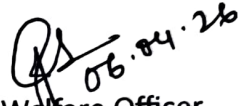


# DISTRICT WELFARE OFFICE, JHARSUGUDA

## QUOTATION CALL NOTICE

### Providing Services of Manpower on Contract (Outsourced) Basis.

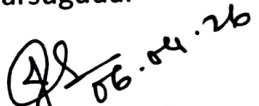
Sealed quotations are invited with following terms & conditions from interested reputed Private Manpower Service Provider to District Welfare Office, Jharsuguda District. The quotation completed in all respect must be received by this office through Registered Post/ Speed Post to the Office of DWO, Jharsuguda on or before **26.04.2026 by 5.00 PM** and will be opened on **27.04.2026 at 11 AM** in presence of the bidder or their authorized representative who wish to be present. No other mode of submission of quotation is allowed. The application form of quotation/ Quotation containing General bid information and Terms and conditions can be downloaded from District website [www.jharsuguda.odisha.gov.in](http://www.jharsuguda.odisha.gov.in) from **06.04.2026 to 26.04.2026**.

  
District Welfare Officer,  
Jharsuguda

Memo No 588

Date 06.04.2026

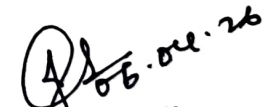
Copy to PA to Collector for kind information of Esteemed Collector, Jharsuguda.

  
District Welfare Officer,  
Jharsuguda

Memo No 589

Date 06.04.2026

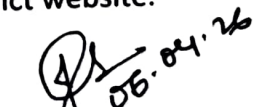
Copy to CDO-cum-EO, Zilla Parishad / Sub-Collector, Jharsuguda / DEO, Jharsuguda / DI & PRO, Jharsuguda / All BDOs / All WEOs / All Tahasildars of Jharsuguda district for information and wide publicity in their Notice Board.

  
District Welfare Officer,  
Jharsuguda

Memo No 590

Date 06.04.2026

Copy to District Informatics Officer, NIC / DeGM, Jharsuguda for information and necessary action with a request to publish the Quotation call notice in district website.

  
District Welfare Officer,  
Jharsuguda

**GOVERNMENT OF ODISHA**

**D.W.O., JHARSUGUDA**

**TENDER DOCUMENT**

**IMPORTANT INFORMATION TO THE BIDDER**

**For Providing Services of Matron & Cook-cum-Attendant to DWO, JHARSUGUDA by Private  
Manpower Service Provider**

(A)	Availability of tender document	:	District website i.e. <a href="http://www.jharsuguda.odisha.nic.in">www.jharsuguda.odisha.nic.in</a>
(B)	Date of issue of Tender Document	:	From <b>06.04.2026 to 26.04.2026.</b>
(C)	Last date and time for submission of Tender documents by Speed Post/Registered Post	:	5.00 PM of 26.04.2026
(D)	Cost of the Tender Paper	:	Rs 10,000/-Rupees Ten Thousand + GST @ 18% Nonrefundable to be deposited in shape of Demand Draft drawn from any scheduled commercial bank in favour of "District Welfare Officer, Jharsuguda" payable at Jharsuguda along with Technical Bid and
	Cost of Earnest Money Deposit (EMD)	:	EMD of Rs. 1,00,000/- (One Lakh Only) in shape of DD/TDR/Bank Guarantee drawn from any scheduled commercial bank pledged in favour of "District Welfare Officer, Jharsuguda" along with Technical Bid
(E)	Date, Time and Venue of opening of Tender documents	:	
	Date and Time	:	27.04.2026 at 11.00 AM
	Venue	:	<b>The Collectorate, JHARSUGUDA-768204</b>

## CONTENTS OF TENDER SPECIFICATION

<b>SL No</b>	<b>Description Of Content</b>	<b>Page Number</b>
<b>1</b>	<b>Scope of Work and general Instructions to Bidders</b>	<b>1-3</b>
<b>2</b>	<b>Technical Requirements for the Tendering Manpower Service Provider</b>	<b>4</b>
<b>3</b>	<b>Application For mandatory Documents to be submitted for technical Bid And Financial Bid</b>	<b>5-10</b>
<b>4</b>	<b>Documents to be Submitted by the Successful agency before Deployment of Manpower</b>	<b>11</b>
<b>5</b>	<b>Annexure-A-Check list (Technical Bid)</b>	<b>12-13</b>
<b>6</b>	<b>Annexure-B-Check List (Financial Bid)</b>	<b>14</b>

