



INTEGRATED TRIBAL DEVELOPMENT AGENCY, RAYAGADA

e-Mail-itdarayagada@gmail.com, Contact No.06856-235165, Pin Code-765001

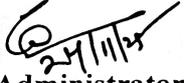
No 2131 /2025

Date: 24 /11/2025

QUOTATION CALL NOTICE

Providing Services of Manpower on Contract (Outsourced) Basis.

Sealed quotations are invited from reputed and eligible Private Manpower Service Providers for providing Manpower to Integrated Tribal Development Agency, Rayagada as per the attached Terms and Conditions. The quotation completed in all respect must be received by this office through Registered Post/ Speed Post to the Office of Project Administrator, ITDA, Rayagada on or before 02/12/2025 by 5.00 PM and will be opened on 03.12.2025 at 11 AM in presence of the bidder or their authorized representative who wish to be present. No other mode of submission of quotation is allowed. The application form of quotation/Quotation containing General bid information and Terms and conditions can be downloaded from District website www.rayagada.odisha.gov.in from 25.11. 2025 to 02.12.2025.


Project Administrator
ITDA,Rayagada

Memo No: 2132

Date: 24.11.2025

Copy to PA to Collector for kind information of Esteemed Collector, Rayagada.


Project Administrator
ITDA,Rayagada

Memo No: 2133

Date: 24.11.2025

Copy to CDO-cum-EO, Zilla Parishad / Sub-Collector, Rayagada & Gunupur / DEO, Rayagada / DI &PRO, Rayagada / All BDOs / All WEOs /All Tahasildars of Rayagada district for information and wide publicity in their Notice Board.


Project Administrator
ITDA,Rayagada

Memo No: 2134

Date: 24.11.2025

Copy to District Informatics Officer, NIC / DeGM, Rayagada for information and necessary action with a request to publish the Quotation call notice in district website.


Project Administrator
ITDA,Rayagada

GOVERNMENT OF ODISHA

I.T.D.A., RAYAGADA

TENDER DOCUMENT

IMPORTANT INFORMATION TO THE BIDDER

For Providing Services of FRA Coordinator and MIS Assistants to ITDA, RAYAGADA by Private Manpower Service Provider

(A)	Availability of tender document	:	District website i.e. www.rayagada.odisha.gov.in
(B)	Date of issue of Tender Document	:	From 25/11/2025 to 02/12/2025
(C)	Last date and time for submission of Tender documents by Speed Post/Registered Post	:	5.00 PM of 02/12/2025
(D)	Cost of the Tender Paper	:	Rs 10,000/-Rupees Ten Thousand + GST @ 18% Non-refundable to be deposited in shape of Demand Draft drawn from any scheduled commercial bank in favour of "Project Administrator, ITDA, Rayagada" payable at Rayagada along with Technical Bid
	Cost of Earnest Money Deposit (EMD)		EMD of Rs. 1,00,000/- (One Lakh Only) in shape of DD/TDR/Bank Guarantee drawn from any scheduled commercial bank pledged in favor of "Project Administrator, ITDA, Rayagada" along with Technical Bid
(E)	Date, Time and Venue of opening of Tender documents		
	Date and Time	:	03/12/2025 at 11.30 AM
	Venue	:	Office of PA, ITDA RAYAGADA Rayagada-765001

