



GANJAM COLLECTORATE, CHATRAPUR.
(ST & SC DEVELOPMENT M & BCW SECTION.):06811-263977
Email ID: dwoganjam@gmail.com

COLGNJ-DWO-MISC-0053-2026

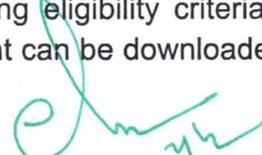
Letter No. 592/SSD

Dated 21/02/2026

SHORT TENDER NOTICE

Bids in sealed cover are invited under Two Bid system from reputed and experienced Man-Power Service providers for providing of DEO-cum-Office Assistants for 26 nos numbers Legal Aid Cells at Blocks/ Sub-Divisions/ Districts/ State Legal Service Authority on outsourced basis under ST & SC Development M&BCW Dept. in Ganjam District. The details of the bidding process are as follows;

Bidders are required to submit the Technical and Financial bids separately. The bids in sealed cover-I containing "Technical Bid" and the sealed cover-II containing "Financial Bid" should be placed in a third sealed cover super-scribed "Bid for providing Man Power Service as DEO-cum-Office Assistants for Legal Aid Cells engaged on outsourced basis- under ST & SC Dev. M&BCW Deptt. in Ganjam District". The Bid must reach the O/o District Welfare Office, Collectorate, Ganjam, Chatrapur At/Po- Chatrapur, Dist- Ganjam, Pin-761020 on or before date 07/03/2026 by 5.30 PM by **Speed Post/Registered Post only**. The Bid documents containing eligibility criteria, scope of work, terms and conditions of the tender and draft agreement can be downloaded from the district website <https://ganjam.odisha.gov.in>


Collector & District Magistrate,
Ganjam



Section - I

SCOPE OF WORK AND GENERAL INSTRUCTIONS FOR BIDDERS

The office of the District Welfare Officer, Ganjam on behalf of the Collector & District Magistrate, Ganjam requires the service of reputed, well established, financially sound and registered Service Providers for providing Man Power Services as DEO-cum-Office Assistants of Legal Aid Cells engaged on outsourced basis under ST & SC Dev, M & BCW Deptt. in Ganjam District

Sealed tender is invited under two bid system from reputed Manpower Agencies/Service Providers to provide the services of for a period of three years w.e.f. the date of execution of agreement and is likely to be extended on yearly basis subject to satisfactory performance, & mutual agreement. The authority reserves the right to terminate the contract at any time after giving 30 days' notice to the service provider.

Bidders are required to submit the technical & financial bids separately. The bids in Sealed Cover-I containing 'Technical Bid' and Sealed Cover-II containing 'Financial Bid' should be placed in a Third Sealed Cover Super- Scribed "Bid for providing Man Power Service as DEO-cum-Office Assistants in Legal Aid Cells engaged on outsourced basis under ST & SC Dev., M & BCW Deptt. in Ganjam District" must reach the undersigned on or before **07.03.2026** by 5.30 P.M. by Speed Post/ Regd. Post only.

Section - II

Eligibility criteria:

Sl. No.	Eligibility Criteria	Supporting documents to be furnished along with the Technical Bid
1	The bidder should be register under appropriate authority, such as <ul style="list-style-type: none"> • Registered under the Companies Act 2013 • Registered under the Indian Partnership Act 1932. • Registered under the Limited Liability Partnership Act 2008. 	Certificate of Incorporation/ Registration Certificate or Commercial Establishment Registration
2	The bidder must be at least 3 years in business (up to the last date of submission of bid) for providing similar type of services to Central/ State Government/ Autonomous Bodies/ Corporate bodies.	Copies of the work order from the previous authorities and agreement copy.
3	The Registered Office or Branch Office of the Service Provider must be located within the State of Odisha.	Valid address proof of the office (Copy of the Telephone or Electricity Bill or any govt order/certificate
4	Must have average annual financial turnover of Rs. 02 Crore during the last 3 consecutive financial years (2022-23, 2023-24 & 2024-25)	Copies of audited Income/ Expenditure Statement and Balance Sheet for the last 3 years (2022-23, 2023-24 & 2024-25)
5	Must have its own bank account in any scheduled bank situated in Odisha.	Copies of the six months transaction amount certified by the Manager of the concerned Bank.
6	The agency should not have been blacklisted by any Central/ State government, or any other public sector undertaking or a corporation as on the date of this RFP.	An affidavit in Rs.10/- non-judicial stamp paper to this effect to be furnished by the bidder as per the prescribed format.
7	Must not have any pending criminal offence against the Proprietor/ Director/ Persons to be deployed by the Service Provider.	An affidavit in Rs.10/- non-judicial stamp paper to this effect to be furnished by the bidder as per the prescribed format.
8	Other Statutory Documents:	Copies of : <ul style="list-style-type: none"> • PAN, • TAN, • GSTIN,

		<ul style="list-style-type: none"> • Copies of work orders from the previous organizations for providing services during last 3 years • Copies of EPF & ESI Registration Certificate with deposit challan of employees last 3 years. • Copy of Commercial Establishment Registration Certificate. • IT returns for the last 3 consecutive financial years as on 31-03-2025.
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A. Submission of Financial Bid:-

The proposal complete in all respect as specified above must be accompanied with a Non-refundable amount Rs. 1,000/- (Rupees one thousand) only in shape of Demand Draft towards Bid Processing Fee and EMD of Rs. 30,000/- (Rupees Thirty thousand) only in the form of Demand Draft in favour of **District Welfare Officer, Ganjam** drawn in any scheduled commercial bank and payable at Ganjam failing which the bid will be out rightly rejected. The relaxation to MSME entities as per govt. norms is also applicable in this case. The bid should be sent through Speed Post/Registered Post (through Govt. of India, Department of Post) so as to reach by **07.03.2026 by 5.30 P.M** in the office of DWO, Ganjam.

The authority will not be responsible for any postal delay. Bids without bid processing fees and EMD shall be rejected. Bids submitted after due date & time will be summarily rejected. EMD of unsuccessful bidders will be returned without interest after the award of Contract.

The selected bidder will have to deposit a Performance Security (2% of the annual contract value) in the form of Bank Guarantee/FD/DD from any scheduled Bank situated within Odisha in favour of DWO, Ganjam, as per the prescribed format provided in the tender document for a period of three months beyond the contract period. (i.e. Performance Bank Guarantee must be valid from the date of effectiveness of the contract to a period of three months beyond the contract period) as its commitment to perform services under the contract. Failure to comply with the requirements shall constitute sufficient grounds for forfeiture of the Performance Bank Guarantee. The Performance Bank Guarantee shall be released immediately after three months of expiry of the contract provided there is no breach of contract on the part of the qualified bidder. No interest shall be paid on the Performance Bank Guarantee. In case, the contract is further extended beyond the initial contract period, the Bank Guarantee will have to be accordingly renewed by the deployed service provider as per the existing terms and conditions of the tender.

