



**GOVERNMENT OF ODISHA
SKILL DEVELOPMENT & TECHNICAL EDUCATION DEPARTMENT
OFFICE OF THE PRINCIPAL, GOVERNMENT INDUSTRIAL TRAINING
INSTITUTE, CHHATRAPUR, GANJAM**

(Website: <https://www.itichatrapur.in>)

TENDER NOTICE

Sealed tenders are invited from reputed, registered and experienced Service Providers / Agencies for engagement of manpower on an outsourcing basis to provide the following personnel for **Government ITI, Chhatrapur, Ganjam** for day-to-day official work for the period from **01.08.2026 to 31.07.2027**.

Sl. No.	Category of Manpower	Number of Persons
1	Front Desk Management-Cum- Data Entry Operator	02(Two)
2	Sweeper	01 (One)
3	Watchman-cum-Multi-Tasking Assistant	04 (Four)
	Total	07 (Seven)

The detailed Tender Document containing the eligibility criteria, scope of work, terms and conditions, and other relevant information may be downloaded from the Institute's official website <https://www.itichatrapur.in/> or may be obtained from the office of the undersigned on payment of **₹100/- (Rupees One Hundred only)** per set through Cash or Demand Draft drawn in favour of **Principal, Government ITI, Chhatrapur**, payable at Chhatrapur.

The completed tender, duly filled in all respects, should reach the office of the undersigned on or before **23.07.2026 up to 5.00 P.M.** Tenders sent through Registered Post / Speed Post must reach the office of the Principal within the stipulated date and time. Tenders received after **5.00 P.M. on 23.07.2026** shall not be considered under any circumstances.

The undersigned reserves the right to accept or reject any or all tenders, wholly or partly, without assigning any reason thereof.

Signature
I/C Outsource
staff
23/7/26

Signature
Secretary
23/07/26

Signature
Principal
Govt. ITI, Chhatrapur
Chhatrapur (Gm.)
23/07/26
(T.O)

Memo No.: 658 / **GITI, Date:** 08/07/2026
Copy forwarded for information and necessary publication / action to:

1. The Collector & District Magistrate, Ganjam, Chhatrapur, with a request to display the Tender Notice on the District Notice Board.
2. The District Information & Public Relations Officer (DIPRO), Ganjam, with a request to upload the Tender Notice in District NIC portal for wide Publication.
3. The Sub-Collector, Chhatrapur, Ganjam, for kind information.
4. The Block Development Officer, Chhatrapur Block, for information and wide publicity.
5. The Executive Officer, Chhatrapur Municipality, for information and wide publicity.
6. The Notice Board, Government ITI, Chhatrapur.
7. The Institute Website (www.itichatrapur.in) for uploading the Tender Notice.
8. Office File.

*And
I/c OSS
08/07/26*

*~~FB Secy~~
08/07/26 Officer*

*[Signature]
08/07/26
(T.O)*

[Signature]
Principal
Govt ITI Chhatrapur
Govt. ITI
Chhatrapur (Gm.)

**GOVERNMENT OF ODISHA
SKILL DEVELOPMENT & TECHNICAL EDUCATION DEPARTMENT
OFFICE OF THE PRINCIPAL, GOVERNMENT INDUSTRIAL TRAINING
INSTITUTE, CHATRAPUR, GANJAM**

Tender Documents

For Providing Service of 02 (Two) Front Desk Management-Cum-Data Entry Operator & 1 (One Sweeper) and 04 (Four) Watchman-cum-Multi-Tasking Assistant to Principal Govt. ITI Chatrapur by a Private Manpower Service Provider.

- | | |
|---|--|
| (a) Date of issue of Tender Document | 09.07.2026 |
| (b) Date and time for submission of Tender Document | 23.07.2026, 5:00PM |
| (c) Date and time for opening of | 27.07.2026
11.00AM |
| (i) Technical Bids | 27.07.2026
11.00AM |
| (ii) Financial Bids of eligible Bidders | 28.07.2026 (After evaluation of
Technical Bid) 11.00 AM |

Likely date for commencement of
Deployment of required manpower

01.08.2026

*Amel
I/coss
08/07/26*

*Section officer
08/07/26*

*[Signature]
08/07/26
(10)*

*[Signature]
08/07/26*

**Principal
Govt. I. T. I.
Chatrapur (Gm.)**

SECTION: SCOPE OF WORK AND GENERAL INSTRUCTIONS FOR BIDDERS

1. Authority and Requirement

The Office of the Principal, Government Industrial Training Institute (ITI), Chhatrapur, Ganjam under the controller of DTE&T (o) Cuttack within the Dept. of Skill Development & Technical Education (SD&TE) Department, Government of Odisha, requires the services of reputed, well-established and financially sound Manpower Service Providers to provide the services of **02 (Two) Front Desk Management-Cum-Data Entry Operator & 01 (One) Sweeper** and **04 (Four) Watchman-cum-Multi-Tasking Assistants** on a contractual outsourcing basis for day-to-day official work. The number of service & destination will be changed time to time as per approval received from DTE&T (O) Cuttack .

