



CT & GST CIRCLE, KALAHANDI, BHAWANIPATNA
UNDER CT & GST TERRITORIAL RANGE, BALANGIR
FINANCE DEPARTMENT, GOVT. OF ODISHA

No. 795 /CT&GST

Date. 15 / 11 /2025

TENDER CALL NOTICE

Sealed tender are invited in prescribed format from the reputed and bonafied Firm/ Agencies/ Service providers to 1 (one) Watch & Ward (WCS) personnel to CT & GST Circle, Kalahandi, Bhawanipatna.

The details of tender documents with terms & Conditions shall be available in the official website of Kalahandi District i.e. www.Kalahandi.nic.in

Critical Dates of Tender:-

1. Tender paper available in the website 15.11.2025 to 28.11.2025
 2. Last date of receipts of bid documents. Up to 5.00pm of 28.11.2025
 3. Date of Technical Bid opening 11.00AM of 29.11.2025
 4. Date of Financial Bid opening of eligible bidders 12.30PM of 29.11.2025
 5. Probable date of Commencement for deployment of required manpower:-05.12.2025
- The authority reserves the right to reject any / all bids without assigning any reason thereof.

D. Mahapatra
15.11.2025
CT & GST Circle Head, I/C
CT & GST Circle, Kalahandi, Bhawanipatna
15.11.2025

Memo No 796 /CT&GST
Copy forwarded to the District informatics officer, N.I.C. Kalahandi with a request to hoist the advertisement in the District NIC website.

D. Mahapatra
15.11.2025
CT & GST Circle Head, I/C
CT & GST Circle, Kalahandi, Bhawanipatna
15.11.2025

Memo No 797 /CT&GST
Copy to the Addl. Commissioner of CT & GST, CT & GST Territorial Range Head, Bolangir for kind information with request to display the tender documents in Notice board of Range Office for wider publication.

D. Mahapatra
15.11.2025
CT & GST Circle Head, I/C
CT & GST Circle, Kalahandi, Bhawanipatna
15.11.2025

Memo No 798 /CT&GST
Copy to Office Notice board/ Dist Level offices for wider publication.

D. Mahapatra
15.11.2025
CT & GST Circle Head, I/C
CT & GST Circle, Kalahandi, Bhawanipatna
15.11.2025

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SCOPE OF WORK AND GENERAL INSTRUCTIONS FOR BIDDERS

1. The **CT & GST Circle Head,CT& GST Circle,Kalahandi, Bhawanipatna** requires the service of reputed, well established and financially sound Manpower Service Providers to provide of following category of personnel on outsourcing basis for day official work to be engaged in the office of **CT & GST Circle,Kalahandi, Bhawanipatna**.

Sl No	Category of Personnel	Tentative requirement
1	Watch & Ward (WCS)	01 (one)no.

2. Interested bidder may download the Tender Document from the **Kalahandi** District website i.e.www.Kalahandi.nic.in and attach a **Bank Draft of Rs.500.00 (Rupees Five hundred only) (non-refundable) drawn in favour of Deputy Commissioner of CT & GST,CT & GST Circle,Kalahandi, Bhawanipatna**along with the technical bid of the tender document.
3. Interested bidders will have to submit their tender documents to the office of the **CT& GST Circle,Kalahandi, Near Circuit House, Bhawanipatna-766001** by Registered Post/ Courier Service.
4. **The contract for providing the aforesaid manpower will be for a period of one year from the date of execution of agreement.** The extension of the contract beyond one year will be subject to the prior approval of the competent authority and requirement of the office for manpower persists at that time or may be curtailed/ terminated before the due date owing to deficiency in service/ substandard quality of manpower deployed by the selected service provider/ any reduction of manpower requirement by the **CT & GST Circle Head, CT & GST Circle,Kalahandi, Bhawanipatna**. The office however reserves right to terminate this initial contract at any time after giving priornotice of 15 days to the selected service provider.
5. The interested manpower Service providers shall submit their tender documents complete in all respects along with Earnest Money Deposit (EMD) of Rs. 15,000/- (Rupees Fifteen thousand Only) (refundable without interest) in shape of Demand Draft/ Bankers Cheque, drawn in favour of the **Deputy Commissioner of CT & GST, CT&GST Circle,Kalahandi, Bhawanipatna, payable at SBIBhawanipatna**.
6. The detailed programme relating to “**tender for providing manpower serviceto the CT& GST Circle,Kalahandi, Bhawanipatna**are as under.