Section – III

GENERAL TERMS AND CONDITIONS

- 1.** For all intents and purposes, the Service Provider shall be the “Employer” within the meaning of different Rules & Acts in respect of persons deployed. The persons absorbed by the service provider shall not have any claim whatsoever like employer and employee relationship against the Authority under this agreement. The Service Provider shall make them known about their position in writing before deployment under the required service.
- 2.** The Service Provider will be overall responsible for the absorption of existing manpower for performing the service. The Authority shall not be responsible for any financial loss or any injury to any person deployed by the Service Provider in the course of their performing the functions/ duties, or for payment towards any compensation.
- 3.** The Service Provider shall exercise adequate supervision to ensure performance of manpower absorbed to provide the services in accordance with the requirements. The Service Provider shall depute one full time supervisor in concerned office of the authority, for overall management of the services to be rendered at the site.
- 4.** The Service provider shall be solely responsible for compliance to the provisions of various Labour and industrial laws, such as, wages, allowances, compensation, EPF & ESI, Bonus and Gratuity etc. relating to manpower to be deployed by it at the Authority’s location.
- 5.** Service Provider shall maintain complete official records of disbursement of wages / salary showing details of all supporting documents such as ESI, EPF etc. in respect of manpower deployed for the purpose.
- 6.** The Service Provider shall maintain personal file in respect of all the staff those who are absorbed by it in office of the authority. The personal file shall invariably consist of personal details such as name, address, date of birth, sex, residential address(temporary/permanent), Bank Account, EPF/ESI Details etc.
- 7.** The manpower to be absorbed by the Service Provider should not have any adverse Police records/criminal cases against them. The agency should make adequate enquiries about the character and antecedents of the persons whom they are absorbing. An undertaking to this respect must be provided by the manpower service provider prior to signing of the agreement.
- 8.** The Service Provider will also ensure that the manpower absorbed are medically fit and will keep in record a certificate of their medical fitness. The Service Provider shall withdraw such manpower those are not found suitable by this office for any reasons immediately on receipt of such a request.
- 9.** The Service provider shall ensure that the manpower absorbed by it are disciplined and do not participate in any activity detrimental to the interest of the Authority.
- 10.** The Service Provider shall provide uniform along with Photo ID Card to its personnel absorbed at site at its own cost.
- 11.** The Authority shall not be liable for any compensation in case of any fatal injury/death caused to any man power while performing/discharging their duties/ for inspection or otherwise.
- 12.** In case of any theft or pilferages, loss or other offences, the service provider will investigate and submit the report to the Authority and maintain liaison with the

police. FIR will be lodged by the Authority, wherever necessary. If need be, joint enquiry comprising of both the parties shall be conducted and responsibility will be fixed.

13. In case of any loss caused to the Authority due to lapse on the part of the personnel discharging duties, the same shall be borne by the Service Provider. Authority shall have the right to deduct appropriate amount from the bill of service provider. In case of frequent lapses on the part of the personnel deployed by the service provider, Authority shall be within its right to terminate the contract or take any other action without assigning any reason whatsoever.
14. In the event of any personnel being on leave/absent, the service provider shall ensure suitable alternative arrangements to make up for such absence. If a person leaves the job for any reason, the Service provider is liable to provide the suitable replacement within 3 working days.
15. In case of delay in providing required replacement, the amount of penalty calculated **at the rate of 1%** of the annual contract value per week on account of delay, shall be deducted from the monthly bills in the succeeding month.
16. There would be no increase in rates payable to the Service Provider during the Contract period. The service provider will be responsible for deposit of EPF, ESI, GST and other statutory dues as applicable from time to time and submit the proof of deposit to authority for records.
17. The Service Provider shall not be allowed to transfer, assign, pledge or subcontract its rights and liabilities under this Agreement to any other agency or organization. Sub-contracting is not allowed under this agreement.
18. The Services Provider shall raise the bill, in triplicate, along with attendance sheet duly verified by the officer concerned in respect of the persons deployed and submit the same to the prescribed authority in the first week of the succeeding month. The payment will be released by the second week of the succeeding month.
19. The Service Provider will have to deposit the remuneration of the deployed manpower for the concerned billing period in their respective bank account through online transfer and submit the details to the authority for necessary records.
20. In case of dispute resolution relating to rights/liabilities arising out of the agreement, the same shall be disposed of at the level of Administrative Departments.
21. In the event of failure of Service Provider to provide Services as per the terms and conditions of the agreement, the Performance Security shall be forfeited. Any violation of instructions/ agreement or suppression of facts will attract termination of contract with 1 month prior notice to the Service Provider.
22. The Service provider should ensure that persons to be absorbed are not alcoholic, drug addict and not indulge in any activity prejudicial to the interest of the Authority.
23. The Authority reserves the right to withdraw or relax any of the terms and condition mentioned above so as to overcome the problem encountered at a later stage.
24. In the event of any dispute arising in respect of the clause of the agreement, the same shall be resolved through negotiation. Alternatively the dispute shall be referred to the next higher authority or controlling officer for his decision and the same shall be binding on all parties.
25. All disputes shall be under the jurisdiction of the appropriate court.
26. The agreement can be terminated by either party by giving one month's notice in advance. If the agency fails to give one month's notice in writing for termination of the agreement then one month's wages, etc. and any amount due to the service provider will be recovered by forfeiture of performance security.
27. The contract is liable to be terminated because of non-performance, deviation of any terms and conditions of agreement, non-payment of remuneration of manpower deployed and non-payment of statutory dues. The Authority will have no liability towards non-payment of remuneration to the persons deployed by the Service Provider and the outstanding statutory dues of the service provider to concerned

