



**OFFICE OF THE COLLECTOR &
DISTRICT MAGISTRATE, SAMBALPUR
(DISTRICT SOCIAL SECURITY SECTION)**

E-mail: dssosamb.od@nic.in

File No. _____ / **Letter No.** 1311 / **SS (RCDR) Dtd.** 19.06.2025

Tender Call Notice

Sealed Tenders are hereby invited from registered Manpower Agencies/Service Provider to provide the different categories of manpower for smooth functioning of Advanced Rehabilitation Centre (ARC) and DDRC for a period of one year from the date of finalization and selection of agency, which may be renewed time to time basing on the necessity & satisfactory performance of the agency.

The detailed information for outsourcing the service of different posts has been given in the technical document which may be downloaded from the District Website: www.sambalpur.odisha.gov.in. The last date & time for submission of tender paper is 05-07-2025 at 5.00 PM. The successful tenderers will have deposit a security amount of Rs.1.0 lakh in the form of Bank Guarantee from any Nationalize Bank drawn in favour of DSSO, Sambalpur and Earnest Money Deposit (EMD) of Rs.10000/- (Rupees ten thousand) only, refundable (without interest) & Tender Fee of Rs.10000/- (Rupees ten thousand) only, non-refundable should be necessarily accompanied with the technical bid of the service provider in the form of demand draft drawn in favour of DSSO, Sambalpur failing which the tender shall be rejected summarily.

The undersigned reserves the right to reject or cancel any or all the Tenders without assigning any reasons thereof.

Collector, Sambalpur

Memo No. 1312 /SS(RCDR) Dtd. 19.06.2025
Copy to the Office Notice Board for information of all concerned.

Copy to ADM, Sambalpur/CDO-cum-EO, ZillaParisad, Sambalpur /all District Level Officers of Sambalpur District for information. They are requested to display the Tender call notice in their notice boards for wide publicity.

Collector, Sambalpur

Memo No. 1313 /SS(RCDR) Dtd. 19.06.2025

Copy to the DeGM, Sambalpur with a copy of the detailed terms and conditions of the tender call notice for hoisting the same in the District Websites.

Collector, Sambalpur

Memo No. 1314 /SS (RCDR) Dtd. 19.06.2025
Copy to the Advertisement Manager, The Dharitri, The Samaj, & The Sambad, Sambalpur with a request to publish the Tender Notice in their esteemed Oriya Daily (News Papers).


Collector, Sambalpur
Collector, Sambalpur

Memo No. 1315 /SS(RCDR) Dtd. 19.06.2025
Copy forwarded to the Director, SSEPD, Odisha, Bhubaneswar for kind information.


Collector, Sambalpur
Collector, Sambalpur

TENDER SCHEDULE-I

DISTRICT OFFICE: SAMBALPUR
SOCIAL SECURITY SECTION

TENDER SCHEDULE FOR SERVICES OF MANPOWER

1	Name and Address of the Reputed Agency/Out Sourcing Agency	:	
2	Contact No. of the authorized person of the Reputed Agency/Out Sourcing Agency	:	
3	No. and Date of BD/BC amounting Rs. 10,000/- (Rupees ten thousand) only favoring DSSO, Sambalpur deposited towards Tender Fee (Non-refundable)		
4	EMD of Rs.10,000/- (Rupees ten thousand) only in shape of BD/BC in favour of DSSO, Sambalpur (Refundable)		
5	CGST Registration No. /SGST No. (Attested copy to be enclosed)		
6	Up-to-date CGST/SGST Clearance Certificate No. & Income Tax Return/Service Tax of last 3 years (Attested copy to be enclosed)	:	
7	PAN No./TAN No. (Attested copy to be enclosed)	:	

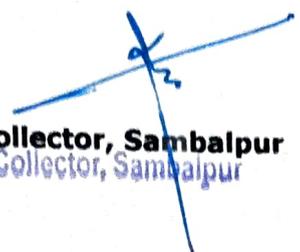
I do hereby tender to execute the above mentioned work in accordance with the Terms and Conditions of the Tender Notice and any deviation of the Terms and Conditions shall be liable for initiation of action by the Authority as per law/procedures against me.