- 1) Last date and time for receipt of Tender Document 28.11.2025up to 5.00 P.M
- 2) Date and time for opening of
 - a. Technical Bids 29.11.2025 at 11A.M,
At O/o **CT&GST Circle, Kalahandi,Bhawanipatna**
 - b. Financial Bids of eligible Bidders 29.11.2025 at 12.30pm,
At O/o of **CT & GST Circle, Kalahandi, Bhawanipatna**
- 3) Probable date of Commencement for deployment of required manpower 05.12.2025

Any tender document received after the scheduled date & time mentioned above shall not be entertained in any circumstances & the same shall be rejected out rightly.

7. The tender is invited under **Two bid system i.e. Technical Bid and Financial Bid**. The interested agencies are advised to submit **one** separate sealed envelopes super scribing **“Technical Bid for manpower Service in the office of the CT & GST Circle, Kalahandi, Bhawanipatna-766001”** and **“Financial Bid for providing Manpower Service in the office of the CT & GST Circle, Kalahandi, Bhawanipatna-766001”**. Both sealed envelopes should be kept in a third sealed envelope super scribing **“Tender for providing Manpower Service in the office of the CT & GST Circle, Kalahandi, Bhawanipatna-766001”**.
8. The **Earnest Money Deposit (EMD) of Rs.15000/- (Rupees Fifteen thousand Only)** is refundable without any interest. The EMD of Rs.15000/- should be accompanied with the Technical Bid of the service provider in shape of Demand Draft/ Bankers Cheque drawn in favour of the **Deputy Commissioner of CT & GST, CT & GST Circle, Kalahandi, Bhawanipatna payable at Kalahandi failing which the tender shall not be entertained & the same shall be rejected out rightly.**
9. The successfully bidder shall furnish security deposit at the time of execution of necessary agreement which shall be the amount equivalent to the one-month salary / wages along with the amount due towards **PF, ESI, GST and service charges** of the manpower to be deployed by him in the form of fixed deposit receipt in the name of the agency from any Nationalized Bank pledged in favour of the **Deputy Commissioner of CT & GST, CT & GST Circle, Kalahandi, Bhawanipatna** covering the period of contract. In case the contract is further extended beyond the contract period the fixed deposit receipt shall have to be renewed accordingly by the successful tender.

The tendering manpower Service providers are required to enclose photocopies of the following documents (self-attested), along with the Technical Bid, failing which their bids shall be rejected summarily out rightly and shall not be considered in any circumstances

- a) Registration certificates of the applicant organization;
- b) Copy of PAN Card;
- c) Copies of the IT return filed for the last three Financial Years;
- d) Copies of EPF and ESI registration certificate;
- e) Copy of the GST registration certificate with last three years return filing;
- f) Certified extracts of the Bank Accounts & Statement containing transactions during the last three years.
- g) An affidavit from Notary Public declaring the firm is not blacklisted.

The tender must produce the original copies of the mentioned certificates and documents at the time of opening of the technical bid, Failure to produce any or all original documents before the tender committee for verification the tender shall be summarily rejected.

- a) **Any conditional bids shall not be considered and shall be rejected out rightly.**
- b) All entries in to the tender form should be legible and filled clearly. If the space for furnishing information is insufficient, a separate sheet duly signed by the authorized signatory may be attached. **No overwriting/ cutting and tempering is permitted in the Technical and Financial Bid Form, in such cases, the tender shall be rejected summarily.**
- c) The Technical Bid shall be opened on the scheduled date and time, in the office chamber of CT & GST Circle Head, CT & GST Circle, Kalahandi, Bhawanipatna in the presence of authorized representative of the tenderers, if any wish to be present on the spot at that time.
- d) The Financial Bid of successful tender in the Technical Bid shall be opened. The Financial bids shall be opened on the scheduled date and time in the office chamber of the CT & GST Circle Head, CT & GST Circle, Kalahandi, Bhawanipatna in the presence of the representative of the Manpower Service Providers. If any, who wish to be present on the spot at that time.
- e) The competent Authority reserves the right to annul all bids without assigning any reason thereof.
- f) The tenderer or his authorized signatory has to sign on each page of the tender document.

