



**OFFICE OF THE COLLECTOR & DISTRICT MAGISTRATE, SUNDARGARH  
(ST & SC Dev. Section)**

E-mail Id: [dwsundargarh@gmail.com](mailto:dwsundargarh@gmail.com)

No. - 1003 / ST & SC Dev. Dt. 30/03/2026

**TENDER CALL NOTICE**

**SEALED TENDERS** are invited from eligible SERVICE PROVIDING AGENCIES to provide MANPOWER in existing 105 nos of CCA/LCCA as per the terms & conditions provided in the website <https://sundargarh.odisha.gov.in> of Sundargarh District up to 5.00 PM of 15.04.2026. The bids shall be received through Courier/ Regd. Post/ Speed Post addressed to O/o- District Welfare Office, Sundargarh, At – Infront of Parijat Park, Po – Sankara, District – Sundargarh, Pin - 770020 only during the office hours and will be opened on 17.04.2026 at 11.00 AM in the presence of the bidders or their authorized agents in the Office chamber of Collector & DM, Sundargarh.

The interested agencies should clearly mention on the top of envelope as “Tender for Selection of Outsourcing Agency to provide MANPOWER”. The Agencies who have applied are requested to remain present in the venue for tender opening on the date of opening. The detailed Terms & Conditions and list of documents to be submitted is available in our website <https://sundargarh.odisha.gov.in>

The Authority reserves the right for cancellation / modification of the Tender without assigning any reason thereof.

By order of Collector, Sundargarh

  
30/3/2026  
District Welfare Officer,  
Sundargarh

**Memo No. 1004 ST & SC Dev. / Dt. 30/03/2026**

Copy submitted to Sub-Collector, Sadar, Sundargarh / Bonaigarh / Panposh, Block Development Officers of Sundargarh District for information with a request to publish the tender call notice in Notice Board of office.

  
30/3/2026  
**District Welfare Officer,  
Sundargarh**

**Memo No. 1005 ST & SC Dev. / Dt. 30/03/2026**

Copy submitted to District e-Governance Manager (DeGM), Sundargarh to publish the tender notice in District website for wide publication.

  
30/3/2026  
**District Welfare Officer,  
Sundargarh**

**Memo No. 1006 ST & SC Dev. / Dt. 30/03/2026**

Copy submitted to Joint Director, ST & SC development department, Odisha, Bhubaneswar for information.

  
30/3/2026  
**District Welfare Officer,  
Sundargarh**

**Memo No. 1007 ST & SC Dev. / Dt. 30/03/2026**

Copy to office Notice Board of office of the undersigned for wide publication.

  
30/3/2026  
**District Welfare Officer,  
Sundargarh**

## Important Dates

Sl. No	Particular	Date and Time
1	Last issuance of Tender document	15.04.2026 (5.00 PM)
2	Last date and time for submission of Bids	15.04.2026 (5.00 PM)
3	Last date of raising query related to the tender call notice through office e-mail i.e. <a href="mailto:dwsundargarh@gmail.com">dwsundargarh@gmail.com</a>	15.04.2026
4	Technical Bid opening	17.04.2026
5	Financial Bid opening	17.04.2026