Signature of the Tenderer
With Official Seal

TERMS & CONDITIONS

1. The qualified professional manpower having a registered **organization** will be selected. The Tender shall be opened on dated 08-07-2025 at 11:30 AM.
2. The minimum qualification of the different posts must be as per the criteria laid by Govt. of SSEPD Department.
3. The Tenderers/Bidders will submit a certificate for engaging the existing experienced staff, presently working on outsourced basis.
4. The deployment of the different staffs shall be on the outsourcing basis with a Take Home Remuneration fixed by SSEPD Department vide Letter No. 9372 /Dtd. 14-11-2024 to each category of posts which includes wages: EPF, ESI, Service Charges, GST and Income Tax as per lowest quotation of Service Provider. The claims to Service Tax etc. should necessarily be accompanied with documentary proof pertaining to the concerned bill 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 Authority.
5. The Service Provider will agree to give a Take Home Remuneration as finalized by Govt./District Administration (fixed) excluding EPF, ESI & Other Service Charges as mentioned will be borne by the Service Provider as per Govt. norms & Regulations.
6. The Service Provider shall be liable for depositing all taxes and statutory deposit on account of Service rendered by in the concerned offices from time to time as per rules and regulations. It shall also maintain all statutory register as per status and shall produce the same on demand to the Authority or any other Authority under below.
7. The payment will made through A/C payee Cheque to the Service Provider of service charges on monthly basis but not in the name of the employees.
8. The Service Provider will be provided with absentee statement of the staff engaged each month in the first week of succeeding month and shall raise the bill in the first week of succeeding month itself. As far as possible the payment will be released by the Second week of succeeding month.
9. The staff shall join in work, as per the office time on every working day and shall not leave the office before 05:30 PM. The employee will be required to attain office work beyond office hour & even on Sunday and Government Holidays, as and when required.
10. The "Authority has the right to ask the Service Providing Organisation to withdraw/replace the staff who has been reported by the "Authority" as disobedient / in-competent towards his/her service being rendered in capable of achieving goals enunciated in strategy map. The Service Provider agrees to act promptly on such request by the "Authority".

11. In case, the Service Providing Organization fails to comply with liability under appropriate law, as a result thereof, the Authority concerned will be entitled to get itself reimbursed from the Service Providing Organization.
12. The agreement so executed shall be terminated on written notice of one month from either side.
13. The Department/District Administration shall not be responsible for any financial loss or any injury to any persons deployed by "Manpower Service Provider" in the course of their performing the functions/duties or for payment towards any compensation.
14. In case of the termination of the Agreement on its expiry or otherwise, the persons deployed by the "Manpower Service Provider" shall not be entitled to and shall have no claim for any of absorption in regular or other capacity.
15. There will be no direct correspondence from the authority to the staff deployed by the service provider or vice-versa to avoid future legal compliancy. The authority (SSEPD Department through Collectors / DSSOs or otherwise) shall deal with service provider only.
16. Any other problem that may arise and brought to the notice of the "Authority" shall be decided as per existing Govt. Rules. Regulation & stipulation as deemed proper.
17. The authority reserve right to withdraw or relax any of the terms and condition mentioned above so as to overcome the problem encountered at a later stage.
18. The Agreement shall automatically expire on _____ (date) unless extended further by mutual consent of manpower Service Provider and the authority.
19. The agreement shall be made with the service provider by the authority in non-judicial stamp paper.


