



DISTRICT WELFARE OFFICE, SAMBALPUR
E-mail: dwo-sambalpur@od.gov.in

Order No. 4442 /SSD Date: 15.12.2025

SHORT TENDER CALL NOTICE

SEALED TENDERS are invited from eligible SERVICE PROVIDING AGENCIES to provide MANPOWER existing **13 nos of DEO-cum-Office Assistant (LAC)** as per the terms & conditions provided in the website <http://sambalpur.odisha.gov.in> of Sambalpur District up to **5.00 PM of 24.12.2025**. The bids shall be received through **Courier/Regd. Post/ Speed Post** only during the office hours and will be **opened on 31.12.2025 at 11.00 AM** in the presence of the bidders or their authorized agents in the **Conference Hall of Collectorate, Sambalpur**

The interested agencies should clearly mention on the top of envelope as **"Tender for Selection of Outsourcing Agency to provide MANPOWER"**. The Agencies who have applied are requested to remain present in the venue for tender opening on the date of opening. The detailed Terms & Conditions and list of documents to be submitted is available in our website <http://sambalpur.odisha.gov.in> .

The Authority reserves the right for cancellation / modification of the Tender without assigning any reason thereof.

By order of Collector, Sambalpur


District Welfare Officer, Sambalpur

Memo No.4443 / Dt.15.12.2025

Copy submitted to Sub-Collector, Sadar, Sambalpur / Rairakhol / Kuchinda all Block Development Officers of Sambalpur District for information with a request to publish the short tender call notice in Notice of office.

CP
15/12/25

**District Welfare Officer,
Sambalpur**

Memo No.4444 / Dt.15.12.2025

Copy submitted to District e-Governance Manager (DeGM), Sambalpur to publish the short tender notice in District website for wide publication.

CP
15.12.25

**District Welfare Officer,
Sambalpur**

Memo No.4445 / Dt.15.12.2025

Copy submitted to DI & PRO, Sambalpur for information and publication of short tender call notice in 02 nos of local news paper.

CP
15/12/25

**District Welfare Officer,
Sambalpur**

Memo No.4446 / Dt.15.12.2025

Copy submitted to Joint Director, ST & SC development department, Odisha, Bhubaneswar for information.

CP
15/12/25

**District Welfare Officer,
Sambalpur**

Memo No.4447 / Dt.15.12.2025

Copy to office Notice Board of office of the undersigned for wide publication.

CP
15/12/25

**District Welfare Officer,
Sambalpur**

Important Dates

Sl. No	Particular	Date and Time
1	Last issuance of Tender document	24.12.2025 (5.00 PM)
2	Last date and time for submission of Bids	24.12.2025, 5.00 PM
3	Technical Bid opening	31.12.2025
4	Financial Bid opening	31.12.2025


15.12.25

Section – I

SCOPE OF WORK AND GENERAL INSTRUCTIONS FOR BIDDERS

1. The District Welfare Office, Sambalpur requires the Service of reputed, well established and financially sound Manpower Service Provider to provide services of Data entry Operator-cum-Office Assistant on contract basis for day to day official work.
2. The contract for providing the aforesaid manpower is likely to commence from date of signing of contract and would continue till completion of 1 year. The period of the contract may be further extended beyond 1 year. The authority reserves right to terminate this initial contract at any time after giving one week's notice to the selected Service Provider.
3. This office has tentative requirement for 13 nos of DEO-cum-Office Assistants.
4. DWO, Sambalpur has the requirements of the manpower for the Data Entry Operator-cum-Office Assistant (DEO) located at following places in Sambalpur District as specified hereunder:

Name of the Office	Manpower requirement for Deo-cum-Office Assistant
District Welfare Office, Sambalpur	1
Sub-Collector Office, Kuchinda	1
Sub-Collector Office, Sadar, Sambalpur	1
Sub-Collector Office, Rairakhol	1
Block Office, Bamra	1
Block Office, Dhankauda	1
Block Office, Jamankira	1
Block Office, Jujomura	1
Block Office, Kuchinda	1
Block Office, Maneswar	1
Block Office, Naktideul	1
Block Office, Rairakhol	1
Block Office, Rengali	1

The eligible bidders, those have the capability of providing above types of manpower as per the prescribed technical parameters in the tender document, are allowed to participate in the selection process. **Part bids will not be taken into consideration.**

The scope of work of Outsourcing Agency is as follows;

- I. Payroll Management of deployed Manpower
- II. All the statutory compliances like TDS, PF, ESIC, Service Tax etc. shall be done by the successful bidder.

The detailed terms of reference for the Human Resource Outsourcing agency can be broadly categorized into following two parts:

Human Resources Management

- Ensure regular payment of monthly remuneration to deployed personnel through NEFT as per the rates mentioned.
- Ensure statutory compliance like EPF, ESI, TDS deduction etc. as required by the prevailing norms.
- Provide replacement of personnel in case of vacancies arising during the course of the agreement, from the waitlisted candidates.

Other conditions:

- The day-to-day work of the deployed personnel will be assigned by the designated officer and all the monitoring and reporting aspects of the deployed personnel will be under the control and supervision of the designated officer.
- The District Welfare Officer, Sambalpur on behalf of Collector, Sambalpur shall have the right to verify the actual payment made and may request the Manpower Service Providing Agency to provide excerpts of the bank statement of the payments made as the proof of payment and if not satisfied shall withhold the payments due to the HR Service Provider in addition to other legal action.
- In case of non performance / poor performance of the deployed personnel or because of indiscipline and on receipt of such complaint, the Collector, Sambalpur may ask the Human Resource Service Provider in writing, providing the reasons thereof, to withdraw the personnel and provide a replacement.

Section- II

ELIGIBILITY CRITERIA FOR THE MANPOWER SERVICE PROVIDER AGENCY

Following are the essential qualifying criteria for the Manpower Providing Agency to technically qualify for the assignment:

1. The bidder should be registered as a Human Resource Service Provider Firms, Private Limited Company, Public Limited Company, or Society/ Trust since last 5 years. The **Incorporation/Registration certificate** should be furnished as documentary proof. The registered office of the manpower service provider must be located within the jurisdictional area of Sambalpur. Document such as **Electricity Bill / Telephone bill** in support of the existence of the office must be submitted
2. It must have **at least five years of past experience** (from the last date of submission of tender) in providing manpower to Central / State Government Departments.
3. The bidder should have valid registration under Service Tax Rules, Income Tax, EPFO, ESI Corporation and under Labour Act. The bidders are required to enclose self-attested photocopies of the following documents duly sealed along with the Technical Bid, failing which their bids shall be out rightly rejected and will not be considered.
 - (i) Copy of GST Registration Certificate of the applicant organization along with copy of GST return for the month of July 2025.
 - (ii) Copy of PAN card
 - (iii) Copy of EPF Registration Certificates along with extracts of the Bank Account containing transactions during last three 3 years as on 31.03.2023 along with copy of ECR/Challan till 31.03.2025.
 - (iv) Copy of ESI Registration Certificates along with extracts of the Bank Account containing transactions during last three 3 years as on 31.03.2025 along with copy of ECR/Challan till 31.03.2025.
 - (v) Audited Financial Statement for the last three financial years (2022-23,2023-24 & 2024-25).
 - (vi) Copy of Income Tax returns for last three financial years (2022-23,2023-24 & 2024-25).
 - (vii) Copies of the work orders from the Govt. Agencies for providing manpower services during the last three financial years (2022-23,2023-24 & 2024-25).
 - (viii) Must have annual average financial turnover of **Rs.10.00** Lakh in last 3 financial years (2022-23,2023-24 & 2024-25). Copies of Audited Financial Statement for the concerned period must be provided.
4. The bidder should not have been black listed by any State Government or Central Government. A self-declaration to this effect shall be submitted by the bidder in the prescribe format.

Section III
GENERAL TERMS AND CONDITIONS

3.1 Cost of Tender Document & Earnest Money Deposit

- a. **Tender Cost** - Tender document can be downloaded from the website (<http://sambalpur.odisha.gov.in>) Bidder must submit **Tender Cost of Rs.5000/- (Rupees Five Thousand) only** in shape of Demand Draft only drawn in favour of "District Welfare Officer, Sambalpur" payable at Sambalpur, failing which the tender shall be out rightly rejected.
- i. **Earnest Money Deposit** - Bidders should submit along with their Technical Bids, an **Earnest Money Deposit (EMD) of Rs.10,000/-(Rupees Ten thousand) only, (refundable without interest)**, should necessarily be accompanied with the technical bid in shape of Demand Draft only drawn in favour of "District Welfare Officer, Sambalpur" payable at Sambalpur failing which the tender will be summarily rejected. The tender EMD of all unsuccessful bidders would be refunded within 180 days of the bidder being notified as unsuccessful. The EMD, for the amount mentioned above, of successful bidder would adjust as a part of the Performance Guarantee during the period of the contract.
- ii. The EMD amount is interest free and will be refundable to the unsuccessful bidders without any accrued interest on it.
- iii. The tender paper submitted without EMD, mentioned above, will be summarily rejected.

The EMD may be forfeited: -

- a. If a bidder withdraws its bid during the period of bid validity.
- b. In case of a successful bidder, if the bidder fails to sign the contract in accordance with this tender paper.
- c. If found to have a record of poor performance such as having abandoned work, having been black-listed, having inordinately delayed completion and having faced Commercial failures etc.

- 3.1 (b) The selected Service Provider is to provide the manpower of DEO-cum-Office Assistant first preferably the DEO-cum-Office Assistant who were deployed through L&K Service PVT. Ltd. Provider Agency since 2012 to 2025 under DWO, Sambalpur.

3.2 Performance Security Deposit:-

The successful bidder will have to deposit a Performance Security Deposit of 05% of the Contract value i.e. Rs.1,71,540/- (5% of Total annual remuneration of 13 DEOs i.e. 34,30,791/-) in shape of Demand Draft only in favour of "District Welfare Officer, Sambalpur". In case of renewal of contracts after successful of one year service providing, the selected service providing Agency have to deposit the performance security deposit equivalent to 5% of the contract value for the rest 18 period.

Submission of Bids

The tender has been invited under two bid system

- i) **Technical Bid**
- ii) **Financial Bid.**

The interested agencies are advised to submit two separate sealed envelopes super scribing "**Technical Bid for providing Manpower Services to District Welfare Officer, Sambalpur**" and "**Financial Bid for providing Manpower Services to District Welfare Officer, Sambalpur**". Both sealed envelopes must be kept in a sealed third envelope super scribing "**Tender Document for providing Manpower Services to District Welfare Officer, Sambalpur.**"

3.3 Completeness of the Bid

- a) Submission of the proposals/bid shall be deemed to have been done after careful study and examination of the tender paper document with full understanding of its implications.
- b) The conditional bids shall not be considered and will be out rightly rejected

3.4 Late Bid

- a. Bids received after the due date and the specified time (including the extended period if any) for any reason whatsoever, shall be rejected.
- b. The Office of the District Welfare Officer, Sambalpur shall not be responsible for any postal delay or non-receipt/ non-delivery of the documents. No further correspondence on the subject will be entertained.
- c. Collector, Sambalpur reserves the right to modify and amend any of the stipulated condition/criterion.

3.5 Language of the Bid

The Proposal should be filled by the Bidder in English language only.

3.6 Currency of the Proposal/ Bid Document

The currency (ies) of the Proposal offer and the transaction details provided in the Proposal/ Bid Document should be in Indian Rupees (INR).

3.7 RIGHT TO TERMINATE THE PROCESS

- a. The Collector, Sambalpur may terminate the Tender process at any time and without assigning any reason thereof. This Office makes no commitments, express or implied, that this process will result in a business transaction with anyone.
- b. The submission of tender paper does not constitute an offer by the District Welfare Officer, Sambalpur. The bidder's participation in this process may result in selecting the bidder to engage towards execution of the contract.

Section IV

GUIDELINES FOR SUBMISSION OF PROPOSAL

4.1 TECHNICAL PROPOSAL

Bidders are required to submit the Technical Proposal in the prescribed format only. The technical proposal should accordingly include the following:

1. Technical Bid [Form-1] with a covering letter.
2. Bidders profile [Form-2]
3. Document Checklist [Form-3]
4. Declaration relating to genuineness of submitted document [Form-4]
5. Self-declaration of not being ineligible/ blacklisted [Form 5]
6. All Documentary Evidences as required in the tender document (please refer Document Checklist [Form-3])

Section-V

EVALUATION PROCESS

- I. In the first stage, the technical proposals will be scrutinized as per the Eligibility criteria and completeness of the documents as prescribed in the tender document.
- II. The bids qualifying the Eligibility criteria and complete with regard to availability of the documents will be considered for Final Evaluation.
- III. Tender Committee: The Tender Committee constituted by Collector, Sambalpur to finalize the tender.

Section- VI

AWARD OF CONTRACT

The District Welfare Officer, Sambalpur on behalf of Collector, Sambalpur will award the Contract to the successful bidder qualifying in the Technical Bid.

6.1 NOTIFICATION OF AWARD

The District Welfare Officer, Sambalpur will notify the successful bidder in writing or by fax or email, that its proposal has been accepted.

6.2 SIGNING OF THE CONTRACT

After notification award by the Office of the District Welfare Officer, Sambalpur notifies the successful bidder that its proposal has been accepted, the concerned and individual Officer of the Collector, Sambalpur shall enter into a separate contract/Agreement with the selected Outsourcing Agency incorporating all clauses.