TECHNICAL REQUIREMENTS FOR THE TENDERING MANPOWER SERVICE PROVIDER

The tendering manpower service provider should fulfill the following technical specification.

- a) The registered office of the manpower service provider must be located within the jurisdiction of the state of Odisha. The manpower service provider should provide the name, designation, contact number and e-mail address of a person who will coordinate with the concerned office of the **CT& GST Circle, Kalahandi, Bhawanipatna**
- b) The Service provider Agency must be a registered one with the appropriate registering authority;
- c) The Service Provider must have experience of at least three year's in providing manpower to Government Department, Public Sector Undertakings, Banks, Insurance companies etc;
- d) The service provider must have their own Bank Account in the name and style of the agency;
- e) The service provider must have their own PAN No. in the name and style of agency;
- f) The Service Provider must have valid and active registration number under GST Act;

- g) The service provider must be registered with appropriate authorities under various Labour Acts, Employees Provident Fund and Employees State Insurance Acts;
- h) The Service Provider must produce an affidavit from Notary Public, declaring that the Agency is having no Criminal antecedent/ no previous un satisfactory service/ previous not Blacklist by any organization.
- i) Minimum annual turnover of the manpower service provider agency shall not be less than Rs.20Lkhs (Rupees Twenty Lakhs only) in the last financial year (2025-25). Turnover should be in terms of payment received from service availing agencies.
- j) The conditional bids shall not be considered and will be out rightly rejected.

**TECHINICAL REQUIREMENTS FOR MANPOWER TO BE DEPLOYED BY THE SUCESSFUL
MANPOWER SERVICE PROVIDER IN THE CT & GST CIRCLE,
KALAHANDI,BHAWANIPATNA**

- 1) The candidate should be above 18years of age and not exceeding 45 years.
- 2) Minimum educational qualification of (Group-D)Watch & Ward(WCS)personnel is – 7th standard pass.
- 3) The candidate must have experience in office doing such as Peon work in the office carrying Files, Daks, official paper, cleaning, watch & ward activities etc.
- 4) The candidate must not have any criminal antecedents.

APPLICATION - TECHNICAL BID

**For Providing Support staff in the office of the CT & GST Circle Head, I/C, CT & GST Circle,
Kalahandi, Bhawanipatna**

1. Name of the Tendering manpower Service Provider: _____
2. Money receipt / Demand draft

Towards cost of tender paper MR/BD No. _____/Dt _____/_____/_____

Drawn in Bank _____

3. Details of Earnest Money Deposit: BD No _____ date _____/_____/_____
Rs. _____ of _____ Bank payable at _____

4. Name of proprietor / partner/ Director : _____

(Name of all Directors /partners : _____

Shall be mentioned) _____

Full Address of Registered : _____

Office (with Pin Code) _____

Telephone : _____

Mobile No. : _____

Fax No : _____

E-mail Address : _____

5. Full address of operating : _____

Branch office (with pin code) _____

Telephone : _____

Mobile No. : _____

Fax No : _____

E-mail Address : _____

6. Name, Telephone no/ mobile No. : _____

/e-mail address of authorized officer : _____

/person to co ordinate with the : _____

Office of CT & GST Circle, Kalahandi,
Bhawanipatna : _____

7. Bankers of the Manpower Service Provider : _____
 (Attach certified copy of statement of : _____
 A/c for the Last three Years) : _____
 Address & Telephone Number of banker : _____

8. PAN / GIR No. : _____
 (Self attested copy)
9. Statutory registration No. : _____
 (Under license & obtained from
 Labour Department, Govt. of Odisha.
 (Self attested copy)
10. GST Registration No. : _____
 (Self attested copy)
11. E.P.F Registration No. : _____
 (Self attested copy)
12. E.S.I Registration No. : _____
 (Self attested copy)
13. Give details of the similar contracts handled by the tendering Manpower Service provider during the last financial year 2023-24 in the following format.
 (If the space provided is insufficient, a separate sheet may be attached) :-