## SCOPE OF WORK AND GENERAL INSTRUCTIONS FOR BIDDERS

### BID DOCUMENT

1. The District Welfare Officer, Sundargarh invites Bids from intending Registered Manpower Service Providers for providing manpower services on a contractual basis for providing 105 nos. of CCA/LCCA in different hostels of Sundargarh district functioning under ST & SC Dev. Deptt.
2. The Tender should be addressed to O/o- District Welfare Office, Sundargarh, At – Infront of Parijat Park, Po – Sankara, District – Sundargarh, Pin – 770020.
3. The Bid Document shall be available in website <https://sundargarh.odisha.gov.in> and the Bidder must submit **Tender Cost of Rs.5000/- (Rupees Five Thousand) only** in shape of Demand Draft only drawn in favour of "District Welfare Officer, Sundargarh" payable at Sundargarh, failing which the tender shall be out rightly rejected.
4. 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 Service to DWO, Sundargarh**" and "**Financial Bid for Providing Manpower Services to DWO, Sundargarh**". Both sealed envelopes should be kept in a third sealed envelope super scribing "**Tender for Providing Manpower Services to DWO, Sundargarh**".
5. The interested Bidders are to enclose self-attested photocopies of the following valid documents/ papers **in the Technical Bid Envelope**. The proposal submitted without the following documents/ papers shall not be considered.
  - a. Valid PAN
  - b. Valid GST Registration Certificate (under Odisha GST(OGST) Act)
  - c. IT returns of last 03 Financial Years 2022-23, 2023-24 & 2024-25.
  - d. GST Return Filing (GSTR-3B) copy of last 03 Months (November- 2025, December – 2025 & January- 2026)
  - e. Audited Financial Statement of last 03 Financial years 2022-23, 2023-24 &2024-25.
  - f. Work Order copy of any Govt. Sector.
  - g. Demand Draft deposit of amounting to **Rs. 5,000/-**as Bid Processing Fee of BID (Non-refundable).
  - h. DD amounting to **Rs. 3,65,000/-** as EMD (Refundable after completion of bidding process)
  - i. EPF Registration No. (Attach Self Attested Copy)

- j. ESI Registration No. (Attach Self Attested Copy)
  - k. Valid Labour License Certificate (must be Self Attested)
  - l. Authorization Letter from the Bidder to attend the Tender Bid Opening, if other than the Proprietor of the Firm.
  - m. Undertaking in Non-Judicial Stamp Paper (Not less than Rs.20/-) for not have been Blacklisted by Central/ State Govt./Autonomous Body (In the enclosed Prescribed Format at Form-05)
  - n. Duly filled in Bid Documents.
6. The Bidder who meets the requirements specified in the Technical Bid will only be considered for participating in the Financial Bid. Financial Bid of the technically disqualified bidders will not be considered & opened.
7. Submission & Opening of Tender:
8. The interested Bidders may submit the tender document complete in all respects along with EMD, bid processing fee and other requisite documents **on or before 15.04.2026 upto 05:00 PM** addressed to the O/o- District Welfare Officer, Sundargarh, At – Infront of Parijat Park, Po – Sankara, District – Sundargarh, Pin – 770020 only by **Speed Post**. No other mode of submission of bid shall be entertained. The Authority is not responsible for any postal delay.
- a. **Late Bidders:** Any bid received by the authority after the prescribed time and dateline for submission of bids, will not be considered and opened. Thus, the same is deemed to be rejected.
  - b. The Technical bids & Financial Bids shall be **opened on 17.04.2026 at 11:00 AM at the Office of the Collectorate, Sundargarh** in the presence of the representatives of the Bidders, if any, who wish to be present on the spot at that time.
  - c. **The Financial Bid** of only those bidders will be opened whose Technical Bid are found in order. The opening of Financial Bid will be declared on the date of opening of the technical bid after assessing nos. of participating bidders.
9. Undersigned reserves the right to reject any or all the bidding documents without assigning any reason thereof.

## SECTION-I

### **1. Notice Inviting Bids from the Registered Manpower Service Providers for providing 105 Nos. of CCA/LCCA: -**

The District Welfare Officer, Sundargarh, invites Bids from reputed, well-established, financially sound, and duly registered Manpower Service Providers for providing a total of **105 Nos. CCA/LCCA** to be engaged in **74** Nos. of SSD hostels. \*

Interested and eligible Agencies are requested to submit their Bids through the Speed Post only, as per the Terms and Conditions laid out in the bidding document.

### **2. Duration and Termination of Contract**

The contract for providing the aforementioned manpower services shall be valid for a period of **Two (2) years** from the date of commencement of the Contract.

The contract may be terminated earlier under the following circumstances:

- In the event of deficiency in service or non-compliance with the Terms and Conditions by the Service Provider.
- Due to a change in departmental requirements or administrative reasons.

Furthermore, the **District Welfare Officer, Sundargarh**, reserves the right to terminate the contract **at any time**, by serving **Thirty (30) days' prior written notice** to the selected Service Provider, without assigning any reason.

### **3. Tentative Requirement of Manpower**

This Office has a tentative requirement **105 Nos. CCA/LCCA** to be engaged in **74** Nos. of SSD hostels.