2. Period of Contract

The contract for providing the aforesaid manpower is scheduled to commence from **01.08.2026** and will continue until **31.07.2027**. The period of the contract may be further extended beyond 31.07.2027 provided the requirement of the Institute persists and subject to satisfactory performance evaluation. The contract may be curtailed or terminated before 31.07.2027 owing to a deficiency in service, substandard quality of manpower deployed, or changes in the Institute's requirements. The Institute reserves the right to terminate this contract at any time after giving **one week's notice** to the selected Service Provider.

3. Tentative Manpower Breakdown

The tentative category-wise requirement is as follows:

- **Front Desk ManagementCum-Data Entry Operator 02 (Two)**
- **Watchman-cum-Multi-Tasking Assistant: 04 (Four) Positions**
- **Sweeper: 01 (One) Position**

The final requirement may increase or decrease in any or all categories depending on administrative exigencies.

4. Estimated Cost

The estimated cost of the contract is **₹1800000/- Rupees (Eighteen Lakhs only)** approximately for the specified 12-months period.

5. Submission of Tender

Interested Manpower Service Providers may submit the tender documents complete in all respects along with an Earnest Money Deposit (EMD) of **₹5,000/- (Rupees Five Thousand only)** and all other requisite documents by **23.07.2026 up to 5:00 PM** at the Office of the Principal, Government ITI, Chhatrapur, Ganjam. The bidding documents can be sent via Registered Post, Speed Post, or delivered by hand, addressed directly to the **Principal, Government ITI, Chhatrapur, Ganjam, Pin-761020, Shanti Nagar, Basanapalli, Chatrapur, Ganjam, Odisha.**

Amu
I/c oss

Pr. Secy ITI
08/07/26

Amu
Principal
Govt. I. T. I
Chhatrapur (G.O.)

6. Crucial Dates and Schedule

The various crucial dates relating to the tender are cited below:

Sl. No.	Event / Activity	Date & Time
(a)	Date of Issue of Tender Documents	09.07.2026
(b)	Last Date and Time for Submission of Bids	23.07.2026 up to 5:00 PM
(c)	Date and Time for Opening of Technical Bids	27.07.2026 at 11:00 AM
(d)	Opening of Financial Bids (Eligible Bidders)	28.07.2026 (After Technical Evaluation) 11 AM
(e)	Likely Date for Commencement of Deployment	01.08.2026

7. Two-Bid System

The tender is invited under a **Two-Bid System** (Technical Bid and Financial Bid). Interested agencies must submit two separate sealed envelopes clearly super-scribing:

1. "Technical Bid for Providing Manpower Services to Govt ITI Chhatrapur"
2. "Financial Bid for Providing Manpower Services to Govt ITI Chhatrapur"

Both of these sealed envelopes must be enclosed within a third, outer sealed envelope super-scribed: "**Tender for Providing Manpower Services to Govt ITI Chhatrapur**".

8. Earnest Money Deposit (EMD)

The Earnest Money Deposit (EMD) of **₹5,000/- (Rupees Five Thousand only)**, refundable without interest, must accompany the Technical Bid. It should be issued in the form of a Demand Draft (DD) drawn in favor of the **Principal, Government ITI, Chhatrapur**, payable at Chhatrapur. Bids missing the valid EMD instrument will be summarily rejected.

9. Performance Security Deposit

The successful tenderer will be required to deposit a Performance Security Deposit of **₹90,000/- (Rupees Ninety Thousand only)** (*adjusted dynamically in accordance with standard financial norms*) in the form of a Demand Draft drawn in favor of the **Principal, Government ITI, Chhatrapur** payable at Chhatrapur, or a Bank Guarantee / Original Fixed Deposit Receipt (FDR) pledged to the Principal.

No interest will be paid on the Performance Security. If the contract is extended beyond the initial period, the security instrument must be re-validated / renewed accordingly by the bidder.

Handwritten signature and date:
28/7/26

Handwritten signature and date:
28/7/26

Handwritten signature and stamp:
Principal
Govt. I.T.I.
Chhatrapur (Gm.)

10. Mandatory Enclosures for Technical Bid

Tendering Service Providers must enclose self-attested photocopies of the following documents along with their Technical Bid, failing which the bids will be outrightly rejected:

- (a) Legal Registration Certificate of the applicant organization / agency.
- (b) Copy of Permanent Account Number (PAN) card.
- (c) Copies of Income Tax Returns (ITR) filed for the last three financial years.
- (d) Copies of valid EPF and ESI Registration Certificates.
- (e) Copy of Goods and Services Tax (GST) Registration Certificate.
- (f) Certified copies of Bank Account Statements / Transactions for the last three financial years.

11. Conditional Bids

Conditional bids will not be entertained under any circumstances and will be rejected at the very first instance.

