

**OFFICE OF THE COLLECTOR, BALASORE  
(ST & SC DEVELOPMENT SECTION)**

Letter No. 1963

Date. 31/07/2025

To

The DeGM, Collectorate, Balasore.

Sub.:-

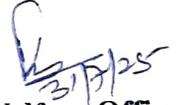
Webhosting of Tender Call Notice in the district website.

Sir,

With reference to the subject cited above, I am to enclose herewith the hard copy & soft copy of Tender Call Notice for web-hoisting in the district website regarding selection of outsourcing Manpower Service Providing Agencies.

Therefore you are requested to do the needful in this regard.

Yours faithfully



**District Welfare Officer  
Balasore.**

**OFFICE OF THE COLLECTOR, BALASORE**  
**(ST & SC DEVELOPMENT SECTION)**  
**Dist. Website- [www.balasore.odisha.gov.in](http://www.balasore.odisha.gov.in).**  
**EXPRESSION OF INTEREST**

No. 1939 / ST&SC Dt. 30/07/2025

EOI (Expression of Interest) are hereby invited from Manpower Service Providing Agencies / HR Service Providers for selection of Outsourcing Agency to provide manpower such as Electrician, Female Staff Nurse, Gardener, Assistant Cook, Housekeeping to be engaged in **Ekalavya Model Residential School**, Saladahar, Nilgiri. The EOI should be addressed to the District Welfare Officer, At- New Collectorate Building, Dist.- Balasore, Pin-756001 & reach the office of the undersigned from **dt.01/08/2025 to 11/08/2025 up to 1:00 PM** through Courier / Speed Post / Registered Post only. The interested Agencies should be clearly mentioned on the top of the envelop as "EOI for Selection of Outsourcing Agency". The agency (ies) who have applied is/are requested to present in the office chamber of the undersigned on the date and time fixed for opening of EOI. The detailed Term and Conditions and list of documents to be submitted is available in the website [www.balasore.odisha.gov.in](http://www.balasore.odisha.gov.in).

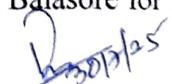
<b><u>SCHEDULE OF EVENTS</u></b>		
1	Publication of Tender	<b>01.08.2025</b>
2	Last date of submission of bids	<b>11.08.2025 (1:00 PM)</b>
3	Opening of general bid	<b>12.08.2025 (11:00 AM)</b>
4	Notification of qualified bidders based on general bid evaluation	<b>12.08.2025 (1:00 PM)</b>
5	Opening of Financial Bid	<b>12.08.2025 (1:30 PM)</b>

  
District Welfare Officer,  
Balasore

Memo No. 1940 / DWO

Dt. 30/07/2025

Copy to Notice Board of DWO, Balasore / DeGM, Collectorate, Balasore for information and wide publication.

  
District Welfare Officer,  
Balasore

Memo No. 1941 / DWO

Dt. 30/07/2025

Copy submitted to the PA to Collector for favour of kind information of Collector, Balasore.

  
District Welfare Officer,  
Balasore

# Scope of Work and General instruction for Bidders.

## Section - 1 :- Scope of Work.

The DWO, Balasore requires the service of reported well establish and financial sound Manpower Service Providers to provide service of

- a) 1 (one) no. of Electrician (Skilled)
- b) 1 (one) no of Female staff nurse (Skilled)
- c) 1 (one) no. of Gardener (Unskilled)
- d) 1 (one) no of Assistant Cook (Unskilled).
- e) 3 (Three) nos. of Housekeeping (Female - 1, Male - 2) (Unskilled)