***(Note: The above manpower requirement is tentative and may increase or decrease during the contract period at the decision of the Authority, without assigning any reason.)***

Only those eligible bidders who have the capability to provide this category of the required manpower, as per the prescribed technical parameters in the tender document, shall be considered.

### **4. Scope of Work of the Outsourcing Agency**

The selected Human Resource Outsourcing Agency will be responsible for the following key functions:

#### **Pay roll and Statutory Compliance**

1. **Payroll Management:** Timely disbursement of monthly remuneration to all deployed

personnel through NEFT/Bank Transfer as per the agreed wage structure.

2. **Statutory Compliance:** Ensure compliance with all statutory obligations including but not limited to:
- a. EPF (Employees' Provident Fund)
  - b. ESI (Employees' State Insurance)
  - c. TDS (Tax Deducted at Source)
  - d. GST/ *Service Tax*, as applicable
  - e. Any other applicable labor law/ statutory obligations

**5. Terms of Reference**

The Terms of Reference for the Human Resource Outsourcing Agency shall broadly cover the following areas:

**Human Resource Management**

- Ensure regular and timely payment of wages to the deployed manpower as per the approved rates.
- Ensure full statutory compliance with prevailing labor laws and government norms.
- Provide timely replacement of personnel in case of absenteeism, resignation, removal or any vacancy that arises as required by authority.

**6. Other Conditions**

- The day-to-day duties and work assignments of the deployed personnel shall be issued by the Head of the respective schools/Hostels. All monitoring, control, and supervision shall rest with the designated officer. The duties and responsibilities of the CCA/LCCA & code of conduct for CCA/LCCA is enclosed in the Annexure – "I".
- The District Welfare Officer, Sundargarh reserves the right to verify the actual payment made to the deployed personnel. The agency must submit proof of payment (e.g., bank statements or payment excerpts) upon request. Failure to provide satisfactory proof may lead to withholding of payment and/or legal action against the agency.
- If the performance or conduct of any deployed personnel is found to be unsatisfactory or undisciplined, based on complaints or observation, the District Welfare Officer, Sundargarh may request the agency in writing to withdraw the concerned personnel and provide a suitable replacement within a reasonable time.

## SECTION- II

### **Eligibility Criteria for the Manpower Service Provider Agency:**

All prospective Bidders must meet the following minimum eligibility conditions to be considered for technical evaluation. Non-compliance with any of the criteria shall result in outright rejection of the bid.

#### **1. Legal Entity & Office Location:**

- The bidder must be a **registered entity** such as a Human Resource Service Provider Firm, CFMS, Private Limited Company, Public Limited Company, Society or Trust, registered for a **more than five (5) years** prior to the last date of submission of the tender.
- Valid **Certificate of Incorporation/ Registration** must be enclosed as documentary proof.
- The registered office of the manpower service provider must be located within the jurisdictional area of Sundargarh district.
- Documentary evidence such as **Electricity Bill/ Telephone Bill** in the name of the bidder must be submitted to verify office location.

#### **2. Experience:**

- The bidder must have **at least five (5) years of proven experience** in providing manpower services to **Central / State Government Departments**.
- Relevant **Work Orders/ Agreements** from the concerned Government Departments must be enclosed.

#### **3. Statutory Registrations and Compliance:**

The bidder must possess the following valid registrations and provide **self-attested photocopies** duly sealed along with the **Technical Bid**. Failure to furnish these documents will result in disqualification:

- **GST Registration Certificate** along with GST Return for the last **03 months- November -2025, December – 2025 & January - 2026**.
- PAN Card
- **EPF Registration Certificate along with:**
  - **Bank Account extracts** reflecting transactions for the last 3 financial Years (up to 31.03.2025)
  - Copies of **ECR/ Challan** for EPF contributions upto 31.01.2026

- **ESIC Registration Certificate**
- **Registration under Labour Act**
- **Audited Financial Statements** for the last three financial years: 2022-23, 2023-24 and 2024-25
- **Income Tax Returns** for the last three financial years: 2022-23, 2023-24 and 2024-25
- Copies of **Work Orders** for similar manpower services rendered to Government Department during the last five financial years.

**(N.B.-Bidders participating in the tender must be Registered under Odisha GST(OGST-Act.)**

#### **4. Financial Turnover**

- The bidder must have an **average annual turnover of at least Rs.50.00 Lakhs** during the last three financial years (2022-23, 2023-24 and 2024-25).
- Copies of the Audited Financial Statements for the above period must be closed.

