

e-Despatch

**OFFICE OF THE TREASURY OFFICER,
DISTRICT TREASURY, MALKANGIRI**

No. 194 / 2025

, Date 07/11/25

To

The District e-Governance, Manager
Collectorate, Malkangiri

Sub: - Publication of advertisement of Tender Call Notice for reputed
Manpower Agencies (Service Providing Agencies) for supply of 1 nos.
of unskilled Manpower.

Sir,

Enclosed, please find herewith the advertisement of Tender Call Notice
(both hard copy and soft copy) for reputed Manpower Agencies (Service Providing
Agencies) for supply of 1 nos. of unskilled Manpower. The last date of receipt of
tender is Dt.20.11.2025 by 5.00 PM and will open on Dt.21.11.2025 at 4.00 PM at
the Office Chamber of the undersigned.

Therefore, it is requested that, the said notice may please be uploaded
in the district website for wide publicity.

Yours Faithfully,

Received
07.11.25
Treasury Officer, Malkangiri

Sas
07/11/25

DISTRICT TREASURY, MALKANGIRI

Notice No. 191/25

Date 07/11/25

SHORT TENDER CALL NOTICE

Sealed tender in prescribed form are invited by the undersigned from reputed Manpower Agencies (Service Providing Agencies) for supply of 1 nos. of unskilled Manpower.

The details of Tender Paper/Tender schedule can be obtained on payment of Rs. 500/- (Rupees Five Hundred) only in shape of D.D/ Banker's cheque in favour of the District Treasury, Malkangiri during the office hour from date 07/11/2025 to 18/11/2025. The last day of receiving the Tender is 20/11/2025 5.00 P.M. The sealed Tender will be opened on dt21/11/2025 at 4.00 P.M by the Tender Committee and in presence of the Tenderers or their authorised agents. No Telegraphic/Courier tender will be accepted. The Tender Paper can also be downloaded from the Malkangiri District website. In case of downloading, cost of the Tender paper can be paid in Demand Draft only.

However, the undersigned reserves the right to reject/cancel any or all the tenders at any time without assigning any reason thereof.

Received
07.11.25
District Treasury Officer,
Malkangiri

Memo No. 192

Recd
7/11/25
Date 07/11/25

Copy forwarded to the Additional District Magistrate, Malkangiri/ Sub-Collector, Malkangiri/ Executive Officer, Municipality, Malkangiri for information and necessary action with a request to display the tender call notice in their Notice Board for information of public. Copy forwarded to the D.I.O, NIC, Malkangiri to transmit the message in website.

Received
07.11.25
District Treasury Officer,
Malkangiri

Memo No. 193

Recd
7/11/25
Date 07/11/25

Copy submitted to the Director of Treasuries and Inspection, Odisha, Bhubaneswar for information and necessary action.

Received
07.11.25
District Treasury Officer,
Malkangiri

Recd
7/11/25

DETAILED TENDER CALL NOTICE

1. The District Treasury, Malkangiri requires the services of reputed, well established and financially sound Manpower Service Providers to provide services of 1 no. of unskilled Manpower on outsourcing basis for unskilled office works.
2. The contract for providing the aforesaid manpower is likely to commence after selection of the service provider by the selection committee and would ordinarily continue for a period of one financial year from the date of execution of agreement. The contract of Service Provider Firm may be extended or curtailed subject to requirement and satisfactory performance by the Firm. However, District Treasury Office, Malkangiri reserves the right to terminate this initial contract at any time after giving one week's notice to the selected Service Provider.
3. The tender document can be downloaded from the official web site of Malkangiri District www.malkangiri.odisha.gov.in. The cost of tender paper is Rs.500/- (Rupees Five hundred) only payable in shape of DD drawn in favour of District Treasury Officer, Malkangiri payable at Malkangiri.
4. The interested Manpower Service Providers may submit the tender document complete in all respects along with **Earnest Money Deposit (EMD) of Rs.5000/- (Rupees Five Thousand only)** and other requisite documents through **Registered/Speed Post** only (any other mode will not be considered) by **dt.18.11.2025 upto 5.30 PM** in the following addresses:-

Treasury Officer, District Treasury, Malkangiri
At- Jhatimati colony, Po-Malkangiri
Dist- Malkangiri PIN-764048