## **Section -2: ELIGIBILITY / QUALIFYING CRITERIA FOR THE HR RECRUITMENT AGENCY.**

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

- I) The bidder should incorporate of registered as HR Service Provider Firm / Agency, Private Limited Company. Public Limited Company or Society / Trust since last 5 years. The incorporation / Registration certificate should be furnished as documentary proof.
- II) The bidder should have been a Man Power Service Providing Agency / HR Service provider for at least 03 years. At list of clients being served by the bidder must be provided with the Technical Bid in prescribed format along with documentary proof.
- III) The bidder should have valid registration under service tax rule. Income tax, EPFO, ESI, Corporation and Labour Act. The copies of Service Tax Registration Certificate, Permanent Account Number (PAN), Labour Registration Certificate, EPF Registration Certificate and ESI Registration Certificate should be furnished as documentary proof.
- IV) The average annual turnover of the bidder for past 03 years should not be less than **Rs. 5,00,000/-** (Rupees Five lakh) per annum. The copy of the audited balance sheet must be submitted with the technical bid.
- V) The HR Service Provider must have filed income Tax return for the financial year for last 03 years i.e., 2022-23, 2023-24, 2024-25. Copy of Income tax return to be furnished as documentary proof.
- VI) The bidder should have been registered in India with an office in Odisha.
- VII) The bidder should not have been black listed by any state Govt. or Central Govt. A self declaration to this effect shall be submitted by the bidder in prescribed format.

## **Section-3- GENERAL TERMS AND CONDITIONS**

### **3.1- Cost of Tender documents and earnest Money deposit**

- a) **Tender document fee** - Tender document can be downloaded from the website ([www.balasoreodisha.gov.in](http://www.balasoreodisha.gov.in)). The bidders are required to submit the Non-Refundable Tender Documents fees of Rs.1000.00 in shape of an account payee demand draft from any of nationalized bank in favour of District Welfare Officer, Balasore and payable at Balasore along with the tender paper. The proposals received without or with inadequate fees shall be rejected.
- b) **Earnest Money deposit** -  
Bidders should submit along with technical bids EMD of Rs.50,000/- (Rupees fifty thousand) only in the shape of account payee demand draft issued by any nationalized bank in favour of District Welfare Officer, Balasore and shall be valid for 90 days from due date of bidding / bid document.
  - i) EMD of all unsuccessful bidders would be refunded within 45 days of the bidder being notified as being unsuccessful. The EMD for the amount mentioned above of the successful bidder would adjust as part of performance guarantee during the period of the contract.
  - ii) The EMD amount is interest free and refundable to the unsuccessful bidders without any accrued interest on it.
  - iii) The bid documents submitted without EMD mentioned above will be summarily rejected.

- (v) The FMD may be forfeited:-
  - a) If a bidder withdraws its bid during the period of bid validity.
  - b) In case of successful bidder, if the bidders fail to sign the contract in accordance with the tender papers.
  - 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 failure etc.

### **3.2- Submission of Bids :-**

Scaled cover containing the bid / proposal with captioned "selection of manpower service providing Agency for providing HR for Ekalavya Model Residential School, Saladahar, Nilgiri.

### **3.3 - Completeness of Bid :-**

Submission the proposals / Bid shall be deemed to have been done after careful study and examination of the bid documents with full understanding of its implications.

### **3.4 Late bid -**

- a. Bids received after the due dates and specified timed (including the extended period if any) for any reason whatsoever shall be rejected.
- b. The authority shall not be responsible for any postal delay or non-receipt / non-delivery of the documents. Non further correspondence on the subject will be entertained.
- c. The authority 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 authority may terminate the bidding process at any time and without assigning any reason thereof.
- b) The submission of tender paper does not constitute an offer by District Welfare Officer, Balasore. The bidder participation in this process may result in selecting the bidder to engage towards execution of the agreement.

## **Section 4 - 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. Bid Cover Letter - Technical Bid (Form -1)
2. Bidders Profile - (Form - 2)
3. Documents Checklist - (Form - 3)
4. Self - declaration of not being ineligible / black listed - (Form -4)
5. All documentary evidences as required in the bid document (Please refer document checklist) (Form - 3).
6. Financial Bid- (Form No. 5)
7. Representative Authorization Letter (Form No. - 6)

## **Section - 5 - 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 bid document.
- II. The Bids qualifying Eligibility criteria and complete in respect to the availability of the documents will be considered for final Evaluation.