12. Legibility and Corrections

All entries in the tender form must be completely legible and filled clearly. If spaces are insufficient, separate sheets signed by the authorized signatory may be attached. **No overwriting or cutting is permitted in the Financial Bid Form.** Any such cases will lead to summary rejection. Minor corrections or initialed cuts in the Technical Bid must be countersigned by the authorized signatory.

13. Opening of Technical Bids

Technical Bids will be opened on the scheduled date (**27.07.2026 at 11:00 AM**) in the Office Room of the Principal, Government ITI, Chhatrapur, Ganjam, in the presence of authorized representatives of the bidding agencies who choose to attend.

14. Opening of Financial Bids

The Financial Bids of only those tenderers whose Technical Bids are found responsive and valid in all respects will be opened. Financial evaluation will take place in the Office Room of the Principal on 28/07/2026 at 11 AM for successive of the technical evaluation.

15. Rights of Competent Authority

The Competent Authority (Principal, Government ITI, Chhatrapur) reserves the absolute right to annul the bidding process or reject all bids at any point without assigning any reasons thereof.

Handwritten signature
I/C 088
27/7/26

Handwritten signature
Secretary
27/7/26
Handwritten signature
08/7/26
T-9

Handwritten signature
27/7/26
Principal
Govt. I. T. I.
Chhatrapur (Gm.)

TECHNICAL REQUIREMENT FOR THE TENDERING MANPOWER SERVICE PROVIDER

The tendering manpower service provider should fulfil the following technical specifications:

1. Legal & Statutory Eligibility

The Manpower Service Provider must be a legally recognized entity authorized to operate and provide contractual staffing services in the State of Odisha.

Firm Registration: Must hold a valid Certificate of Incorporation, Partnership Deed, or Proprietorship Registration Certificate.

Labor License: Must possess or be capable of obtaining a valid labor license under the Contract Labour (Regulation & Abolition) Act, 1970 for the required number of personnel.

Statutory Registrations: Must have active and independent registrations with the following government authorities:

Employees' Provident Fund Organization (EPFO)
Employees' State Insurance Corporation (ESIC)
Goods and Services Tax (GST) Department
Income Tax Department (holding a valid PAN card in the name of the firm/proprietor)

2. Financial Soundness & Capacity

The bidder must have the financial resilience to sustain payroll operations regularly, irrespective of minor delays in monthly invoice clearances from the Institute.

Annual Turnover: Must possess an established, positive financial standing with regular transaction history over the past three financial years.

Tax Compliance: Must have regularly filed Income Tax Returns (ITR) for the last three consecutive financial years, establishing consistent business continuity.

Banking Credibility: Must provide certified bank statements or transaction summaries for the last three financial years to verify clean credit history and adequate working capital.

Bid Security: Must furnish an Earnest Money Deposit (EMD) of ₹5,000/- via a Demand Draft. Bids submitted without an active EMD instrument, or with an invalid value, will be summarily rejected.

Handwritten signature
I/C 085
21/12/26

Handwritten signature
Section Officer
21/12/26
Handwritten signature
21/12/26
(T-0)

Handwritten signature
Principal
Govt. I. T. I.
Chhatrapur (Gm.)

3. Minimum Personnel Qualifications (Service Standards)

Personnel Standards

- **Front Desk Management-Cum-Data Entry(2):** 10th Pass, PGDCA, typing in English/Odia.
- **Watchman/Multi-tasking (4):** Class 8/10 pass, physically fit.
- **Sweeper (1):** Basic literacy, sanitation experience.

4. Operational Requirements & Compliance Commitments

No Criminal Record: The agency must ensure that all deployed personnel have clean backgrounds. A formal undertaking stating that no criminal case is pending against the agency or its deployed staff must be provided upon selection.

Wages and Statutory Payouts: The agency must strictly adhere to the Minimum Wages Act as prescribed by the Government of Odisha. EPF, ESI, and GST contributions must be calculated accurately, collected, and deposited into the respective individual accounts within the statutory timelines.

Local Management Presence: The Service Provider must have an active administrative mechanism, nodal officer, or support office within Odisha (preferably in Ganjam District) to quickly address performance deficiencies, substitute absenteeism, or handle administrative emergencies within 24 to 48 hours. make it short points.

TERMS & CONDITIONS GENERAL CONDITIONS

1. The Agreement shall commence from the date mentioned in the Work Order/Agreement and shall remain valid for a period of **one (01) year**, unless terminated earlier by the Principal, Government ITI, Chatrapur, due to unsatisfactory performance, breach of contract, violation of any terms and conditions, or administrative reasons.
2. The Agreement shall automatically expire on completion of the contract period unless extended by mutual consent of the Principal, Government ITI, Chatrapur and the Manpower Service Provider, subject to satisfactory performance and approval of the competent authority.
3. The contract may be extended for a further period on the same terms and conditions, or with suitable modifications, as may be decided by the Principal, Government ITI, Chatrapur, with mutual consent of the Service Provider.
4. The Manpower Service Provider shall not transfer, assign, sublet, pledge, or subcontract any part of the contract or its obligations to any other agency or individual without obtaining prior written approval from the Principal, Government ITI, Chatrapur.