CONTENTS OF TENDER SPECIFICATION

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SCOPE OF WORK AND GENERAL INSTRUCTION FOR BIDDERS

1. ITDA, Rayagada-765001 requires the services from reputed, well established and financially sound Manpower Service Providers to provide services of FRA Coordinator and MIS Assistant on contract basis for day to day work of ITDA, Rayagada-765001.
2. The contract for providing the aforesaid manpower is likely to commence from 10/12/2025 and would continue till 30/11/2026 or closure of the scheme, provided the requirement of the I.T.D.A., RAYAGADA-765001. The authority, however reserves the right to terminate this initial contract at any time after giving two weeks' notice to the selected Service Provider.
3. This Integrated Tribal Development Agency RAYAGADA-765001 has tentative requirement for 2 nos. of FRA Coordinators & 2 nos. of MIS Assistants, the interested Manpower Service Providers may submit the tender document by Registered Post/ Speed Post, complete in all respects & Cost of tender paper of Rs. 10,000/- (Rupees Ten Thousand)+GST@18% non-refundable in shape of bank draft drawn from any scheduled commercial bank in favour of Project Administrator, Integrated Tribal Development Agency, Rayagada payable at Rayagada and other requisite documents in order to reach I.T.D.A., RAYAGADA-765001, Dist-Rayagada by Registered Post/Speed Post on or before 02/12/2025 at ITDA, RAYAGADA by 5PM. The cost of Tender document of Rs. 10,000/- (Rupees Ten Thousand) +GST@18% shall be accompanied with the tender document otherwise the tender document will be rejected.
4. The bidding firm also have to submit an EMD for an amount of Rs. 1,00,000/- (Rupees One Lakh) only in shape of DD/TDR/Bank Guarantee drawn from any scheduled commercial bank pledged in favor of "Project Administrator, Integrated Tribal Development Agency, Rayagada". The EMD amount of the unsuccessful dealers shall be refunded after finalization of the Quotation or after final execution of order as the case may be without any interest. However, in case of successful bidders, the EMD amount shall be refunded without interest after submission of performance security deposit.
5. The approximate bid cost for one-year period is 14,40,000- inclusive of all taxes& other charges.
6. The various crucial dates relating to "Tender for Providing Manpower Services to the I.T.D.A., RAYAGADA-765001 i.e. ITDA, RAYAGADA" are cited as under.

(a)Period of download of Tender Document: From 25/11/2025 to 02/12/2025

(b)Date for submission of Tender by Regd. Post/Speed Post: From 25/11/2025 to 02/12/2025(5PM)

(c)Date and time for opening of Technical Bid: 03/12/2025.(11.30AM)

(d)Date and Time for opening of Financial Bids of eligible Tenders and selection: 03/12/2025(03.00 PM)



7. The tender has been invited under **two bid system i.e. Technical Bid and Financial Bid**. The interested agencies are advised to submit two separate sealed envelopes super scribing **“Technical Bid for Providing Manpower Services to ITDA, RAYAGADA”** and **“Financial Bid for Providing Manpower Services to ITDA, RAYAGADA”**. Both sealed envelopes should be kept in a third sealed envelope super scribing **“Tender for Providing Manpower Services to ITDA, RAYAGADA”**.
8. The quotation completed in all respect must be received by this office through Registered Post/ Speed Post to the Office of Project Administrator, ITDA, Rayagada on or before 02/12/2025 by 5.00 PM. Any quotation paper received after due date will be out rightly rejected. PA, ITDA, Rayagada will not be responsible for any postal delay or misplacement of the document.
9. The successful tenderer will have to deposit a Performance Security Deposit of **“5% of the contract value”** in the form of Bank Guarantee/ TDR from any Scheduled Commercial Bank drawn In favour of **Project Administrator, Integrated Tribal Development Agency, Rayagada** covering the period of contract. In case, the contract is further extended beyond the initial period, the Bank Guarantee will have to be accordingly renewed by the successful tenderer.
10. The tendering Manpower Service providers are required to enclose photocopies of the following documents (duly self-attested by him), along with the Technical Bid, **failing which their bid shall be summarily/ out rightly rejected and will not be considered any further:**
 - (a) Registration Certificate of the Applicant’s Organization.
 - (b) Documentary proof of the registered office or one of the Branch offices of the Manpower Service Providers located in Rayagada Headquarters (Documentary proof required).
 - (c) Documentary proof of 05Years’ experience in providing manpowerservice to State Government/ Central Government/ PSU on similar work.
 - (d) Copy of the Bank Pass Book in the name of the Organization along with bank statement containing transactions made during last 3(three) financial years
 - (e) Copy of PAN/ GIR card
 - (f) Copy of the IT return filed for the last three financial years.
 - (g) Copy of valid Goods and Service Tax registration certificate and latest return copy must be submitted.
 - (h) Copies of EPF and ESI registration Certificates.
 - (i) Copies of EPF Electronic Challan Return (ECR) for last previous three months
 - (j) Copy of ESI return for last previous three months and e-challan of ESI for last previous three months.
 - (k) The service provider must be registered with valid ISO certificate i.e. ISO9001:2015, ISO 45001:2018, ISO 27001:2013.

