



OFFICE OF THE REVENUE DIVISIONAL COMMISSIONER,  
NORTHERN DIVISION, ODISHA, SAMBALPUR.  
No.XV-18/2025-12528/Estt.(A) Dt.31.10.2025

### Quotation Call Notice

Sealed quotations are invited by the undersigned from the intended authorized Service Provider of Odisha for hiring of services of 02(two) Process Server, 01 (one) Night watchman, 02 (two) Peon and 01 (one) Sweeper for Office of the Land Acquisition, Rehabilitation & Resettlement Authority, Northern Division, Sambalpur and 02 (two) Sweepers for Office of the Revenue Divisional Commissioner (Northern Division), Sambalpur

The quotationers shall have to submit two sealed envelopes one for technical bid and second for financial bid in one enveloped through speed post / registered post only to the undersigned and should reach on or before 29.11.2025 up to **05.30 P.M.** to the Office of the RDC,ND, Sambalpur. The envelope must be super scribed as **"Quotation for Supply of Manpower"**, inside which two envelopes must be super scribed as **"Quotation for Financial Bid"** for financial bid and **"Quotation for Technical Bid"** for technical bid with details address & phone number. The quotation will be opened on **03.12.2025** at **11.00 A.M** in presence of the bidder or their authorized representative. The authority reserves the right to cancel / postponed the whole process without assigning any reason thereof.

The details of terms and conditions, Application Forms etc. are available in the office website: <https://rdesambalpur.nic.in> till 29.11.2025.

*Ch - Mishra*  
31.10.25  
SECRETARY

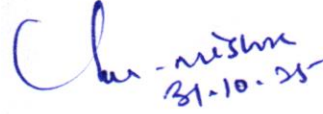
Memo No. 12529 /Estt.(A) Dated.31.10.2025.

Copy along with enclosures forwarded to all Collectors of this Division for information and necessary action. They are requested to take necessary step for wide publication of the same in the official website as well as District Office Notice Board / Sub-Divisional Notice Board / Tahasil Notice Board of their respective district.

*Ch - Mishra*  
31.10.25  
SECRETARY

Memo No. 12530 /Estt.(A) Dated.31.10.2025.

Copy along with enclosures forwarded to the Section Officer, Nizarat for information and necessary action. He is directed to take necessary step for publication of the same in the Notice Board of this office.

  
SECRETARY

Memo No. 12531 /Estt.(A) Dated.31.10.2025.

Copy along with enclosures forwarded to District Information Officer, NIC, Sambalpur for information and necessary action. He is requested to upload the same in the official website of RDC(ND), Sambalpur.

  
SECRETARY

Memo No. 12532 /Estt.(A) Dated.31.10.2025.

Copy along with enclosures forwarded to all DIPRO of this Division for information and necessary action. They are requested to take necessary step for wide publication of the same in their respective district.

  
SECRETARY

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## SCOPE OF WORK AND GENERAL INSTRUCTIONS FOR BIDDERS

1. The Revenue Divisional Commissioner, Northern Division, Sambalpur requires the services of reputed, well established and financially sound Manpower Service Provider to provide services of 02 (two) Process Server, 01 (one) Night watchman, 02 (two) Peon and 01 (one) Sweeper for Office of the Land Acquisition, Rehabilitation & Resettlement Authority, Northern Division, Sambalpur and 02 (two) Sweepers for Office of the Revenue Divisional Commissioner (Northern Division), Sambalpur , on outsourcing basis for a period of one year which can be extended for another one year for satisfactory performance on contract basis for day to day official work with specific term and conditions.
2. The contract for providing the aforesaid manpower is likely to commence from the date of signing of contract and would continue till completion of 01 year. The period of the contract may further be extended for another one year on satisfactory performance. 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 the following posts

| S.N. | Name of the post | Sanctioned strength |
|------|------------------|---------------------|
| 1    | Peon             | 02                  |
| 2    | Process Server   | 02                  |
| 3    | Night Watchman-  | 01                  |
| 4    | Sweeper          | 03                  |

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 by **29.11.2025** up to **05.30 P.M.** at Office of the RDC(ND), Sambalpur..
5. The various crucial dates relating to “Tender for Providing Manpower Service to the RDC(ND), Sambalpur -768001” are as under :

| S.N | Particular                                | Date                           |
|-----|-------------------------------------------|--------------------------------|
| 1   | Issuance of Tender Document               | <b>31.10.2025</b>              |
| 2   | Last Date and Time for Submission of Bids | <b>29.11.2025 by 5.30 P.M</b>  |
| 3   | Technical Bid Opening                     | <b>03.12.2025 at 11.00 A.M</b> |
| 4   | Financial Bid Opening                     | <b>03.12.2025 at 12.30 P.M</b> |