Handwritten signature
I/C

Handwritten signature
8/7/26

Handwritten signature
Principal
Govt. I. T. I.
Chatrapur (Gm. I)

5. At present, Government ITI, Chatrapur requires outsourcing of manpower for various categories such as **For Providing Service of 02 (Two) Front Desk Management-Cum-Data Entry Operator & 1 (One Sweeper) and 04 (Four) Watchman-cum-Multi-Tasking Assistant** as required by the Institute. The requirement may increase or decrease during the contract period depending upon administrative necessity, and the Service Provider shall supply the required manpower on the same terms and conditions.
6. The Service Provider shall be bound by all the information and documents submitted along with the tender. If any declaration, certificate or document is found false, fabricated, or misleading at any stage, the contract shall be liable for immediate termination, forfeiture of Security Deposit, and legal action as deemed fit.
7. Government ITI, Chatrapur reserves the right to terminate the Agreement at any time by giving **15 (Fifteen) days' notice** without assigning any reason. The Service Provider may also terminate the Agreement by giving one month's prior written notice.
8. The personnel deployed shall ordinarily work from **Shift wise** on all working days or as directed by the Principal or any authorized officer of Government ITI, Chatrapur. They may be required to work beyond normal office hours or on holidays whenever necessary in the interest of the Institute. In case of absence, late attendance, or leaving duty early without prior approval, proportionate deduction shall be made from the monthly remuneration.
9. Whenever deployed personnel are required to work beyond normal working hours or on holidays, remuneration shall be regulated in accordance with Government instructions/orders issued from time to time and subject to approval of the competent authority.
10. The Service Provider shall nominate a responsible **Coordinator / Supervisor** who shall remain in regular contact with Government ITI, Chatrapur for smooth deployment, supervision, attendance management, and immediate replacement of personnel whenever required.
11. The entire financial liability relating to payment of wages, statutory dues, insurance, compensation, bonus (where applicable) leave benefits, and all other employer's obligations shall rest solely with the Manpower Service Provider. Government ITI, Chatrapur shall not be responsible for any such liabilities.
12. The Service Provider shall ensure timely payment of monthly wages to all deployed personnel through their bank accounts as per the rates approved by Government ITI, Chatrapur and in accordance with the applicable Minimum Wages Act and Government Orders.
13. For all legal and statutory purposes, the Manpower Service Provider shall be treated as the Employer of the personnel deployed. The persons engaged through the Service Provider shall not claim any employer-employee relationship with Government ITI, Chatrapur.
14. The Service Provider shall be solely responsible for redressal of grievances, settlement of disputes, disciplinary matters, and all service-related issues concerning the deployed personnel. Government ITI, Chatrapur shall not be responsible for any such disputes.
15. Government ITI, Chatrapur shall not be liable for any injury, accident, disability, death, or financial loss suffered by any person deployed during the course of employment. The responsibility shall rest entirely with the Service Provider.

[Handwritten Signature]
I/C OSS

[Handwritten Signature]
Section Officer
8/7/26
[Handwritten Signature]
08/07/26
T-0

[Handwritten Signature]
Principal
Govt. I. T. I.
Chatrapur (Gm.1)

16. The outsourced personnel shall not be entitled to any pay scale, allowances, pension, leave benefits, medical facilities, bonus, gratuity, promotion, or any other benefits admissible to regular Government employees.
17. On expiry or termination of the Agreement, the personnel deployed through the Service Provider shall automatically cease to work in Government ITI, Chatrapur and shall not claim regular appointment, absorption, or continuation in any capacity.
18. The billing shall be prepared on the basis of **actual man-days/person-months deployed** during the month and not on the basis of individual names, to avoid any future claim for regularization.
19. The Service Provider shall obtain an undertaking from every deployed employee stating that he/she shall not claim regular appointment, absorption, or any service benefits from Government ITI, Chatrapur at any stage.
20. The Service Provider must possess valid registration under all applicable laws, including:
 - Registration under the Contract Labour (Regulation & Abolition) Act, 1970 (where applicable);
 - EPF Registration;
 - ESIC Registration (where applicable);
 - GST Registration;
 - PAN;
 - Labour Licence (where applicable); and
 - Any other registration required under Central or State Government Rules.
21. The Service Provider shall comply with all applicable Labour Laws, Minimum Wages Act, EPF Act, ESI Act, Contract Labour Act, Payment of Wages Act, Payment of Bonus Act (where applicable), and all statutory provisions in force from time to time.
22. Whenever any deployed person resigns, remains absent continuously, or is found unsuitable, the Service Provider shall provide a suitable replacement within **three (03) working days** or earlier, as directed by Government ITI, Chatrapur, without affecting the functioning of the Institute. No additional payment shall be admissible for the overlapping period.
23. The Service Provider shall ensure that all personnel deployed have good character, sound health, and clean police verification records. No person having criminal antecedents or pending criminal cases shall be deployed in the Institute.
24. The deployed personnel shall maintain absolute discipline, honesty, integrity, punctuality, confidentiality, and proper behaviour while discharging their duties. They shall be courteous to trainees, staff members, visitors, and the general public. Any act of misconduct, negligence, indiscipline, unauthorized absence, intoxication, or violation of institutional rules shall be viewed seriously, and the Service Provider shall immediately replace such personnel on the recommendation of the Principal.
25. Government ITI, Chatrapur reserves the right to verify all statutory records relating to payment of wages, EPF, ESI, attendance, police verification, and other labour law compliances at any time during the contract period.
26. The Service Provider shall indemnify Government ITI, Chatrapur against any legal proceedings, claims, liabilities, penalties, or losses arising out of non-compliance with labour laws or breach of contractual obligations.