- authorities.
28. The Manpower Service Provider will be bound by the details furnished to the authority while submitting the tender or at any subsequent stage. Misrepresentation of documents/ information, leads to termination of agreement.
 29. The man power service provider will supply additional man power as and when required during the validity period of agreement.
 30. Technical requirements for Manpower to be so engaged by the successful Manpower Service Provider in the O/o the DWO/ All BDOs and Sub-Collector of Ganjam District.
 - A- She /He should be above 18 Years.
 - B- Minimum Educational qualification Graduation with PGDCA for DEO & DEO-cum-Office Assistance and Graduation with PGDCA.
 - C- Preference will be given to candidates who have experience in Legal Aid Cell/ Scholarship Management Unit/ OSFDC in Ganjam District irrespective of their home District.

SECTION-IV

A. List of Documents to be submitted

Bidders are required to furnish the following documents along with the Technical Bid:

- a) Demand Draft in support of Bid processing fee as applicable.
- b) Demand Draft in support of EMD as applicable.
- c) Copy of Certificate of Incorporation for Company, for firm or agency, copy of commercial establishment registration certificate.
- d) Copy of GSTIN, 3B latest.
- e) Copy of PAN and TAN Number.
- f) Copies of IT returns for the last three consecutive financial years.
- g) Copies of EPF & ESI Registration Number with deposit challan of employees last 3 years.
- h) Copy of Bank Account details.
- i) Copies of the Income/Expenditure Statements along with Balance Sheet for the last 3 years.
- j) Copies of work orders from the previous organizations for providing services during last 3 years.
- k) Affidavit regarding non-blacklisting (On Stamp Paper)
- l) Affidavit regarding non-pending of any judicial proceedings (On bidder's Letter Head)
- m) Valid Contract Labour License for minimum Two hundred labor in Odisha in a single order.
- n) Valid Registration Certificate.
- o) Copies of six months transactions amount certified by Manager of the Bank.

Any deviation from the prescribed procedures/ required information/ formats/ conditions shall result in out-right rejection of the bid. Any conditional bid shall be out-rightly rejected.

The interested agencies are advised to submit two separate sealed envelopes super scribing "**Technical Bid for providing Man Power Services as DEO-cum-Office Assistants for Legal Aid Cells**" and "**Financial Bid for providing Man Power Services as DEO-cum-Office Assistants for Legal Aid Cells**". Both sealed envelopes must be kept in a sealed third envelope super scribing "**Tender Document for providing Man Power Services as DEO-cum-Office Assistants for Legal Aid Cells**".

The date of opening Tender will be intimated through district website

<https://ganjam.odisha.gov.in>. The Technical and Financial Bid will be opened in presence of the Bidders or their Authorized Representatives.

The EMD shall be forfeited if the successful bidder fails to undertake the work or fails to comply with any of the terms and conditions of the bid.

The bid shall be valid for a period of **90 days** from the date of opening of the bids and no request for any variation in quoted rates and/withdrawal of bids on any ground by the bidder shall be entertained. Validity of the bids can be extended on mutual consent.

