



OFFICE OF THE COLLECTOR, CUTTACK  
(ST & SC Development Section)

NOTICE NO. 345 Date. 31.01.2026

**SHORT TENDER NOTICE**

Bids in sealed covers are invited under the Two Bid system from reputed and experienced Man-Power Service Providers for providing man power services as DEO-cum-Office Assistants for 19 (nineteen) numbers Legal Aid Cells at Blocks/ Sub-Divisions/ Districts/ State Legal Service Authority on outsourced basis under ST & SC Development M&BCW Dept. in Cuttack District. Bidders are required to submit the Technical and Financial bids separately. The bids in sealed Cover-I containing "Technical Bid" and the sealed Cover-II containing "Financial Bid" should be placed in a third sealed cover super-scribed "Bid for providing Man Power Services as DEO-cum-Office Assistants for Legal Aid Cells" and must reach the O/o District Welfare Officer, Cuttack, Room No- 45, Collectorate, Cuttack, PIN- 753002 on or before date 13.02.2026 by 5.30 PM by **Speed Post/Registered Post only**. The bid will be opened on Dt. 16.02.2026 in Old Conference Hall, Collectorate, Cuttack at 4:30 am/pm in presence of the bidders or their authorised agents. The Bid documents containing eligibility criteria, scope of work, terms and conditions of the tender can be downloaded from the district website [cuttack.odisha.gov.in](http://cuttack.odisha.gov.in).

  
Collector & District Magistrate,  
Cuttack

## Section – I

### SCOPE OF WORK AND GENERAL INSTRUCTIONS FOR BIDDERS

The District Welfare Officer, Cuttack on behalf of the Collector & District Magistrate, Cuttack requires the service of reputed, well established, financially sound and registered Service Providers for providing Man Power Services as DEO-cum-Office Assistants for Legal Aid Cells - engaged on outsourced basis- under ST & SC Dev. M&BCW Dept. in Cuttack District.

Sealed tender is invited under two bid system from reputed Manpower Agencies/Service Providers to provide the services for a period of three years w.e.f. the date of execution of agreement and is likely to be extended on yearly basis subject to satisfactory performance & mutual agreement. The authority reserves the right to terminate the contract at any time after giving 30 days' notice to the service provider.

Bidders are required to submit the Technical & Financial bids separately. The bids in Sealed Cover-I containing 'Technical Bid' and Sealed Cover-II containing 'Financial Bid' should be placed in a Third Sealed Cover Super-Scribed "for providing man power services as DEO-cum-Office Assistants for Legal Aid Cells engaged on outsourced basis under ST & SC Dev. M & BCW Dept. in Cuttack District" must reach the undersigned on or before ..... by 5.30 P.M. by Speed Post/ Regd. Post only.

#### 1.1 The scope of work of Outsourcing Agency is as follows;

- I. Payroll Management of deployed Manpower.
- II. All the statutory compliances like TDS, EPF, ESIC, Service Tax etc. shall be done by the successful bidder.

The detail terms of reference for the Human Resource Outsourcing agency can be broadly categorized into following two parts:

#### 1.2 Human Resources Management

- I. Ensure regular payment of monthly remuneration to deployed personnel through NEFT as per the rates mentioned.
- II. Ensure statutory compliance like EPF, ESI, TDS deduction etc. as required by the prevailing norms.

#### Other conditions:

- III. The day-to-day work of the deployed personnel will be assigned by the designated officer and all the monitoring and reporting aspects of the deployed personnel will be under the control and supervision of the designated officer.
- IV. The District Welfare Officer, Cuttack on behalf of Collector, Cuttack shall have the right to verify the actual payment made and may request the Manpower Service Providing Agency to provide excerpts of the bank statement of the payments made as the proof of payment and if not satisfied shall withhold the payments due to the HR Service Provider in addition to other legal action.