Handwritten signature and initials
 ITC OSS
 20/12/20

Handwritten signature and initials
 20/12/20

Handwritten signature and stamp
 Principal
 Govt. I. T. I.
 Chatrapur (G.M.)

27. Any dispute arising out of this Agreement shall be subject to the jurisdiction of the competent Courts at **Chatrapur/Ganjam, Odisha**.
28. The decision of the Principal, Government ITI, Chatrapur, in respect of interpretation of any clause of the Agreement and matters relating to performance of the contract shall be final and binding on the Service Provider.
29. The Principal, Government ITI, Chatrapur reserves the right to accept or reject any or all tenders without assigning any reason thereof, and no claim shall lie against the Institute on this account.
30. The Service Provider shall strictly follow all instructions issued by the Skill Development & Technical Education Department, Government of Odisha, Directorate of Technical Education & Training (DTET), Odisha, Finance Department, Labour Department, OGFR-2023, and other Government orders issued from time to time during the currency of the contract.
31. The Service Provider shall strictly follow all instructions issued by the Skill Development & Technical Education Department, Government of Odisha, Directorate of Technical Education & Training (DTET), Odisha, Finance Department, Labour Department, OGFR-2023, and other Government orders issued from time to time during the currency of the contract.

32. The Manpower Service Provider shall maintain a financial backup equal to one to two months' wages of the deployed personnel throughout the contract period. This ensures uninterrupted salary payments even if the Principal, Govt. ITI Chatrapur faces temporary budget shortages or delays in fund release from DTET, Odisha.

During such delays, the Service Provider must continue wage disbursement from its own resources for up to two months. Once funds are received, the Institute shall reimburse the Service Provider accordingly.

Failure to maintain this backup or ensure timely payment shall be treated as a breach of contract, leading to penalties, forfeiture of Performance Security, and possible termination of the Agreement.

Amu
H/OSS

Pr
Secy of ITI
8/7/23

Pr
08/07/23
(T-5)

Pr
Principal
Govt. I. T. I.
Chatrapur (Gm.)

Legal Conditions

Confidentiality The persons deployed shall, during the course of their work, have access to certain confidential documents and information which they are not permitted to disclose to third parties. To safeguard this, they shall be required to take an oath of confidentiality. Any breach of this condition shall render both the Manpower Service Provider and the individual concerned liable for penal action under applicable laws, in addition to action for breach of contract.

Minimum Wages Compliance The Manpower Service Provider shall be fully responsible for ensuring compliance with all statutory provisions relating to the minimum wages payable to different categories of workers deployed in the Department or Office concerned. The Office shall bear no liability in this regard.

Tax & Levies The Manpower Service Provider shall be liable for depositing all applicable taxes, levies, and cess arising out of the services rendered to the Department. Such payments must be made to the appropriate tax collection authorities in accordance with prevailing rules and regulations. Attested copies of compliance documents shall be furnished to the Department for verification.

Statutory Registers The Manpower Service Provider shall maintain all statutory registers as required under law. These registers must be produced on demand to the Department or any other competent authority for inspection and verification.

TDS Deduction Tax Deduction at Source (TDS) shall be carried out as per the provisions of the Income Tax Act and Rules, as amended from time to time. The Department shall issue a certificate confirming such deductions to the Manpower Service Provider.

Liability & Reimbursement In the event that the Manpower Service Provider fails to comply with any statutory liability, and as a consequence the Department suffers any loss or obligation, whether monetary or otherwise, the Department shall be entitled to recover the same. Such recovery may be effected from the outstanding bills or the Performance Security Deposit of the Manpower Service Provider, to the extent of the loss or obligation incurred.

[Handwritten Signature]
I/c OSS

[Handwritten Signature]
Section Officer
8/1/26
[Handwritten Signature]
(T.O)

[Handwritten Signature]
877126
Principal
Govt. I. T. i.
Chattrapur (Gm.)