The Committee all nominated Officers i.e. PA, ITDA, Nilgiri, Chairperson / ADWO, ITDA, Nilgiri / ADWO, Sub- Collector, Nilgiri / Principal EMRS, Saladahar / WEO, Nilgiri Block, / ADWO, Headquarter, Balasore as members and DWO, Balasore as Member Convener to finalize the bid documents.

## **Section - 6 - AWARDED OF AGREEMENT -**

The DWO, Balasore will award the agreement to the successful bidder qualifying in the technical Bid.

### **6.1 NOTIFICATION OF AWARD**

The DWO, Balasore will notify the successful bidder in the writing or by fax or email, that its proposal has been accepted.

### **6.2 SIGNING OF THE AGREEMENT**

After notification award by DWO, Balasore notifies the successful bidder that its proposal has been accepted. The Office of the DWO, Balasore shall enter into separate contract/agreement with the selected outsourcing agency, incorporating all clauses.

### **6.3 FAILURE TO AGREEMENT WITH TERMS & CONDITIONS OF THE BID DOCUMENTS**

Failure of the successful bidder to agree with the legal agreement and terms and condition of the bid documents shall constitute sufficient ground for the annulment of the award in which event DWO, Balasore 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 the contract shall be a period of 02 (two) years only from the date of execution of agreement.

## **Section - 7 - PAYMENT TERM & CONDITION -**

The payment to be selected agency will be made as per the following terms: -  
The service provider will claim as service charge on negotiable basis (having lowest bidder of service charge is being consider) after signing the separate agreement with the Office of DWO, Balasore from due engagement of HR for OBC Hostel.

### **ANNEXURE- A**

#### **Details of HR positions, job description and remuneration.**

##### **As per Govt. Guideline copy enclosed**

The DWO, Balasore requires the service of reported well establish and financial sound manpower service providers to provide service of;

- a) 1 (one) no. of Electrician (Skilled) Rs.15,000/-
- b) 1 (one) no of Female staff nurse (Skilled) Rs.15,000/-
- c) 1 (one) no. of Gardener (Unskilled) Rs.12,000/-
- d) 1 (one) no of Assistant Cook (Unskilled) Rs.12,000/-
- e) 3 (Three) nos. of Housekeeping (Female - 1, Male - 2) (Unskilled) @ Rs.12,000/-

**FORMAT FOR SUBMISSION OF TECHNICAL PROPOSAL**

**Form -1**

**COVER LETTER (TECHNICAL BID)**

Tender Call Notice No. \_\_\_\_\_ / Date \_\_\_\_\_

To

The District Welfare Officer,  
Balasore.

Sub. : Submission of the Technical Bid / Proposal for selection of HR Service Provider for providing manpower at Office of DWO, Balasore for operation of OBC Hostels in Balasore district.

Sir / Madam,

We the undersigned, offer to provide our services to the Office of DWO, Balasore district on your expression of interest (EOI) vide No. \_\_\_\_\_ Date. \_\_\_\_\_ We are hereby submitting our proposal, which includes this technical bid sealed in envelope.

We hereby declare that all the information and statements made in this technical bid are true and accept that any misinterpretation contained in it may lead to our disqualification.

We agree to abide by all terms and conditions of the documents.

Yours sincerely

Location  
Date :

Authorized Signature (in full and initial)  
Name and Designation of Signatory  
Name of Firm

Address

**Form- 2**  
**PROFILE OF THE BIDDER**

Tender Call Notice No. \_\_\_\_\_ / Date \_\_\_\_\_ /

1. Name of the Organization :
2. Legal status of Organization :
3. Address of Corporate/ National Office :
4. Address of the Office in Odisha :
5. Telephone No. Fax No. :
6. Email Address :
7. Website :
8. Registration No. of certificate of incorporation & date. :
9. No. of years organization has been in existence (as on 01.04.2025) :
10. Service tax registration No. and date of Registration. :
11. Permanent account No. of income tax and date of Regn. :
12. Registration of labour Regn. Certificate and date of Regn. :
13. Registration No. of EPF Regn. Certificate and date of Regn. :
14. Registration No. of ESI Regn. Certificate and date of Regn. :
15. No. of years of experience as HR service provider (as on 01.04.2025) :
16. Date of first assignment as HR service provider (DD/MM/YYYY) :
17. Date of first assignment as HR service provider for Govt. Deptt. : (DD/MM/YYYY)
18. Annual Turnover (Rs.) for 03 years as below

