

DISTRICT REGISTRATION OFFICE, BALASORE, ODISHA

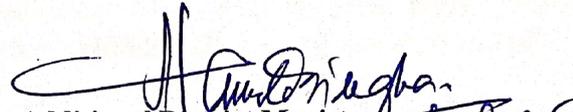
(Tender Call Notice for providing outsourcing services of Group-D personnel under the Administrative Control of Collector, Balasore through Manpower Service Provider)

Notice No. 6177 /Regn., Dt: - 18/12/2025

Sealed Tender/ quotation are hereby invited from registered firms / outsourcing agencies to provide **15 nos** (Fifteen) numbers of Group-D personnel under the Administrative Control (Under Revenue Hierarchy) of Collector, Balasore for a period of one year from the date of commencing of the contract.

The intending registered firms/ outsourcing agencies may submit tender/ quotation along with other supporting documents in Office of the Collector & District Magistrate, Balasore, At/Po/PS/Dist-Balasore, PIN-756001 latest by date **20.01.2026 (5.00PM)** through registered post/ speed post/ courier. The submitted tender/quotation documents must accompany a DD of Rs.10000/- (**Rupees Ten Thousand**) only in favour of Collector, Balasore payable at SBI, Balasore (Main Branch) towards cost of Tender paper (Non-refundable). No Tender/Quotation paper will be received by hand, e-mail and digital mode.

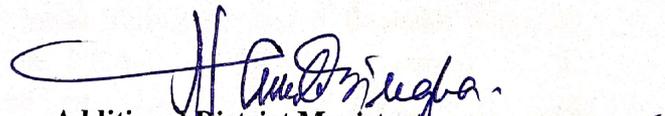
The details information of outsourcing services of aforesaid posts has been provided in the Tender Documents. The tender document will be available on the official website of Balasore District i.e. <https://balasore.odisha.gov.in>. The authority reserves every right to reject all or any of the tender/ quotation without assigning any reason thereof.


Additional District Magistrate-cum-
District Registrar-cum-Chairman,
Balasore

Memo No. 6178 /Regn, Dt:- 18/12/2025

Copy submitted to the Under Secretary to Inspector General of Registration, Board of Revenue, Odisha, Cuttack, for kind information with reference to the Govt. Letter No. 5855/Regn. Dt- 21.11.2025.

Copy submitted to the Administrative Officer, Office of the Revenue Divisional Commissioner, Central Division, Odisha, Cuttack for kind information.


Additional District Magistrate-cum-
District Registrar-cum-Chairman,
Balasore

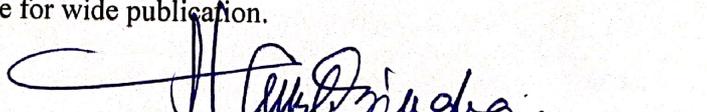
Memo No. 6179 /Regn, Dt:- 18/12/2025

Copy along with notice forwarded to the Joint Director, Advertisement Section, I & PR Department, Odisha, Bhubaneswar with a request to publish the advertisement in two wide circulated daily Odia News Paper.

Copy to the DIPRO, Balasore for information with a request to coordinate with the I & PR Department for the above purpose.

Copy along with soft copy of notice and documents forwarded to the District E-Governance Manager, Balasore with request to host the tender notice in the official website of Balasore District for information of the public.

Copy to Notice Board of Collectorate, Balasore for wide publication.


Additional District Magistrate-cum-
District Registrar-cum-Chairman,
Balasore

DISTRICT REGISTRATION OFFICE, BALASORE, ODISHA

Tender/ Quotation Call Notice No. 6181 /Regn. Date: 18/12/25

Sealed tenders/ Quotations are hereby invited from the registered firms / out-sourcing agencies for outsourcing of support services in Offices under the administrative control of Collectorate, Balasore for a period of one year i.e. from **01.03.2026 to 31.02.2027**.

DETAILS OF REQUIRED MANPOWER:

Sl No	Name of the post	Manpower to be outsourced	Monthly Consideration
1	Peon	06	Rs. 18,028/- each
2	Watchman/ Sweeper	09	
	Total Manpower	15	

NB: As per Finance Department Letter No. 21719/F dated 24.07.2025 & Board of Revenue, Odisha, Cuttack Letter No. 5855/Regn. Dt- 21.11.2025, the consideration has been revised. The Employer's contribution towards EPF and ESI will be over and above the aforesaid consideration subject to satisfactory proof of such contribution made.

