



OFFICE OF THE SPECIAL OFFICER
LANJIA SOURA DEVELOPMENT AGENCY, PUTTASING
(ST SC Development, Minorities & Backward Classes Welfare Department, Govt. of Odisha)
AT/PO:PUTTASING, GUNUPUR, DIST: RAYAGADA, e-Mail : lsdaputasingi@gmail.com

No: 124 /2026/37-HoM

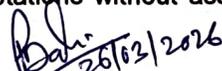
DT: 26/ 03 /2026

QUOTATION CALL NOTICE

In pursuance to Letter No-17779/SSD, Dtd.29.7.2025 of Additional Secretary to Govt, ST & SC Development, M & BCW Department, Office of the Special Officer, Lanjia Soura Development Agency, Puttasing is inviting sealed quotations from reputed registered Manpower Service Provider Agencies, Partnership Firms registered under Indian Partnership Act-1932/Companies registered under Companies Act-2013/ Organizations registered under Societies Registration Act-1860 having registered office located within the state of Odisha and fulfilling eligibility conditions as mentioned under **Eligibility Criteria** for supply of Manpower Service as mentioned below:

SL No.	Name of the Work	Estimated cost of quotation per annum (In Rs.)	E.M.D. @ 1% (In Rs.)	Class of Contractors	Period of Contract
1	2	3	4	5	6
1	Supply of one Manpower for cleaning and watching services at the Office of the Special Officer, Lanjia Soura Development Agency, Puttasing.	1,51,200.00	1520.00	Partnership Firms registered under Indian Partnership Act-1932/ Companies registered under Companies Act-2013/ Organizations registered under Societies Registration Act-1860	One Year

1. The Quotation Call Notice, Eligibility Criteria, Set of Terms and Conditions and other necessary details can be viewed in the website: <https://rayagada.odisha.gov.in/or/tenders-advertisements>
2. Quotations must be accompanied by all documents as mentioned in Annexure-I
3. Quotation shall be received on or before 5:00 PM of date: **13th April 2026**
4. Quotations must be submitted through **Registered/Speed Post only** to The Special Officer, Lanjia Soura Development Agency, At/PO: Puttasing, Via: Gunupur, Dist: Rayagada, PIN: 765022.
5. Quotations received through registered Post/Speed Post will be opened on **16th April 2026 at 11.00 AM.** at the Office of the Sub-Collector, Gunupur.
6. The authority reserves the right to reject any or all Quotations without assigning any reason thereof.


Special Officer,

Lanjia Soura Development Agency,
Puttasing.

Eligibility Criteria:

The Quotation should be accompanied with self-attested photo copy of the following documents failing which the quotation shall be out rightly rejected.

1. The Service Provider must be registered Firm/Company/Organization registered under Indian Partnership Act-1932/ Company Act-2013/ Societies Registration Act-1860 and should submit the copy of the registration certificate to that effect.
2. The **EMD of Rs.1520.00** in shape of DD drawn on any Nationalized Bank pledged in favour of 'The Special Officer, Lanjia Soura Development Agency, Puttasing', which is refundable without any Bank Interest.
3. Performance Security **@ 5% of the Annual Estimated Cost** in shape of DD drawn on any Nationalized Bank pledged in favor of 'The Special Officer, Lanjia Soura Development Agency, Puttasing' must be submitted by the L-1 bidder before signing of agreement.
4. Credibility and Experience Certificate from the concerned authority, at least for a period of 1(One) Year, under whom the work is done for providing Man Power Service.
5. If any bidder/agency worked in different organizations in the same period, that will be considered as single span/period with respect to total experience.
6. EPF registration certificate.
7. ESI registration certificate.
8. Valid Labour Contract License.
9. PAN Card.
10. Valid GST registration certificate.
11. IT return for last 3(three) financial years.
12. Audited Balance Sheet of last 3 years
13. A certificate to the effect that the bidder has no record of past black listing/debarment/termination from any Central Govt / State Govt. organization/PSU.
14. A certificate to the effect that no criminal case/ proceeding is pending against the bidder.

SCOPE OF WORK:

The person engaged by the Man Power Service Provider Agency will be broadly entrusted with the following tasks:

1. Cleaning of entire office premises of the office of the Office of the Lanjia Soura Development Agency, Puttasing.
2. The uprooting of bushes & shrubs from the premises of the above office.
3. Watering of plants and trees within the premises of above office.
4. Keeping watch and ward of the properties of the above office.
5. Cleaning of toilets and bathrooms of the above office.
6. Cleaning of all rooms and furniture of the above office.
7. Helping the officials of the above office in petty menial works during the office hours.
8. Any other task as assigned by authority from time to time.
9. The duty of the person so engaged may extend beyond the office hours in case of exigencies arising out of official work.