## **SCOPE OF WORK AND GENERAL INSTRUCTION FOR BIDDERS**

1. DWO, Jharsuguda-768204, requires the services from reputed, well established and financially sound Manpower Service Providers to provide services of Matron/Lady Matron and CCA on contract basis for day-to-day work of SSD schools / Hostels under District Welfare Officer, Jharsuguda.
2. The contract for providing the aforesaid manpower **exists** is likely to be a period of one year provided the requirement of the D.W.O., JHARSUGUDA. The authority, however reserves the right to terminate this initial contract at any time after giving two weeks' notice to the selected Service Provider.
3. The District Welfare Officer, JHARSUGUDA-768204 has tentative requirement **for 7 nos. of Lady Matron & 08 nos. of CCA/LCCA**, the interested Manpower Service Providers may submit the tender document by Registered Post / Speed Post, complete in all respects & Cost of tender paper of Rs. 10,000/- (Rupees Ten Thousand) +GST@18% nonrefundable in shape of bank draft drawn from any scheduled commercial bank in favour of District Welfare Officer, Jharsuguda payable at Jharsuguda and other requisite documents in order to reach D.W.O., JHARSUGUDA, Dist-Jharsuguda - 768204 by Registered Post/Speed Post on or before 26.04.2026 at DWO Office, Jharsuguda by 5PM. The cost of Tender document of Rs. 10,000/- (Rupees Ten Thousand) + GST@18% shall be accompanied with the tender document otherwise the tender document will be rejected.
4. The bidding firm also have to submit an EMD for an amount of Rs. 1,00,000/- (Rupees One Lakh) only in shape of DD/TDR/Bank Guarantee drawn from any scheduled commercial bank pledged in favour of "District Welfare Officer, Jharsuguda". The EMD amount of the unsuccessful bidders shall be refunded after finalization of the Quotation or after final execution of order as the case may be without any interest. However, in case of successful bidders, the EMD amount shall be refunded without interest after submission of performance security deposit.
5. The approximate bid cost for one-year period is Rs.2.42 Cr. Exclusive of all taxes & other charges.
6. The various crucial dates relating to "Tender for Providing Manpower Services to the D.W.O., JHARSUGUDA-768204 i.e DWO, JHARSUGUDA" are cited as under.

- |   |  |
|---|--|
| (a) Period of download of Tender Document:  | <b>From 06.04.2026 to<br/>26.04.2026</b>       |
| (b) Date for submission of Tender by Regd. Post/Speed Post:                           | <b>From 06.04.2026 to<br/>26.04.2026 (5PM)</b> |
| (c) Date and time for opening of Technical Bid:                                       | <b>27.04.2026 (11.00AM)</b>                    |
| (d) Date and Time for opening of Financial Bids of eligible<br>Tenders and selection: | <b>27.04.2026 (03.00 PM)</b>                   |