The bidder having the lowest evaluated Financial Bid (L-1) would be considered for award of the contract subject to fulfillment of the terms and conditions of the bid documents. In case, the Lowest Bidder (L-1) is disqualified after selection for any reason, then negotiations will be made with the Second Lowest (L-2) Bidder for award of Contract at (L-1) price. However, the decision of the authority shall be final during the overall selection process. In case more than one firm quotes the same price in the Financial Bid, then the L-1 Bidder will be decided by drawl of lottery.

The quoted rates shall not be less than the minimum wages fixed/ notified by the Government of Odisha from time to time and shall include all statutory obligations.

The service provider shall be liable for all kinds of dues payable in respect of manpower deployed/ provided under the contract and the authority shall not be liable for any dues for availing the services of the personnel.

The authority reserves the right to reject any or all bids and terminate the tender process without assigning any reason thereof.

Section - V

A. QUALIFICATION AND EXPERIENCE OF PERSONNEL TO BE ENGAGED

IN THE LEGAL AID CELL:

DEO-cum-Office Assistants

Educational Qualification- Candidate should have completed graduation with PGDCA.

Work Experience

- i. Preference will be given to the candidate belonging to Ganjam district.
- ii. Experience of working with Govt. projects will be an added advantage.
- iii. Fair understanding of Central / State Govt. Schemes.
- iv. She/He must have educational qualification of Graduation with Computer Qualification not below PGDCA.

Scope of Work

- The service provider shall engaged the existing DEO-cum- Office Assistant, if vacancies arises the service provider will be provided new man power.
- She/He will work in welfare section of Block under the supervision of Welfare Extension Officers.
- She/He will assist the Legal Retainers engaged in Legal Aid Cells.
- Providing free legal services to the SC & ST people through Legal Aid Cells in Blocks, Sub-Divisional Hqrs & District Hqrs.
- Developing specific templates for data entry to minimize error and to facilitate easy retrieval of information.
- Scanning, digitization and preserving various documents related to scholarship as per the guideline.

- Day to day maintenance of computer and other peripherals.
- Any other responsibility as assigned by the Higher Authorities.

Section - VI

TECHNICAL BID

FOR PROVIDING MANPOWER SERVICES TO LEGAL AID CELLS OF GANJAM DISTRICT (FORM – 1)

01	Name of the Organization	
02	Legal Status	
03	Name of the Manpower Service Provider	
04	Name of the Proprietor / Director	
05	Full Address of Registered Office with Telephone Number, FAX No & Email Address / Website	
06	Name & Telephone No of the Authorized Person to liaison with authority	
07	Registration No. of Certificate of Incorporation & Date	
08	Bank Name of the Manpower Service Provider	Account No Bank & Branch Name IFS Code
09	PAN (Attach self-attested Copy)	
10	GST Registration No (Attach self-attested copy)	
11	EPF Registration No (Attach self-attested copy)	
12	ESI Registration No (Attach self-attested copy)	
13	No. of years of experience as HR service provider (as on 1st August 2023)	
14	Date of first assignment as HR Service Provider	
15	Date of first assignment as HR Service	

	Provider for Govt. Department	
16	Annual Turn Over	2022-23 2023-24 2024-25
17	Details of EMD	Demand Draft No & Date Amount
18	Details of Tender Cost	Demand Draft No & Date Amount

19. Please give details of the major similar contracts handled by the Manpower Service Provider during the last three financial years i.e. 2022-23, 2023-24, 2024-25 in the following format:

(Please attach separate sheet, if required)

Financial Turnover of the bidder for the last 3 financial years :-

Financial Year	Turn Over Amount (In INR)	Average Turnover (in INR]
FY 2024-25		
FY 2023-24		
FY 2022-23		

Details of the similar type service provided by the bidder in consecutively last 3years:-

Sl. No.	Period	Name of Authority with Complete Address & Fax no.	Type of services provided with details of manpower/ machinery deployed	Contract Amount (in INR)	Duration	
					From	To
1						
2						
3						
4						
5						

Declaration

I, Sri _____ Son/ Daughter/ Wife of
Sri _____ Proprietor/ Director/ Authorized
Signatory of _____ (Name of the Service Provider), competent to sign this declaration and
execute this tender;

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

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

Authorized Signatory[In full and initials]

Place:

Date:

Enclosures:

1. Bid Processing Fee in the form of Demand Draft in Original.
2. EMD in the form of Demand Draft in Original.
3. Copy of tender document (each page must be signed and sealed by the Bidder).
4. Duly filled Technical Bid and Financial Bid.
5. List of Documents as applicable.

