

OFFICE OF THE TREASURY OFFICER, DISTRICT TREASURY, BOUDH, ODISHA

No 819 /

Date 7/12 /2021

TENDER NOTICE

Tender in sealed cover are invited from the Manpower Service Provider to provide one post of Office Attendant for District Treasury, Boudh and one post of Watch and ward with cleaning and sweeping of the premises for Sub-Treasury, Kantamal on contract basis for the engagement in Boudh District along with the following documents.

The tenders shall be received by the undersigned up to 03.00 PM on Dt.17.12.2021. The sealed tenders shall be opened in the same day in the Office Chamber of the District Treasury Officer, Boudh by the tender committee.

The tenders received beyond the date and time mentioned above shall not be taken into consideration. The authority reserves the right to reject any or all tenders without assigned any reason thereof.

CRITERIA FOR MANPOWER AGENCIES/ SERVICE PROVIDERS

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

1. The tendering manpower service provider should fulfil the following technical specifications:

- a). Should have **valid Labour Registration** as per Govt. of Odisha norms.
- b). Should submit **relevant documents** along with their Quotation:
 - i) Covering Letter with Company Pad
 - ii) Authorization letter
 - iii) Declaration with Company Pad
 - iv) Undertaking with Company
 - v) Company Registration Certificate
 - vi) Company PAN Card
 - vii) Police Verification Certificate
 - viii) GST, EPF & ESI Registration Certificate
 - ix) Labour License
 - x) GST income tax TAN/PAN No. Certificate
 - xi) Last 3 year IT return, Profit & Loss balance sheet
 - xii) Last 3 years Audit Statement
 - xiii) Last 3 years work order
 - xiv) working experience certificate
 - xv) Signature of each Document per page.

2. The Technical Bid should be accompanied with a Tender Processing Fees non-refundable of Rs.500/-(Five hundred only in the form of Demand Draft payable at SBI, Boudh drawn in favour of District Treasury Officer, Boudh failing which the tender shall be rejected out rightly.

3. If, L1 bidder fails to supply manpower within the prescribed time, than the L2 bidder will be given opportunity to supply required manpower.

FINANCIAL BID
For Providing Manpower Assistance to Treasury Office, Boudh and Sub-Treasury Office, Kantamal

1. Name of tending Manpower Service Provider:
2. Rate per person per month (8 hours per day) inclusive of all statutory liabilities, taxes, etc.:

Sl.No	Manpower Type	Monthly Rate per person						
		Take home remuneration	EPF	ESI	Other statutory dues if any	Service charge	Service Tax	Total per person
1.	Office attendant							
2.	Watch and ward with cleaning and sweeping of the premises							

[Signature]
**Treasury Officer,
 Boudh**

Memo No 820 / Date 7/12 /2021

Copy to the DIO, NIC, Boudh for information and necessary action. He is requested to publish this matter in the Official website of Boudh District for wide publicity of all.

[Signature]
**Treasury Officer,
 Boudh**

Memo No _____ / Date _____ /2021

Copy to the Notice Board and Addl. Treasury Officer Boudh/ Sub-Treasury Officer, Kantamal for information and request to make it convenient to attend on 17.12.21 afternoon for tender process.

[Signature]
**Treasury Officer,
 Boudh**