



OFFICE OF THE EXECUTIVE ENGINEER  
MEGA LIFT PROJECTS DIVISION, SUNDARGARH  
AT/PO- SANKARA, Dist- SUNDARGARH PIN- 770020  
E-mail ID-eemegalift.sng@gmail.com

**QUOTATION CALL NOTICE No.04 /2025-26**

No. 414 /Dated. 10/06/2025

The Executive Engineer, Megalift Projects Division, Sundargarh invites sealed quotation in Plain Paper from the authorized agency/ reputed & approved service provider / Rate Contract holder for the work "Supply of manpower for Office Establishment and watch & ward services in the office of the Executive Engineer, Megalift Projects Division, Sundargarh" for a period from 01.07.2025 to 31.03.2026 as detailed below.

The quotationers are requested to attach true copy of GSTIN Certificate , PAN Card, valid EPF Registration, state ESI certificate and Labor contract license along with their quotation failing which the quotation will be rejected. The quotations will be received up to **12.00 P.M. of 20.06.2025** and will be opened on the **same day at 12:30 P.M.** The intending quotationers should submit their quotations personally/By post in the office of the undersigned. The quotations received after the scheduled date and time shall not be entertained. The quotations submitted through mail/fax will be rejected. The authority reserves the right to reject any or all the quotations without assigning any reasons thereof.

The quotation must be accompanied with **E.M.D of Rs 5000/-** (Rupees Five Thousand only) in shape of NSC/KVP/Post office time Deposit/Deposit Receipts/TDR/FDR of scheduled bank duly pledged in favour of **Executive Engineer, Megalift Projects Division, Sundargarh.** Cost of tender paper is **Rs.2000/- (on deposit by cash only in the office of the undersigned)**. Tender paper receipt must be submitted along with Quotation. Rates for services to be quoted as per below :-

Sl No.	Description of Service	Category of Employee	Qty	Unit	Days	Rate in Rs	Amount in Rs
1	Supply of manpower service for Office Establishment work	Skilled	1	Nos.	25	₹ 562.00	₹ 14,050.00
2	Supply of manpower service for Office Watch & Ward service	Semi-Skilled	1	Nos.	21	₹ 512.00	₹ 10,752.00
<b>TOTAL IN ONE MONTH</b>							<b>₹ 24,802.00</b>
Employee State insurance (ESI) 3.25 %							
Employee Provident Fund (EPF) 13%							
Service Charge @ %							
Total / Month							
For 09 months i.e 01.07.2025 to 31.03.2026							
Add GST 18 % on Basic Labour Rate							
<b>Gross Total for 09 months</b>							

*(Signature)*  
10/06/2025  
E.E, M.L.P.D., Sundargarh

**Terms and Conditions:**

1. The rate should be quoted both in figures and in words inclusive of all taxes etc.
2. The quotationers are requested to attach true copy of valid and up-to date GSTIN, PAN,EPF,ESI, Labour licence certificate along with their quotation failing which the quotation will be rejected.
3. The authority reserves the right to reject any or all the quotations without assigning any reasons thereof.
4. The following recoveries like S.D, I.T & other Statutory deductions shall be deducted from supplier's bill.
5. The EMD can be released only after successful completion of six months of satisfactory service from the actual date of completion of the work/service.
6. Service provider will be solely responsible for all regulatory compliances.
7. The Authority reserves the right to cancel the tender/Quotation or any part of it at any time without assigning any reason there of.
8. The maximum applicable service charge is 3.85% , Above 3.85% service charge quoted will be rejected.

**Scope of services are as follows:**

1. Day to day management & handling of office establishment work including but not limited to office accounts keeping, book keeping, maintenance of records etc. Services will include Maintenance of issue, dispatch letters, updation of all registers, files, scheduling official meetings and other office clerical / ministerial work etc.
2. The service provider shall also provide watch & ward services for safekeeping of all office items/materials/records etc. in the premises of the office.

*18/06/2025*  
Executive Engineer

Megalift Projects Division, Sundargarh

Memo No. 415

Dated: 10/06/2025

Copy along with soft copy submitted to the Head, State Portal Group, IT Centre, Orissa, Secretariat, Bhubaneswar / DeGM, Sundargarh for information & necessary action. They are requested to display **Quotation call notice No.04/2025-26** for floating the quotation in Govt. web site (<http://www.tendersorissa.gov.in> / [sundargarh.odisha.gov.in](http://sundargarh.odisha.gov.in) respectively).

*18/06/2025*  
Executive Engineer

Megalift Projects Division, Sundargarh

Memo No. 416

Dated. 10/06/2025

Copy submitted to the Chief Engineer, Megalift, Bhubaneswar/Additional Chief Engineer, Norther Megalift Circle, Sambalpur for favour of your kind information and necessary action.

*18/06/2025*  
Executive Engineer

Megalift Projects Division, Sundargarh

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Copy submitted to the Addl. District Magistrate, Sundargarh/ Sub-Collector, Sundargarh/ /Superintending Engineer, Irrigation Division, Sundargarh / Superintending Engineer, IB Inv Division, Sundargarh/ Superintending Engineer, M.I Division, Sundargarh/ Superintending Engineer (R&B) Division, Sundargarh/ Superintending Engineer, R.W Division, Sundargarh / D.I.O, Sundargarh/Notice Board for kind information and wide publication .

  
10/06/2025  
Executive Engineer

Megalift Projects Division, Sundargarh

Memo No. 418

Dated. 10/06/2025

Copy to Notice Board/AEE/JE, Megalift Projects Division, Sundargarh/ Rajgangpur for wide Circulation.

  
10/06/2025  
Executive Engineer

Megalift Projects Division, Sundargarh