FINANCIAL TERMS & CONDITIONS

1. The Agreement shall be liable to be terminated in the event of non-performance, violation of any terms and conditions of the contract, failure to pay wages to the deployed personnel, or non-compliance with statutory obligations such as EPF, ESI, GST, labour laws, and other applicable Government regulations. Government ITI, Chatrapur shall not be liable for any unpaid wages or statutory dues payable by the Manpower Service Provider. Any loss or damage caused to the Institute by the deployed personnel shall be recoverable from the pending bills or the Performance Security Deposit of the Service Provider.
2. The Principal, Government ITI, Chatrapur reserves the right to require the Service Provider to replace any deployed personnel who are found to be inefficient, incompetent, indiscipline, involved in misconduct, financial irregularities, or whose performance is otherwise unsatisfactory. Such replacement shall be made immediately without any additional financial implication to the Institute.
3. The Technical Bid shall be accompanied by an **Earnest Money Deposit (EMD)**, if applicable, in the form and amount specified in the Notice Inviting Tender (NIT), drawn in favour of the **Principal, Government ITI, Chatrapur**. Tenders received without the prescribed EMD, wherever applicable, shall be rejected. However, bidders exempted under Government of Odisha rules shall submit valid exemption certificates.
4. The Earnest Money Deposit (EMD) of unsuccessful bidders shall be refunded without interest after completion of the tender process. In the case of the successful bidder, the EMD shall be refunded after submission of the prescribed Performance Security and execution of the Agreement. If the successful bidder fails to execute the Agreement or deploy the required manpower within the stipulated period mentioned in the Work Order, the EMD shall be liable to forfeiture.
5. The successful bidder shall furnish a **Performance Security** in the form of a Demand Draft, Fixed Deposit Receipt (FDR), Bank Guarantee, or any other form permitted under the Odisha General Financial Rules (OGFR), in favour of the **Principal, Government ITI, Chatrapur**, within the prescribed time before commencement of the contract. The Performance Security shall remain valid for the entire contract period, including any extended period.
6. The amount of Performance Security shall be **5% of the annual contract value** or such amount as specified in the Notice Inviting Tender (NIT) and shall be governed by the provisions of **OGFR-2023** and Government instructions issued from time to time.
7. In the event of breach of any terms and conditions of the Agreement, non-performance, violation of statutory provisions, or failure to provide satisfactory services, the Performance Security shall be liable to forfeiture, either wholly or partly, without prejudice to any other legal remedies available to Government ITI, Chatrapur.
8. The Service Provider shall submit monthly bills in triplicate, along with the following documents:
 - o Attendance Sheet duly certified by the authorized officer of Government ITI, Chatrapur;
 - o Wage Disbursement Statement;
 - o Bank Transfer Proof of wages paid to deployed personnel;

[Handwritten signature]
02/07/26
T-0

[Handwritten signature]
I/c Ass
9/7/26

[Handwritten signature]
Secy
8/7/26

[Handwritten signature]
Principal
Govt. I. T. I.
Chatrapur (Gm.)

- EPF and ESI contribution challans (where applicable);
- GST Invoice (if applicable); and
- Any other document required by the Institute.

Bills shall ordinarily be submitted during the first week of the succeeding month. Payment shall be released subject to verification of records, availability of funds, and satisfactory performance.

9. Claims relating to EPF, ESI, GST, Labour Welfare Fund, or any other statutory liabilities shall be supported by documentary evidence for the relevant billing period. Government ITI, Chatrapur reserves the right to withhold part or whole of the payment until satisfactory proof of statutory compliance is produced.
10. If the Service Provider fails to provide a suitable replacement within **three (03) working days** of a vacancy or removal of any deployed person, a penalty of **₹100 (Rupees One Hundred only) per person per day**, or such amount as decided by the competent authority, may be deducted from the monthly bill until the replacement is provided.
11. Government ITI, Chatrapur reserves the right to modify, relax, add, or withdraw any of the terms and conditions of the tender or contract in public interest, administrative exigency, or in compliance with Government instructions issued from time to time.
12. Any dispute arising out of the implementation or interpretation of the Agreement shall, in the first instance, be resolved through mutual discussion and negotiation. If the dispute remains unresolved, the matter shall be referred to the Director, Technical Education & Training (DTET), Odisha, or any authority nominated by the Government, whose decision shall be final and binding on both parties.
13. Any legal dispute arising out of this Agreement shall be subject to the jurisdiction of the competent Courts at **Chatrapur, Ganjam, Odisha**.
14. The successful bidder shall execute a formal Agreement with the **Principal, Government ITI, Chatrapur** on the prescribed non-judicial stamp paper before commencement of the services. The Agreement shall include all terms and conditions contained in the Tender Document, Notice Inviting Tender (NIT), corrigenda, Government Orders, and any subsequent instructions issued by the competent authority.
15. Payment to the Service Provider shall be made only after satisfactory verification of attendance, deployment, statutory compliance, and certification by the authorized officer of Government ITI, Chatrapur. No advance payment shall be admissible under any circumstances.
16. Income Tax, GST-TDS, Labour Cess, or any other statutory deductions shall be made from the bills of the Service Provider as per the provisions of the Income Tax Act, GST Act, OGFR-2023, and Government orders in force.
17. The Service Provider shall ensure that wages to all deployed personnel are credited to their respective bank accounts within the time prescribed under the applicable labour laws. Any delay in payment of wages shall attract appropriate action, including withholding of bills, imposition of penalties, or termination of the contract.