7. The tender has been invited under two bid system i.e. Technical Bid and Financial Bid. The interested agencies are advised to submit two separate sealed envelopes super scribing "Technical Bid for Providing Manpower Services to DWO, JHARSUGUDA" and "Financial Bid for Providing Manpower Services to DWO, JHARSUGUDA ". Both sealed envelopes should be kept in a third sealed envelope super scribing "Tender for Providing Manpower Services to DWO, JHARSUGUDA".
8. The quotation completed in all respect must be received by this office through Registered Post/Speed Post to the Office of DWO, Jharsuguda on or before 26.04.2026 by 5.00 PM. Any Quotation Paper received after due date will be out rightly rejected. DWO, Jharsuguda will not be responsible for any postal delay or misplacement of the document.
9. The successful tenderer will have to deposit a Performance Security Deposit of "5% of the contract value" in the form of Bank Guarantee / TDR / DD from any Scheduled Commercial Bank drawn in favour of District Welfare Officer, Jharsuguda covering the period of contract. In case, the contract is further extended beyond the initial period, the Bank Guarantee will have to be accordingly renewed by the successful tenderer.
10. The tendering Manpower Service providers are required to enclose photocopies of the following documents (duly self-attested by him), along with the Technical Bid, failing which their bid shall be summarily /out rightly rejected and will not be considered any further:
  - (a) Registration Certificate of the Applicant's Organization.
  - (b) Documentary proof of the registered office or one of the Branch offices of the Manpower Service Providers located in Jharsuguda Headquarters (Documentary proof required).
  - (c) Documentary proof of 05 Years' experience in providing manpower service to State Government / Central Government/ PSU on similar work.
  - (d) Copy of the Bank Pass Book in the name of the Organization along with bank statement containing transactions made during last 3(three) financial years.
  - (e) Copy of PAN/GIR card.
  - (f) Copy of the IT return filed for the last three financial years.
  - (g) Copy of valid Goods and Service Tax registration certificate and latest return copy must be submitted.
  - (h) Copies of EPF and ESI registration Certificates.
  - (i) Copies of EPF Electronic Challan Return (ECR) for last previous three months.

- (j) Copy of ESI return for last previous three months and e-challan of ESI for last previous three months.
- (k) The service provider must be registered with valid ISO certificate i.e. ISO9001:2015, ISO 45001:2018, ISO 27001:2013.
- (l) Copy of valid Contract Labour License (R&A) Act. 1970 minimum 100 labour.
- (m) Copy of the Audited Statement of accounts (Balance Sheet, Profit & Loss A/C etc.) showing average annual turnover of 10 crore during the FY 2022-23, 2023-24, 2024-25.
- (n) The Bidder should not have been blacklisted by any Govt. officials.
- (o) Demand Draft amounting to Rs. 10,000/- (Rupees Ten Thousand) + GST @ 18% towards purchase of tender paper (Non-Refundable) (even if the Tender is cancelled).
- (p) Tender Document duly signed and sealed by the authorized person of the service provider in each page as acceptance of all terms and conditions of the Bid.

**The Bidders who meets the qualitative requirements specified in the Technical Bid will only be considered for participating in the Financial Bid. Financial Bid of the technically disqualified Bids will not be opened.**

11. The Tender documents shall be opened on the scheduled date and time on 27.04.2026 at 11.00 AM in the Collectorate, JHARSUGUDA-768204 in presence of the Manpower Service Providers / the Authorized representative who wish to be present.
12. The Financial Bid of only those tenders will be opened who are technically qualified. The Financial bids shall be opened on 27.04.2026 (03.00 PM) in the presence of the authorized representatives of the eligible Manpower Service Providers / the authorized representative who wish to present at that time.
13. All entries in the tender form should be legible and filled clearly. If the space for furnishing information is insufficient, a separate sheet duly signed by the authorized signatory may be attached. No overwriting or cutting is permitted in the Financial Bid Form. In such cases, the tender shall be summarily rejected. However, the cuttings, if any, in the Technical Bid Application must be initiated by the person authorized to sign the tender bids.
14. The successful Bidder shall sponsor the candidates with a ratio of 1:3 for any disciplinary reason.
15. The D.W.O., JHARSUGUDA reserves the right to reject all bids without assigning any reasons thereof.

