



L.No 1296 /IPR

Date: 07-10-2026

QUOTATION

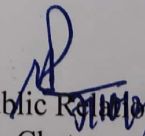
Tenders in sealed cover are invited from the Manpower Service Provider to provide 02 No of Group-D (Peon / Night Watcher) for DIPRO office, Ganjam on out sourcing basis for the engagement in DIPRO, Ganjam District along with the following documents.

The tenders shall be received by the District Information & Public Relations Office, Ganjam up to 3.00PM on dt. 14.10.2026. The sealed tenders shall be opened at 4.00 P.M on the same day in the Chamber of the District Information & Public Relations Office, Ganjam by the Tender Committee.

The tenders received beyond the date and time mentioned above shall not be taken into consideration. The authority reserves the right to reject to any of all tenders without assigning any reason thereof.

Criteria for Manpower Agencies / Services Providers

1. Technical documents (Index of all documents submitted with clear mentioning of the page number) to be submitted as below:-
 - i. Tender Processing fees Rs.500/-
 - ii. EMD Rs.5000/- in Shape of DD/Cheque in favour of the District Information & Public Relations Officer, Ganjam.
 - iii. Should have valid Labor Registration as per Govt. of Odisha norms.
 - iv. Covering Letter with Company pad.
 - v. Company Registration Certificate / Firm Registration Certificate
 - vi. Company PAN No. and TAN No.
 - vii. GST, EPF & ESI Registration Certificate & copy of last 1 month GST return filed.
 - viii. Labour License
 - ix. Last 3 Year IT return, Profit & Loss Balance sheet.
 - x. Last 2 Year work order
 - xi. Declaration regarding non black listed company
2. The bidders who qualified in technical bid, will be eligible to open financial bid.
3. Financial Bid to be submitted in a separate cover envelope.
4. Selected will be made on lowest quotation in financial bid.
5. If L1 bidder fails to supply manpower supplied in single order.
6. If L1 bidder fails to supply manpower within the prescribed time , then the L2 bidders will be given opportunity to supply required manpower.
7. The Successful bidder shall execute the work as per work order.
8. Contact period will be extended yearly basis after satisfactory performance.


Dist. Inf. & Public Relations Officer,
Ganjam, Chatrapur

Memo No. 1297 /IPR

Date: 07-10-2026

Copy to Notice Board of the District Information & Public Relations Office, Ganjam for information and wide publication.

Dist. Inf. & Public Relations Officer,
Ganjam, Chatrapur

Memo No. 1298 /IPR

Date: 07-10-2026

Copy forwarded to District e-Governance Manager, NIC, Collectorate, Ganjam Chatrapur for information and necessary action. He is requested to hoist the same in the District Website for information general public.

Dist. Inf. & Public Relations Officer,
Ganjam, Chatrapur

Memo No. 1299 /IPR

Date: 07-10-2026

Copy submitted to the Joint Secretary to Govt, Information & Public Relations Department for information & Necessary action.

Dist. Inf. & Public Relations Officer,
Ganjam, Chatrapur

Memo No. 1300 /IPR

Date: 07-10-2026

Copy forwarded to the Notice Board of Collectorate, Ganjam for wide publication and necessary action.

Dist. Inf. & Public Relations Officer,
Ganjam, Chatrapur