#### **5. Declaration of non-blacklisting**

- The bidder must not have been **blacklisted or debarred** by any Central or State Government Department/ Agency.
- A **self-declaration** in the prescribed format must be submitted to this effect.
- Undertaking in Non-Judicial Stamp Paper (Not less than Rs.20/-) for not have been Blacklisted by Central / State Govt./ Autonomous Body (In the enclosed Prescribed Format at Form-05)

## SECTION-III

### **General Terms and Conditions:**

#### **1. Earnest Money Deposit(EMD)**

##### **i. EMD Amount and Submission:**

All bidders must submit an Earnest Money Deposit (EMD) of **Rs. 3,65,000/- (Rupees Three Lakhs & Sixty-Five Thousand only)** along with the **Technical Bid**. The EMD must be submitted in the form of a **Demand Draft** drawn in favor of the **District Welfare Officer, Sundargarh, payable at Sundargarh**. Bids not accompanied by the requisite EMD shall be summarily rejected.

##### **ii. Refund of EMD:**

- The EMD is interest-free and refundable.
- For unsuccessful bidders, the EMD will be refunded within 60 days of intimation of their bid status.
- For the successful bidder, the EMD will be adjusted towards the Performance Security Deposit.

#### **2. Performance Security Deposit**

The successful bidder shall furnish a Performance Security Deposit equivalent to 5% of the total contract value in the form of a FDR/Bank Guarantee drawn in favor of "the District Welfare Officer, Sundargarh, payable at Sundargarh" amounting to Rs. 18,27,000/- (Rupees Eighteen Lakhs & Twenty-Seven Thousand only). This must be submitted prior to execution of the agreement and shall be retained by the Office for the duration of the contract.

#### **3. Submission of Bids**

This tender will follow the Two-Bid System:

##### **i. Technical Bid:**

Shall be opened as per the time and schedule notified in the Notice.

##### **ii. Financial Bid:**

Shall be opened after opening of the Technical Bid.

- In case of multiple bidders quoting the equal lowest service charge, L1 shall be selected through a transparent system of lottery.

#### **4. Completeness of the Bid**

- a. Submission of the bid will be construed as having been made after **careful study and full understanding** of the tender Terms and Conditions.

- b. **Conditional Bids** shall be rejected outright.

#### **5. Amendment of Tender Conditions**

The District Welfare Officer, Sundargarh, reserves the right to modify, amend, or delete any condition, clause or criterion stipulated in the tender at any stage without assigning any reason.

#### **6. Right to Terminate the Process**

- a. The **District Welfare Officer, Sundargarh**, reserves the right to terminate the tender process at any stage without assigning any reason thereof.

- b. Submission of the tender shall **not be construed as an offer or contract**. Participation in this process does **not guarantee any commitment** from the District Welfare Officer, Sundargarh, towards awarding a contract.

#### **7. Legal Dispute: -**

In case of any legal dispute, the matter will be resolved within the jurisdiction of Sundargarh district only.

## SECTION-IV

### **Guidelines for Submission of Proposal**

#### **Technical Proposal:**

Bidders must submit their Technical Proposal strictly in the prescribed format as outlined in this tender document. The Technical Proposal shall include the following key components:

#### **1. Bid Cover Letter-Technical Bid**

A formal letter from the bidder, signed by the authorized signatory, indicating the submission of the Technical Bid and acceptance of all Terms and Conditions of the tender.

#### **2. Bidder's Profile**

Detailed organizational profile including:

- Name of the organization
- Nature and legal status of the organization (Proprietorship/ Partnership/ Company/ Trust/ Society)
- Year of Establishment of the Firm/ Agency
- Address and contact details of the Registered Office
- Contact person details
- Organizational structure, staffing pattern and key management personnel

#### **3. Document Checklist -**

A checklist of all supporting documents submitted, clearly indicating:

- Name of the document
- Corresponding page number in the hardcopy
- Whether submitted (Yes/No)

Each item on the checklist must be cross-referenced with relevant enclosures and page numbers.