**TECHNICAL REQUIREMENTS FOR THE TENDERING MANPOWER SERVICE PROVIDER**

1. The tendering manpower service provider should fulfill the following technical specifications
  - a) They should be registered with the appropriate registration authority.
  - b) The office of the Manpower Service Provider should be located within Jharsuguda District or he/she should establish a branch office after successful tender process within Jharsuguda District along with document proof.
  - c) They should have at least five years' experience in providing manpower to State Government/ Central Government/ PSU on similar work.
  - d) They should have own Bank Account.
  - e) They should have been registered with Income Tax Deptt. and have filed IT-Return for Financial 2022-23, 2023-24 2024-25.
  - f) They should have registered Goods and Service Tax and latest return must be submitted.
  - g) They should have been registered with appropriate authorities under Employees Provident Fund and obtained latest last three months e-challan and (ECR).
  - h) They should have been registered with appropriate authorities under Employees State Insurance Acts and obtained latest last three months return e-challan on ESI
  - i) They should have obtained valid Contract Labour License(R&A) Act.1970 any other regulatory clearance that may be required for providing manpower.
  - j) They should have a minimum average annual turnover of 10 Crore during the FY 2022-23, 2023-24 2024-25.
  - k) The service provider must be registered with valid ISO certificate i.e. ISO9001:2015, ISO 45001:2018, ISO 27001:2013.
  - l) Documentary proof of 05 Years' experience in providing manpower service to State Government / Central Government/ PSU on similar work. (Contract copies of work orders/completion certificate / equivalent documentary evidence)
  - m) They should not have been blacklisted by any Govt. officials and an Affidavit for non-blacklisted must be submitted

**Application for Technical Bid For Providing Manpower Services at D.W.O, JHARSUGUDA**

1. Name of the Tendering Manpower Service Provider: \_\_\_\_\_
2. Name of Proprietor / Partner/Director \_\_\_\_\_
3. Full Address of the Registered Office \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Telephone No \_\_\_\_\_

Fax No \_\_\_\_\_

E-mail Address \_\_\_\_\_

4. Full Address of the Operating / Branch Office (attach documentary Proof)

Telephone No \_\_\_\_\_

Fax No \_\_\_\_\_

E-mail Address \_\_\_\_\_

5. Name and Telephone No. of Authorized officer/Person to liaise with Field Officer(s)

\_\_\_\_\_  
\_\_\_\_\_

1. Banker of Manpower Service Provider (Attach certified copy of the statement of A/C for the last Three years)
2. PAN/ GIR No.:(Attach attested copy): \_\_\_\_\_
3. Goods and Service Tax Registration No. (Attach attested copy): \_\_\_\_\_
4. EPF Registration No.(Attach attested copy): \_\_\_\_\_
5. ESI Registration No.(Attach attested copy): \_\_\_\_\_
6. The service provider must be registered with valid ISO certificate i.e.ISO9001:2015, ISO 45001:2018, ISO 27001:2013 (Copy to be attached).
7. Financial Turnover of the tendering Manpower Service Provider for the below mentioned Financial Year on similar contract.

Financial Year	Amount (in Lakhs)	Remarks (if any)
2022-23		
2023-24		
2024-25		

8. Give the detail information of the similar contracts handled by the tendering Manpower Service Provider during the last three years in the following format.

SL No	Name of the Client, Address, Telephone No.& Fax No	Manpower Service Provided		Amount of Contract (Rs. In Lakhs)	Duration of Contract	
		Similar works	Nos.		From	To
		Type of Manpower- Provided				

(If the space provided is insufficient, a separate sheet as per above prescribed format may be attached annexed with the Technical Bid)

9. Affidavit that the firm has not been blacklisted by any Govt. organization.  
 10. Additional Information if any (Attach Separate Sheet, if Required).

Date:

Name of the Authorized Person

Place:

Name:

Seal:

**DECLARATION**

1. I \_\_\_\_\_ Son /Daughter /Wife of Shri. \_\_\_\_\_ Proprietor/Partner/ Director / Authorized Signatory of the Service Provider mentioned above, am 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 undertake 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/we am/are well aware of the fact that furnishing of any false information/ fabricated document would lead to rejection of my tender at any stage besides liabilities towards prosecution under appropriate law.

Date:

Name of the Authorized Person

Place:

Name:

Seal:

**FORM-T6 : DECLARATION FOR NOT BEING BLACK LISTED**

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

I/We \_\_\_\_\_ (Name & Designation) having  
My/our firm at \_\_\_\_\_ do hereby declare that I/We have carefully  
read all the terms & conditions of Tender Notice of the DWO, Jharsuguda, Odisha, for Supply of  
manpower in DWO,Jharsuguda. I will abide with all the terms & conditions set for in the Tender  
Notice No. \_\_\_\_\_

I/We do hereby declare that, I/We have not been de-recognized/ debarred/ blacklisted  
by any State Govt./ Union Territory/ Govt. of India/Govt. organization for supply of required  
manpower/ Part-supply/non-supply.