## Section- II

### ELIGIBILITY CRITERIA FOR THE MANPOWER SERVICE PROVIDER AGENCY

Following are the essential criteria for the Manpower Providing Agency to technically qualify for the assignment:

- 2.1 The bidder should be registered as a Human Resource Service Provider Firm, Private Limited Company, Public Limited Company, or Society/ Trust since last 5 years. The Incorporation/ Registration certificate should be furnished as documentary proof.
- 2.2 The registered office of the manpower service provider must be located within the jurisdictional area of Cuttack. Document such as Electricity Bill / Telephone bill (in the name of the Office) in support of the existence of the office must be submitted.
- 2.3 It must have at least five years of past experience (from the last date of submission of bid) in providing manpower to Central / State Government Departments.
- 2.4 The bidder should have valid registration under Service Tax Rules, Income Tax, EPFO, ESI Corporation and under Labor Act. The bidders are required to enclose self-attested photocopies of the following documents duly sealed along with the Technical Bid, failing which their bids shall be out rightly rejected and will not be considered.
  - (i) Copy of GST Registration Certificate of the Firm/ Company along with copy of GST return up to the month of June 2025.
  - (ii) Copy of PAN card in name of the Firm/ Company etc.
  - (iii) Copy of EPF Registration Certificate along with extracts of the Bank Account containing transactions during last three 3 years as on 31.03.2025 along with copy of ECR/Challan till 30.06.2025.
  - (iv) Copy of ESI Registration Certificate along with extracts of the Bank Account containing transactions during last three 3 years (2022-23, 2023-24, 2024-25) as on 31.03.2025 along with copy of ECR/Challan till 30.06.2025.
  - (v) Copy of Audited Financial Statement for the last three financial years (2022-23, 2023-24, 2024-25).
  - (vi) Copy of Income Tax Returns for last three financial years (2022-23, 2023-24, 2024-25).
  - (vii) Copy of the work orders from the Govt. Agencies for providing manpower services for three years from the last five financial years (2020-21 to 2024-25).
  - (viii) Must have annual average financial turnover of **Rs. 50.00** Lakh (Rupees Fifty Lakhs only) in last 3 financial years (2022-23, 2023-24, 2024-25).
  - (ix) The bidder should not have been black listed by any State Government or Central Government. A self-declaration to this effect in Rs.10 judicial stamp paper shall be submitted by the bidder in the prescribed format.

**Section III**  
**GENERAL TERMS AND CONDITIONS**

**3.1 Cost of Tender Document & Earnest Money Deposit**

- a. **Tender Cost:** Tender document can be downloaded from the website i.e. [cuttack.odisha.gov.in](http://cuttack.odisha.gov.in). Bidder must submit **Tender Cost of Rs 5,000/- (Rupees Five thousand only)** in shape of Demand Draft only drawn in favour of "District Welfare Officer, Cuttack" payable at Cuttack, failing which the tender shall be out rightly rejected.
- b. **Earnest Money Deposit:** Bidders should submit along with their Technical Bids, an Earnest Money Deposit (EMD) of **Rs. 30,000/- (Rupees Thirty thousand) only** (refundable without interest), should necessarily be accompanied with the Technical bid in shape of Demand Draft only drawn in favour of "**District Welfare Officer, Cuttack**" payable at Cuttack failing which the tender will be summarily rejected. The tender EMD of all unsuccessful Bidders would be refunded within 180 days of the bidder being notified as unsuccessful. The EMD, for the amount mentioned above, of successful bidder would adjust as a part of the Performance Guarantee during the period of the contract.
- (i) The EMD amount is interest free and will be refundable to the unsuccessful bidders without any accrued interest on it.
- (ii) The tender paper submitted without EMD, mentioned above, will be summarily rejected.
- (iii) The EMD may be forfeited: -
- ✓ If a bidder withdraws the bid during the period of bid validity.
  - ✓ In case of a Successful Bidder, if the bidder fails to sign the contract in accordance with this tender paper.
  - ✓ If found to have a record of poor performance such as having abandoned work, having been black-listed, having inordinately delayed completion and having faced Commercial failures etc.

**3.2 Performance Security Deposit: -**

The successful bidder will have to deposit Performance Security of **Rs. 2,30,000/- (Rupees Two Lakh Thirty Thousand)** only in shape of Bank Guarantee (B.G.) issued by any scheduled bank in favour of District Welfare Officer, Cuttack covering the contract period(s).

