



OFFICE OF THE DISTRICT INFORMATION AND PUBLIC RELATIONS  
OFFICER :NABARANGPUR

TENDER NOTICE

No. 167 /2025

Dated. 29.03.2025

Consequent upon cancellation of previous tender notice No. 121 on dt. 20.03.2025, fresh tenders in sealed cover are invited again from the Manpower Service Provider to provide 01(One) No's Group-D (Peon) Post for DIPRO Office, Nabarangpur on outsourcing basis for the engagement in DIPRO, Nabarangpur District along with the following documents/Conditions.

The tenders shall be received by the District DIPRO, Nabarangpur Office, up to 5.00 PM on dated 06 .04 .2025. The sealed tenders shall be opened at 4.00 PM on 07 .04.2025 in the chamber of the DIPRO, Nabarangpur by the tender committee.

The tender received beyond the date and time mentioned above shall not be taken in to consideration. The authority reserves the right to reject to any of 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 below:-
  - i. Tender Processing Fees Rs.500/-
  - ii. EMD Rs. 5000/- in Shape of DD in favor of DIPRO, Nabarangpur.
  - iii. Should have valid Labour Registration as per Govt. of Odisha norms.
  - iv. Covering Letter with Company pad.
  - v. Authorization letter for attend Tender.
  - vi. Company Registration Certificate.
  - vii. Company PAN No and TAN No.
  - viii. GST,EPF & ESI Registration Certificate & copy of one (1) Month GST return field.
  - ix. Labour License.
  - x. Last 3 year IT return, Profit & Loss Balance sheet.
  - xi. Last 2 your work order.
  - xii. Declaration regarding none blocks listed company in company pad.
2. The Technical bid should be accompanied with a tender Processing Fees non refundable of Rs. 500/- (Rupees Five Hundred) only in the form of Demand Draft payable at, Nabarangpur drawn in favor of DIPRO, Nabarangpur 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. Selection will be made on lowest quotation in financial bid.
6. If multiple Bidder quoted in same price selection of L 1 bidder will be made on highest no of Group D Manpower supplied in single order.
7. If L 1 bidder fails to supply manpower within the prescribed time, then the L2 bidders will be given opportunity to supply required manpower.

8. The Successful bidder shall execute the Agreement for 2years soon after the issue of Award and to execute the work as per work order.
9. Contract period will be extended yearly Basis After Satisfactory Performance.

**FINANCILA BID**

For Providing Manpower assistance to DIPRO, Nabarangpur.

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 @13%	ESI@ 3.25%	Other statutory dues if any	Service charge @3.85% (Minimum) max 7%	GST @18%	Total per person
01.	Office Peon (Group-D)							

**Seal & Signature of the Provider**

1. Service charges Min 3.85% to Max 7% Nil and negligible service charge quotation are liable to be rejected.

Memo No. 168 /2025

Dated. 29.03.2025

Copy to Notice Board of DIPRO, Nabarangpur / District Employment Officer, Nabarangpur for information and wide publication.

*Chh*  
29/3/25

District Information & Public Relations Officer, Nabarangpur

Dated. 29 .03.2025

Memo No. 169 /2025

Copy to submitted to the Director Information & Public Relation Department, Govt. of Odisha, Bhubaneswar for Information & necessary action.

*Chh*  
29/3/25

District Information & Public Relations Officer, Nabarangpur

Dated. 29 .03.2025

Memo No. 170 /2025

Copy forwarded to the notice Board of Collector, Nabarangpur for wide publication and necessary action.

Copy to DIO, NIC, Nabarangpur for requested to up lode in NIC portal for wide publication

*Chh*  
29/3/25

District Information & Public Relations Officer, Nabarangpur