



ଚୌଦ୍ୱାର ପୌରପରିଷଦ କାର୍ଯ୍ୟାଳୟ, ଚୌଦ୍ୱାର
OFFICE OF THE MUNICIPAL COUNCIL, CHOUDWAR

Govt. of Odisha (H&U.D Deptt) Kataka (ODISHA) PIN-754071
Phone No- 0671-2394272(O) e-mail: choudwarmunicipality@gmail.com



Letter No. 3620

Date 01/07/2026

Notice Inviting RFP

Sealed tender is invited from reputed Manpower Agencies/Security Service Provider to provide the service of unskilled, semi-skilled, skilled and highly skilled categories of manpower and Security Guard, for office of the Executive Officer, Choudwar Municipality, Kataka for a period of One year on contract basis. and other necessary documents can be seen in our Official website i.e. www.choudwarmunicipality.in

1. Name of the Work : Out Sourcing
2. Date and Time of Bidding : 03.07.2026 at 10.00 AM
3. Last date and time for receipt : 20.07.2026 up to 5.00 PM
4. Technical Bids received shall be opened on : 21.07.2026 at 11.00 AM
5. Financial Bid Opening : Shall be Notified Later.
6. Name of the Officer Inviting Bid: Executive Officer Choudwar Municipality

Executive Officer
Choudwar Municipality

Memo No. 3631 Dt. 01.07.26

Copy Submitted to the Director, Information and Public Relation Department, Govt. of Odisha Bhubaneswar Kind information and requested to publish the above advertisement in Two Odia Daily Newspaper with minimum space for one day on or before 02.07.2026 and submit the in duplicate with one newspaper.

Executive Officer
Choudwar Municipality

Memo No. 3632 Dt. 01.07.26

Copy to Office Notice Board and Official Website for Publication.

Executive Officer
Choudwar Municipality



Tender Call Notice No: 3630

Date- 01.07.2026

BID DOCUMENT



**Choudwar
Municipality
District-Kataka,
Odisha**

Service Period:

The Agency shall be appointed for **01 (One) years+ Extendable 01 (One) year**. The services shall be provided by the Agency as stipulated in the bid document:

Validity of the Bid:

The Bid shall be valid for a period of not less than **90 (Ninety) days** from the due date of submission of Bid Documents.

Communications:

All communications including the submission of Bid Document should be addressed to;

Executive Officer,

Choudwar Municipality

Choudwar, District-Cuttack,

Odisha, Pin- 75 40 71

Email: choudwarmunicipality@gmail.com

Eligibility criteria General Instruction to the Tenderers:

1. All duties, taxes and other levies payable by the service provided under the contract shall be excluded in the total price.
2. The rates quoted by the bidder shall be fixed for the duration of the contract and shall not be subject to adjustment on any account. Exceptions are only granted for time-to-time revision of Labour rates by Labour & ESI Deptt.
3. The prices should be quoted in Indian Rupees only.
4. As per Govt. of Odisha, Finance Department Letter No-19595 dated 11.07.2023, bidders must quote service charge from 3.85% to 7%. Bidders quoting service charges less than 3.85% and more than 7% will be outrightly rejected.

Eligibility Criteria for the bidders

The technical bid should be accompanied with self-attended photocopy of the following requisite documents to establish the bidder's eligibility falling which the bid shall be rejected outrightly:

1. The service provider Firm (Private Limited Company/ Limited Company / Partnership/ LLP/ Proprietorship) shall have at least 5 years' experience in successfully providing manpower in any government organizations, PSUs or ULBs.
2. Service providers should have an average financial Turnover of at least Rs. 5 Crore per annum in the last three financial years. (Audited statement to be enclosed) (2022-23, 2023-24 & 2024-25)
3. Valid Registration certificate of the service provider Firm from MSME, IGR.
4. PAN Card, GST Registration certificate.
5. GST returns for the last 6 months.
6. Last three financial year IT returns filled by the service provider Firm. (2022-23, 2023-24 & 2024-25)
7. ISO 9001:2015, ISO 45001:2018 certification. Undertaking the firm is not blacklisted by the government or any other competent Authority.
8. EPF & ESIC Registration certificate.