ELIGIBILITY CRITERIA:

- I. It should be registered in India as a Company, Firm, Society or a Trust. The registered office of the manpower service provider should be located within Odisha.
- II. The agency must have successfully undertaken similar nature of works for at least three years in last five years. Similar nature of work means the agency must have undertaken similar support services to Central Govt/ State Govt./ Public Sector Undertakings/ Reputed Private Organizations.
- III. The agency ought to have valid EPF Code in its name issued by RPFC, Odisha Circle, PAN, GST registration certificate, ESI Registration Certificate, valid Labour registration certificate/ Contract labour licence issued by the competent Authority.
- IV. The Agency must have provided similar Support Services to Government/ Semi-Government Public Sector Undertaking clients successfully (uninterrupted/ continuous) for a period of minimum 3 years during the last 5 financial years i.e. 2020-21, 2021-22, 2022-23, 2023-24 & 2024-25 (Self-attested copies of the Completion Certificates/ Performance Certificates from the Employers to be furnished along with the technical proposal).

BID SYSTEM & EVALUATION AND SELECTION:

- a. The bidding will be of two bid system i.e. Technical bid in Part I (ANNEXURE- I) and Financial Bid in Part -II (ANNEXURE- II) through **Quality and Cost Based Selection process. The minimum service charge is Rs. 3.85% per person per month.** The bidder can fix service charges above 3.85% with proper justification. However such charges should not exceed 7% in any case. Bidders are not permitted to quote below this price as per Finance Deptt. Notification No.19595/F dtd.11.07.2023.
- b. The minimum qualifying score in technical evaluation shall be 60 out of 100 marks and the financial proposals of the bidders securing qualifying marks in technical evaluation will only be opened. The format for the technical evaluation is given at Annexure-III. 30 percentile marks should be given to minimum rate quoted and proportional marks would be reduced for higher rate quoted by the bidder.
- c. Tender shall be awarded to the bidder whose bid will be determined to be substantially responsive, otherwise not defective and who secures **highest combined**



technical and financial score. In case two bidders secure the same highest combined score, the selection the bidder will be decided by draw up lots. In case of further dispute, authority has the power to follow any method, not specified here in the bid document.

RIGHT TO REJECTION:

- a. The agency is expected to quote minimum approved rate for monthly consideration of above manpower after careful analysis and the rate of service charges. In case it is noticed that the rates quoted by the agency for any category is unusually high or unusually low in respect of Service Charge, it will be a sufficient cause for rejection of the quotation for the sake of quality work, unless the Collector & District Magistrate, Balasore is convinced about the reason of the rates on analysis of such rate.
- b. The Collector & District Magistrate, Balasore reserves the right to reject any or all the tender/ quotation received without assigning any reason thereof and the agency shall not be entitled to get any costs, charges or expenses incidental to or connected with preparation and submission of its Tender/ quotation documents.
- c. Canvassing in connection with Tender/ quotation documents containing uncalled for remarks are liable to be rejected.
- d. Tender/ quotation with any modification(s) and/or special condition(s) of the agencies or with any rider is liable to rejection.
- e. If the vendor fails to submit the minimum requirement such as tender/ quotation processing fee, EMD, copies of statutory documents and declarations.

WITHDRAWAL OR MODIFICATION OF QUOTATIONS:

No request for withdrawal or modification will be entertained after the last date of submission of Tender/ quotation.

EMD:

- a. The technical bid must be accompanied with an **EMD of Rs.2,00,000/-** (Rupees Two lakh) only as per Tender/ quotation notice in shape of Fixed Deposit Receipt pledged in favour of Collector, Balasore.
- b. Tender/ quotation without prescribed earnest money will be rejected.
- c. The earnest money will be refunded in case the tender/ quotation process is cancelled by the Collector & District Magistrate, Balasore.
- d. The earnest money deposit of successful agency, if awarded with work, will be kept as performance security with the Collector & District Magistrate, Balasore till the term of the agreement and will be refunded after successful completion of the contract agreement.
- e. The earnest money deposit of the un-successful agencies will be refunded immediately without interest after the execution of the contract agreement with the selected agency.
- f. The EMD will be forfeited if the Agency refuses to take up the work at the quoted price or if the agency fails to do the job as per satisfaction and leads to cancellation of contract/ agreement during the contract period.
- g. If any Agency is selected for award of the contract after evaluation of Bid and the firm is exempted for submission of EMD by any law, then Security money equal to the amount of EMD should be furnished by the Agency for awarding the contract.