- (l) Copy of valid Contract Labour License (R&A) Act. 1970 minimum 100 labour.
- (m) Copy of the Audited Statement of accounts (Balance Sheet, Profit& Loss A/C etc.) showing average annual turnover of 10 crore during the FY 2022-23, 2023-24, 2024-25.
- (n) Copy of contract on similar work.
- (o) The Bidder should not have been blacklisted by any Govt. officials.
- (p) Demand Draft amounting to Rs. 10,000/- (Rupees Ten Thousand) + **GST @ 18%** towards purchase of tender paper (Non Refundable) (even if the Tender is cancelled).
- (q) Tender Document duly signed and sealed by the authorized person of the service provider in each page as acceptance of all terms and conditions of the Bid.

The Bidders who meets the qualitative requirements specified in the Technical Bid will only be considered for participating in the Financial Bid. Financial Bid of the technically disqualified Bids will not be opened.

11. The Tender documents shall be opened on the scheduled date and time **on 03/12/2025 at 11.30 AM in the ITDA, RAYAGADA-765001** in presence of the Manpower Service Providers/ the Authorized representative who wish to be present.
12. The Financial Bid of only those tenders will be opened who are technically qualified. The Financial bids shall be opened on **03/12/2025 (03.00PM)** in the presence of the representatives of the eligible Man power Service Providers, if any, who wish to be present on the spot at that time.
13. All entries in 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 over writing or cutting is permitted in the Financial Bid Form. In such cases, the tender shall be summarily rejected.** However, the cuttings, if any, in the Technical Bid Application must be initialed by the person authorized to sign the tender bids.
14. The PA, ITDA, RAYAGADA-765001 reserves the right to reject all bids without assigning any reasons thereof.

TECHNICAL REQUIREMENTS FOR THE TENDERING MANPOWER SERVICE PROVIDER

1. The tendering manpower service provider should fulfill the following technical specifications
 - (a) They should be registered with the appropriate registration authority.
 - (b) The office of the Manpower Service Provider should be located within Rayagada District or he/she should establish a branch office after successful tender process within Rayagada District along with document proof.
 - (c) They should have atleast five years' experience in providing manpower to State Government/ Central Government/ PSU on similar work.
 - (d) They should have own Bank Account.
 - (e) They should have been registered with Income Tax Deptt. And have filed IT-Return for Financial 2022-23, 2023-24 2024-25.
 - (f) They should have registered Goods and Service Tax and latest return must be submitted.
 - (g) They should have been registered with appropriate authorities under Employees Provident Fund and obtained latest last three months e-challan and (ECR).
 - (h) They should have been registered with appropriate authorities under Employees State Insurance Acts and obtained latest last three months return e-challan on ESI
 - (i) They should have obtained valid Contract Labour License(R&A) Act.1970 any other regulatory clearance that may be required for providing manpower.
 - (j) They should have a minimum average annual turnover of 10 crore during the FY 2022-23, 2023-24 2024-25.
 - (a) The service provider must be registered with valid ISO certificate i.e. ISO9001:2015, ISO 45001:2018, ISO 27001:2013.
 - (k) Execution of contract on similar work in each FY 2022-23, 2023-24 2024-25.
 - (l) They should not have been blacklisted by any Govt. officials and an Affidavit for non-blacklisted must be submitted.