Sl No	Name of Client, Address, Telephone & FAX No.	Manpower Service provided		Annual Bill Amount (Rs. Lakh)	Duration of contract	
		Type of manpower provider	No		From	To

14. Financial turnover of the tendering Manpower Service Provider for the last 3 financial years.

Financial Year	Amount (Rs. In Lakh)	Remarks if any
2022-23		
2023-24		
2024-25		

15. Additional information, if any
(Attach separate sheer, if required)

Date:

Signature of authorized person with Seal

Place:

Full Name

Seal

Telephone No

Mobile No

E-mail address

CHECKLIST

DOCUMENTS TO BE PROVIDED WITH THE TECHNICAL BID

SI No	Name of the Document	Put <input type="checkbox"/> mark
1	Applicant – Technical bid;	
2	Money receipt / demand draft towards cost of tender document	
3	Demand draft for EMD	
4	Attested copy of the registration of the agency;	
5	Attested copy of labour Department registration letter/ certificate	
6	Certified copy of statement of bank account of agency for last three year (2022-2023, 2023-24&2024-25)	
7	Attested copy of PAN/ GIR Card;	
8	Attested copies of the IT return filed by agency for three years(2022-2023, 2023-24&2024-25)	
9	Self attested copy of GST registration certificate along with statement of transactions as per GST returns filed by agency for last three years (2022-2023, 2023-24&2024-25)	
10	Self attested of the E.P.F registration letter/ certificate;	
11	Self attested of the E.S.I registration letter/ certificate	
12	Certified documents in support of the financial turnover of the agency ;	
13	Affidavit from Notary public declaring firm is not Blacklist	
14	Copy of the terms and conditions at pages13-16 in tender document with each page duly signed and sealed by the authorized signatory of the agency in token of their acceptance.	

Date:

Signature of authorized person with Seal

Place:

Full Name

Seal

Telephone No

Mobile No

E-mail address

DECLARATION

1. I _____ Son / Daughter / wife of
Sri _____ Proprietor/ Partner/ Director/
authorized signature of the service provider, mentioned above and competent to sign
this declaration and execute this tender document.

2. I have carefully read and understood all the terms and conditions of the tender and
undertake to abide by them.

3. The information / documents furnished along with the above application are true and
authentic to the best of my knowledge and belief. I / we, am/ are well aware of the
fact that furnishing any false information / fabricated document would lead to
rejection of my tender at any besides liabilities towards prosecution under
appropriate law.

Date:

Signature of authorized person with Seal

Place:

Full Name

Seal

Telephone No

Mobile No

E-mail address

APPLICATION - FINANCIAL BID

1. Name of the tendering Manpower Service Provider:-
2. Rate per person per month (8hours per day) inclusive of all statutory liabilities, taxes etc. The bidders shall take in to account the expenses to be incurred and statutory dues (**Income Tax, TDS etc.**) while quoting the service charge.
3. Remuneration will be in accordance with the latest Circular of Finance Department No.7982/GADDt.07.03.2025.
4. Service charge to be quoted by bidders must be as per latter circular/Notification as finance Department ,Govt. Odisha

APPLICATION - FINANCIAL BID FOR PROVIDING MANPOWER TO THE OFFICE OF THE CT & GST CIRCLE, KALAHANDI								
1	NAME OF MANPOWER SERVICE PROVIDER:							
2		MONTHLY RATE PER PERSON						
	MANPOWER TYPE	Money Take home money remuneration in Rs.	EPF	ESI @	other statutory dues if any	Service Charges	GST	Total per person (Gross)
1	2	3	4	5	6	7	8	9
	Watch & Ward(WCS)personnel							

Date:

Signature of authorized person with Seal

Place:

Full Name

Seal

Telephone No

Mobile No

E-mail address

Note:

- 1) The total rates quoted by the Service Provider should be inclusive of all statutory / tax liabilities in force at the time of entering in to contract.
- 2) The payment shall be made on conclusion of the calendar month only on the basis of no. of working days for which duty has been performed by each manpower.