#### **4. Self-Declaration of Not Being Ineligible/ Blacklisted**

A self-declaration affidavit on the Rs.20 Stamp paper, duly signed and sealed, certifying that the agency is not:

- Blacklisted or debarred by any Central/ State Government Department or Agency
- Involved in any fraudulent activities or criminal proceedings.

## SECTION-V

### **Evaluation Process**

The evaluation of bids will be carried out in a systematic and transparent manner, as detailed below:

#### **I. Preliminary Evaluation-Technical Proposal:**

In the first stage, the **Technical Proposals** will be scrutinized to ensure:

- Fulfillment of **Eligibility Criteria** as outlined in Section-II of this tender document.
- **Completeness and correctness** of all documents submitted as part of the Technical Bid.
- Proper submission of **documentary evidence** and certifications required in support of each eligibility criterion.

Incomplete proposals or those not meeting the eligibility requirements will be **rejected outright** and will not proceed to the next stage.

#### **II. Final Evaluation:**

Only the bids **qualifying in the technical evaluation** stage will be considered for **Final Evaluation**. The final evaluation will be conducted based on:

- **Financial Bid** submitted by the Bidder.
- In case of multiple bidders quoting the equal lowest service charge, L1 shall be selected through a transparent system of lottery.

#### **III. Tender Committee:**

A **Tender Committee**, duly constituted by the **Collector & DM, Sundargarh** will be responsible for:

- Evaluation and scrutiny of technical bids
- Validation of supporting documents
- Recommending eligible bidders for financial evaluation
- Final decision-making in line with tender terms and applicable rules

The Committee's decision in evaluation matters will be final and binding on all bidders.

## SECTION-VI

### **Award of Contract**

The District Welfare Officer, Sundargarh will award the contract to the successful bidder who qualifies in the Technical & Financial Bid and meets all terms and conditions as per the tender evaluation.

#### **1. Notification of Award**

Upon finalization, the District Welfare Officer, Sundargarh shall notify the successful bidder that his/ her proposal has been accepted.

#### **2. Contract Finalization and Signing**

Following the Notification of Award, the District Welfare Officer, Sundargarh shall prepare, finalize, and execute the contract agreement with the successful bidder whose proposal is determined to be the Best Value Bid (based on technical and financial evaluation). A formal contract/agreement shall be signed between the District Welfare Officer, Sundargarh (or Authorized Officer) and the selected Outsourcing Agency, incorporating all applicable terms, condition and clauses of the tender document.

#### **3. Failure to Agree with Terms and Conditions**

In the event that the selected bidder fails to:

- Accept the terms and conditions of the tender, or
- Enter into the contract agreement within the stipulated time, the **award may be annulled** by the District Welfare Officer, Sundargarh.

In such cases the authority may choose to:

- Award the contract to the **next best value bidder** or
- **Re-invite proposals** from eligible bidders.

#### **4. Term of the Contract**

The contract shall remain valid for a period of two (2) years from the date of execution of the agreement, unless extended or terminated earlier in accordance with the terms and conditions of the agreement. Based on satisfactory performance of the bidder, the contract may be extended for a further period of two (2) years.

## **SECTION - VII**

### **PAYMENT TERMS & CONDITIONS**

The Service Provider shall claim the Service Charges as per the rate finalized during the bidding process. The lowest quoted service charge (L1) shall be considered for award of the contract. Payments shall be made only after the signing of a separate agreement with the District Welfare Officer, Sundargarh or with his authorized person and upon successful deployment of manpower at the designated locations.

### **ANNEXURE-A**

#### **TECHNICAL REQUIREMENTS FOR MANPOWER TO BE DEPLOYED**

##### **A. Qualification and Experience of Personnel**

<b>Post</b>	<b>Minimum Educational Qualification</b>	<b>Nos. of Personnel Required</b>
CCA/LCCA	7 <sup>th</sup> Pass	105

##### **B. Age Limit:**

The candidate should be above 30 years of age.

##### **Language and Communication:**

Must be fluent in oral and written communication in Odia.

##### **Selection Procedure: -**

The CCA/LCCA should belong to same ward/hamlet, village, block or district where the hostel is situated in that order of preference. In case many candidates are available within same location, preference shall be given to ST, SC and OBC candidates in that order.