**Submission of Bids**

The tender has been invited under two bid system

- i) **Technical Bid**
- ii) **Financial Bid.**

The interested agencies are advised to submit two separate sealed envelopes super scribing "**Technical Bid for providing Man Power Services as DEO-cum-Office Assistants for Legal Aid Cells**" and "**Financial Bid for providing Man Power Services as DEO-cum-Office Assistants for Legal Aid Cells**". Both sealed envelopes must be kept in a sealed third envelope super scribing "**Tender Document for providing Man Power Services as DEO-cum-Office Assistants for Legal Aid Cells.**"

**3.3 Completeness of the Bid**

- a) Submission of the proposals/bid shall be deemed to have been done after careful study and examination of the tender paper document with full understanding of its implications.
- b) ***The conditional bids shall not be considered and will be out rightly rejected.***

**3.4 Late Bid**

- a. Bids received after the due date and the specified time (including the extended period, if any) for any reason whatsoever, shall be rejected.
- b. The Office of the District Welfare Officer, Cuttack shall not be responsible for any postal delay or non-receipt/ non-delivery of the documents. No further correspondence on the subject will be entertained.
- c. Collector, Cuttack reserves the right to modify and amend any of the stipulated

condition/criterion.

**3.5 Language of the Bid**

The Proposal should be filled by the Bidder in English language only.

**3.6 Currency of the Proposal/ Bid Document**

The currency (ies) of the Proposal offer and the transaction details provided in the Proposal/ Bid Document should be in Indian Rupees (INR).

**3.7 Right to terminate the process**

- a. The Collector, Cuttack may terminate the Tender process at any time and without assigning any reason thereof. This Office makes no commitments, express or implied, that this process will result in a business transaction with anyone.
- b. The submission of tender paper does not constitute an offer by the District Welfare Officer, Cuttack. The bidder's participation in this process may result in selecting the bidder to engage towards execution of the contract.

**Section IV**  
**GUIDELINES FOR SUBMISSION OF PROPOSAL**

**4.1 TECHNICAL PROPOSAL**

Bidders are required to submit the Technical Proposal in the prescribed format only. The technical proposal should accordingly include the following:

- i. Bid Cover Letter – Technical Bid
- ii. Bidders profile [Form-1]
- iii. Document Checklist [Form-2]
- iv. Self-declaration in Rs.10/- judicial stamp paper of not being ineligible / blacklisted [Form-3]
- v. All Documentary Evidences as required in the tender document (please refer Document Checklist [Form-2])

**Section-V**

**5.1 EVALUATION PROCESS**

- i. In the first stage, the technical proposals will be scrutinized as per the Eligibility criteria and completeness of the documents as prescribed in the tender document.
- ii. The bids qualifying the Eligibility criteria and complete with regard to availability of the documents will be considered for Final Evaluation.
- iii. The Tender Committee constituted by Collector, Cuttack is to finalize the tender.

**Section- VI**

**AWARD OF CONTRACT**

The District Welfare Officer, Cuttack on behalf of Collector, Cuttack will award the Contract to the successful bidder qualifying in the Technical Bid.

**6.1 Notification of Award**

The District Welfare Officer, Cuttack will notify the successful bidder in writing or by e-mail, that his/her proposal has been accepted.

**6.2 Signing of the Contract**

After notification award by the District Welfare Officer, Cuttack notifies the successful bidder that his/her proposal has been accepted, the concerned and individual Officer of the Collector, Cuttack shall enter into a separate contract/Agreement with the selected Outsourcing Agency incorporating all clauses.

**6.3 Failure to Agree with Terms and Conditions of the Tender Paper**

Failure of the successful bidder to agree with the Legal Agreement and Terms & Conditions of the tender paper shall constitute sufficient grounds for the annulment of the award, in which event the Office of the Collector, Cuttack may award the contract to the next best value bidder or call for new proposals from the interested bidders.

**6.4 Term of the Award**

The period of contract shall be for a period of one year initially from the date of execution of agreement and on assessment of outcome & satisfactory performance, engagement can be extended for two years only.

**Section-VII**

**PAYMENT TERMS & CONDITION**

The Service Provider shall claim Service Charge on negotiable basis (having lowest bidder of service charge is being considered) after signing the separate agreement with the Collector, Cuttack from due engagement of Manpower at the respective level.

