

GOVERNMENT OF ODISHA

OFFICE OF THE DISTRICT TREASURY OFFICER, SUBARNAPUR
, At/P.O.-Subarnapur, Dist:- Subarnapur

No. _____/DTO, (SNP)

Date _____

TENDER CALL NOTICE FOR ENGAGEMENT OF OFFICE ATTENDANT

Sealed Tenders are invited from the intending Registered Outsourcing Agencies who have valid GST Registration for providing One Number of Office attendant through outsourcing basis for District Treasury, Subarnapur, for a period of 1(One) year from the date of actual engagement. The sealed Tenders should reach to the undersigned on or before **04.02.2026** by registered post/speed post only. The tenders will be opened on as indicated below in presence of the Bidder or their authorized representatives. The undersigned reserves all rights to reject or cancel Tender without mentioning any reason thereof.

Last date and time of submission of tender application :-04.02.2026

Date of opening :- 05.02.2026 at 11.00 AM (Opening date may be shifted to any other date due to unavoidable circumstances)

QUALIFICATIONS / CRITERIA FOR THE REQUIRED POST

Sl. No.	Position	Minimum Qualification and Experience	Job Responsibility
1.	One office attendant	Literate	office attendant work at Subarnapur treasury

THE TERMS & CONDITIONS:

1. Tenderer / Bidder must be registered Outsourcing Manpower Service Providing Agency with minimum one year experience.
2. Rs. 2,360(Rs. Two thousand and 18% GST) tender paper cost non-refundable and Rs 6000 (Rs. Six thousand) for EMD shall be deposited by the intending bidders in shape of Bank Draft drawn in favour of the Treasury Officer, District Treasury, Subarnapur and submitted along with the tender application. After completion of tender process, the EMD amount will be refunded to unsuccessful bidders.
3. The Bidder shall submit two bids: one Technical Bid and one Price Bid. After the Technical Bids are evaluated and selected, the Price Bids of the qualified bidders will be opened.

4. The tender completed in all respect should reach the undersigned on or before 04.02.2026 by registered post/speed post only and shall be opened as mentioned above date in presence of the bidder or their authorized representatives.
5. The office attendant must be above 18 years of age and below 40 years.
6. Payment will be made as per present wages rates fixed by Labour Department, Govt of Odisha. Wages will be changed as per notification of Govt. of Odisha.
7. Besides above, the "Authority" shall pay EPF, ESI, GST as per Govt. rules.
8. The Tenderer will quote basic wages, service charges on basic wages and amount of EPF and ESI and GST in tender in price bid. The confounding quotation will be rejected by the authority. The GST will be on the gross invoice value including the statutory charges such as EPF, ESI etc as per clarification issued by the Commissioner of CT & GST Cuttack vide their letter no 11071 dated 25.08.2022.
9. The quotation should bear service charges at the minimum of 3.85% and maximum of 7% as per Finance department, Govt of Odisha Office memorandum no 19595/F dated 11.07.2023.
10. The selection of the L1 bidder will be based on the lowest price among technically qualified bidders. If there is a tie between two or more bidders at the lowest price, the final selection will be made through a transparent draw of lots (lottery) conducted in the presence of the concerned present bidders.
11. The payment will be made to the Service Providing Agency on monthly basis(per day of work) but not in the name of the manpower engaged.
12. The office attendant shall have to discharge his duties during office hours.
13. The "Authority" has the right to ask the Service Providing Agency to withdraw / replace any office attendant anytime who has been reported by the Authority as disobedient towards his / her service. The "Service Provider" has to agree to act promptly on such request by the "Authority".
14. The successful Bidder will deposit the security Money amounting Rs.11,000 (Rupees Eleven Thousand) only in shape of Bank draft / Bank Guarantee / Pledging of BD.
15. After completion of selection process, an agreement shall be made by the selected service provider with the undersigned for engagement of office attendant .

16. At the end of each month the "Authority" will produce the absentee statement along with works particular of the office attendant engaged to the Service Provider towards the performance of duty and the Service Provider will submit the bill to the Authority to get the payment thereafter.
17. The agreement so executed shall be terminated on written notice of one month from the either side. In some cases like non-payment of remuneration, statutory dues, the Authority will cancel agreement within three days.
18. Any other problem arises if any and brought to the notice of the Authority shall be decided as per existing Government Rules, Regulations and Stipulation as deemed proper.
19. The engagement will be renewed after one year basing upon service of Service Provider Agency or retender whichever is earlier.

Documents to be submitted by the Tenderer

1. Rs. 2,360(Rs. Two thousand and 18% GST) tender paper cost non-refundable and Rs 6000 (Rs. Six thousand) for EMD in shape of Bank Draft of any Nationalized Bank drawn in favour of Treasury officer, Subarnapur payable at Sonepur. The Two Bank Drafts in original to be enclosed with the below mentioned documents..
2. Self-Attested copy of PAN card
3. Self-Attested copy of GST registration certificate.
4. Self-Attested copy of EPF registration Certificate.
5. Self-Attested copy of the ESI registration certificate.
6. Self-Attested copy latest GST, EPF & ESI deposit challan.
7. Copy of documents showing one year of experience in providing manpower to Govt./Semi Govt. Organization or local bodies of Odisha
8. The tenderer shall have to mention name and mobile number and address details and mail in his agency`s letter pad along with full signature.
9. The tenderer shall submit a declaration regarding non-blacklisting against agency.
10. Price Bid with full Signature of the Tenderer / Bidder with Seal in a separate envelope mentioning basic wages, service charges on basic wages and amount of EPF and ESI and GST in tender in price bid.

sd

**Treasury Officer,
Subarnapur**

Memo No 22 Date 20.01.2026

Copy forwarded to the District Informatics Officer, NIC, Subarnapur for information and necessary action. He is requested to take necessary steps for uploading the tender call notice in the website of NIC (www.subarnapur.nic.in) as early as possible for the interest of public


Treasury Officer 20/1/26

Subarnapur