6.3 FAILURE TO AGREE WITH TERMS AND CONDITIONS OF THE TENDER PAPER

Failure of the successful bidder to agree with the Legal Agreement and Terms & Conditions of the tender paper shall constitute sufficient grounds for the annulment of the award, in which event the Office of the Collector, Sambalpur may award the contract to the next best value bidder or call for new proposals from the interested bidders.

6.4 **TERM OF THE AWARD**

The period of contract shall be for a period of six months initially from the date of execution of agreement and on assessment of outcome & satisfactory performance, engagement can be extended for an year only.

Section-VII
PAYMENT TERMS & CONDITION

The Service Provider will claim Service Charge on negotiable basis (having lowest bidder of service charge is being considered) after signing the separate agreement with the Collector, Sambalpur from due engagement of Manpower at the respective level.

ANNEXURE A

**TECHNICAL REQUIREMENT FOR MANPOWER TO BE DEPLOYED BY THE
SUCCESSFUL MANPOWER SERVICE PROVIDER IN THE DISTRICT WELFARE OFFICE,
SAMBALPUR**

DEO-cum-Office Assistant

- . She/he should be above 21 years of age and not exceeding 45 years.
- . The minimum Educational Qualification for DEO-cum-Office Assistant will be Graduate in any discipline.
- . The DEO-cum-Office Assistant should have well trained in MS office and Internet.

Language and competency;

Fluency in oral and written communication in English & Odia.

Computer Skills;

Proficiency in computer skills like the use of MS Office and conversant with internet/emails.

Remuneration;

Consolidated remuneration of Rs.15,900/- per month subject to submission of signed absentee statement and performance report by the concerned Nodal Officer/ Sub-Collector/ BDOs & WEOs by 05th of each succeeding month.


15.12.25

District Welfare Officer
Sambalpur

FINANCIAL BID

FOR PROVIDING MANPOWER SERVICES TO LEGAL AID CELL OF SAMBALPUR DISTRICT

01. Name of the Manpower Service Provider
02. Rate per person per month inclusive of all Statutory Liabilities & Taxes

Sl. No.	Manpower type	Consolidated Remuneration in Rs. per month	Service charge	GST 18%	Total Quoted value
01	DEO-cum-Office Assistant	15900/-			

Notes:

01. The Service Charge quoted should not be less than 3.85% of the remuneration.
02. The total rates quoted by the Agency should be inclusive of all Statutory Liabilities & Taxes in force at the time of submitting the tender & fixed for the period of contract. No alteration shall be allowed under any circumstances unless and until Government notifies the same
03. 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 as per the actual.
04. Bidders have to quote for all the positions under this tender and the bid with lowest evaluated monthly charges for the required manpower will be awarded with the contract.
05. The employee's share of contribution towards EPF & ESI shall be deducted by the service provider from the minimum take home remuneration of the person engaged (subject to the willingness of the employee) and deposit the same with appropriate authority. Proof of deposit of the same with the concerned authority must be furnished.
06. In case of noncompliance of any of the above conditions, the Bid will be summarily rejected.
07. In case of multiple bidders quoting the lowest service charge, L1 shall be selected through a transparent system of lottery.
08. While calculating the service charge, statutory dues including EPF, ESI, GST, etc. shall not be included in the price.

Signature of Authorized Signatory with Seal

Full Name:

Designation:

Address:

Phone No.

Place:

Date:

(Form – I)

TECHNICAL BID

FOR PROVIDING MANPOWER SERVICES TO LEGAL AID CELLS OF SAMBALPUR DISTRICT

01	Name of the Organization	
02	Legal Status	
03	Name of the Manpower Service Provider	
04	Name of the Proprietor / Director	
05	Full Address of Registered Office with Telephone Number, FAX No & Email Address / Website	
06	Name & Telephone No of the Authorized Person to liaise with authority	
	Registration No. of Certificate of Incorporation & Date	
07	Bank Name of the Manpower Service Provider	Account No Bank & Branch Name IFS Code
08	PAN (Attach self-attested Copy)	
09	GST Registration No (Attach self-attested copy)	
10	EPF Registration No (Attach self-attested copy)	
	ESI Registration No (Attach self-attested copy)	
	No. of years of experience as HR service provider (as on 1st August 2023)	
	Date of first assignment as Hr Service Provider	
	Date of first assignment as Hr Service Provider for Govt. Deptt.	
	Annual Turn Over	2022-23 2023-24 2024-25
11	Details of EMD	Demand Draft No & Date Amount
12	Details of Tender Cost	Demand Draft No & Date Amount