9. Copy of valid license under PSARA act-2005
10. EMD of INR 1 lakhs in favour of Executive Officer, Choudwar Municipality in shape of Demand Draft from nationalized/ commercial bank must be deposited at the time of submission of the tender. MSME exemption is not allowed.
11. The ISD of INR 2 lakhs in favour of Executive Officer, Choudwar Municipality in shape of Demand Draft from nationalized/ commercial bank must be deposited at the time of submission of the tender. MSME exemption is not allowed. If the bidder is selected, then the selected bidder may take the DD and submit the equivalent amount in shape of Bank Guarantee/ FDR pledged in favour of Executive officer, Choudwar Municipality and retained for contract period. However, the EMD & ISD submitted by the unsuccessful agencies will be refunded after finalization of the tender. If the firm fails to execute the contract, the security money will be forfeited. The security money will be refunded after the successful execution of the contract within 30 days of completion of the contract.
12. If it is decided that a bidder is having any negative or unsatisfactory record in providing service to any Govt./Private Organization, then the bidder shall be disqualified on the ground.
13. The authority reserves the right to reject any or all bids without assigning any reason thereof.

Criteria for Valuation

The tender committee shall evaluate proposals. In the first stage, the technical proposal will be assessed based on the bidder's fulfillment of the Eligibility Criteria. Only those bidders whose Technical Proposals fulfill the eligibility criteria shall qualify for further detailed technical evaluation and awards of marks based on the following criteria:

Sl No	Evaluation Parameters	Total Marks	Marking Criteria
1	Year of Registration (To be counted from the date of initial registration of the agency)	10	• Upto 5 Years: 5 marks • > 5 Years: 10 marks
2	Number of Years in operation in outsourcing service of providing different categories of manpower & unarmed security.	20	• Upto 3 years: 10 marks • More than 3 years to 6 years: 15 Marks • More than 6 years: 20 marks
3	Manpower Strength of organization (to be determined from EPF ESIC deposit challan & ECR copy)	20	• 100 to 200: 05 Marks • 200 to 300: 10 marks • 300 to 400: 20 marks
4	Annual Average Turnover (2022-23, 2023-24, 2024-25)	20	• Upto 3 Cr: 5 marks • More than 3 Cr to 4 Cr: 10 marks • More than 4 Cr to 5 Cr: 15 marks • More than 5 Cr: 20 marks

5	Number of central/ state Govt. offices/ Depts. / PSUs/ Autonomous Bodies as supplied manpower by the service provider for last consecutive 3 years	10	• 1 to 2 organizations: 5 Marks - More than 02 organizations: 5 Marks
6	Valid ISO certification	10	• ISO9001:5marks • ISO45001:5marks
7	Power point presentation (At the time Technical Bid Opening)	10	10 marks (As decided by Tender Committee)

A proposal to be considered technically disqualified and shall be rejected at this stage if it fails to achieve a minimum technical score of 80%. The evaluation committee reserve the right to reject any or all proposals without assigning any reason thereof. Financial bid of the selected bidders scoring more than 80% marks will be opened & evaluated.

If more than One bidder is L-1 then,

- (A) Firstly, the bidder having maximum Score in technical evaluation be awarded the contract.
- (B) Secondly, if 2 or more bidders secure the highest marks as well as quote L1 rate, then L1 shall be decided by drawing of lots.

Right to Accept or Reject any or all Bids:

Not with standing any of the provisions above, the Employer reserves the right to accept or reject any bid, annul the bidding process, reject all bids at any time or any stage prior to the award of contract without thereby incurring any liability on the employer.

Signature of Bidder

Executive Officer
Choudwar Municipality