AGREEMENT:

It shall be the responsibility of the successful agency to submit the signed copies of the agreement to the Collector & District Magistrate, Balasore within 15 days of issue of letter of intent work order. The agreement will be valid for 1 years from the date of joining of Group-D employees without any further extension.



SCOPE OF WORKS:

The agency shall be responsible for the providing support services for following category; its strength & scope of which are given below.

Sl. No.	Category of support services	Number	Qualification & Experience
1.	Peon, Night Watchman-cum- Sweeper	15	Age Limit: Minimum 18 years & Maximum 45 years as on 01.01.2026 Educational Qualification: Minimum 7th standard (Pass) Working Hours: 8 hours(excluding exigency cases)

The outsourcing service would include the following tasks –

1. Opening and closing of Office Rooms.
2. Maintenance of Stationeries.
3. Arrangement for refreshment / water etc.
4. Delivery of local letters as and when required.
5. Distribution of office daks & files of general nature among the Officers.
6. Shifting of office equipment as and when required.
7. Performing other related tasks as and when required.

INSPECTION OF WORKS:

The Collector & District Magistrate, Balasore or other officers who are specifically authorized in this regard will have full power and authority to inspect work of the outsourcing services. The proprietor / representative of the agency / firm will meet the authorised officers in this office at least once a month for review of performance of above outsourcing services. On receipt of the recommendation of the authorised officers the remuneration will be release by the employer.

INSTRUCTION FOR SUBMISSION OF TENDER WITH REQUIRED DOCUMENTS:

- a. The tender/ quotation shall be submitted with EMD in Part-I i.e. Technical Bid (ANNEXURE-I) and Part-II i.e. Financial Bid (ANNEXURE-II) in two separate sealed envelopes super scribed with technical and financial bid as the case may be and name and address of the Tenderer/ quotationer. Both the envelopes i.e. Part-I and Part-II envelopes along with EMD shall be put in another envelope, which shall be super-scribed with "Tender/ Quotation for supply of Manpower on outsourcing basis for Collectorate, Balasore" along with name and address of the agency and should bear the address the Collector & District Magistrate, Balasore, At/Po/PS/Dist.- Balasore, PIN-756001. The agency should mention its complete postal address and telephone number, fax number, e-mail address etc. on the bottom left hand side of the envelope. The agency may submit any other details that he may like to furnish.
- b. Tender/ quotation received after the due date and time shall not be entertained.
- c. Both the bids completed in all respects (Technical & Financial) should reach the undersigned on Registered Post/ Speed Post/ Courier **on or before 5.00 P.M.** dated **20.01.2026**. The technical bid shall be opened on **27.01.2026 at 11.00 A.M.** The date of opening of the financial bids shall be intimated to those firms who shall qualify the technical bid.
- d. The Collector & District Magistrate, Balasore shall not be liable for any delay in receipt of the Bid by the agencies and no extension of time to the date of quotation opening shall be given for this reason.
- e. The Agency failing to submit all the specified documents shall be summarily rejected.
- f. **All documents** should bear **signature** of the bidder.
- g. The Agencies/ Firms/ Vendors can avail the facility of pre-bid meeting or may submit objections/ suggestions before the Collector & District Magistrate, Balasore by **17.01.2026**.



DOCUMENTS TO BE SUBMITTED:

1. Valid EPF Code issued by RPFC, Odisha Circle.
2. ESI registration Certificate with latest deposit challan copy, either of original or true copy along with the quotation document.
3. Firm Registration Certificate.
4. Valid Labour License issued by competent authority.
5. Photocopy of PAN Card along with copies of the acknowledgement of Annual I.T. return of the firm for the last three financial years.
6. GST Registration Certificate issued by the competent Authority along with copy of last return filed in this regard.
7. Past experience of minimum 3years uninterrupted/ continuous during last 5years as mentioned in the eligibility criteria with Performance certificate.
8. An undertaking that the agency will be able to deploy the requisite man power immediately after execution of the contract agreement should be enclosed in the technical bid.
9. An undertaking to the effect that the support services personnel that the agency is going to provide to this office, if selected, is not in relation with any of the staff of this office.
10. An affidavit to the effect that the agency have not been blacklisted by any Govt./ Semi-Govt./ PSU/ Undertaking/ Office / Organization.
11. Supporting documents like Govt. Certificate/ EPF document etc. showing total no. of persons engaged so far by the Service Provider must be submitted.