##### **C. Remuneration:**

- Personnel will be paid consolidated take home remuneration of Rs. 14,500/- as per the latest ST & SC Department Order no. **4613/SSD dated 21.02.2026**, Govt. of Odisha.
- Payment is subject to submission of signed absentee statement and performance report by the concerned officer in each succeeding month.

## SECTION - VIII

### Nature of Engagement, Selection Procedure, Tender Validity and Tender Evaluation:

#### A. Nature of Engagement:

- The mode of engagement shall be purely contractual and temporary.
- The **initial agreement will be for a period of two years**, subject to satisfactory performance.
- The **contract may be terminated by either party with one month's prior notice or remuneration in lieu thereof.**

#### B. Selection Procedure:

1. The **Tender Evaluation Committee**, constituted for the purpose shall evaluate the bids received.
2. The Committee shall scrutinize the **tender papers and all supporting documents** submitted by the bidders. Failure to submit the required supporting documents or documentary evidence **may lead to disqualification.**
3. The decision of the Committee regarding the evaluation of tenders shall be final and binding. **No correspondence** shall be entertained outside the formal discussion/clarification process.
4. The Committee may invite bidders for **clarification meetings**, if required.
5. The Committee reserves the **right to reject any or all proposals** in case of **any deviation or non-compliance.**
6. Each tender shall be evaluated strictly in accordance with the **criteria and requirements specified** in this tender document.

#### C. Tender Validity:

- The bids submitted by the bidders shall remain **valid for a minimum period of 180 days** from the **last date of submission** of the tender document.

## Tender Evaluation

### **D. Initial Bid Scrutiny:**

The initial scrutiny of bids will be carried out to determine whether the submitted tenders are complete and responsive. Bids will be rejected as non-responsive if any of the following conditions are found:

- The tender is **not submitted** as per the prescribed format and guidelines in the tender document.
- The bid contains **suppressed facts or misrepresentation** of information.
- The tender is **incomplete, conditional, subjective or partially filled**.
- The bid is **not accompanied by the requisite documents** as listed in the checklist.
- There is **non-compliance** with any of the stipulated clauses of the tender.
- The bid validity period is **less than specified**.
- The tender is **not accompanied by the EMD**.

All responsive bids that pass the initial scrutiny will be taken forward for detailed evaluation by the Tender Evaluation Committee.

### **E. Tender Committee Evaluation Process:**

- The **Tender Evaluation Committee**, constituted by the Collector & DM, Sundargarh will assess the **responsive bids** for compliance with all terms and conditions.
- The Committee's decision in this regard shall be final and binding.

### **F. Criteria for Evaluation:**

The evaluation will follow the Quality and Cost-Based Selection (QCBS) methodology. The process involves two stages:

#### *1. Technical Evaluation:*

- Only those bids meeting the **minimum eligibility** criteria will be evaluated technically.
- The evaluation will consider the following aspects:
  - Over all completeness and compliance with the tender requirements.
  - The proposed work plan and approach to meeting performance standards

within the prescribed time frame.

**2. Financial Evaluation:**

- Financial bids of only those bidders who qualify in the technical evaluation will be opened on the notified date, in the presence of authorized representatives of the bidders.
- Any bid quoting NIL charges/ consideration shall be treated as unresponsive and shall not be considered.
- Bidders must quote prices inclusive of all applicable taxes and duties.
- The service charge quoted by the bidders should not be less than 3.85% and it should not exceed 7% of remuneration.

**G. Final Selection Criteria:**

- In case of multiple bidders quoting the equal lowest service charge, L1 shall be selected through a transparent system of lottery.