5. The Last date of receipt of the sealed Tender documents by Speed Post/ Registered Post is dt.20.11.2025.
6. The sealed 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 superscribing "**Technical Bid for providing Manpower Services to District Treasury Office, Malkangiri**" and "**Financial Bid for Providing Manpower Services to District Treasury Office, Malkangiri**". Both sealed envelopes should be kept in a third sealed envelope superscribing "**Tender for providing Manpower Services under District Treasury Officer, Malkangiri**".
7. The Earnest Money Deposit (EMD) of **Rs.5000/- (Rupees Five Thousand)** only, refundable (without interest), should be necessarily accompanied with the Technical Bid of the service provider in the form of Demand Draft/ bank draft drawn in favour of **District Treasury Officer, Malkangiri, failing which the tender shall be rejected summarily.**
8. The successful tenderer will have to deposit a **Performance Security Deposit of Rs.10,000/- (Rupees Ten thousand only)** in the form Bank guarantee only from any Nationalized Bank drawn

Muec

in favour of District Treasury Officer, Malkangiri covering the period of contract, within **ten days** on signing of the agreement. In case, the contract is further extended beyond the initial period, the Bank Guarantee will have to be renewed accordingly by the successful tenderer.

9. The tendering Manpower Service providers are required to enclose self attested photocopies of the following documents, along with the Technical Bid, **failing which their bids shall be summarily/out rightly rejected and will not be considered any further:**

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

- a) Registration certificate of the applicant organization.
- b) Demand Draft in support of Bid processing fee as applicable.
- c) Demand Draft in support of EMD as applicable.
- d) Copy of PAN and TAN no.
- e) Copy of GSTRegistration Certificate.
- f) Copies of IT returns for the last three assessment years: (2022-23 to 2024-25)
- g) Labour registration & Labour License certificate of the firm.
- h) Undertaking regarding non-blacklisting (in shape of affidavit)
- i) Undertaking regarding non-pending of any judicial proceedings and non-conviction (in shape of affidavit)

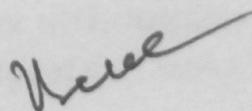
10. **The conditional bids shall not be considered and will be out rightly rejected in very first instance.**

11. 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 correction is permitted in the Financial Bid Form. In such cases, the tender shall be liable for rejection.** However, correction, if any, in the Technical Bid Application must be initiated by the person authorized to sign the tender bids.

12. The Technical bids shall be opened on the scheduled date and time i.e. at **4.00 P.M** on **dt. 21.11.2025** in the office chamber of the Treasury Officer, Malkangiri, in the presence of the Manpower Service Provider or their authorized representatives, and anyone who wishes to be present on the spot at that time.

13. The Financial Bid of only those tenderers will be opened, whose Technical Bids are found in order. The Financial Bids shall be opened at **4.30 P.Mon dt. 21.11.2025** in the office chamber of Treasury Officer, Malkangiri in the presence of the bidders or their authorized representatives, and anyone who wishes to be present on the spot at that time.