13. Please give details of the major similar contracts handled by the Manpower Service Provider during the last three financial years i.e. 2022-23, 2023-24 & 2024-25 in the following format:

(Please attach separate sheet, if required)

Sl No	Name, address & Telephone Number of the Client	Details of Manpower Service Provided		Amount of Contract (Rs in Lakh)	Duration of Contract	
		Type of Manpower Provided	Number		From	To

Signature of Authorized Signatory with Seal

Full Name:

Place:

Designation:

Date:

Address:

Phone No (O):

Phone No (M):

Form - 2

APPLICATION – GENERAL BID

**(FOR PROVIDING MANPOWER SERVICES TO LEGAL AID CELLS OF
SAMBALPUR DISTRICT)**

1. Name of Tendering Service Provider : _____
2. Status (Proprietor/Partner/Director) : _____
3. Name (Proprietor/Partner/Director) : _____
4. Details of Non-refundable of Rs. 5000/- DD No. _____ Date _____
Drawn from the Bank/Branch _____
5. Full Address : _____
Office : _____
Telephone No. _____
Fax No. _____
E- Mail Address _____
6. Full Address of Operating : _____
Branch Office : _____
Telephone No. _____
Fax No. _____
E- Mail Address _____
7. Name & Mobile No. of the
Authorised Officer/Person
to liaise with field officers _____
8. Banker/Branch of Service Provider _____
9. PAN No. _____
10. GST Registration No. _____
11. E.P.F Registration No. _____
12. E.S.I Registration No. _____
13. Labor License, License from competent authority for Security & Registration under the
Contract Labor (Regulation & Control) Act, 1970 (Self attested copies of all such
documents be attached).
14. Experience Certificate in providing manpower to Govt. Depts, (Self attested copies of
experience certificate be attached).
15. Financial turnover of the Service Provider for the last 3 consecutive financial years.

Financial Year	Amount (In Lakh)	Remarks if any
2022-23		
2023-24		
2024-25		

Date :

Signature of the authorized person

Place:

Name & Seal:

Form - 3

Document Checklist for Technical Bid

Sl.	Eligibility Compliance Document	Provided (Yes/ No)	Page No in the Technical Bid
1	Copy of Certificate of Incorporation / Registration/ Partnership Deed, MoA/ Bye-laws, etc.		
2	Copy of Service Tax Registration Certificate		
3	Copy of Income Tax PAN		
4	Copy of Labour Registration Certificate		
5	Copy of EPF Registration Certificate		
6	Copy of ESI Registration Certificate		
7	Copy of Audited Balance sheet and Profit & Loss Account as proof of Annual Turnover for the financial years 2022-23,2023-24 & 2024-25		
8	Copy of Income Tax Return for the financial years 2022-23,2023-24 & 2024-25		
9	Copy of Service Tax Return for the financial years 2022-23,2023-24 & 2024-25		
10	Copy of work orders from the client		
11	Tender Paper Cost (DD No.:, Amount:, Bank:, Date:))		
12	Earnest Money (DD No.:, Amount:, Bank.:, Date:))		

Signature of witness

Date:
Place:

Signature of Authorized Signatory with Seal

Date:
Place:

Form – 4

DECLARATION RELATING TO GENUINENESS OF SUBMITTED DOCUMENT

1. I, Shri /Kumari /
Shrimati....., Son/Daughter/Wife of
Shri....., Proprietor/ Director, 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 tender 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/ our tender at any stage besides liabilities towards prosecution under appropriate law.

Signature of Authorized Signatory with Seal

Full Name:

Place:

Designation:

Date:

Address:

Phone No (O):

Phone No (M):

Form - 5

Self-declaration of not being ineligible

On the Letter Head _____

I, Sri/Smt. _____ aged about _____ years
S/o/D/o/W/o _____ Proprietor/Partner/ Director of
M/s _____ At- _____ Po- _____,
PS _____, and District _____ do hereby solemnly declare as
follows:

- 1) That pursuant to the tender call notice dt. _____ of the Office of the Collector, Sambalpur at the District level, I/my firm/company am/is an intended bidder to participate in the said tender process.
- 2) That as per terms & conditions of the tender documents, I am to declare that, I/my firm/company have not been blacklisted by any Central/State Govt. Organisation or by any Public Sector undertakings of the State/Central Govt.
- 3) That neither any criminal case nor any vigilance case is pending against me/my firm/company before any forum.
- 4) That the facts stated above are true to the best of my knowledge and belief.

Signature of Authorized Signatory with Seal

Full Name:

Place:

Designation:

Date:

Address:

Phone No (O):

Phone No (M):