelines, coordination with local police, handling of keys/vehicles, frisking, alarm response, daily/weekly/monthly reports)?</p> <p>Performance evaluation and contract renewal/termination</p> <p>What are the precise performance evaluation parameters and scoring mechanism used for contract renewal?</p> <p>What are the grounds, notice period and process for contract termination (both for buyer and service provider)?</p> <p>Wage revision during contractIf the Government revises minimum wages during contract tenure, will the buyer allow corresponding upward revision in wage component and reimbursement mechanism — and what is the timeline and documentary proof required?</p> <p>Training requirement before deployment</p> <p>Is pre-deployment training mandatory for all categories (security guard, peon, sweeper)?</p> <p>If yes, please confirm the minimum number of training hours, required curriculum/contents, whether training certificates are mandatory and acceptable training partner formats (MOU, certificate sample).</p> <p>5.SLA and penalties</p> <p>Is there an SLA document or penalty matrix for non-performance, absenteeism, late reporting, misconduct, or statutory non-compliance?</p> <p>If penalties apply, please share the slab-wise penalty percentages and process for</p>	


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				<p>imposing and contesting penalties. Statutory documents for monthly payment Apart from EPF, ESI and GST, what monthly statutory documents are required for release of payment (examples: challans, consolidated pay slips, attendance register, bank transfer proofs, overtime records, statutory return extracts)? Retention of existing manpower and supervisors If the buyer requires retention of existing deployed manpower, is the service provider required to retain all existing staff? Please clarify policy for supervisory posts (are supervisors to be retained, re-interviewed, or can the service provider propose replacements)? If retention is compulsory, what is the effective date and any acceptance process by the buyer? Uniform costs charged to manpower As the tender does not provide a separate uniform cost, can the service provider charge uniform cost to the deployed manpower (i.e., recover from wages) or must the provider absorb this cost? Disciplinary action on retained manpower If the service provider is required to retain existing manpower, may the service provider impose disciplinary action (suspension/termination) for misconduct or in negligence in performing duties? If yes, what is the buyer's role/consent process and required documentation before action? Variation in manpower quantity (Manpower</p>	

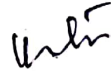
SL. No.	BID Clause No.	Bid Page No.	Content of BID required Clarification	Query / Suggestion	Clarification of Authority
				category) Can the buyer increase or decrease the manpower quantity during the contract period (for each category: Security Guard, Peon, Sweeper)? If quantity changes, how will monthly payment, pro-rata calculations, deployment timelines, and additional mobilization/demobilization costs be adjusted? Please confirm the notice period the buyer will provide for an increase/decrease and any maximum variation limits beyond the option clause already mentioned. Request for pre-bid meeting link and clarifications	
5.				EMD SHALL BE ALLOWED AS BG ALSO, PLEASE SHAPE CLIENT BANK DETAILS SO SFMS BG CAN BE MADE ! BLOCKING FUNDS IN CASH FOR PARTICIPATING THE TENDER SHALL NOT BE SEEN AS GOOD PRACTICE FROM BUYER SIDE. SO PLEASE ALLOW	Tender condition prevails
6.				WHAT IS TRAINING CERTIFICATE OF MANPOWER SUPPLY -- FOR HOUSEKEEPER AND PEON WHAT TRAINING MANUAL IS THERE?...YES FOR SECURITY WE HAVE MANUAL. BUT CERTIFICATES CAN BE DONE ONE BIDDER WIN AND BEFORE DEPLOYING TRAINING AND CERTIFICATION CAN BE DONE - FOR THIS UNDERTAKING SHALL BE APPLICABLE.	Tender condition prevails
				ONLY PASARA IS MANDATORY BUT IN UPLOAD DOCUMENTS TABS DGR REGISTRATION IS REQUIRED PLEASE CLARIFY.	Tender condition prevails
1.				TRAINING CENTRE TIE UP IS MOSTLY DONE IN CORPORATE OFFICE STATE SO IT SHALL	Tender condition prevails

SL. No.	BID Clause No.	Bid Page No.	Content of BID required Clarification	Query / Suggestion	Clarification of Authority
				NOT BE MANDATORY TO HAVE IN ORISHA ONLY - TRAINING INFRASTRUCTURE AND TEI UP CAN BE OF ANY STATE. PLEASE CONSIDER.	
7.				WHAT IS SECURITY STAR RATING CERTIFICATE ? DO PROCOURMENT MANUAL OF CENTRAL AND STATE ALLOW SUCJ CLAUSE TO BE MAKE MANDATORY FOR QUALIFYING .YES GEM STAR RATING CAN BEA OPTION TO CERTIFY AGENCY CREDENTIALS	Tender condition prevails
8.				IS ALL STAFF ALREADY WORKING ? IS IT DEPLYMENT IN ONE AREA OR AT MULTIPAL AREAS ...	Tender condition prevails


 Joint Commissioner Transport (Tech.)


 Finance Officer, STA


 Additional Commissioner Transport (Admin)


 OSD (Law)


 Under Secretary, STA