6. The tender is 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 RDC(ND), Sambalpur " and "Financial Bid for Providing Manpower Services to RDC(ND), Sambalpur ". Both sealed envelopes should be kept in a third sealed envelope super scribing "Tender for Providing Manpower Services to RDC(ND), Sambalpur ".
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/ pay order drawn in favour of AFA-cum-Under Secretary to RDC(ND), Sambalpur **failing which the tender shall be rejected summarily.**
8. The tendering Manpower Service providers are required to enclose photocopies of the following documents (duly attested by Gazetted Officer or self attested), along with the Technical Bid, **failing which their bids shall be summarily/ out rightly rejected and will not be considered further:**
  - (a) Registration certificate of the applicant organisation;
  - (b) Copy of PAN card;
  - (c) Copy of the IT return filed for the last three financial years;
  - (d) Copies of EPF and ESI certificate;
  - (e) Copy of the Service Tax registration certificate;
  - (f) Certified extracts of the Bank Account containing transactions during last three years;
  - (g) **Conditional bids shall not be considered and will be out rightly rejected in very first instance.**
  - (h) All entries in 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 cutting, if any, in the Technical Bid Application must be initialled by the person authorised to sign the tender bids.
  - (i) The Technical bids shall be opened on the scheduled date and time at **11.00 A.M** on **03.12.2025** in the Conference Hall of RDC(ND), Sambalpur in the presence of the representatives of the Manpower Service Providers, if any, who wish to be present on the spot at that time.

- (j) The Financial Bid of only those tenders will be opened whose Technical bids are found in order. The Financial bids shall be opened at **12.30 P.M on 03.12.2025** in the Conference Hall of RDC(ND), Sambalpur in the presence of the representatives of the Manpower Service Providers, if any, who wish to be present on the spot at that time.
- (k) The Competent Authority reserves the right to cancel all bids without assigning any reason.
- (l) Bid with 'Nil' or very low Service charges can be treated as non-responsive bids which are liable to be rejected.
- (m) In the case of financial bids found tie/equal in all respect, the bids will be finalized on draw of lots in presence of the bidders/representatives.
- (n) Bidder with lowest evaluated competitive administrative charges for the required service will be awarded with contract.

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

1. The tendering manpower service provider should fulfil the following technical specification:
  - (a) They should be registered with the appropriate registration authority;
  - (b) They should have at least **two/three years** experience in providing manpower to Government Departments, Public Sector Companies / Banks etc;
  - (c) They should have their own Bank Account;
  - (d) They should be registered with Income Tax and Service Tax Departments;
  - (e) They should have valid GSTIN Number;
  - (f) Minimum turn over requirement per annum is Rs.10 Lakh;
  - (g) They should be registered with appropriate authorities under Employees Provident Fund and Employees State Insurance Acts;
  - (h) The bidder should not have been black listed by any State Government or Central Government or any similar Agencies. A Self Declaration to this effect shall be submitted by the bidder in the prescribe format.

**TECHNICAL REQUIREMENTS FOR MANPOWER TO BE DEPLOYED**

BY THE SUCCESSFUL MANPOWER SERVICE PROVIDER IN THE  
REVENUE DIVISIONAL COMMISSIONER, NORTHERN DIVISION, SAMBALPUR

1. She/he should be above 18 years of age and medically fit to undertake the assigned work. A medical report on the fitness of the deployed person is to be produced prior to the engagement.
2. The Minimum Educational Qualification for Group D post will be 7<sup>th</sup> Class pass.



OFFICE OF THE REVENUE DIVISIONAL COMMISSIONER,  
NORTHERN DIVISION, ODISHA; SAMBALPUR.

**FORM-"A"**

**TECHNICAL BID**

1. Name of the Tendering  
Manpower Service Provider :

2. Name of Proprietor / Partner :

3. Full Address of Registered  
(to be supported with copy  
of the telephone/electric bill of  
August, 2025/ driving license /  
Voter ID /Aadhar Card) :

Phone Number:

E-mail address:

4. Address for correspondence  
(if other than above) :

5. Amount of E.M.D. furnished  
(in figure) :

(in word)

6. Particulars of EMD-Bank draft/  
Bankers Cheque No :

7. Name of drawee Bank :

8. PAN No  
(Attach attested copy) :

9. E.P.F. Registration No  
(Attach attested copy) :

10.E.S.I. Registration No  
(Attach attested copy) :

Place:

Date:

Full Signature of the Tenderer



OFFICE OF THE REVENUE DIVISIONAL COMMISSIONER,  
NORTHERN DIVISION, ODISHA; SAMBALPUR.

**FORM- "B"**

**FINANCIAL BID**

TENDER PAPER FOR PROVIDING MANPOWER SERVICE TO THE OFFICE OF THE RDC(ND), SAMBALPUR / LAND ACQUISITION, REHABILITATION & RESETTLEMENT AUTHORITY, NORTHERN, SAMBALPUR.

Late Date and Time for submission  
of tender document:

**:29.11.2025 by 05.30 P.M.**

1. Name of the Manpower Service providers /Tenderer :  
(in Block Capital letter)

2. Price offered (Exclusive of G.S.T.) per month

| Category       | Minimum wage<br>rate to<br>be paid | EPF Share<br>(employer) | ESI Share<br>(employer) | Service &<br>other<br>incidental<br>charges | Total |
|----------------|------------------------------------|-------------------------|-------------------------|---------------------------------------------|-------|
| Peon           | Rs.12600/-                         |                         |                         |                                             |       |
| Process Server | Rs.12600/-                         |                         |                         |                                             |       |
| Night Watchman | Rs.12600/-                         |                         |                         |                                             |       |
| Sweeper        | Rs.12600/-                         |                         |                         |                                             |       |

**N.B.** Date and time for opening of financial bid shall be intimate to the technically qualified bidder after finalization of technical bid.

Place  
Date

Full Signature of the Tenderer

TERMS & CONDITIONS FOR PROVIDING OF MAN POWER SERVICE TO OFFICE OF THE REVENUE DIVISIONAL COMMISSIONER, NORTHERN DIVISION, SAMBALPUR AND LAND ACQUISITION, REHABILITATION & RESETTLEMENT AUTHORITY, NORTHERN DIVISION, ODISHA, SAMBALPUR.

**GENERAL:-**

1. The Agreement shall commence from the date of signing of the agreement for one year and 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 after completion of 1 year from the date of signing of contract. The period of the contract may be further extended for another one year for satisfactory performance.
3. The Agreement may be extended, on the same terms and conditions or with some additions/deletions /modifications, 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 Manpower Service providers or organization by whatever name be called without the prior written consent of the Authority.
5. The Office, at present has tentative requirement of 8 nos. of various Group-D post, on urgent basis. The requirement of the Office may further increase or decrease marginally, during the period of initial contract also and the tenderer would have to provide additional manpower services, if required on the same terms and conditions.
6. The Manpower Service Provider will be bound by the details furnished by it to the Authority while submitting the tender or at 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 a breach of terms of Agreement making it liable for legal action besides termination of the Agreement.
7. The Authority reserves the right to terminate the Agreement during initial period also after giving 15 days notice to the Manpower Service Provider.
8. The person deployed may be called on holidays to attend duty and shall not be paid extra remuneration as per rates approved by this office on attending such duty.
9. The Manpower Service Provider shall nominate a coordinator who shall be responsible for immediate interaction with this office so that optimal services of the persons deployed could be availed without any disruption.
10. The entire financial liability in respect of manpower services deployed in the Office concerned shall be that of the Manpower Service Provider and the Office concerned will in no way be liable. It will be the responsibility of the Manpower Service Provider to pay to the person deployed a sum not less than the minimum rate quoted in the financial bid to pay to the person deployed a sum not less than the minimum rate quoted in the financial bid and adduce such evidence as may be required by the Office concerned.

11. For all intents and purposes, the Manpower Service Provider shall be the "Employer" within the meaning of different Rules & Acts in respect of manpower so deployed. The persons deployed by the Manpower Service Provider shall not have any claim whatsoever like employer and employee relationship against the Office concerned.
12. The Manpower Service Provider shall be solely responsible for the redressal of grievances or resolution of disputes relating to persons deployed. The Office shall, in no way, be responsible for settlement of such issues whatsoever. In case the grievances of the deployed person are not attended to by the Manpower Service Provider the deployed person can place their grievance before a Joint Committee consisting of a representative of the Office concerned and an Authorized representative of the Manpower Service provider.
13. The Office shall not be responsible for any financial loss or any injury to any person deployed by the Manpower Service Provider in the course of their performing the functions / duties or for payment towards any compensation.
14. The persons deployed by the Manpower Service Provider 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.
15. In case of termination of this 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 absorption in regular or other capacity.
16. The person deployed shall not claim any benefit or compensation or absorption or regularization of deployment with office under the provision of rules and Acts. **Undertaking from the person deployed to this effect shall be required to be submitted by the Manpower Service Provider.**
17. The Manpower Service Provider must be registered with the concerned Government Authorities, i.e. Labour Commissioner, Provident Fund Authorities, Employees State Insurance Corporation etc. and a copy of the registration should be submitted. The Manpower Service Provider shall comply with all the legal requirements for obtaining License under Contract Labour (Regulations and Abolition) Act, 1970 is any, at his own part and cost.\*
18. 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.
19. The persons deployed by the Manpower Service Provider should have good police records and no criminal case should be pending against them.
20. The persons 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 office concerned. The Manpower Service provider shall be responsible for any act of indiscipline on the part of the persons deployed.