[Handwritten Signature]
I/C OSS
21/12/24

[Handwritten Signature]
21/12/24

[Handwritten Signature]
08/10/24
(1-0)

[Handwritten Signature]
21/12/24
Principal
Govt. I. T. I.
Chatrapur

18. Government ITI, Chatrapur reserves the right to reject any or all tenders without assigning any reason thereof, and the decision of the Principal shall be final and binding on all bidders.

OTHER TERMS & CONDITIONS

1. The **Service Charges** quoted by the Bidder shall be inclusive of the bidder's administrative expenses, establishment charges, supervision charges, office overheads, insurance, contingency expenses, profit margin, statutory compliance expenses, interest cost (if any), and all other incidental costs required for successful execution of the contract.
2. The Service Charges shall also include the cost of all statutory and service-related benefits payable to the deployed personnel, such as bonus (where applicable), gratuity (where applicable), leave salary, wages for weekly holidays, national holidays, casual leave, sick leave, and any other obligations arising under applicable labour laws. These costs shall not be claimed separately from Government ITI, Chatrapur.
3. Government ITI, Chatrapur shall reimburse only those statutory payments that are specifically admissible under the terms of the contract and supported by valid documentary evidence, including employer's contribution towards EPF, ESI (where applicable), GST (if applicable), and wages payable as approved by the Institute.
4. The Service Provider shall ensure that monthly wages are credited directly to the individual bank accounts of all deployed personnel through electronic transfer. Documentary evidence of such bank transfers, including bank transaction statements or payment confirmation reports, shall be submitted along with the monthly bill.
5. Reimbursement of the employer's contribution towards EPF and ESI, wherever applicable, shall be made only after submission of the following documents:
 - o EPF and ESI challans;
 - o Electronic Contribution Returns (ECR), wherever applicable;
 - o Proof of online payment;
 - o Employee-wise contribution details; and
 - o Any other document required by Government ITI, Chatrapur for verification.
6. The Service Provider shall maintain complete transparency in wage disbursement and statutory compliance. Government ITI, Chatrapur reserves the right to verify payroll records, bank statements, EPF, ESI, and other statutory records at any time during the contract period.
7. Any discrepancy in payment of wages or statutory contributions detected during verification shall be treated as a breach of contract and may result in withholding of bills, recovery of dues, forfeiture of Performance Security, or termination of the Agreement.
8. The bidder shall quote the **Service Charge** in accordance with the provisions of the Notice Inviting Tender (NIT). Bids quoting **nil, zero, negative, or abnormally low / negligible Service Charges** shall be liable for rejection if found non-compliant with the applicable Government procurement guidelines, OGFR-2023, or instructions issued by the Government of Odisha.

Ann
T/C OSS

PPSP
28/7/26

Ann
Principal
Govt. I. T. I.
Chatrapur (Gm.)

9. The minimum acceptable Service Charge, if any, shall be as specified in the Notice Inviting Tender (NIT) or as prescribed by the Government of Odisha from time to time. Any bid quoting below the prescribed minimum Service Charge shall be rejected during technical or financial evaluation, as applicable.
10. The decision of the Principal, Government ITI, Chatrapur regarding the acceptability of the quoted Service Charges and compliance with the tender conditions shall be final and binding on all bidders.

APPLICATION TECHNICAL BID

For Providing Manpower Service to Principal Govt ITI Chatrapur

1. Name of Tendering Manpower Service Provider:
2. Details of Earnest Money Deposit : DD No. date _____ Of
Rs. drawn on Bank
3. _____ Name of Proprietor/ Partner/ Director _____

4. Full Address of Registered Office:

Ans
I/coss
8/7/26

K/SO
8/7/26

(T-O)
8/7/26

Principal
Govt. I. T. I.
Chatrapur (Gm.f)

Telephone No: _____ E-Mail Address: _____

5. Full Address of Opening
/ Branch Office (If any) _____

Telephone No: _____ E-Mail Address: _____

6. Banker of the Manpower Service Provider: __ (Attach certified copy of
statement of
A/e for last Three years)

Telephone No: _____

[Handwritten Signature]
I/c oss
8/7/26

[Handwritten Signature]
SP
8/7/26

[Handwritten Signature]
Principal
Govt. I. T. I.
Chatrapur (Gm.)