GENERAL TERMS & CONDITIONS:

1. The bidder must go through all instructions, Terms & Conditions of the Quotation. Failure to furnish all information and documents as specified in the quotation will result in outright rejection of the bid.
2. The engagement of outsourced personnel is purely a third-party service, and it will be guided by **GA & PG Resolution No.7982/GAD. dated.07.03.2024.**
3. The contract for providing the aforesaid manpower is preliminarily for one year. The period of contract may be further renewed beyond the contract date subject to satisfactory performance of the Service Provider Agency. This office, however, reserves the right to terminate this initial contract at any time after giving one week's notice to the selected Service Provider Agency.
4. The process of outsourced engagement through service provider shall be regulated on contract basis with consolidated remuneration by the terms and conditions of **GA & PG Resolution No. 7982/GAD dated.07.02024** and Finance Department Notifications issued in this regard from time to time regarding engagement of Outsourced Personnel through Service Provider Agency.
5. Conditional and incomplete bid is liable for rejection.
6. Letter of authorization for representing the Firm/Agency and signing of quotation documents should be enclosed along with the quotation documents.
7. Quotations containing overwriting, additions, alterations, erasures, obliterations and other discrepancies shall be liable for rejection of the quotation.
8. The bidder should sign every page of the quotation without fail.
9. All the documents furnished by the bidders are subject to verification by the authority. Any discrepancy found at any point of time during the contract period shall lead to termination of contract without assigning any other reason thereof.
10. The quoted rate should indicate separately the charge for the service of one person for cleaning & watching duties at LSDA, Puttasing, applicable GST, Service Tax and any other statutory payments required if any.
11. The bidder should quote the rates both in figures and in words. In case of any discrepancy is noticed in figures and words, the rate mentioned in words shall be taken as correct.
12. According to Finance Deptt. Letter No.-19595/F, Dtd.11.07.2023, para-(3.b), the bidder can also fix the service charges at more than 3.85% with proper justification, but in no case, it should exceed 7%.
13. The Agency/Organization shall not be allowed to transfer, assign, pledge or sub-contract its rights and liabilities under this agreement to any other agency or organization.
14. The Manpower Service Provider has to ensure that the person to be engaged for cleaning & watching duties at LSDA, Puttasing must be an Indian citizen, above 18years of age, should be physically fit, should have acquired minimum educational qualification of passing HSC examination and must not have any criminal antecedent. Besides, person having experience in working for PVTG people in any Government Organization, either on daily wage or Contractual basis, should be given preference.
15. The person so engaged by the Manpower Service Provider Agency should not have any criminal antecedents. The Agency must submit a certificate to that effect.

16. The Manpower Service Provider Agency will be held responsible for any offence or misconduct committed by the person engaged by it.
17. For all intents and purposes, the agency shall be the employer within the meaning of different Rules and Acts in respect of the work assigned. The person deployed in this work by the agency shall not claim what so ever like employer and employee relationship with this office.
18. The authority will not be responsible for any financial loss or any injury or death of any person deployed by the agency during working or non-working hours.
19. After completion of each month, the total bill in duplicate will be submitted by the agency to the Authority in the 1st week of the next month.
20. In case of any dispute arising out of the contract, the matter shall be decided either on mutual understanding between the two parties or as per the law within the jurisdiction of Gunupur court only.
21. The authority reserves the right to reject the Quotation Call without assigning any reason thereof.

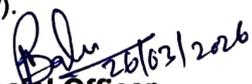
EVALUATION CRITERIA:

The evaluation of each eligible and valid Quotation shall be undertaken based on the following criteria:

Sl. No.	Evaluation Parameters	Maximum Mark	Criteria for award of Mark
1	Years of Experience for man power supplier (to be determined from the work order/ contract copies/ Experience Certificate)	30	<ul style="list-style-type: none"> ▪ $\geq 1 < 2$ Year = 10 Marks ▪ $\geq 2 < 3$ Years = 20 marks. ▪ ≥ 3 Years = 30 marks.
2	Annual Average Turnover (For F.Y.- 2022-23, 2023-24, 2024-25)	20	<ul style="list-style-type: none"> ▪ $\geq 25 < 50$ Lakh = 10 marks. ▪ $\geq 50 < 100$ Lakh = 15 marks ▪ ≥ 100 Lakh = 20 marks
3	Experience in handling numbers of Man power till Aug-2025 (To be determined from EPF deposited slip only.)	20	<ul style="list-style-type: none"> ▪ $\geq 20 < 40$ = 10 marks. ▪ $\geq 41 < 60$ = 15 marks. ▪ ≥ 61 = 20 marks.