GENERAL CONDITIONS:

- a. No personnel deployed by the Agency shall be paid less than the consideration fixed or prescribed by Govt. prevalent at the time of finalization of the bid.
- b. Statutory dues at appropriate rate as per rules etc. shall be given to each personnel by the Agency. GST @ 18% or as per present provisions would be paid on monthly consideration and service charges taking together. EPF & ESI being part of social security scheme will be out of coverage of GST.
- c. The Collector & District Magistrate, Balasore will make monthly payment to the Agency after receipt of proper GST invoice from the agency for the services rendered and the Agency will bear/pay all other benefits/statutory dues etc.
- d. As regards to GST, the firm will be held responsible for deposit of GST with concerned authorities.
- e. The agency will submit the copy of last challan in support of deposit of ESI and EPF in favour of deployed personnel positively along with the monthly bill submitted for payment.
- f. The bidder shall submit valid Labour registration/ Contract labour License.
- g. The monthly consideration should be paid to the personnel deployed by the agency on 2nd day of next month after receipt of absent/ present statement without awaiting the payment from Office of the Collector & District Magistrate, Balasore.
- h. There will be performance review of the manpower deployed as well as of the agency/ service provider in every 6 months by this office.
- i. In case of any mischief, disturbances, theft or negligence committed by the deployed manpower, action as deemed fit shall be taken against the agency with forfeiture of EMD/Security Deposit.
- j. The authority reserves the right to withdraw or relax any of the terms and conditions mentioned in this tender notice so as to overcome any problem that may be encountered at a later stage.
- k. Liquidated damage would be recovered from the out sourcing agency to the tune of actual expenses made on alternative arrangements, if the agency fails to perform the duty. This is over and above the performance security which would be forfeited also.



NOTICE AND COMMUNICATION:

- a. The Agency is required to state its correct full address in the document.
- b. All notices, communications to any agency by stated address shall be deemed to have been sent or served if delivered or left or posted to the agency and shall be deemed to have been so performed on the day on which these were so delivered or left.
- c. All notices and communications addressed by the Collector & District Magistrate, Balasore to the Agency or by the Agency to the Collector & District Magistrate, Balasore concerning the work to be executed under the contract shall be in writing.


18/10/2023

**A.D.M.-Cum-District
Registrar Balasore**

ANNEXURE - I

DISTRICT REGISTRATION OFFICE, BALASORE, ODISHA

(District Registration Office, Balasore)

E mail: balasoredsr@gmail.com

PART-I
TECHNICAL BID

1. Name of the Agency with Registration No.
(Copy of registration to be enclosed)
2. Detail Address of the Registered Office & Branch Office.
Phone No., Whatsapp No. of authorized person, FAX. No., E-mail id etc.
 - i. Registered Office
 - ii. Branch Office
3. Details of business experience

Sl. No.	Period	Name of the organization where man power deployed	Date of award of contract	Date of completion of contract	Nos. Of manpower deployed
1	2	3	4	5	6

(Copy of latest deposit attested challan of EPF to be enclosed)

(Copies of income tax return of last three years (i.e. 2021-22, 2022-23, 2023-24 & 2024-25) and attested Xerox copy of own valid EPF code issued by the RPF, Govt. of India should be attached)

(Copy of Labour Registration/ Contract Labour License to be enclosed)

4. Whether copy of work order/ contract certificate of last 5yrs. from prescribed client in support of market presence enclosed:
5. Category of outsourcing services as per the requirement of Office of the Collector & DM, Balasore being provided previously in last 5yrs to Govt./Semi-govt./ Public sector offices:

Sl. No.	Period	All 4 categories	Any 3 categories	Any 2 categories	Any 1 category
1	2	3	4	5	6

(Valid supporting copies to be enclosed)

