



OFFICE OF THE COLLECTOR & DISTRICT MAGISTRATE, SUNDARGARH

No. 1759 / Date: 19-03-2026

INVITATION OF EXPRESSION OF INTEREST FOR ENGAGEMENT OF STAFF ON OUTSOURCING BASIS THROUGH HRSPA

Sealed tenders are invited from the reputed Human Resource Service Provider Agencies (HRSPA) to provide service of 1 number of DPA at District Social Welfare Office, Sundargarh & 21 number of PAs @ one per ICDS Offices in 21 ICDS Offices of Sundargarh district to meet the day-to-day official work under MAMATA-PMMVY Scheme. The present contract is for 1 Year to be come into force w.e.f. 01.04.2026 to 31.03.2027 on outsourcing basis and is renewable subject to requirement and satisfactory performances by the engaged HRSPA.

1. The detail information for outsourcing of services of aforesaid category of posts have been given in the tender documents available in Sundargarh District Official website "www.sundargarh.odisha.gov.in". The tender documents in all respect should reach to District Social Welfare Office, Sundargarh latest by 30.03.2026 (05:00 PM) through Speed Post/Registered Post only in the address of District Social Welfare Office, Sundargarh, Collectorate Campus, At/Po/Dist-Sundargarh, PIN-770001. The documents to be submitted in other means shall not be considered for opening in the competition. In case the last date of receipt of tender documents will fall on holiday or closed due to any reason, then it will be allowed to receive the tender documents on the next working day with same timing.

2. In case of any query, the interesting bidder shall submit the query letter by 24.03.2026 till 12:00 Noon for consideration as per requirement through the email- dswosundargarh@nic.in.

3. The Technical Bids & Financial Bids shall be opened on 31.03.2026 at 11:00 AM in the Office Chamber of Additional District Magistrate (General), Sundargarh in presence of the bidder(s) or their authorized representative(s). Accordingly, the bidders(s) are required to remain present in person or through their representative(s) during opening of tender documents. The Financial Bids of those bidders, who qualifies in the Technical Bids will be opened after evaluation of Technical Bid. If the office happens to be closed on the day of opening of the bids as specified, the bids will be opened in the next working day at the same time and venue, for which no intimation to any one is required. However, if the date will be deferred beyond next working day, the same will be intimated to all Bidders in the given Mobile Numbers on the Envelopes.

The bid will remain valid for a period for six months.

4. The intending Bidders will deposit tender paper cost of Rs. 10,000/- (Non-refundable) in the form of Demand Draft payable at Sundargarh and drawn in favour of **District Social Welfare Office, Sundargarh**. The EMD – Rs.1,00,000/- (refundable without interest) in the form of Demand Draft payable at Sundargarh and drawn in favour of **District Social Welfare Office, Sundargarh** along with Technical Bid, failing which the bids will not be taken into competition. The paper cost and EMD will be considered as a part of technical bid only, if the same has been submitted under financial bid by any intending bidder will be out rightly rejected.

(a) Bid security of the unsuccessful bidder will be return to them after expiry of final bid validity period or 30 days after the award of contract to the successful bidder whichever is earlier basing on the request letter of the bidder.

(b) Bid security will be refunded to the successful bidder on receipt of performance security in proper format.

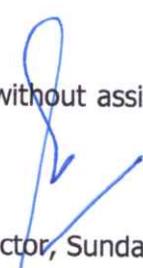
(c) In case of any bidder wants to withdraw or modify their bid during the bidding process or intends to violet the term and conditions of tender process their EMD will be suspended. Further if any successful bidder awarded with the contract and fails to sign the contract or to submit the performance security before the deadline in such case performance security will be suspended.

5. The successful Bidder will have to deposit a performance security of 5% of Cost Value in the form of Bank Guarantee/TDR from any Nationalized Bank duly pledged in favour of **District Social Welfare Office, Sundargarh** payable at Sundargarh before execution of MoU. The performance security will be released to the bidder after completion of assignment or contract basing on the request letter of the bidder subjected that there should not be any liability for settlement.