14. The Treasury Officer, Malkangiri reserves the right to annul all bids without assigning any reason.



TERMS & CONDITIONS

1. The Agreement shall commence with the L₁ bidder for **(One year)** unless it is curtailed or terminated by the authority owing to deficiency of service, sub-standard quality of manpower deployed, breach of contract etc. or change in requirements.
2. The Agreement shall automatically expire unless extended further by the mutual consent of the Manpower Service Provider and the Authority.
3. The Agreement may be extended, on the same terms and condition or with some additions/deletions/modification, for a further specific period mutually agreed upon by the Manpower Service Provider and the Authority.
4. The Manpower Service Provider shall not be allowed to transfer, assign, pledge or subcontract its rights and liabilities under this Agreement to any other agency or organization by whatever name be called without the prior written consent of the Authority.
5. The Manpower Service Provider will be bound by the terms and conditions as furnished by it to the Authority while submitting the tender or at any subsequent stage. In case, any of such documents furnished by it is found to be false at any stage, it would be deemed to be breach of terms of Agreement making it liable for legal action besides termination of the Agreement.
6. The Authority reserves the right to terminate the Agreement at any time after **giving 1 (One) Week** notice to the Manpower service provider.
7. The manpower service provider will have to deploy manpower within **seven days** of signing the agreement.
8. The person deployed shall be required to report for work at 10.00 AM in the office of the District Treasury, Malkangiri. In case, the person deployed remains absent on a particular day or comes late/leaves early on three occasions, proportionate deduction from the remuneration for one day will be made.
9. The payment of remuneration to the manpower has to be through bank account only. No cash payment can be made to them.
10. For all intents and purposes, the Manpower Service Provider shall be "Employer" within the meaning of all applicable laws in respect of manpower so deployed. The person deployed by the Manpower Service firm shall not have any claim whatsoever like employer and employee relationship against the District Treasury, Malkangiri or any office concerned.
11. The persons deployed by the Manpower Service pProvider shall not claim nor shall be entitled to pay, perks and other facilities admissible to regular/confirmed employees during the currency or after expiry of the Agreement.
12. The Manpower Service Provider shall provide a substitute well in advance if there occurs any probability of the person leaving the job due to his/her own personal reasons. The payment in respect of the overlapping period of the substitute shall be the responsibility of the Manpower Service Provider. The Manpower Service Provider shall be responsible for contributions towards Provident Fund and Employees State Insurance, wherever applicable.
13. The Person deployed by the Manpower Service should have good police records and no criminal case should be pending against them.
14. The person deployed should be polite, cordial and efficient while handling the assigned work and their actions should promote good will and enhance the image of the District Treasury, Malkangiri or

Handwritten signature

office concerned. The Manpower Service Provider shall be responsible for any act of indiscipline on the part of the person deployed.

15. The Technical Bid should be accompanied with an Earnest Money Deposit (EMD) of (refundable without interest) **Rs.5000/-** (Rupees Five Thousand) only in the form of Demand Draft drawn in favour of District Treasury Officer, Malkangiri payable at Malkangiri **failing which the tender of the concerned agencies/firms shall be rejected out rightly.**
16. The Earnest Money Deposit in respect of agencies/firms which do not qualify the technical Bid (first stage) or Financial Bid (Second competitive stage)s shall be returned to them without any interest. **In case of successful tender, if the agency fails to deploy the required manpower against the initial requirement within 30 days from date of placing the order, the EMD shall stand forfeited without giving any further notice.**
17. The successful tender will have to deposit a Performance Security Deposit of **Rs.10,000/-** (Rupees Ten thousand only) in the form of Bank Guarantee from only in any Nationalized Bank drawn in favour of the Authority 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 tenders. The amount of performance Security deposit is to be determined by the Authority taking into account the contractual obligation of the manpower service provider.
18. In case of breach of any terms and condition attached to this agreement the performance Security Deposit of the Manpower Service Provider shall be liable to be forfeited besides annulment of the Agreement.
19. The Manpower Service Provider shall raise the bill, in triplicate, along with attendance sheets in respect of the persons deployed and submit the same to the prescribed authority of the concerned offices in the first week of the succeeding month. As far as possible the payment will be released by the second week of the succeeding month.
20. The claim in bills regarding Employees State Insurance, provident fund and Service Tax etc. should be necessarily accompanied with documentary proof pertaining to the concerned bill of month. A requisite portion of the bill or whole of the bill amount shall be held up till such proof is furnished, at the discretion of the District Treasury, Malkangiri or office concerned.
21. The amount of penalty calculated @Rs.100/- per day on account of delay. If any, providing a suitable substitute for the period beyond three working days by Manpower Service Provider shall be deducted from monthly bills in the succeeding month.
22. The Authority reserves the right to withdraw or relax any of the terms and condition mentioned above so as to overcome the problem encountered at a later stage.
23. 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 next higher Authority or controlling officer for his decision and the same shall be binding on all parties.
24. All disputes shall be under the jurisdiction of the District Civil court located at Malkangiri in the District of Malkangiri.
25. The successful bidder will enter into an agreement with the District Treasury, Malkangiri for supply of suitable and qualified manpower as per requirement of the District Treasury, Malkangiri on the above terms and conditions.
26. The procuring entity can also fix the service charge above 3.85% with proper justification, whenever required. However such charge should not exceed 7% in any case.

Heed