6. No. of Personnel engaged in a year in different Govt./ Semi Govt./ Public sector/ other private offices : (Copy of latest deposit attested challan of EPF to be enclosed)
7. Annual average turnover of last 3 yrs i.e. 2022-23, 2023-24 & 2024-25 (Copy of statement as at Annexure-V to be enclosed)
8. Whether experience details and Performance Certificate of last three years as mentioned in the eligibility criteria (Annexure-VI to be enclosed)

9. Earnest Money deposit
(A) FDR No. Name of the Bank:
(B) Date
(C) Amount

(Original FDR to be enclosed)

10. Whether having GSTIN Certificate:
(Xerox copies of Certificate to be enclosed)
(Copy of last return should be enclosed)
11. Whether having valid ESI Registration *(Enclose challan copies of latest deposits)*
12. Whether the undertaking to the effect that the Agency shall deploy the requisite Manpower services to the Office of Collector & District Magistrate, Balasore within 10 days of execution of Agreement enclosed:
13. Whether Affidavit that the agency is not blacklisted enclosed (Format for affidavit as at Annexure-VII)
14. Other documents as at Clause (e) of "Instruction for Submission of Tender/ Quotation with Required Documents" should be furnished.
15. CERTIFICATE TO BE GIVEN BY THE QUOTATIONER

Certified that, the above mentioned particulars are correct and true to the best of my / our knowledge. In case any statement made above is found not correct, my/ our quotation may be rejected by the Collector & District Magistrate, Balasore.

My/Our price is based on the basis of our full understanding about the job.

It is to confirm that our offers shall be valid for 90days from the date of opening of the qualifying bid.

I/We also authorize the Collector & District Magistrate, Balasore to forfeit my earnest money in case I/We fail to execute the job for whatever reason, if my/our quotation is accepted.

Authorized Signatory/ Signature [*In full and initials*]: _____

Name and Title of Signatory: _____

(Organization Seal)

ANNEXURE – II

DISTRICT REGISTRATION OFFICE, BALASORE, ODISHA

(District Registration Office, Balasore)

E mail: balasoredrs@gmail.com

PART-II

FINANCIAL BID

FOR OUTSOURCING OF VARIOUS SERVICES IN OFFICES UNDER
COLLECTORATE, BALASORE:

1. Name of the Agency/Firm:-
2. Monthly consideration per month for each personnel (excluding service charges and any other applicable taxes):-
3. Amount of service charges per person payable :- (To be mentioned in figure and Words)
4. PAN No.:-
5. GST No.:-
6. Details of breakup of monthly consideration per person per month:-

SI No	Type of Manpower	Monthly Rate per Person						Total per Person (Gross)
		*Take Home remuneration	EPF 13%	ESI 3.25%	Other statutory dues if any	Service Charge	GST	

* Minimum take home remuneration of Group-D Personnel is Rs. 18,028/- per Finance Department Letter No. 21719/F dated 24.07.2025 & Board of Revenue, Odisha, Cuttack Letter No. 5855/Regn.Dt- 21.11.2025.

Authorized Signatory/ Signature [*In full and initials*]: _____

Name and Title of Signatory: _____

(Organization Seal)



DISTRICT REGISTRATION OFFICE, BALASORE, ODISHA

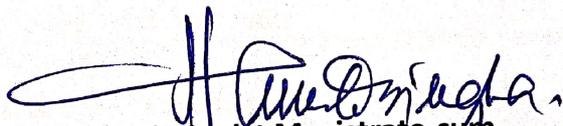
Tender Call Notice

TENDER CALL NOTICE FOR PROVIDING OUTSOURCING SERVICES OF GROUP-D PERSONNEL UNDER THE ADMINISTRATIVE CONTROL OF COLLECTOR, BALASORE THROUGH MANPOWER SERVICE PROVIDER AGENCY

Notice No. 6180 /Regn., Dt- 18 /12/2025

Sealed tenders are invited in the prescribed format from Outsourcing Service Provider Agencies for providing outsourcing services of 15 (Fifteen) numbers of different Group-D personnel under the Administrative Control (Under Revenue Hierarchy) of Collector, Balasore for a period of one year from the date of commencing of the contract.

The detail of Tender paper along with Terms and Conditions is available in the official website of Balasore District: <https://balasore.odisha.gov.in>. The tender documents complete in all respect should reach to office of the Collector, Balasore latest by 20.01.2026 through Speed/Registered Post only.


Additional District Magistrate-cum-
District Registrar-cum-Chairman
Balasore
18/12/2025