6. The tender has been invited in 2 Bid systems i.e. "Technical Bid" and "Financial Bid". The HRSPA are advised to submit two separate sealed envelopes super scribing "Technical Bid" and "Financial Bid". Both sealed envelopes should be kept in 3rd sealed Envelope super scribing "Tender for providing Manpower Service to the District Social Welfare Office, Sundargarh under MAMATA-PMMVY Scheme".

7. Self-attested photo copies of the following certificates must be enclosed along with the Technical Bid, failing which their bids shall be rejected and will not be considered in the competition.

- (a) Registration Certificate of the applicant's organization
(b) Copy of PAN Card
(c) Copy of IT return filed for the last three financial years (2022-23, 2023-24, 2024-25)
(d) Copies of EPF and ESI Certificate, latest challan copy i.e. February 2026
(e) Copy of GST Registration Certificate, latest challan copy i.e. February 2026
(f) Certified extracts of Bank Account containing transactions during last three year
- (g) Paper related to average annual turnover of last 3 years (F.Y. 2022-23, 2023-24 & 2024-25) along with Balance Sheet, Profit Loss and income expenditure statement, Statement of Expenditure duly signed by CA Firm having UDIN number.
- (h) Experience certificate for providing manpower services to District Offices/ any Govt. Departments/ PSU/ Govt. certified Institutions.
- (i) All the tender documents should be clearly filled in and attached with necessary documents. The conditional Bid shall not be considered and will be rejected in very first instance.
- (j) In case of multiple bidder quoting the lowest service charges, L1 shall be selected through a transparent system of lottery.
- (k) While calculating the service charges statutory dues including (but not limited to) EPF, ESI, GST etc. shall not be included in the price.
8. All entries in the tender form should be legible and filled clearly. No overwriting or cutting is permitted in the financial Bid form. In such cases, finally the entries mentioned in word form will be accepted. However, the cutting, if any in Technical Bid application must be initialed by the person authorized to sign the tender Bids.
9. The applications of HRSPA having bad/poor performance in the past in providing HR to District Social Welfare Office, Sundargarh will be rejected then and there.
10. The HRSPA will sponsor the list of candidates to District Social Welfare Office, Sundargarh having experience with same/ similar nature of work under MAMATA-PMMVY Scheme. However, during sponsoring of candidates, preference may be given to the existing candidates basing on their satisfactory performance during their engagement period.
11. The undersigned reserves all rights to accept or cancel all or any tender without assigning any reason thereof.


Collector, Sundargarh

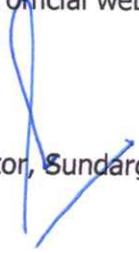
Memo No. 1760 /Dated: 19-03-2026

Copy to the A.D.M., Sundargarh/ Rourkela/ Municipal Commissioner, RMC, Rourkela/ EE, R&B Division, Sundargarh/ Rourkela/ EE, RWD, Sundargarh/ Rourkela/ EE, Irrigation Divn., Sundargarh/ EE, MI Divn., Sundargarh/ Sub-Collector, Sadar/Panposh/ Bonai/ PA, ITDA, Panposh/ Bonai/ Sundargarh/ All Block Development Officers/ All Tahsildars of the District/ DI & PRO, Sundargarh/ Rourkela/ PM, RIC, Rourkela/ GM, DIC, Sundargarh/ Executive Officer, Sundargarh/ Rajgangpur/ Biramitrapur Municipalities for information and with a request to display this Tender Call Notice in their respective office Notice Board for wide response.


Collector, Sundargarh

Memo No. 1761 /Dated: 19-03-2026

Copy along with soft copy of advertisement to DIO, NIC, Sundargarh for information and necessary action. He is requested to upload the documents in Sundargarh district official website "www.sundargarh.odisha.gov.in" for wide publication.


Collector, Sundargarh