## **ANNEXURE A**

### **TECHNICAL REQUIREMENT FOR PROVIDING MAN POWER SERVICES FOR LEGAL AID CELLS**

#### **A- Qualification and Experience of personnel to be engaged in the Legal Aid Cell:**

##### **DEO-cum-Office Assistant**

**Educational Qualification-** Candidate should have completed graduation with PGDCA.

##### **Work Experience**

- i. Minimum 2-3 years of experience working in Legal Aid Cell.
- ii. Preference will be given to the candidate belonging to Cuttack district.
- iii. Experience of working with Govt. projects will be an added advantage.
- iv. Fair understanding of Central / State Govt. Schemes.
- v. She/He must have educational qualification of Graduation with Computer Qualification not below PGDCA.

##### **Language and competency;**

Fluency in oral and written communication in English & Odia.

##### **Computer Skills;**

Proficiency in computer skills like the use of MS Office and conversant with internet/emails.

##### **Remuneration;**

Consolidated remuneration of Rs.13900/- per month

## **Section-VIII**

### **7.1 Nature of Engagement;**

Mode of engagement will be completely contractual and on temporary basis. The contract can be terminated by either of the party with one-month prior notice or remuneration in lieu. Initial agreement will be for 12 month. On satisfactory performance, the selected candidate will have the opportunity to get associated with the scheme for a total period of two years.

**7.2. TECHNICAL BID**  
**FOR PROVIDING MANPOWER SERVICES TO LEGAL AID CELLS OF CUTTACK DISTRICT**  
**Form 1**

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 liaison with authority	
07	Registration No. of Certificate of Incorporation & Date	
08	Bank Name of the Manpower Service Provider	Account No 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 August 2023)	
14	Date of first assignment as HR Service Provider	
15	Date of first assignment as HR Service Provider for Govt. Department	
16	Annual Turn Over	2022-23 2023-24 2024-25
17	Details of EMD	Demand Draft No & Date  Amount
18	Details of Tender Cost	Demand Draft No & Date  Amount

19. 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)

Sl No	Name, address & Telephone Number of the Client	Details of Manpower Service Provided		Amount of Contract (Rs in Lakh)	Duration of Contract	
		Type of Manpower Provided	Number		From	To

**Signature of Authorized Signatory with Seal**

**Full Name:**

**Designation:**

**Address:**

**Phone No (O):**

**Phone No (M):**

**Place:**

**Date:**

### 7.3. FINANCIAL BID

#### FOR PROVIDING MANPOWER SERVICES TO LEGAL AID CELLS OF CUTTACK DISTRICT

01. Name of the Manpower Service Provider-
02. Rate per person per month exclusive of all Statutory Liabilities & Taxes

Sl No	Manpower type	Consolidated Remuneration in Rs. per month	Employer Contribution		Service charge	GST 18%	Total Quoted value	Employee Contribution		Take Home Remuneration
			EPF	ESI				EPF	ESI	
1	2	3	4	5	6	7	8	9	10	11
1	DEO-cum-Office Assistant	13900								

Notes:

01. The Service Charge quoted should not be less than **3.85%** of the remuneration.
02. The total rates quoted by the Agency should be exclusive 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 and deposit the same with appropriate authority. Proof of deposit of the same with the concerned authority must be furnished.
06. In case of non-compliance of any of the above conditions, the Bid will be summarily rejected.

**Signature of Authorized Signatory with Seal**

**Full Name:**

**Designation:**

**Address:**

**Phone No.**

**Place:**

**Date:**

**Form 2: Document Checklist for Technical Bid**

Sl.	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 Service Tax 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 Service Tax Return for the financial years 2022-23, 2023-24 & 2024-25		
10	Copy of work orders from the client		
11	Tender Paper Cost (DD No.: ....., Amount: ....., Bank: ....., Date: .....) )		
12	Earnest Money (DD No.: ....., Amount: ....., Bank.: ....., Date: .....) )		

**Signature of witness**

**Signature of Authorized Signatory with Seal**

Date:  
Place:

Date:  
Place:

## DECLARATION

1. I, Shri/Kumari/Shrimati ....., Son/Daughter/Wife of Shri....., Proprietor/ Director, am 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 (O):**

**Phone No (M):**

**Form 3:**

**Self-declaration of not being ineligible/ black-listed**

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 dt. \_\_\_\_\_ of the Office of the Collector, Cuttack 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. Organisation 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 (O):**

**Phone No (M):**