AGREEMENT

The Agreement is made on this _____ day of between The PA, ITDA, RAYAGADA _____, here-in-after referred to as the "Authority" which expression shall, where the context so requires or admits, also include its successors or assignees of the one part;

And

M/s _____ represented by Sri _____, here-in-after called the "Man power Service Provider" which expression shall, where the contexts requires or admits, also includes its successors or assignees of the other part.

Whereas, the "Authority" desires that the services of "_____ nos. of FRA Coordinators and _____ nos. of MIS Assistants" are required in ITDA, RAYAGADA-765001;

And where as the "_____ " the "Man power Service Provider" has offered its willingness to the authorities 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 "Man power Service Provider".

Now this agreement witnesses as below:-

1. That the Annexure containing the Terms and Conditions 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 "Outsourcing personnel" in the ITDA, Rayagada in conformity with the provisions of the Terms and Conditions.
3. That the "Authority" hereby further agrees to pay the "Man power 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 may arise, it shall be settled as per the Terms and Conditions of the contract.
5. That this agreement is valid upto_____.

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

Signature of the officer authorized
to sign on behalf of Man power
Service Provider

Signature of the officer/ authorized
officer acting in the premises and on
behalf of the ITDA Rayagada

In the presence of witness: -

Witness

1. Name -
Address -

2. Name -
Address -

Witness

1. Name -
Address -

1. Name-
Address -

Application for Technical Bid For Providing Manpower Services at ITDA, RAYAGADA-765001

1. Name of the Tendering Manpower Service Provider:.....

2. Name of Proprietor/Partner/Director:.....

3. Full Address of the Registered Office
:.....

Telephone No:.....

Fax No.:.....

E-mail Address:.....

4. Full Address of the Operating/ Branch Office(attach documentary Proof)
.....

TelephoneNo:.....

FaxNo.:.....

E-mailAddress:.....

5. NameandTelephoneNo.ofAuthorizedofficer/PersontoliaisewithFieldOffice(s)
.....
.....
.....

1. Banker of Manpower Service Provider (Attach certified copy of the statement of A/C for the last Three years)
.....
.....
.....

2. PAN/GIR No.:(Attach attested copy):.....

3. Goods and Service Tax Registration No.(Attacha ttested copy):.....

4. EPF Registration No. (Attach attested copy):.....

5. ESI Registration No. (Attach attested copy):.....

6. The service provider must be registered with valid ISO certificate i.e.ISO9001:2015, ISO 45001:2018, ISO 27001:2013 (Copy to be attached)

7. Financial Turnover of the tendering Manpower Service Provider for the below mentioned Financial Year on similar contract.

Financial Year	Amount (in Lakhs)	Remarks (if any)
2022-23		
2023-24		
2024-25		

8. Give the detail information of the similar contracts handled by the tendering Manpower Service Provider during the last three years in the following format.

Sl. No.	Name of the Client, Address, Telephone No. & Fax No.	Manpower Service Provided Similar works		Amount of Contract (Rs. In lakhs)	Duration of Contract	
		Type of Manpower Provided	Nos		From	To

(If the space provided is insufficient, a separate sheet as per above prescribed format may be attached annexed with the Technical Bid)

9. Affidavit that the firm has not been blacklisted by any Govt. organization.

10. Additional Information if any (Attach Separate Sheet, if Required)

Date:...../...../20.....

Place:.....

Signature of the Authorized Person

Name:.....

Seal:.....

DECLARATION

1. I.....Son/ Daughter/ Wife of
Shri..... Proprietor/ Partner/
Director/ Authorized Signatory of the Service Provider, mentioned above, a 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
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.

Date:...../...../20.....

Place:.....

Signature of the Authorized Person

Name:.....

Seal:.....