Collector, Sambalpur
Collector, Sambalpur

APPLICATION - TECHNICAL BID

For providing Manpower Services to District

1. Name of Tendering Manpower Service Provider: _____

2. Details of Earnest Money Deposit : DD No. _____ Date _____
of Rs. _____ drawn on Bank _____

3. Name of Proprietor/Partner/Director: _____

4. Full Address of Registered Office: _____

Telephone No. _____
FAX No. _____
E-Mail Address _____

5. Full Address of Operating/Branch Office: _____

Telephone No. _____
FAX No. _____
E-Mail Address _____

6. Name & Telephone No. of Authorized Officer/person To liaise with field office (s) : _____

7. Banker of the Manpower Service Provider: (Attach certified copy of statement of A/c for the last three years) _____

Telephone Number : _____

8. PAN/GIR No. : _____
(Attach attested copy)

9. Service Tax Registration No. : _____
 (Attach attested copy)
10. EPF Registration No. : _____
 (Attach attested copy)
11. ESI Registration No. : _____
 (Attach attested copy)
12. Financial turnover of the Manpower Service Provider for the last 3 financial years:

Financial Year	Amount (Rs.Lacs)	Remarks, if any
2022-23		
2023-24		
2024-25		

13. Additional information, if any :

(Attach separate sheet if space provided is insufficient)

14. Give details of the major similar contracts handled by the tendering Manpower Service Provider during the last three years in the following format

(If the space provided is insufficient, a separate sheet may be attached)

Sl. No.	Name of Client, Address, telephone & Fax no.	Manpower services provided		Amount of contract (Rs. Lacs)	Duration of contract	
		Type of manpower provided	No.		From	To

15. Additional information, if any
 (Attach separate sheet, if required)

Date:
 Place:

Signature of authorized person
 Name:
 Seal:

Application –Financial Bid

For providing Services of Manpower of ARC in Sambalpur District Under SSEPD Department

1	Name of manpower Service provider							
	Rate per person, per month inclusive of all statutory liabilities, taxes etc. The bidders shall take into account the expenses to be incurred and statutory dues (Income tax, TDS & GST from gross bill etc.) while quoting the service charge							
2	Manpower Type	Monthly rate person						
No.	Name of the Post	Take home remuneration (Net)	EPF 13%	ESI 3.25%	Total	Service charge	GST	Total per person (gross)

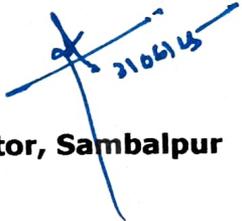
Date:
Place:

Signature of authorized person with seal

Full Name:
Telephone No/ Mobile No:
E-mail ID:

Requirement of Manpower for ARC & DDRC

Sl. No.	Name of the Post	Nos.	Qualification	Remuneration
1	Physiotherapist	2	MBT or BPT with 2 years Experience	50000
2	Jr. Prothetist/Orthotist	1	BPO	40000
3	Leather Technician	1	CBS (Certificate in Bench Skill)	20000
4	P & O Technician	1	CBS (Certificate in Bench Skill)	20000
5	Receptionist-cum-DEO	1	10+2 With DCA	15000
6	Attendants/Sweepers	2 each	Class-VIII Passed	12600
Total		10		


Collector, Sambalpur

DECLARATION

1. I, _____ Son/Daughter/Wife of
Shri _____ Proprietor/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 applications 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:

Place:

Signature of authorized person

Full Name:

Seal:

ANNEXURE-A

CHARTERED ACCOUNTANT CERTIFICATE
(On CA's Letter Head)

TO WHOM SO EVER IT MAY CONCERN

On the basis of verification of books of accountants and other documents produced before us and maintained by the Company, we certify that M/s _____ is providing services of Manpower. This is to certify that they have a turn over in the last three years ending on 31st March, 2025 (i.e. for financial year 2022-23, 2023-24 & 2024-25) as follows:

Sl. No.	Financial Year	Turnover
1	2022-23	
2	2023-24	
3	2024-25	
	Avg. of above	

Name of Chartered Accountant

Signature & Seal

ANNEXURE-B

SELF DECLARATION OF NOT-BLACKLISTED
(On Bidder Letter Head)

To

The Collector, Sambalpur

Dear Madam/Sir,

This is to declare that our company/firm i.e. M/s _____ is not Blacklisted by any Central/State Government Department/Public Sector Undertaking. Legal action as deemed proper shall be initiated by the District Administration, if found false/fraud.

Name of the Bidder:

Signature of the Bidder with Seal