TERMS & CONDITIONS

GENERAL

1. The Contract shall commence from the date of agreement and shall continue for one year unless it is curtailed & terminated by the authority, with one-month notice owing to unsatisfactory performance or change in requirements.
2. The agreement shall automatically expire on completion of one year unless extended further by the authority.
3. The agreement may be extended, on the same terms and conditions or with some additions / deletions/modifications, for a further specific period by the Authority.
4. The service provider shall not be allowed transfer, assign, pledge subcontract its right and liabilities under this Agreement to any other agency or organization by whatever name be called without the prior written consent of the Authority.
5. The department at present has tentative requirement of 1 (one) outsourcing (**Watch & Ward**) (WCS) personnel. The requirement of the Department may further increase or decrease marginally, during the period of contract and the tender will have to provide the required number of personnel, on the same terms and conditions.
6. The service provider will be bound by the details furnished by it to the Authority while submitting the tender or at subsequent stage. In case any of such documents furnished by it, is found to be false at any stage, it will be deemed to be a breach of terms of Agreement making it liable for legal action besides termination of the Agreement.
7. The personnel deployed by the service provider shall be required to report for work to the **CT & GST Circle, Kalahandi, Bhawanipatna** or such other officer as may have been kept in the charge of the office Establishment of the office of the **CT & GST Circle, Kalahandi, Bhawanipatna** concerned. In case the person deployed remains absent on a particular day or comes late/ Leaves on three occasions, proportionate deduction from the remuneration for one day will be made.
8. The entire financial liability in respect of the personnel deployed in the Department or office concerned shall be that of the Service Provider and the Department or office concerned will in no way be liable. It shall be mandatory for the service provider to pay monthly remuneration to the persons deployed through their bank accounts by seventh day of the succeeding month, and produce necessary evidence by 10th day of the succeeding month, and in respect of deposit of EPF & ESI subscription of the personnel for sanction of monthly payment by this office. The service provider should issue Pay slip in favour of the personnel duly signed by him. The service provider shall ensure that the person deployed by him are paid their monthly remuneration on monthly basis, by the due date irrespective of whether he has received payment from this organization.

9. For all intents and purpose, the service provider shall be the "Employer" within the meaning of different Rules & Acts in respect of personnel so deployed. There shall not be any "Employee-Employer" relations between the persons deployed by the service provider and this organization.
10. The service provider shall be solely responsible for the redressed grievances or resolution of disputes relations to persons deployed by the Department shall, in no way be responsible for settlement of such issue whatsoever.
11. The department shall not be responsible for any financial loss or anything's to any person deployed by the service provider shall in the course of their performing the functions/duties, or for payment towards any compensation.
12. The persons deployed by the service provider shall not claim or shall be entitled to perks and other facilities admissible to regular / confirmed employee during the currency or after expiry of the Agreement.
13. In case of termination of this Agreement in its expiry or otherwise the persons deployed service provider shall not be entitled to and have no claim for any absorption in regular or other capacity.
14. The person deployed shall not claim any benefit or compensation or absorption or regularization of deployment with office under the provisions of rules and Acts. Undertaking from the person deployed to this effect shall require to be submitted by the Service provider.
15. The service provider shall provide a substitute well in advance if there occurs any probability of the person leaving the job due to his / her own personal reasons. The payment in respect of the overlapping period of the substitute shall be the responsibility of the manpower service provider.
16. The persons deployed by this service provider should not have any criminal records.
17. The person deployed should be polite, cordial and efficient while handing the assigned work and this action should promote good will and enhance the image of the Department or office concerned. The service provider shall be responsible for any Act on indiscipline on the part of the person deployed.
18. The person deployed shall, during the course of his work be privy to certain qualified documents and information which they are not supposed to divulge to third parties. In view of this, he shall be required to take oath of confidentiality and breach of this condition shall make the service provider as well as the person deployed liable for penal action under the applicable laws besides, action for breach of contract.
19. The service provider shall also be liable for depositing all taxes, levies, cess etc. on account of service rendered by it to the department of office concerned to the concerned tax collection authorities, from time to time as per the rules and regulations in the matter,