FORM-T6:DECLARATION FOR NOT BEING BLACKLISTED

[On the Stamp Paper of appropriate value in shape of affidavit from the Notary regarding Ineligibility of the Bidder and non-blacklisting]

I/We.....(Name & Designation) having My/our firm at..... do hereby declare that I/We have carefully read all the terms & conditions of Tender Notice of the ITDA, Rayagada, Odisha, for Supply of manpower in ITDA, Rayagada. I will abide with all the terms & conditions set for in the Tender Notice No.....

I/We do hereby declare that, I/We have not been de-recognized/ debarred/ blacklisted by any State Govt./ Union Territory/ Govt. of India/Govt. organization for supply of required manpower/ part-supply/non-supply.

That, I am not a defaulter in supply of any manpower to the Project Administrator, ITDA, Rayagada, Odisha, or any other indenting officers of the State of Odisha after being Lowest responsive bidder in past three years.

I/We do hereby declare that I/We will supply the approved manpower as per the terms, conditions & specifications of the tender documents. I/We further declare that my/our performance security deposit will be forfeited if I/we fail to supply any approved manpower after getting order from the tender inviting Authority.

I/We agree that the TENDER inviting Authority can debar/ blacklist me/us for period of 03 years. If, any information furnished by us is proved to be false at the time of inspection/ verification and is not complying with the TENDER terms & conditions.

Yours sincerely,

Authorized Signature
[In full and initials]:

Name and Designation of the Signatory:
Name of the Bidder and Address:
Affidavit before Executive Magistrate/Notary Public:

APPLICATION-FINANCIALBID

For Providing Manpower Services at ITDA, RAYAGADA-765001

1. Name of the Tendering Manpower Service Provider:

.....
.....

2. Rate per person per month (08 hours per day) inclusive of all statutory liabilities, taxes, levies, cess etc.

Sl. No.	Manpower Type	*Remuneration	Monthly rate per Employee					Total per Person
			Employer Share of EPF @13%	Employer Share of ESI @3.25%	Other Statutory dues (if any)	Service Charge	Goods & Service Tax	
1.	Coordinator (FRA)	35000/-						
2	MIS Assistant (FRA)	25000/						

Date:...../...../20.....

Place:.....

Signature of the Authorized Person

Name:.....

Seal:.....

[*]Remuneration mentioned above include the EPF&ESI share of Employee

Note

- The total rates quoted by the tendering agency should be inclusive of all statutory/ taxation liabilities in force at the time of entering into the contract.
- 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 subject to submission of documents as given below.
 - 1st Month Payment made in second Month-Only proof of payment to manpower.
 - 2nd and subsequent Month Payment-
 - Proof of Payment made to the employee.
 - Proof of deposit of statutory dues, EPF/ESI.
 - Proof of Payment of GST
- As per Rule 264(iv) of OFGR 2023, the acceptable minimum rate of service charge shall be 3.85% (3% profit plus transaction charge) and in no case the service charge should not exceed 7%. Any bidder quoting service charges below/higher the prescribed amount shall be out rightly rejected.
- Evaluation Committee of the ITDA, Rayagada is authorized to make determining the lowest-01(L1) bidder. In this regard the decision of ITDA, Rayagada is final and binding to the entire bidder. In case of multiple bidders quoting the lowest service charge, L-1 shall be selected through a transparent system of lottery.