That, I am not a defaulter in supply of any manpower to the District Welfare Officer,  
Jharsuguda, Odisha, or any other indenting officers of the State of Odisha after being Lowest  
responsive bidder in past three years.

I/We do hereby declare that I/We will supply the approved manpower as per the terms,  
conditions & specifications of the tender documents. I/We further declare that my/our  
performance security deposit will be forfeited if I/we fail to supply any approved manpower after  
getting order from the tender inviting Authority.

I/We agree that the TENDER inviting Authority can debar/ blacklist me/us for period of  
03 years. If, any information furnished by us is proved to be false at the time of inspection/  
verification and is not complying with the TENDER terms & conditions.

**Yours sincerely,**

**Authorized Signature**

[In full and initials]:

**Name and Designation of the Signatory:**

**Name of the Bidder and Address:**

Affidavit before Executive Magistrate/Notary Public:

**APPLICATION – FINANCIAL BID****For Providing Manpower Services at D.W.O., JHARSUGUDA**

1. Name of the Tendering Manpower Service Provider: \_\_\_\_\_  
\_\_\_\_\_
2. Rate per person per month (08 hours per day) Inclusive of all statutory liabilities, taxes, levies, Cess etc.

Sl. No.	Manpower Type	*Remuneration	Monthly rate per Employee					Total per Person
			Employer Share of EPF @13%	Employer Share of ESI @3.25%	Other Statutory dues (if any)	Service Charge	Goods & Service Tax	
1	Matron/ Lady Matron	Rs 15000/-						
2	Cook-Cum-Attendant	Rs 14500/-						

Date:

Name of the Authorized Person

Place:

Name:

Seal:

**[\*] Remuneration mentioned above include the EPF & ESI share of Employee**

**Note**

1. The total rates quoted by the tendering agency should be inclusive of all statutory / taxation liabilities in force at the time of entering in to the contract.
2. The payment shall be made on conclusion of the calendar month only on the basis of no of working days for which duty has been performed by each manpower subject to submission of documents as given below.
  - (A) **1<sup>st</sup> Month Payment made in second Month**-Only proof of payment to manpower.
  - (B) 2 and subsequent Month Payment-
    - (i) Proof of Payment made to the employee.
    - (ii) Proof of deposit of statutory dues, EPF/ESI.
    - (iii) Proof of Payment of GST
3. As per Rule 264(iv) of OFGR 2023, the acceptable minimum rate of service charge shall be 3.85% (3% profit plus transaction charge) and in no case the service charge should not exceed 7%. Any bidder quoting service charges below/higher the prescribed amount shall be out rightly rejected.
4. Evaluation Committee of the DWO, Jharsuguda is authorized to make determining the lowest-01(L1) bidder. In this regard the decision of DWO, Jharsuguda is final and binding to the entire bidder. In case of multiple bidders quoting the lowest service charge, L-1 shall be selected through a transparent system of lottery.

**Seal & Signature**

**DOCUMENTS TO BE PROVIDED WITH THE TECHNICAL BID**

1. Application Form Technical Bid
2. Registration certificate of the applicant's organization.
3. Documentary proof of the registered office or one of the branch offices of the manpower service providers located in Jharsuguda District.
4. Documentary proof of 05 years' experience in providing manpower service to State Government / Central Government / PSU on similar work (Contract copies of work orders/completion certificate / equivalent documentary evidence).
5. Copy of Bank Pass Book in the name of the Organization along with Bank Statement containing transactions made during the last 3 (Three) years.
6. Copy of PAN/ GIR Card.
7. Copy of the IT return filed for the last three financial years 2022-23, 2023-24, 2024-25.
8. Copy of valid Goods and Service Tax (GST) registration certificate and Latest return copy.
9. Copy of EPF and ESI registration certificates.
  - (a) Copies of EPF Electronic Challan Return (ECR) for last previous three months.
  - (b) Copy of ESI return for last previous three months and e-challan of ESI for last previous three months.
10. Copy of valid Contract labour License (R&A) Act. 1970 with minimum 100 labours.
11. Copy of the Audited Statement of accounts (Balance Sheet, Profit & Loss A/C etc.) showing average annual turnover of Rs. 10crore (enumerated in Para 8(1 ) of the Scope of Work of the tender document) in the FY 2022-23, 2023-24, 2024-25.
12. Affidavit to the effect that the firm has not been blacklisted by any Govt. Official.
13. EMD Rs. 1,00,000/- (One Lakhs Only) as mentioned in Para 06 of the Scope of Work of the tender document in shape of Demand Draft/ TDR / Bank Guarantee drawn from scheduled commercial bank in favour of the District Welfare Officer, Jharsuguda falling which the tender shall be summarily disqualified / rejected.
14. Demand Draft amounting to Rs.10,000/-+ GST@18%(non-refundable) towards tender paper cost downloaded from website.
15. Tender Document duly signed and sealed by the authorized person of the service provider in each page as a token of acceptance of all terms and condition of the Bid.

