

OFFICE OF THE TREASURY OFFICER, DIST: TREASURY, B O U D H, O D I S H A.

TENDER NOTICE

"Tenders 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 outsourcing basis for the engagement in Boudh District along with the following documents.

The tenders shall be received by the District Treasury Office, Boudh up to 3.00 PM on dated. 17.01.2024. The sealed tenders shall be opened at 4.00 P.M on 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 assigning any reason thereof.

Criteria for manpower agencies/ service providers

1. Technical Documents (Index of all documents submitted with clear mentioning of the page number) to be submitted as belows:-

- i).Should have valid Labour Registration as per Govt. of Odisha norms.
- ii) Covering Letter with Company Pad
- iii) Authorization letter
- iv) Declaration with Company Pad
- v) Undertaking with Company
- vi).Company Registration Certificate
- vii).Company PAN No and TAN No.
- viii) Police Verification Certificate
- ix) GST , EPF & ESI Registration Certificate & Copy of last 3 year GST return filed.
- x) Labour License
- xi) Last 3 year IT return, Profit & Loss balance sheet
- xii) Last 3 years work orders
- xiii)) working experience certificates
- xiv) Declaration regarding non black listed company

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 Boudh failing which the tender shall be rejected out rightly.

3. The bidders who qualified in technical bid, will be eligible to open financial bid.

4. Financial Bid (is attached) to be submitted in a separate cover envelope.

5. 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.

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 D.T.O Boudh							
2	Watch and ward with cleaning and sweeping of the premises S.T.O Kantamal							

Seal & Signature of the Service Provider

Memo No 23 / Dated 9/11/2025

Copy to the D.E.G.M, Boudh for information and necessary action. He is requested to publish this notice in the official website of Boudh District for wide publicity of all.

Treasury Officer,

*[Signature]* Boudh *[Signature]* 9/11/2025

Memo No 2403

Dated 9/11 /2025

Copy to notice Board of Dist: Treasury Office, Boudh/ Addl. Treasury Officer Boudh/ Sub: Treasury Officer, Kantamal, for information and request to make it convenient to attend on 17/01/2025 afternoon for tender process.

Treasury Officer,

*[Signature]* Boudh *[Signature]* 9/11/25

*[Handwritten mark]*

Memo No 25/27

Dated 9/11/2025

Copy submitted to the Director of Treasuries & Inspection, Odisha, Bhubaneswar for favour of kind information and necessary action.

Copy submitted to the Director of Information & Public Relation Deptt. Odisha Bhubaneswar for information & necessary action.

Copy forwarded to the DI & PRO, Boudh for information & necessary action with a request for wide publicity of the tender notice.

Treasury Officer,

Boudh

  
9/11/25