## LEGAL

21. The persons deployed shall, during the course of their work be privy to certain qualified documents and information which they are not supposed to divulge to third parties. In view of this, they shall be required to take oath of confidentiality and breach of this condition shall make the Manpower Service Provider as well as the person deployed liable for penal action under the applicable laws besides, action for breach of contract.
22. The Manpower Service Provider shall be responsible for compliance of all statutory provisions relating to minimum wages payable to different types of worker in respect of the persons deployed by it in the office concerned. The office concerned shall have no liability in this regard.
23. The Manpower Service Provider shall also be liable for depositing all taxes, levies, Cess etc. on account of service rendered by it to the office concerned to the concerned tax collection authorities, from time to time, as per the rules and regulations in the matter. Attested Xerox copies of such documents shall be furnished to the office concerned.
24. The Manpower Service Provider shall maintain all statutory registers under the Law and shall produce the same, on demand, to the authority of the office concerned or any other authority under Law.
25. The Tax deduction at Source (T.D.S.) shall be done as per the provisions of Income Tax Act/ Rules, as amended, from time to time and a certificate to this effect shall be provided by the office concerned.
26. In case, the Manpower Service Provider fails to comply with any liability under appropriate law, and as a result thereof, the office concerned is put to any loss/ obligation, monetary or otherwise, the office concerned will be entitled to get itself reimbursed out of the outstanding bills.
27. The Agreement is liable to be terminated because of non-performance, deviation of terms and conditions of contract, non-payment of remuneration of employed persons and non-payment of statutory dues. The Office concerned will have no liability towards non-payment of remuneration to the persons employed by the Manpower Service Provider and the outstanding statutory dues of the service provider to statutory authorities. If any loss or damage is caused to the Office concerned by the persons deployed, the same shall be recovered from the unpaid bills.

**FINANCIAL**

28. The Technical Bid should be accompanied with an Earnest Money Deposit (EMD), refundable without interest, of **Rs.5000/-(Five thousand) only** in the form of Demand Draft/ pay Order drawn in favour of AFA-cum-Under Secretary to RDC(ND), Sambalpur, **failing which the tender shall be rejected out rightly.**
29. The Earnest Money Deposit in respect of the agencies which do not qualify the Technical Bid (First Stage)/ Financial Bid (Second competitive stage) shall be returned to them without any interest. **In case of successful tenderer if the Manpower Service providers fail 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.**
30. The Manpower Service Provider shall raise the bill, in triplicate, along with attendance sheet duly verified by the Office concerned in respect of the persons deployed and submits the same to the prescribed authority in the first week of the succeeding month, thereafter the payment will be released.
31. The claims in bills regarding Employees State Insurance, Provident Fund and Service Tax etc. should be necessarily 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 Office concerned.
32. The amount of penalty calculated **@Rs.100/-** per day on account of delay, if any, in providing a suitable substitute for the period beyond three working days by the Manpower Service Provider shall be deducted from its monthly bill in the succeeding month.
33. The Authority reserves the right to withdraw or relaxes any of the terms and condition mentioned above so as to overcome the problem encountered at a later stage.
34. 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 for his decision and the same shall be binding on all parties.
35. All disputes shall be under the jurisdiction of the court at the place where the headquarters of the authority, who has executed the agreement, is located.
36. The successful bidder will enter into an agreement with this Office for supply of suitable and qualified manpower as per requirement of this Office on the above terms and conditions.

## **DECLARATION**

1. I, \_\_\_\_\_ Son/Daughter \_\_\_\_\_  
Wife of Sri \_\_\_\_\_ Proprietor / Director/ Authorized  
signatory of the Service Provider, Mentioned above and 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:

Signature of authorized person

Place:

Full Name:

Seal: