



ଜିଲ୍ଲାପାଳଙ୍କ କାର୍ଯ୍ୟାଳୟ, କନ୍ଦମାଳ, ଫୁଲବାଣୀ

(ଓଡ଼ିଆ ଭାଷା ସାହିତ୍ୟ ଓ ସଂସ୍କୃତି ବିଭାଗ)

OFFICE OF THE COLLECTOR & DISTRICT MAGISTRATE, KANDHAMAL, PHULBANI.

(OLL & Culture Section)

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Letter No. 545 /OLL & Culture, Dated. 25 / 09 /2025

TENDER CALL NOTICE

“Tenders in sealed cover are invited from the Manpower Service Provider to provide 01 Nos DEO, 01 Nos Peon-cum-Sweeper for District Culture Office, Kandhamal, Phulbani on outsourcing basis for the engagement in District Culture Office, Kandhamal District along with the following documents.

The tenders shall be received by the District Culture Office from 25.09.2025 up to 1PM on dated 04/10/2025. By speedpost/Regd post/hand drop in the office box, The sealed tenders shall be opened at 4.00 P.M on Date-04/10/2025 in the chamber of the District Culture Office, Kandhamal, Phulbani by the tender committee.

The tenders received beyond the date and time mentioned above shall not be taken into consideration. The authority reserves the right to reject to any of all tenders without assigning any reason thereof.

Criteria for manpower agencies/services providers

1. Technical documents (Index of all documents submitted with clear mentioning of the page number) to be submitted as below:-
 - i. Tendre Processing Fees Rs-500 and purchase the document from office of DCO, Kandhamal, Phulbani during any working Day.
 - ii. EMD Rs 50,000 in Shape of DD/cheque in favour of District Council of Culture, Kandhamal.
 - iii. Should have valid Labour Registration as per Govt. of Odisha norms.
 - iv. Covering Letter with Company pad.
 - v. Authorization Letter for attend Tender.
 - vi. Company Registration Certificate.
 - vii. Company PAN No and TAN No.
 - viii. GST, EPF & ESI Registration Certificate & copy of last 1 month GST return field.
 - ix. Labour License.
 - x. Last 3 Year IT return , Profit & Loss Balance sheet.
 - xi. Last 2 year work order.
 - xii. Declaration regarding non black listed company in company Letter pad.
 - xiii. Contract Labour License min. 200 no's in Kandhamal
 - xiv. Local Branch office in Kandhamal Dist. (Govt order/Certificate)
2. The Technical bid should be accompanied with a tender Processing Fees non-refundable of Rs.500/-(five Hundred) Only in the form of Demand Draft/Tendre document will be purchase from office by DD/cheque in favour of District Council of Culture, Kandhamal at DCO, Kandhamal failing which the tender shall be rejected out rightly.
3. The bidders, who qualified in technical bid, will be eligible to open financial bid.
4. Financial Bid (is attached) to be submitted in a separate cover envelope.
5. Selection will be made on lowest quotation in financial bid.

6. If multiple Bidder quoted in same price selection of L1 bidder will be made on highest no of Manpower supplied in single order in Kandhamal/ Registered Office in Kandhamal/ Working with District Administration Kandhamal.
7. If L1 bidder fails to supply manpower within the prescribed time, then the L2 bidders will be given opportunity to supply required manpower.
8. The Successful bidder shall execute the Agreement for 2year soon after the issue of letter of Award and to execute the work as per work order.
9. Contract period will be Extended yearly Basis After Satisfactory Performance

ARJ
25/9/2025

**District Culture Officer,
Kandhamal, Phulbani.**

Memo No.- 546 Date.- 25 / 09 / 2025

Copy to DI & PRO, Kandhamal, Phulbani for information & Necessary action.

ARJ
25/9/2025

**District Culture Officer,
Kandhamal, Phulbani.**

Memo No.- 547 Date.- 25 / 09 / 2025

Copy to the District e-Governance Manager, Collectorate, Kandhamal, Phulbani for Publication in the District website.

ARJ
25/9/2025

**District Culture Officer,
Kandhamal, Phulbani.**

FINANCIAL BID

For Providing Manpower assistance to District Culture office, Kandhamal, Phulbani.

1. Name of tending Manpower Service Provider.
2. Rate per person per month(8 hours per day)inclusive of all statutory liabilities.

SL No	Manpower Type	Monthly Rate Per Person						
		Take Home remuneration	EPF @13%	ESI @3.25%	Other statutory dues if any	Service charge@ 3.85%(Minimum)max7%	GST @18%	Total per person
1	DEO	13900						
2	PEON	462(per day)						

Seal & Signature of the Provider

1. Service charge Min3.85% to Max 7%,NIL and negligible service charge quotations are liable to be rejected.