Seal & Signature

DOCUMENTS TO BE PROVIDED WITH THE TECHNICAL BID

1. Application Form-Technical Bid
2. Registration certificate of the applicant's organization
3. Documentary proof of the registered office or one of the branch offices of the manpower service providers located in Rayagada District.
4. Documentary proof of 05years' experience in providing manpower service to State Government/ Central Government/ PSU on similar work
5. Copy of Bank Pass Book in the name of the Organization along with Bank Statement containing transactions made during the last 3 (Three) years.
6. Copy of PAN/ GIR Card.
7. Copy of the IT return filed for the last three financial years 2022-23, 2023-24, 2024-25.
8. Copy of valid Goods and Service Tax (GST) registration certificate and Latest return copy.
9. Copy of EPF and ESI registration certificates.
 - (b) Copies of EPF Electronic Challan Return (ECR) for last previous three months
 - (c) Copy of ESI return for last previous three months and e-challan of ESI for last previous three months.
10. Copy of valid Contract labour License (R&A)Act. 1970 with minimum 100 labours.
11. Copy of the Audited Statement of accounts (Balance Sheet, Profit & Loss A/C etc.) showing average annual turnover of Rs.10crore (enumerated in Para 8(l) of the Scope of Work of the tender document) in the FY 2022-23, 2023-24, 2024-25.
12. Copy of single contract on similarwork (enumerated in Para 08(m) of the Scope of Work of the tender document).
13. Affidavit to the effect that the firm has not been blacklisted by any Govt.official.
14. EMD Rs. 1,00,000/- (One Lacs Only) asmentioned in Para 06 of the Scope of Work of the tender document in shape of Demand Draft/ TDR / Bank Guarantee drawn from scheduled commercial bank in favour of the District Welfare Officer, Rayagada falling which the tender shall be summarily disqualified / rejected.
15. Demand Draft amounting to Rs.10,000/-+GST@18% (non-refundable) towards tender paper cost downloaded from website.
16. Tender Document duly signed and sealed by the authorized person of the service provider in each page as a token of acceptance of all terms and condition of the Bid.

ANNEXURE-A

Checklist (Technical Bid) (must be submitted along with Technical Bid)

Sl. No.	Item	Page No.	Remarks
1	Demand Draft amounting to Rs.10,000/-+GST@18% (Rupee Ten Thousand+GST@18%) towards purchase of tender paper	DD No. Date:	
	Demand Draft amounting to Rs.1,00,000/- (Rupee One Lacs Only) towards EMD of the Tender	DD / TDR/ Bank Guarantee No. Date:	
2	Tender Document duly signed and sealed by the authorized person of the service provider in each page as a token of acceptance of all terms and conditions of the Bid.		
3	Registration Certificate of the Applicant's Organization		
4	Documentary proof of the registered office or one of the Branch offices of the Manpower Service Providers located in Rayagada District		
5	Copies of EPF and ESI registration Certificates and Return copy.		
6	Copy of valid Contract Labour License(R&A)Act.1970 minimum 100 labours.		
7	Copy of PAN/ GIR card		
8	Copy of valid Goods and Service Tax registration certificate and latest return.		
9	Affidavit to effect that the Bidder has not been blacklisted by any Govt. officials.		
10	Copies of EPF Electronic Challan Return (ECR) and for the last three months.		
11	Copy of ESI return last three months		
12	Copy of ESI E- Challan of ESI last three months		
13	Copy of the IT return filed for the last three financial years 2022-23, 2023-24, 2024-25.	2022-23	
		2023-24	
		2024-25	

Sl. No	Item	Page No.	Remarks
14	Copy of the Bank Pass Book in the name of the Organization along with bank statement containing transactions made during 2022-23,2023-24,2024-25		
16	Copy of the Audited Statement of accounts (Balance Sheet, Profit & Loss A/C etc.) showing average annual turnover of Rs.10 corer during the FY 2022-23, 2023-24, 2024-25		
17	Copy of contract on similar		
18	Documentary proof of 05Years' experience in providing manpower service to State Government /Central Government/ PSU on similar work		
19	The service provider must be registered with valid ISO certificate i.e.ISO9001:2015, ISO 45001:2018, ISO 27001:2013	ISO9001:2015	
		ISO 45001:2018	
		ISO 27001:2013	

ANNEXURE-B

Checklist (Financial Bid) (must be submitted along with Financial Bid)

Sl. No.	Item	Remarks
1.	Financial Bid	
2.	Detail calculation sheet for EPF(Employer's share and Employee Share)	
3.	Detail calculation sheet for ESI (Employer's share and Employee Share)	