EVALUATION PROCESS:

- a. In the first stage, the technical proposals will be scrutinized as per the
Eligibility criteria and completeness of the documents as prescribed in the
tender document.
- b. The bids qualifying the Eligibility criteria and complete with regard to
availability of the documents will be considered for Final Evaluation.
- c. The Tender Committee constituted by Collector, Ganjam is to finalize the tender.

FORM
AFFIDAVIT

**[On Rs.10/- Non-judicial Stamp Paper in shape of affidavit from the Notary
regarding non-blacklisting]**

I..... hereby undertake that, our organization..... has not been debarred by any of the Central/ State Government Department/ Office or by any Public Sector Undertaking (PSUs) and nor blacklisted by any authority during the recent past..

Yours sincerely,

Authorized Signatory[In full and initials]

Name and Designation of the Signatory:

Name of the Bidder and Address:

FORM

AFFIDAVIT

[On Rs.10/- Non-judicial Stamp Paper in shape of affidavit from the Notary regarding not having any pending judicial proceeding for any criminal offences]

I,..... hereby undertake that there is no criminal case pending in any Court of Law against our company or against the Proprietor or Director or Persons to be deployed by our company.

I further certify that Proprietor/Director/Persons to be deployed by our / my company have not been convicted of any offence in any Court in India during the recent past. I understand that I am fully responsible for the contents of this undertaking and its truthfulness.

Yours sincerely,

Authorized Signatory[In full and initials]

Name and Designation of the Signatory

Name of the Bidder and Address:

SECTION-VII

FINANCIAL BID

For Providing Manpower Assistance in Ganjam, Odisha 761020.

1. Name of tendering Manpower Service Provider:
2. Rate per person per month inclusive of all statutory liabilities, taxes, levies, cess etc:

Sl. No.	Manpower Type	Monthly Rate per person						
		*Take home remuneration per person	EPF@ 13%	ESI @ 3.25%	Other statutory dues if any	Service charge	GST@ 18%	Total per person (3+4+5+6+7+8)
1	2	3	4	5	6	7	8	9
1	DEO-cum-Office Assistant Legal Aid Cell	13900/-						
		14900/-						
		15900/-						

01. The Service Charge quoted should not be less than **3.85%** of the remuneration.
02. The total rates quoted by the Agency should be exclusive of all Statutory Liabilities & Taxes in force at the time of submitting the tender & fixed for the period of contract. No alteration shall be allowed under any circumstances unless and until Government notifies the same.
03. 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 as per the actual.
04. Bidders have to quote for all the positions under this tender and the bid with lowest evaluated monthly charges for the required manpower will be awarded with the contract.
05. The employee's share of contribution towards EPF & ESI shall be deducted by the service provider from the minimum take home remuneration of the person engaged and deposit the same with appropriate authority. Proof of deposit of the same with the concerned authority must be furnished.
06. In case of non-compliance of any of the above conditions, the Bid will be summarily rejected.

Signature of Authorized Signatory with Seal

Full Name:

Designation:

Address:

Phone No.

Place:

Date:

It is to be ensured that:

- All information has been submitted as per the prescribed format only.
- Each part has been separately bound with no loose sheets and each page of all the three parts are page numbered along with Index Page.
- All pages of the proposal needs to be sealed and signed by the authorized representative.

Authorized Signatory [In full and initials]

Name and Designation with Date and Seal