Year	Total turnover
2022-23	
2023-24	
2024-25	
Average Annual Turnover	

19. Details of experience of carrying out assignments as HR service Provider in Govt. Sectors / Public Sector under taking/ autonomous bodies in chronological order since inception

Sl. No.	financial Year	Description of assignment as per Work Order	Name of issuing authority	Start date of Assignment	End date of Assignment	Total duration of Assignment in Months	Value of assignment (Rs.)	Work order attached

Note: The information provided in the above table must be supported by relevant work order.

Copy  
Signature of the witness  
Date  
Place

Signature of the Bidder  
Date  
Place

**Firm Seal**

**Form- 3**

**DOCUMENT CHECK LIST FOR TECHNICAL BID**

Sl. No.	Eligibility Compliance Document	Provided (Yes / No)	Page No. In the Technical Bid
01	Copy of certificate of incorporation / registration / partnership deed. MoA / Bye-Laws etc.		
02	Copy of Service Tax Registration certificate		
03	Copy of Income tax PAN		
04	Copy of labour registration certificate		
05	Copy of EPF Regn. Certificate		
06	Copy of ESI regn. certificate		
07	Copy of audited balance sheet and profit and loss account as proof of annual turn over for the financial year 2022-23,2023-24,2024-25		
08	Copy of Income tax return for the financial year 2022-23,2023-24,2024-25		
09	Copy of Service tax return for the financial year 2022-23,2023-24,2024-25		
10	Copy of Work order from the client		
11	Copy of Self declaration		
12	Tender Paper Cost( DD No.) Amount Bank Date		
13	Earnest Money(DD No.) Amount Bank Date		

Signature of the witness  
Date  
Place

Signature of the Bidder  
Date  
Place

**Firm Seal**

**Form- 4**

**SELF- DECLARATION OF NOT BEING INELIGIBLE**

On the letter Head \_\_\_\_\_

1. Sri / Smt. . . . . aged about . . . . . years  
S/o / D/o / W/o. . . . . Proprietor / Partner / Director  
of M/s . . . . . At. . . . .  
P. O. . . . . P.S. . . . . and District . . . . .

do hereby solemnly declare as follows.

1. That pursuant to the tender call notice . . . . . dt. . . . . of the Office of the District Welfare Office, Balasore 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. Organization or by any Public Sector undertaking 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 the Bidder

Date.

Place

**Firm Seal**

**FORM - 5**

**APPLICATION – FINANCIAL BID**

**(For Bidding as a Service Provider for Providing the Services of Personnel to District Welfare Office,  
Balasore)**

1. Name of the Tendering Service Provider: \_\_\_\_\_
2. Rate per person per month inclusive of all statutory liabilities, taxes, levies, Cess etc.

Sl. No.	Manpower Type	Monthly Rate per person					Total Rate per person per month
		Basic Remuneration (Rs. per month)	EPF (%)	ESI (%)	Other statutory dues, if any	Service charge/ Commission of Service provider	
1	High skilled						
2	Semi-skilled						
3	Skilled						
4	Un skilled						

Signature of the Bidder  
Date  
Place

**Firm Seal**

**FORM - 6**

**REPERESANTATIVE AUTHORIZATION LETTER**

To

The District Welfare Officer & Collector, Balasore

Ms./ Mr. \_\_\_\_\_ is hereby authorized to sign relevant documents on behalf of the firm in dealing with RFP reference No. \_\_\_\_\_ Dt: \_\_\_\_\_. She / He is also authorized to attend meetings & submit required information as may be required by you in the course of processing above said application.

Thanking you,

**Authorized Signatory**

\_\_\_\_\_  
Representative Signature

Signature attested

\_\_\_\_\_

**Firm Seal**