



PARADIP PORT AUTHORITY

MEDICAL DEPARTMENT

BID DOCUMENT FOR THE WORK

**PROVIDING MANPOWER FOR OFFICE WORK, HOUSEKEEPING
AND PARA-MEDICAL WORKER FOR PPA HOSPITAL FOR A PERIOD
OF (2) TWO YEARS**

Office of the Chief Medical Officer,
Medical Department, Paradip Port Authority,
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**PARADIP PORT AUTHORITY
MEDICAL DEPARTMENT**

No.CMO/OE/A/GL/401/2026/1082

Date: 10.09.2026

e-Tender Call Notice

1. An open e-Tender is invited in **percentage (%) rate basis** on behalf of the Board of Authorities of Paradip Port in two bid system from the **experienced bidders meeting the pre-qualifying criteria** for the work mention below through online bidding on the website <https://eprocure.gov.in/eprocure/app> having Digital Signature Certificate (DSC) issued from any agency authorized by Controller of Certifying Authority (CCA), Govt. of India and which can be traced up to the chain of trust to the Root Certificate of CCA.
2. The bidders may submit bids for the following works.

Description of work	Estimated Cost of work (in Rs.)	Earned Money Deposit	Tender fee (in Rs.)	Period of Completion
1	2	3	4	6
Providing manpower for office work, Housekeeping and Para-medical Worker for PPA Hospital	2,61,35,460.00	5,22,709.00	5000/-	02 (two) Years
Scope of work: Providing manpower for office work, Housekeeping and Para-medical Worker for PPA Hospital				

2. The bidder meeting the following eligibility criteria may only participate:
 - (I) The bidder must have executed similar works within 7 years ending as on 31.12.2025 as under.
 - (a) Three similar completed works costing not less than the amount equal to 40% (₹1,04,54,184/-) each of the estimated cost **OR**
 - (b) Two similar completed works costing not less than the amount equal to 50% (₹1,30,67,730/-) each of the estimated cost **OR**
 - (c) One similar completed works costing not less than the amount equal to 80% (₹2,09,08,368/-) each of the estimated cost.

Similar work: Providing manpower for office work, Housekeeping and Para-medical worker in a reputed organization/ Hospital.

(Original scanned copy of TDS Certificate must be furnished if the work certificate from any Private Organisation is submitted)

- (II) The EPF/ESI Registration certificate/ GST Regd. Certificate/PAN/Income Tax Return of proceeding three years (i.e.2022-23, 2023-24 & 2024-25). The documentary evidence for registration should be submitted along with cost of Tender Paper. Without valid EPF/ESI Registration Certificate/GST Regd. Certificate/PAN/Income Tax Return of proceeding three years, the tender will not be considered.
- (III) Average Annual financial turnover during the last 3 years, ending 31st March (i.e. 2021-22, 2022-23 & 2023-24), should be at least 30 % (₹ 78,40,638/-) of the estimated cost.
- (IV) Scanned copy of the undertaking/declarations of no disputes/blacklisting/ban of business with PPA or any other major ports.
- (V) Self-attested copy of declaration on the relationship with any employees of this organization i.e. PPA.

3. Time Schedule of Tender :

Sl. No.	Particulars	Date	Time
a.	Tender e-Publication date	10.09.2026	17.00 Hrs.
b.	Document download start date	10.09.2026	17.15 Hrs.
c.	Document download end date	30.09.2026	17.00 Hrs.
d.	Bid Submission start date	10.09.2026	17.15 Hrs.
e.	Bid Submission end date	30.09.2026	17.00 Hrs.
f.	Start date for seeking Clarification on-line	NA	NA
g.	Last date for seeking Clarification on-line	NA	NA
h.	Date of Pre-Bid meeting	NA	NA
i.	Tender Opening Date.	01.10.2026	11.30 Hrs.

4. CONTRACT DATA

[A] GENERAL INFORMATIONS :

SL. No.	Item	Details
1	Name of the work	Providing manpower for office work, Housekeeping and Para-medical worker in a reputed organization/ Hospital.
2	Employer	Paradip Port Authority
3	Employer's Representative	Chief Medical Officer, Paradip Port Authority.
4	Accepting Authority	Chief Medical officer, Paradip Port Authority
5	Executing Authority	Deputy Chairman, Paradip Port Authority.
6	Estimated Cost put to tender	₹2,61,35,460/-

[B] BID INFORMATION :

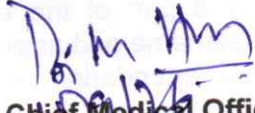
7	Intended completion period/Time period assigned for completion	02 (two) years.
8	Last Date & Time of submission of Bid	Date : 30.09.2026 upto 17.00 Hrs.
9	Date of opening	Date : 01.10.2026 at 11.30 Hrs.
10	Cost of Bid Document	
	(i) NEFT/RTGS Amount	Rs.5000/-
	(ii) Account No.	34390705999
	(iii) Type of Account	Saving
	(iv) Branch	State Bank of India, Paradip
	(v) IFSC	SBIN0003945
11	EMD	
	(i) NEFT/RTGS Amount	Rs. 5,22,709.00
	(ii) Type of Account	0254104000169615
	(iii) Type of Account	Saving
	(iv) Branch	IDBI Bank, Paradip
	(v) IFSC	IBKL0000254
12	The first financial year of last five year	N.A
13	Bid validity period	6 (six) months
14	Currency of Contract	Indian Rupee
15	Language of contract	English

- 5 Bid documents consisting of specifications, the schedule of quantities and the set of terms and conditions of contract and other necessary documents can be seen in the website: <https://eprocure.gov.in/eprocure/app>.
- 6 Online Bids must be accompanied by Scanned copy (PDF Format) of Cost of Bid Document, Earnest Money deposit of the amount specified for the work in the table at Sl. No.10 and Sl. No.11 above, pledged NEFT/RTGS and will have to be in any one of the forms as specified in the bidding documents.

- 7 The Bid documents will be available in the website: <https://eprocure.gov.in/eprocure/app> from **10.09.2026 to 30.09.2026 for online bidding.**
- 8 The bidder must possess compatible Digital Signature Certificate (DSC) of Class-II or Class-III.
- 9 All Bids are to be submitted online on the Website <https://eprocure.gov.in/eprocure/app>. No Bid shall be accepted off-line. The Bids shall be received **only "on line" on or before 30.09.2026 up to 17:15 Hours.**
- 10 After opening of the Technical Bid, the original documents as per requirement of the e-Tender Document will be verified at the offices of the undersigned.
- 11 After evaluation of bid, all the bidders will get the information regarding their eligibility on website. Thereafter, a system generated e-mail confirmation will be sent to all successful bidders. The bidders can check the same from the portal.
- 12 The Price-bid(s) of the successful bidder(s) (qualified in Technical-bid) will be decrypted and opened on-line on the scheduled date and time by the *Bid Openers* with their Digital Signature Certificates (DSC). The bidders will get the information regarding the status of their financial bid and ranking of bidders on website.
- 13 The bids received online will be decrypted and opened on-line, on the scheduled date and after the pre-scheduled time by the *Bid Openers* with their Digital Signature Certificate (DSC). **The bidders can view bid opening remotely on their personalized dash board under "Bid Opening (Live)" link.** The bidders will get the information regarding the status of their financial bid and ranking of bidders on website.
- 14 For effecting the Bid, the Bidder will deposit the Tender Fee (Cost of tender paper) and EMD separately to the A/C mentioned at 4(B) by NEFT/RTGS and obtain the acknowledgement of the said transaction. A self-signed copy of these documents should be uploaded by the Bidder with the tender which will be verified during the tender opening. Firms registered under NSIC/MSME/District Industries Centers (DIC)/Khadi& Village Industries Commission (KVIC)/Khadi& Village Industries Board (KVIB)/Coir Board/Directorate of Handicrafts and Handloom or any other body specified by Ministry of Micro, Small & Medium Enterprises (MoMSME)/UdyogAadhar Memorandum (UAM) for the item tendered may submit scanned copy of certificate to this effect to get exemption from deposit of EMD and Tender Paper fee.
- 15 Other details can be seen in the bidding documents.
- 16 The authority will not be held responsible for any technical snag or network failure during on-line bidding. It is the bidder's responsibility to comply with the system requirement i.e. hardware, software and internet connectivity at bidder's premises to access the e-tender website. Under any circumstances, PPA shall not be liable to the bidders for any direct/indirect loss or damages incurred by them arising out of incorrect use of the e-tender system or internet connectivity failures.
- 17 The authority reserves the right to reject any or all tenders without assigning any reasons thereof and shall also not be bound to accept the lowest tender.
- 18 If the documents as per Notice Inviting Tender (NTT) are not submitted along with the bid or shortfalls are noticed, then the offer should be summarily rejected and no correspondence is to be entertained in this regard with any bidder.
- 19 The bidder has to fill-up the General Bid, Appendix-1 & Appendix-2 as per the prescribed format and upload the same with Technical Bid.
- 20 During evaluation and comparison of the bids, PPA may, at his discretion, ask the bidder for clarification on the bid. The request for clarification shall be given in writing by Registered / Speed Post / Registered e-mail / uploaded on the e-Procurement Portal, asking the bidder(s) to respond by a specified date, and also mentioning therein that, if the bidder(s) do(es) not comply or respond by the date, the tender will liable to be rejected. Depending on the outcome, such tenders are to be ignored or considered further. No change in prices or substance of the bid shall be sought, offered or permitted. No post-bid clarification at the initiative of the bidder shall be entertained. The shortfall information / documents should be sought only in case of historical documents which pre-existed at the time of the tender opening and which have not undergone change since then. (Example: if the permanent Account Number, registration with GST, ITR file & Annual turnover certificate has been asked to be submitted and the bidder(s) ha(s)ve not provided them, these documents may be

asked for with a target date as above). So far as the submission of documents is concerned with regard to qualification criteria, after submission of the tender, only related shortfall documents should be asked for and considered. For example, if the bidder has submitted a supply order without its completion / performance certificate, the certificate can be asked for and considered. However, no new supply / work order should be asked for so as to qualify the bidder.

- 21 The authority reserves the right to reject any or all tenders without assigning any reasons thereof and shall also not be bound to accept the lowest tender.
- 22 If, the documents as per Notice Inviting Tender (NIT) are not submitted along with the correspondence in this regard shall be entertained with any Bidder.
- 23 If there is a tie between two or more bidders for deciding the L-1 offer then the designated Tender Committee will finalize the tender by a transparent lottery system through offline methodology by video recording in presence of L-1 bidders or their authorized representatives. Even if any or L-1 bidders or their authorized representatives fail to be present at the scheduled date and time of lottery, duly informed to them, the lottery system shall be carried out by the Committee to finalize the L-1 bidders.
- 24 Any clarifications, if required, please contact Chief Medical Officer, Medical department, Paradip Port Authority.
- 25 The authority reserves the right to reject any or all tenders without assigning any reasons thereof.
- 26 Clarification, if any, sought by the Tender Inviting Authority (TIA), shall have to be provided by the Firm within the time limit of 5 days from the date and time of sending of e-procurement portal to them for the purpose.
- 27 If, the documents as per Notice Inviting Tender (NIT) are not submitted along with the bid or shortfalls are noticed, then the offer must be summarily rejected and no correspondence is to be entertained in this regard with any Bidder.


Chief Medical Officer
Paradip Port Authority

Copy to:-

1. FA & CAO, PPA for kind information.
2. Dy. Chief Vigilance Officer, PPA for kind information.
3. P.R.O, PPA for information with a request to publish the said e-tender call notice in the Port Gazette on its next issue and the shortest version of e-TCN may be published in one odia local newspaper.
4. Office Order Guard file