## **ANNEXURE-I**

### **A. Duties and Responsibilities of the CCA/LCCA**

- CCAs should always maintain a high degree of personal hygiene and cleanliness. They must adhere to basic sanitation practices to ensure safe handling of food and maintain a clean working environment.
- CCAs should always remain clean, wear properly washed and tidy clothes, and keep their fingernails neatly trimmed. They must wash their hands thoroughly with soap/detergent and clean water before beginning any cooking activity, after handling raw materials, after using the washroom, and during the serving of food to prevent contamination.
- Chewing of tobacco or any other substance, smoking, spitting, and nose blowing shall be strictly prohibited in the kitchen, food preparation areas, and dining spaces. Such acts compromise food safety and hygiene and must not be practiced under any circumstances.
- Maintain a CCA Log Book and keep details of ration provided by Mess Management Committee and prepare food accordingly.
- Ensure that no small children/students are near the cooking area to avoid any mishap. By no means children should be engaged in the cooking activities like chopping/cutting, cleaning etc.
- No outsiders/suspicious persons shall be allowed inside the kitchen to avoid any intentional sabotage.
- They should ensure that children are washing their hands before and after taking their food.
- Ensure leftover food shall not be kept in kitchen or hostel premises and served to the students/dogs. Food disposal and wastage should be done properly and not to attract rodents/dogs.
- Wastes like vegetable peels, rice starch etc. can be used to make bio-fertilizer for kitchen garden.
- Ensure the cooking area and serving area and the utensils used for cooking are properly washed, cleaned and kept for next use.
- Utensils of boarders are properly cleaned and stocked.
- They will remain in the hostel with the boarders at night.
- Ensure locking of the hostel gate at night.
- Will ensure boarders wake up in time and prayer classes are conducted.
- Help beginner boarders studying in Sishu Batika, Std I & II in bathing, combing their hair, dressing up.

## **B. Code of Conduct for CCA/LCCA**

- The CCA/LCCA shall, at all times, maintain dignity, discipline, and exemplary conduct, reflecting the standards expected of personnel entrusted with the care and welfare of students staying in hostels.
- The CCA/LCCA shall not engage in harsh, abusive, discriminatory, intimidating, or degrading treatment towards any student. Any such act shall be treated as gross misconduct.
- The CCA/LCCA shall not practice favouritism, partiality, or extend undue personal influence in any matter concerning students, staff, or hostel administration.
- The CCA/LCCA shall strictly maintain confidentiality and secrecy with respect to all student-related information, issues, grievances, and records, and shall not divulge or misuse such information for personal, political, or any other extraneous purposes.
- The CCA/LCCA shall not engage in any form of political, religious, or personal propaganda within the hostel premises, nor shall she involve students in such activities directly or indirectly.
- Violation of any component of the Code of Conduct shall render the CCA/LCCA liable for disengagement, and other legal consequences as deemed appropriate by the competent authority.

**Form1: TECHNICAL BID**

FOR PROVIDING MAN POWER TO THE DISTRICT WELFARE OFFICE, SUNDARGARH

01	Name of the Organization	
02	Legal Status	
03	Name of the Manpower Service Provider	
04	Name of the Proprietor/ Director	
05	Full Address of Registered Office with Telephone Number, FAX No & Email Address / Website	
06	Name & Telephone No of the Authorized Person to liaise with authority	
07	Registration No. of Certificate of Incorporation & Date	
08	Bank Details of the Manpower Service Provider	AccountNo: Bank & Branch Name: IFS Code:
09	PAN (Attach self-attested Copy)	
10	GST Registration No (Attach self-attested copy)	
11	EPF Registration No (Attach self-attested copy)	
12	ESI Registration No (Attach self-attested copy)	
13	No. of years of experience as HR service provider (as on 1st April 2025)	
14	Date of first assignment as HR Service Provider	

15	Date of first assignment as HR Service Provider for Govt. Deptt.	
16	Annual Turn Over	2022-23 2023-24 2024-25
17	Details Cost of Tender Paper	Demand Draft No & Date Amount
18	Details of EMD	Demand Draft No & Date Amount

Please give details of the major similar contracts handled by the Manpower Service Provider during the last three financial years i.e. 2022-23, 2023-24 & 2024-25 in the following format:

(Please attach separate sheet, if required)

SI. No.	Name, Address & Telephone Number of the Client	Details of Manpower Service Provided		Amount of Contract (Amount in Lakh)	Duration of Contract	
		Type of Manpower Provided	Number		From	To

Place:  
Date:

Signature of Authorized Signatory with Seal Full Name:

Designation:

Address:

Phone No (O):

Phone No (M):

## Form 2: FINANCIAL BID

FOR PROVIDING MANPOWER SERVICES TO THE OFFICE OF THE DISTRICT WELFARE OFFICE,  
SUNDARGARH

Name of the Manpower Service Provider

Rate of remuneration CCA/LCCA per month inclusive of all Statutory Liabilities & Taxes:

Sl. No.	Manpower type	Consolidated Remuneration in Rs. per month	Service charge	ESI	EPF	Total (Gross + Service charges)	GST 18%	Total
01	CCA/LCCA	14,500/-						

Notes:

01. The Service Charge quoted should not be less than 3.85% and it should not exceed 7% of the remuneration.
02. The total rates quoted by the Agency should be inclusive of all Statutory Liabilities & Taxes in force at the time of submitting the tender & fixed for the period of contract. No alteration shall be allowed under any circumstances unless and until Government notifies the same
03. 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 as per the actual.
04. Bidders have to quote for all the positions under this tender and the bid with lowest evaluated monthly charges for the required manpower will be awarded with the contract.
05. The employee's share of contribution towards EPF & ESI shall be deducted by the service provider from the minimum take home remuneration of the person engaged (subject to the willingness of the employee) and deposit the same with appropriate authority. Proof of deposit of the same with the concerned authority must be furnished.
06. In case of noncompliance of any of the above conditions, the Bid will be summarily rejected.

Signature of Authorized Signatory with Seal

Place:

Full Name:

Date:

Designation:

Address:

Phone/ Mobile No.

### Form3: Document Checklist for Technical Bid

SI.	Eligibility Compliance Document	Provided (Yes/No)	Page No in the Technical Bid
1	Copy of Certificate of Incorporation/ Registration/ Partnership Deed, MoA / Bye-laws, etc.		
2	Copy of GST Registration Certificate		
3	Copy of Income Tax PAN		
4	Copy of Labour Registration Certificate		
5	Copy of EPF Registration Certificate		
6	Copy of ESI Registration Certificate		
7	Copy of Audited Balance sheet and Profit & Loss Account as proof of Annual Turnover for the Financial Years 2022-23, 2023-24 & 2024-25		
8	Copy of Income Tax Return for the financial years 2022-23, 2023-24 & 2024-25		
9	Copy of GST Return Filing (GSTR-3B) for the last 03 Months–November-2025, December-2025 & January-2026		
10	Copy of Work Orders as Manpower Service Provider from any Govt. Sector		
11	Authorization Letter from the Bidder to attend the Tender Bid Opening, if other than the Proprietor of the Firm		
12	Copy of Declaration in the prescribed format enclosed at Form-04		
13	Undertaking in Non-Judicial Stamp Paper (not less than Rs.20/-) for not have been Blacklisted by Central/ State Govt./ Autonomous Body (In the enclosed Prescribed Format at Form-05)		

Signature of the witness

Signature of Authorized Signatory with Seal

Date:

Date:

Place:

Place:

FORM-4

**DECLARATION**

1. I, Shri / Kumari / Smt ..... , Son  
I Daughter /Wife of Shri..... ,  
Proprietor / Director 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 tender application are true and authentic to 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/ our tender at any stage besides liabilities towards prosecution under appropriate law.

Signature of Authorized Signatory with Seal Full  
Name:

Place:

Designation:

Date:

Address:

Phone No (0):

Phone No (M):

**Self-declaration of not being Ineligible/ Blacklisted**On the Letter Head

I, Sri / Smt. \_\_\_\_\_ aged about \_\_\_\_\_ years, S/o/D/o/W/o \_\_\_\_\_ Proprietor/Partner/ Director of M/s \_\_\_\_\_ At- \_\_\_\_\_ Po \_\_\_\_\_, PS \_\_\_\_\_, and District. \_\_\_\_\_ do hereby solemnly declare as follows:

1. That pursuant to the Tender Call Notice No. \_\_\_\_/dt. \_\_\_\_\_ of the District Welfare Office, Sundargarh at the District level, I /my Firm / Company am/ is an intended bidder to participate in the said tender process.
2. That as per terms & conditions of the tender documents, I am to declare that, I / my Firm /Company have not been blacklisted by any Central /State Govt. Organization or by any Public Sector Undertakings of the State/ Central Govt.
3. That neither any criminal case nor any vigilance case is pending against me/ my Firm Company before any forum.
4. That the facts stated above are true to the best of my knowledge and belief.

Signature of Authorized Signatory with Seal Full Name:

Place:

Designation:

Date:

Address:

Phone No (0):

Phone No (M):