[Handwritten Signature]
02/08/26
(T-5)

7. PAN No: _____
(Attach Self attested copy)

8. GST Registration No. _____ (Attach Self attested copy)

9. E.P.F Registration No. _____ (Attach Self attested copy)

10. E.S.I Registration No. _____ (Attach Self attested copy)

11. Financial turnover of the tendering Manpower Service Provider for the last 3 Financial Years.

Financial Year	Amount (Rs.Lacs)	Remarks, if any
2023-24		
2024-25		
2025-26		

12. Additional information, if any:
(Attach separate sheet if space provided is Insufficient)

13. Give details of the major similar contracts handled by the tendering Manpower Service Provider during the last three years in the following format

(if the space provided is insufficient, a separate sheet may be attached):

SI No.	Name of the client address, telephone & E-mail address	Manpower service provided		Amount of contract (Rs. Lacs)	Duration of contract	
		Type of manpower provided	No.		From	To

Note: Please attach the copies of credentials from the above mentioned clients.

14. Additional information, if any
(Attach separate sheet, if required)

Date:
Place:

Signature of authorized person Name:
Seal:

Handwritten notes:
F/C OSS
8-7-26
SP
8/7/26

Stamp:
PRINCIPAL
Govt. I. T. I.
Chattrapur (Gm.)

DOCUMENTS TO BE PROVIDED WITH THE TECHNICAL BID

1. Application- Technical Bid;
2. Attested copy of registration of agency;
3. Certified copy of the statement of bank account of agency for the last three years;
4. Attested copy of PAN card;
5. Attested copy of the latest IT returns filed by agency;
6. Attested copy of GST Registration certificate;
7. Attested copy of the P.F Registration letter/ certificate;
8. Attested copy of the E.S.I Registration letter/ certificate;
9. Certificate documents in support of the Financial turnover of the agency;
10. Certificate documents in support of entries in column 13 of Technical Bid application;
11. **Copy of the terms and conditions at pages 08 to 13 in Tender Documents with each page duly signed and sealed by the authorized signatory of the agency in token of their acceptance.**
12. Duly signed Declaration copies enclosed at Annexure-" A", "B"& "C"
13. Authorization certificate of agency.

DOCUMENTS TO BE SUBMITTED BY THE SUCCESSFULLY AGENCY BEFORE DEPLOYMENT OF MANPOWER

1. List of Manpower shortlisted by the agency for deployment in Govt ITI Chatrapur , containing full details i.e date of birth, marital status, address, educational qualifications etc.
2. Bio-data of all persons.
3. Any other documents considered relevant.

Handwritten signatures and stamps:

Signature: Jm
8/10/22
8/17/22

Signature: SP
8/17/22

Signature: [illegible]
8/17/22
(T.O)

Signature: [illegible]
8/17/22

Principal
Govt. I. T. I.
Chatrapur (Gm.)

DECLARATION

1. I, _____ Son/ Daughter/ Wife of
Shri _____ Proprietor/ Director/
authorized signatory of the Service Provider, mentioned above, am competent to sign
this declaration and excuse this tender document;
2. I have carefully read and understood all the terms and conditions of the tender and
undertake to abide by term;
3. The information / documents furnished along with the above 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 documents would lead to reject of
my tender at any stage besides liabilities towards prosecution under appropriate law.

Date:

Place:

Signature of authorized person

Name :

Seal:

[Handwritten signature]
27/07/26

[Handwritten signature]
27/7/26

[Handwritten signature]
27/7/26
Principal
Govt. I. T. i.
Chhatrapur (Gm.)

Annexure-"B"

Declaration

I, the proprietor of (Name of the Outsourcing Agency) hereby declare that I am not quoting zero or negligible service charge for providing manpower too SD&TE department on outsourcing basis.

The service charges quoted includes profit, insurance, medical expenses, admin expenses, contingency, interest cost (if any). Other service benefits of all employees such as bonus, gratuity, Leave / Holidays Salary, casual leave, sick leave, holiday's wages and any other cost that the Bidder envisages except for the reimbursements.

Date:
Place:

Signature of authorized person
Full Name:
Seal:

Handwritten signature
S/C-088
8/7/2026

Handwritten signature
02/10/2026
S/C-088
8/7/2026

Handwritten signature
Panchate
Govt. I. T. I.
Chatraour (Gm.)

DECLARATION FOR NON-BLACKLISTING

I, _____ Son / Daughter /Wife of Shri/Smt. _____ presently Proprietor / Director / Authorized signatory of the Service Provider Agency namely _____ have not been blacklisted/debarred/Suspended in any of the Government Department/Government Agency/Government PSU in any State due to any reason.

Further, I have declared that I/we will abide by any penal action such as disqualification or blacklisting or termination of contract or any other action deemed fit, taken by, the Department against me/us, if it is found that the statements, documents, certificates produced by me/us are false/fabricated.

Date: _____ Signature of authorized person
Place: _____ Full Name:
Seal :

[Handwritten signature]
[Handwritten text]

[Handwritten signature]
50
8/5/26

[Handwritten signature]
Principal
Govt. I. T. i.
Chattrapur (Gm.)