

Government of Odisha
OFFICE OF THE TREASURY OFFICER, DISTRICT TREASURY, RAYAGADA

No. 616, Dated 03.07.25

QUOTATION / TENDER CALL NOTICE

In pursuance of letter No.14776, dated 28.10.2021 and No.701, dated 16.01.2024 of Director of Treasuries & Inspection, Odisha, Bhubaneswar read with Resolution No. 7982/GAD, Dt.07/03/2024 of GA & PG Department, Govt. of Odisha, sealed quotations are invited from the reputed and willing firms having labour license, GST registration no. and experience, for providing two numbers of skilled/unskilled persons on out-sourcing basis to be posted one each at District Treasury, Rayagada and Sub-Treasury, Padmapur for providing services like "watch and ward with cleaning and sweeping of Office and its premises."

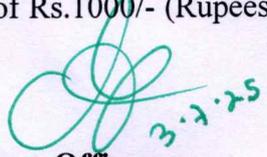
The sealed quotation should reach the undersigned by 5.30 PM of 24.07.2025. The intending firms (henceforth be referred as the Service Provider) should have the resources and willingness to provide above services at least for one year without any interruption in the service. If the performance of Service Provider is found satisfactory, the agreement may be extended with due approval from the Director of Treasuries & Inspection, Odisha, Bhubaneswar and as per law in force at the time of renewal.

The service provider will ensure that the persons provided by him for the required services possess minimum educational qualification of passing of 8th class examination and must not have any criminal antecedent. In case of any offence or misconduct of the person provided by the Service Provider, the Service Provider will be held responsible. The person provided by the Service Provider need to be available in the office during office hour as well as beyond office hour as desired by the Authority. However, if the conduct and behaviour of the person engaged by the Service Provider is not be found satisfactory, the service will be terminated by the undersigned immediately without any prior notice.

The Service Provider may quote the rate per one person they desire to charge per month from the undersigned for providing the services of as mentioned above. The quoted rate should indicate separately the charges for the service of the person to be engaged, Service Tax and any other statutory payments required if any. ESI and EPF claims if any as required may be indicated in the quotation separately. The Service Provider having requisite eligibility and quoting the lowest bid for providing the above services may be awarded with the contract. All the disputes relating to this will be resolved within the jurisdiction of Rayagada District. The undersigned reserves the right to cancel the process of out-sourcing of above services at any time without assigning any reason thereof.

Quotation along with copies of all the supporting documents viz. Registration Certificate of the Service Providing Agency, GST Registration letter, EPF & ESI Registration letter, Labour License etc. in sealed cover should reach the office of the undersigned on or before 24.07.2025. The sealed quotations will be opened at 11.30 AM on 25.07.2025 in the Office chamber of Treasury Officer, District Treasury, Rayagada. Parties participating in the bid are allowed to be present at the time of opening of the sealed quotations.

The application form of quotation/tender along with the Scope of Work, Eligibility Criteria, Bid System, Right of Rejection, Instruction For Submission of Tender and Terms and Conditions etc. will be available with the Addl. Treasury Officer, District Treasury, Rayagada on payment of Rs.1000/- (Rupees One Thousand) only from 10.30 AM to 5.30 PM during working hours or the same can be downloaded from Odish Govt. website "<http://rayagada.odisha.gov.in>". In case the application form is downloaded from Govt. website, the applicant shall furnish a Demand Draft for an amount of Rs.1000/- (Rupees One Thousand) only towards the cost of application along with the quotation.


Treasury Officer
District Treasury, Rayagada

MS
03.07.25

STP
03.07.25

TENDER DOCUMENTS FOR PROVIDING NON-CONSULTANCY SERVICES
(WATCH AND WARD WITH CLEANING AND SWEEPING OF OFFICE AND ITS PREMISES)
ONE EACH
AT DISTRICT TREASURY, RAYAGADA AND SUB-TREASURY, PADMAPUR

CLOSING DATE FOR SUBMISSION OF TENDER: 24.07.2025

DATE OF OPENING OF TENDER (TECHNICAL BID): 25.07.2025

DATE OF OPENING OF TENDER (FINANCIAL BID): 25.07.2025

To,
The Treasury Officer,
District Treasury, Rayagada,

Ref: TENDER CALL NOTICE NO..... Date:-.....

Sub: Tender for providing Non-consultancy Service (watch and ward with cleaning and sweeping of the premises) one each at Dist. Treasury, Rayagada and Sub-Treasury, Padmapur.

Dear Sir/Madam,

I/We (_____) offer to provide Non-consultancy Services (watch and ward with cleaning and sweeping of Office and its premises) as indicated in the above Tender Call Notice and documents at the rates quoted here under and hereby bind myself / ourselves to execute the work as per the scope stipulated in the Tender Documents.

I/We have read the conditions of the Tender documents attached there to and agree to abide by such conditions.

I/We bind myself /ourselves to furnish the required deposit, execute agreement in the prescribed format, failing which I/We shall have no objection to the forfeiture of the earnest money deposited by me/us with the Treasury Officer, District Treasury Rayagada and rescinding of the contract/agreement and to bear all the liabilities for such failure.

Encl:-List of documents.

1. Part-I: Technical Bid (Annexure-I)
2. Part-II: Financial Bid (Annexure-II)

SIGNATURE & RUBBER STAMP OF AGENCY

Address.

SCOPE OF WORK, ELIGIBILITY CRITERIA, BIDS SYSTEM, RIGHT OF REJECTION INSTRUCTION FOR SUBMISSION OF TENDER:

1. The non-consultancy services (watch and ward with cleaning and sweeping of Office and its premises) is required one each in the Dist. Treasury, Rayagada and Sub-Treasury, Padmapur through out the month.
2. The services of the person to be engaged on outsourcing basis may be required as when desired by the Treasury Officer/Sub-Treasury Officer concerned.
3. The person to be engaged on outsourcing basis should not be less than 18 years of age and not more than 40 years of age.
4. During the absence of any manpower, the agency will make necessary arrangement for a substitute suitable for the work otherwise bill will be raised by deducting the wages of the absentee day/days.
5. The person engaged on outsource basis is liable to avail leave in terms of provisions contained in the Finance Department, Odisha, Bhubaneswar O.M. No.30794/F, dated 06.11.2021.
6. The agency must have successfully undertaken similar nature of works for at least 03(Three) years. Similar nature of work means the agency must have deployed Manpower for the above works to Central Govt./State Govt./Public Sector Undertakings/Reputed Private Organizations for at least 03(Three) years.
7. The agency ought to have valid EPF Code, ESI in its name issued by RPF, Odisha Circle. Registration Certificate of the Organization under GST Laws, PAN / TAN No. and Labour license issued by the competent Authority.
8. The bidding will be on two bid system i.e. Technical Bid in part –I (ANNEXURE-A) and Financial Bid in part -II (ANNEXURE- B).
9. The agency is expected to quote competitive rate for the non-consultancy services (watch and ward with cleaning and sweeping of Office and its premises) after careful analysis and the rate of service charges. In case it is noticed that the rates quoted by the agency is unusually high or low, it will be a sufficient cause for rejection of the tender unless the Treasury Officer, District Treasury Rayagada is convinced about the reason of such unusual high / low price fluctuation.
10. The Treasury Officer, District Treasury Rayagada reserves the right to reject the tender received without assigning any reason thereof and the agency shall not be entitled to any costs, charges or expenses incidental to or connected with preparation and submission of the documents.
11. Canvassing in connection with tender/documents containing uncalled for remarks are liable to be rejected.
12. Tenders with any modification(s) and /or special condition(s) of the agencies or with any rider is liable to be rejected.
13. No request for withdrawal or modification will be entertained after the last date of submission of Tender.
14. The technical bid must be accompanied with an EMD of Rs.10,000.00 (Rupees Ten thousand) only in shape of Bank Draft/ Demand Draft drawn in favour of The Treasury Officer, District Treasury, Rayagada, payable at State Bank of India, Main Branch, Rayagada. No interest will accrued on the Earnest Money Deposit.
 - Tender without prescribed Earnest Money Deposit (EMD) will be rejected.
 - The BD/DD for earnest money will be returned in case the tender process is cancelled by the Treasury Officer, District Treasury, Rayagada or after completion of the tender process to the unsuccessful bidders.

- The BD/DD for earnest money deposit (EMD) of successful agency will be kept with the Treasury Officer, District Treasury, Rayagada till the term of the agreement is over and will be returned within 30 days from the termination of the contract agreement.
 - The EMD will be forfeited if the Successful Agency refuses to take up the work at the quoted price.
15. It shall be the responsibility of the successful agency to submit the signed copies of the agreement to the Treasury Officer, District Treasury, Rayagada within a month of issue of letter of intent /work order.
 16. The Agreement is liable to be terminated in case of non-performance, deviation of terms and conditions of contract, non-payment of wages for non-consultancy service and non-payment of statutory dues in time.
 17. The Treasury Officer, District Treasury, Rayagada & other officers of the District Treasury Rayagada are specifically authorized in this regard & will have full power and authority to watch the performance as per tender conditions and instructions issued from time to time with respect to the person to be engaged in District Treasury, Rayagada.
 18. The tender shall be submitted with EMD in Part-I i.e. Technical Bid (**ANNEXURE-A**) and Part-II i.e. Financial Bid (**ANNEXURE-B**) in two separate sealed envelopes superscribed with Technical Bid and Financial Bid as the case may be and name and address of the bidder. Both the envelopes i.e. Part-I with the EMD and Part-II envelopes shall be put in another envelope which shall be superscribed with "Tender for Non-consultancy Service" along with name and address of the agency and should bear the address of "The Treasury Officer, District Treasury, Rayagada. The agency should mention his/her complete postal address and telephone number, fax number, e-mail address etc. on the bottom left hand side of the envelope. Both the bids (Technical & Financial) complete in all respects must reach the undersigned on or before _____ by _____ P.M. or the same may be dropped in the Tender Box placed in the District Treasury Office, Rayagada in any working days between 10.00 AM to 5.30 PM within the tender inviting period.
 19. Tenders received after the due date and time shall not be entertained by the undersigned.
 20. The technical and financial bid shall be opened on _____ at _____ AM in the presence of the agency/their authorized representatives and in presence of the committee members in the office chamber of the Treasury Officer, District Treasury, Rayagada.
 21. The Agency shall submit the true copies of their valid EPF Code Certificate issued by RPFC, Odisha, Income Tax, GSTIN, ESI Registration Certificates with latest deposited challan copy, Firm Registration Certificate, photocopy of PAN Card, copies of the acknowledgement of Annual I.T. return of the firm for the last 03 (three) financial years, GST return & copy of the labour license issued by the competent Authority along with the tender document. The agency should also submit the experience certificate of the last 03 (three) years as mentioned in the eligibility criteria.
 22. An undertaking that the agency will be able to deploy the requisite consultancy services at District Treasury, Rayagada and Sub-Treasury, Padmapur immediately after execution of the contract agreement between the Treasury Officer, District Treasury, Rayagada and the selected agency.

TERMS AND CONDITIONS:

- 1) The period of contract will be for 1(One) year and may be extended further 1 (one) year by the Treasury Officer, District Treasury, Rayagada subject to satisfactory performance of the non-consultancy services and subject to extension of term of contract by the Head Office.
- 2) The non-consultancy service provider shall not be allowed to transfer, assign, pledge or sub-contract its rights and liabilities under this Agreement to any other Service Provider or organization by whatever name be called.
- 3) The service provider shall provide the non-consultancy services (man power services) though out the month.
- 4) The Service provider shall be responsible to get the character antecedents of the personnel verified by the Police before deploying them at District Treasury, Rayagada and Sub-Treasury, Padmapur. The persons deployed by the Service Provider should not have any criminal case.
- 5) The deployed personnel should carry out work assigned to them with due sincerity, diligence, efficiency & punctuality.
- 6) The non-consultancy 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 the Service Provider is found to be false at any stage, it would be deemed to be a breach of terms of Agreement making it liable for legal action besides termination of the Agreement.
- 7) For all intents and purposes, the non-consultancy service provider shall be the "Employer" within the meaning of different Rules & Acts in respect of persons to be so deployed. The entire financial liability in respect of persons to be deployed in this office except daily wages shall be the liability of the non-consultancy service provider only. The Treasury Officer, Rayagada and Sub-Treasury Officer, Padmapur will in no way be liable for any financial implications except ensuring the daily wages. The Service Provider shall comply with all the legal formalities/ legal compliance at his own part and cost, if required under any Act/Rules.
- 8) In case of any loss that might be caused to District Treasury, Rayagada or Sub-Treasury, Padmapur due to the personnel so deployed, such loss will be borne by the Service Provider and in this connection, this office shall have the right to deduct appropriate amount from the monthly bill of the non-consultancy service provider.
- 9) The appropriate payment of wages and other benefits to the person deployed by the non-consultancy service provider shall be the exclusive responsibility of the service provider and persons so deployed shall have no claim whatsoever on District Treasury, Rayagada or Sub-Treasury, Padmapur. The monthly bills will not be released until the service provider produces proof of up to date payment of EPF & ESI contribution.
- 10) District Treasury, Rayagada or Sub-Treasury, Padmapur will not accept any claim in the event of the service provider's employees sustaining any injury, damages or loss of life of the person either inside or outside of the premises of this office.
- 11) No personnel deployed by the Agency shall be paid less than the minimum wages fixed as prescribed by Govt. from time to time.

- 12) Statutory dues at appropriate rate as per rules etc. shall be given to each personnel by the Agency.
- 13) Income tax, GST and any other tax as applicable will be deducted at source on the billed amount.
- 14) The non-consultancy service provider shall raise monthly bill in duplicate and submit the same along with attendance register of those persons to be deployed, to the Treasury/Sub-Treasury Office concerned; after that the monthly payment to the agency for the services rendered will be made and the agency will bear/pay all other benefits/statutory dues etc.
- 15) On the expiry of the contract the Service Provider undertakes to leave the premises in peace without creating any disturbances.
- 16) The Authority reserves the right to terminate the Agreement during initial period also after giving one month prior notice to the non-consultancy service provider.
- 17) The non-consultancy service provider shall be liable for depositing GST and other taxes etc. on account of service rendered by it to the authority as per the rules and regulations in the matter.
- 18) The non-consultancy service provider shall maintain all statutory registers under the Law and shall produce the same, on demand, to the authority of the office concerned or any other authority under Law.
- 19) In case, the non-consultancy service provider fails to comply with any liability under appropriate law, and as a result thereof, this office is put to any loss/obligation, monetary or otherwise, this office will be entitled to get itself reimbursed out of the outstanding bills to the extent of the loss or obligation in monetary terms.
- 20) The decision of the Authority of this office in regard to interpretation of the Terms & Conditions, any relaxation of the terms & condition mentioned above so as to overcome the problem encountered at a later stage and the Agreement shall be final and binding on the non-consultancy service provider.
- 21) Any legal dispute, if arises shall be under the jurisdiction of the court at the place where the headquarters of the authority, who will execute the agreement, is located.
- 22) The non-consultancy service provider shall be solely responsible for compliance to the provisions of various labour and industrial laws, such as, wages, allowances, compensations, EPF, Bonus, Gratuity, ESI etc. relating to personnel deployed by it or for any accident caused to them and this office shall not be liable to bear any expense in this regard.
- 23) The Authority of the District Treasury reserves the right to withdraw or relax any of the terms and conditions mentioned above at any point of time without assigning any reason thereof.
- 24) The person deployed shall, during the course of their work be privy to certain qualified documents and information which they are not supposed to divulge to third parties. In view of this, they 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.
- 25) In case of breach of any terms and condition attached to the agreement, the Security Deposit of the service provider shall be liable to be forfeited besides annulment of the agreement.
- 26) Each page of the documents is to be signed by the bidder before submission.

- 27) Both format of Technical Bid & Financial Bid is attached herewith for submission of the same by interested firms in Annexure-A & Annexure-B.
- 28) Prior to submission of tender by the intending firms, proper paging and indexation must be completed. The selection procedure of financial bid is least cost method. In case of a tie, bidders shall be selected through drawal of Lottery system.
- 29) GST being an inclusive variable component should not be reflected in the financial bid. It will be paid automatically as per prevailing rate.

NOTICE AND COMMUNICATION:

- a) The Agency is required to state his/her correct full address in the document. All notices, communications to any agency by the Treasury Officer, District Treasury, Rayagada shall be deemed to have been sent or served if delivered or left at orposted to the agency and shall be deemed to have been so performed on the day on which they were so delivered or left.
- b) All notices and communications addressed by the Treasury Officer, District Treasury Rayagada to the Agency or by the Agency to the Treasury Officer, District Treasury Rayagada concerning the work to be executed under the contract shall be in writing.


3.7.25
Treasury Officer
District Treasury, Rayagada

Signature of the Agency

**Name of the person who
has signed the Tender
paper (in Block letters)**

**Permanent address of
the agency.**

**Temporary address of
the agency**

N/S
03.07.25

3/7/25

ANNEXURE- A (Technical Bid)

01	Name of the Agency (Name of Proprietor in case of individual business, Managing Partner in case of Partnership, Director in case of Regd. Company etc.) (in CAPITAL & Bold Letters)	
02	Status of the organization (Proprietorship/ Partnership/Private or Public Ltd. Company/ any other form of body / entity)	
03	Present & Permanent Address of Organisation/ Agency with mail id, phone & fax no.	
04	Whether the Organization is having registered or branch office at Rayagada	
05	Whether the Organisation is registered under GST Laws (copy of GSTIN of the Organisation to be enclosed)	
06	Whether the Organisation is filing GSTR-3B under GST Laws (copy of Last Return Filed by the Bidder to be enclosed)	
07	Income Tax PAN No. of the Organisation or Owner (Proof to be enclosed)	
08	Copies of Income Tax Return of last 05 (Five) years should be attached	
09	Labour license/Registration under the Contract Labour (Regulation and Abolition) Act, 1970 and the Rules, 1971 (Proof to be enclosed)	
12	EPF Registration No.(Proof to be enclosed)	
11	Is the Agency governed by Minimum Wages Rules of the Govt. of Odisha or Central Govt. If yes, give details	
13	ESI Registration No.(Proof to be enclosed)	
15	Bank Details a. Name of Bank b. Account No. c. IFS Code etc.	