- Attested photocopies of the documents shall be furnished to the department or office concerned.
20. The service provider shall, maintain all statutory register under the Law and shall produce the same, on demand, to the Department office concerned or any other authority under Law.
 21. The Tax deduction at source (T.D.S) shall be done as per the provision of income Tax Act / rules, as amended from time to time and a certificate to this effect shall be provided by the Department or office concerned.
 22. The Earnest Money Deposit in respect of the agencies which do not qualify the technical Bid (First Stage)/ Financial Bid(Second competitive stage) shall be refunded to them without any interest. **In case of successful tenderer, if the agency fails to deploy the required manpower against the initial requirement within 15 days from date of placing the order the EMD shall stand forfeited without giving any further notice.**
 23. The selected tender shall execute an agreement on deposit of required security amount within the time allowed by **CT & GST Circle Head,CT& GST Circle, Kalahandi,Bhawanipatna** if the tenderer fails to execute agreement, the EMD shall be forfeited.
 24. The successful bidder shall furnish security deposit at the execution of necessary agreement which shall be the amount equivalent to two months' salary / wages along with amount deposited towards **PF, ESI, GST and service charges** of the manpower deployed by him in the form of fixed deposit in the name of the agency from any nationalize Bank pledged in favour of **Deputy Commissioner of CT & GST, CT & GST Circle, Kalahandi,Bhawanipatna** covering the period of contract. In case, the contract is further, extended beyond the initial period, the fixed deposit will have to be accordingly renewed by the successful tenderer.
 25. In case of breach of any terms and conditions of this agreement, the performance Security Deposit of the manpower Service providers shall be liable to be forfeited apart from annulment of the Agreement/ Contract.
 26. In case, the Service Provider fails to comply with any liability under appropriate law and as a result thereof, the Department or the office concerned is put to any loss/ obligation, monetary or otherwise the Department or the office concerned will be entitled to get itself reimbursed out of the outstanding bills or the performance Security Deposit of the service provider, to the extent of the loss or obligation in monetary terms.
 27. The Agreement is liable to be terminated because of non-performance, deviation of terms and conditions of contract, non-payment of remuneration of employed person and non-payment of authority dues. The Department or office concerned will have no liability towards non-payment of remuneration to the persons employed by the service provider and the outstanding statutory dues of the service provider to statutory authorities. If any loss or damage is caused to the Department or office concerned by the person deployed, the same shall be recovered from the unpaid bills or adjusted from the performance Security Deposit.
 28. As per the financial bid quoted & approved by the Tender Committee, the Service Provider is required to raise the monthly remuneration bill of the personnel deployed as

prescribed below in the table-after obtaining absentee statement from the office concerned.

Monthly Remuneration	ESI		EPF		Agency Charges	Service Charges (@ 18%)	Total
1	2		3		4	5	6
Watch & Ward (WCS) (Un skilled)	Employee Share	Employer's share	Employee Share	Employer's share			

29. The Service Provider, after making payment of the monthly remuneration to the persons deployed shall raise the bill in triplicate along with attendance sheet duly verified by the officer concerned and proof of payment of monthly remuneration and submit the same to the **CT & GST Circle Head, CT & GST Circle, Kalahandi, Bhawanipatna** by the 10th day of the succeeding month and the payment to the Service Provider will be released by this organization within 15days thereafter.
30. The authority reserved the right to withdraw or relax any of the terms and conditions mentioned above so as to overcome the problem encountered at a later stage.
31. The successful bidder will enter into an agreement with the **CT & GST Circle Head, CT & GST Circle, Kalahandi, Bhawanipatna** for supply of suitable and qualified manpower as per requirement on the above terms and conditions.

JURISDICTION OF COURT

32. In the event of any dispute covering or arising out of the clause / clauses of agreement, the same shall be resolved through negotiation. Alternatively, the dispute may be referred to the higher authority for adjudication whose decision shall bidding on both parties.
33. In case either party is aggrieved on the decision of next higher authority, the same jurisdiction of the Court shall be at the District of the **Kalahandi**, Odisha. Neither party shall be competent to bring any case/ suit in regard to the matters covered by this agreement before any Court of Law outside Kalahandi.