**DOCUMENTS TO BE SUBMITTED BY THE SUCESSFUL AGENCY BEFORE**  
**DEPLOYMENT OF MANPOWER**

1. List of Manpower shortlisted by the agency for deployment in District Welfare Officer, Jharsuguda -768204 along with their Full Name, Date of Birth, Age, Marital Status, Correspondence and Permanent Address, Educational Qualification, Professional Qualification, contact No., experience and etc.
2. Bio- data of all persons.
3. Any other document considered relevant & mentioned in the Tender Call Notice.

**ANNEXURE-A****Checklist (Technical Bid) (must be submitted along with Technical Bid)**

<b>Sl. No.</b>	<b>Item</b>	<b>Page No.</b>	<b>Remarks</b>
1	Demand Draft amounting to Rs. 10,000/-+GST@18% (Rupee Ten Thousand+GST@18%) towards purchase of tender paper		
	Demand Draft amounting to Rs.1,00,000/- (Rupee One Lakhs Only) towards EMD of the Tender		
2	Tender Document duly signed and sealed by the authorized person of the service provider in each page as a token of acceptance of all terms and conditions of the Bid.		
3	Registration Certificate of the Applicant's Organization		
4	Documentary proof of the registered office or one of the Branch offices of the Manpower Service Providers located in Jharsuguda District		
5	Copies of EPF and ESI registration Certificates and Return copy.		
6	Copy of valid Contract Labour License(R&A) Act.1970 minimum 100 labours.		
7	Copy of PAN/GIR card		
8	Copy of valid Goods and Service Tax registration certificate and latest return.		
9	Affidavit to effect that the Bidder has not been blacklisted by any Govt. Officials.		
10	Copies of EPF Electronic Challan Return (ECR) and for the last three months.		
11	Copy of ESI return last three months		
12	Copy of ESI E- Challan of ESI last three months		
13	Copy of the IT return filed for the last three financial years 2022-23, 2023-24, 2024-25.	<b>2022-23</b>	
		<b>2023-24</b>	
		<b>2024-25</b>	

14	Copy of the Bank Pass Book in the name of the Organization along with bank statement containing transactions made during 2022-23,2023-24,2024-25		
15	Copy of the Audited Statement of accounts (Balance Sheet, Profit & Loss A/C etc.) showing average annual turnover of Rs. 10 Corer during the FY 2022-23, 2023- 24, 2024-25		
16	Documentary proof of 05 Years' experience in providing manpower service to State Government /Central Government/ PSU on similar work (Contract copies of work orders/completion certificate / equivalent documentary evidence)		
17	The service provider must be registered with valid ISO certificate i.e.ISO9001:2015, ISO 45001:2018, ISO 27001:2013	<b>ISO9001:2015</b>	
		<b>ISO 45001:2018</b>	
		<b>ISO 27001:2013</b>	

**ANNEXURE-B**

**Checklist (Financial Bid) (must be submitted along with Financial Bid)**

Sl. No.	Item	Remarks
1	Financial Bid	
2	Detail calculation sheet for EPF (Employer's share and Employee Share)	
3	Detail calculation sheet for ESI (Employer's share and Employee Share)	