16	Declaration in proforma that no criminal case is pending against the proprietor / partner / Director of the Company/ Agency participating in the past against the Company / Firm / Proprietor/Partner.	
17	Whether refundable EMD of Rs.10,000/- submitted. (Proof to be submitted) Earnest Money deposit a. Draft No. b. Date c. Amount d. Name of the Bank	
18	Acceptance of terms & conditions attached (Yes/No). Signature with Seal of the Authorized person on each page of terms and conditions as token of acceptance and this should be submitted as part of tender document.	
19	Whether the undertaking to the effect that the Agency shall deploy the requisite Manpower at The o/o Treasury Officer, District Treasury, Rayagada and o/o Sub-Treasury Officer, Padmapur within 10days of issue of LoI is furnished	

DECLARATION:

I, _____ Son / Daughter / Wife of Shri _____, Proprietor/ Director / authorized signatory of the non-consultancy service provider, mentioned above, am competent to sign this declaration and execute this tender document;

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

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 of any false information / fabricated document would lead to rejection of my tender at any stage besides liabilities towards prosecution under appropriate law.

Our charges quoted is based on the basis of our full understanding about the job. Our offers shall be valid for 90 days from the date of opening of the qualifying bid.

I/we also authorize the Treasury Officer, District Treasury Rayagada to forfeit my earnest money in case I/We fail to execute the job for whatever reason, if my/our tender is accepted.

No criminal case is pending against the proprietor/ partner/ Director of the Company/ Agency participating in the tender and the persons to be engaged.

The monthly charge quoted is inclusive of all statutory liabilities in force at the time of entering into the contract excluding GST. The GST will be charged at prevailing rate separately on consolidated monthly charge quoted.

DT.

Place:

**SIGNATURE OF THE BIDDER/AUTHORISED PERSON
NAME
SEAL**

ANNEXURE-B (Financial Bid)

Name of the Firm	Monthly Remuneration as per Resolution No. 7982/GAD, Dt.07/03/2024 of GA & PG Deptt., Odisha	EPF (13%)	ESI (3.25%)	Service Charge	Total	Remarks

DT.
Place:

SIGNATURE OF THE BIDDER/AUTHORISED PERSON
NAME
SEAL

DECLARATION

- I. The Remuneration of manpower to be provided is not less than the minimum rate prescribed by the Govt. from time to time.
- II. The total rates quoted by the tendering non-consultancy service provider is inclusive of all statutory liabilities in force at the time of entering in to the contract excluding GST which will be charged at prevailing rate separately on unit price.

SERVICE AGREEMENT

This SERVICE AGREEMENT is made on this _____ day of _____ between the Treasury Officer, District Treasury, Rayagada, hereinafter referred to as the "Authority" which expression shall, where the context so requires or admits, also includes its successors or assignees of the one part;

And

M/s. _____ represented by Sri _____, hereinafter called the "Manpower Service Provider" which expression shall, where the context so requires or admits, also include its successors or assignees of the other part.

Whereas, the "Authority desires that the service of " _____ " are required in _____ Office;

And whereas the "Manpower Service Provider" has offered its willingness to the same in conformity with the provisions of the agreement;

And whereas the "Authority" has finalized the rate as per the terms and conditions of the agreement to the "Manpower Service Provider".

Now this agreement witness as below :-

1. That the Annexure containing the Terms and Conditions, Contract Price and Payment Term shall be deemed to form and to be read and construed as part of this agreement.
2. That in consideration of the payment to be made by the "Authority" to the "Manpower Service Provider", the "Manpower Service Provider" hereby agrees with the "Authority" to provide personnel to be engaged as " _____ " in the _____ in conformity with the provisions of the Terms and Conditions.
3. That the "Authority" hereby further agrees to pay the "Manpower Service Provider" the contract price at the time and in the manner prescribed in the said Terms and Conditions.
4. That in the event of any dispute that arise it shall be settled as per the Terms and Conditions of the contract.
5. That this agreement is valid upto _____.

IN WITNESS WHEREOF the parties have caused their respective common seals to be here unto affixed or have here unto set their respective hands and seals on the day and year first written above.

**Signature of the Officer
authorized to sign
on behalf of
Manpower Service Provider**

Signature of the Authority

In the presence of witness:-

1. Name _____
Address _____
2. Name _____
Address _____