1. Minimum marks required by bidders to qualify for opening of financial bids are 30 marks.
2. In case of tie in rates quoted by bidders, the bidder having highest years of experience will be considered as L-1.
3. In case of further tie in Years of experience, there will be draw of lottery, and the winner will be considered as L-1.

The finally selected bidder/Agency has to enter into an agreement with the Special Officer, Lanjia Soura Development Agency, Puttasing within 07 days of issue of Letter of Association (LoA) in non-judicial stamp paper costing Rs.100/- (to be purchased and submitted by the selected Man Power Service Provider Agency).


Special Officer,
Lanjia Soura Development Agency,
Puttasing.

CHECK LIST OF DOCUMENTS TO BE SUBMITTED WITH QUOTATION

Sl. No.	List of documents to be submitted	Whether document submitted or not. (Yes/No)	Page No.
1	Quotation as per model quotation format at Annexure-II		
2	EMD of Rs.1520.00 in shape of DD.		
3	Credibility and Experience Certificate of at least 1 year.		
4	Registration Certificate		
5	EPF Registration Certificate		
6	ESI Registration Certificate.		
7	Labour Contract License.		
8	PAN Card.		
9	GST Registration Certificate with active GSTIN.		
10	IT Return filing acknowledgement for last 3 financial years.		
11	Audit Report of last 3 financial years i.e. 2022-23,2023-24, 20224-25		
12	Declaration regarding Non-Black-Listing/Debarment from any Tender/Quotation inviting Authority or any State Govt./Govt. of India organization.		
13	Declaration regarding No Criminal case/proceeding is pending against the bidder agency and in the name of owner.		
14	Declaration regarding No criminal antecedent of the person to be engaged by the Man Power Service Providing Agency.		
15	All other declarations and undertakings as per annexure		

QUOTATION FOR SUPPLY OF ONE MAN POWER FOR CLEANING AND WATCHING SERVICES AT L.S.D.A., PUTTASING

1	Name of the Man Power Service Provider Agency:		
2	Name of the Director/Proprietor:		
3	Full Address of registered Office of the Agency with Contact No:		
4	Valid Email ID of the agency:		
5	Name & telephone number of the authorized person for signing of the bid:		
6	Bank Name and Address:		
7	Details of EMD payment (DD Details).	DD No.:	
		Date:	
		Amount(Rs.)	
		Drawn on Bank:	
8	PAN No.:(attach self-attested copy)		
9	GSTIN: (attach self-attested copy)		
10	E.P.F. Registration No.: (attach self-attested copy)		
11	E.S.I. Registration No.: (attach self-attested copy)		
12	Labour License No.: (attach self-attested copy)		
13	Attach Authorization letter for signing the bid documents:		
14	Financial Turnover of the bidder for the last 3 financial year:	FY.	Turnover in INR.
		2022-23	
		2023-24	
		2024-25	
15	Attach audit report of last 3 Financial Years i.e. 2022-23, 2023-24, 2024-25		
16	Attach all the declarations and undertakings at Annexure-III to V		
17	Mention the total number of pages in the quotation document:		
18	Service Charges for providing the service of one person for cleaning & watching duties at LSDA, Puttasing	Service Charges: (In Figures & Words)	
		GST/Any other Tax (In Figures & Words)	
		Any other statutory Charges: (In Figures & Words)	
		Total Charges: (In Figures & Words)	

Date:Full Signature & Seal of the

Place:

Manpower Service Provider Agency

DECLARATION

I Sri....., Son/Daughter/Wife of,
Proprietor/Director/Authorised signatory of....., competent
to sign the Quotation and execute the quotation.

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

The information and documents furnished along with the Quotation 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
quotation at any stage besides liabilities towards prosecution under appropriate law.

Signature of the Authorized Person with seal

Place:

Date:

UNDERTAKING

I, hereby undertake that, our organization has not been blacklisted/ debarred by any of the Central/ State Government Department/ Office or by any Public Sector Undertaking (PSU) and not blacklisted by any authority during the recent past.

Full Signature of the Authorized Person with seal

Place:

Date:

UNDERTAKING

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

I further certify that the Proprietor/Director/Person to be deployed by my/ our Company/Agency 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.

Full Signature of the Authorized Person with seal

Place:

Date: