



ଘୌର ପରିଷଦ କାର୍ଯ୍ୟାଳୟ, ଚିଟିଲାଗଡ଼

OFFICE OF THE MUNICIPAL COUNCIL, TITILAGARH

(Deptt. of Housing & Urban Development, Govt. of Odisha)

At/ Po. Ps. Titilagarh, Dist-Balangir – 767033, e-mail:titilagarhmunicipality@gmail.com, www.titilagarhmunicipality.in

No. 3130

Date. 03.11.2025

TENDER CALL NOTICE

((Through Sealed Tender))

Sealed tenders are invited from reputed Manpower Agencies / Service Providers having valid registration and experience in providing manpower services to Government/Semi-Government/Local Bodies/Reputed Organizations for supply of manpower under the categories Unskilled, Semiskilled, and Skilled on a contractual basis for a period of two year from the date of issue of work order.

The detailed Terms and Conditions, Eligibility Criteria, and other relevant documents can be viewed and downloaded from the District website <https://balangir.nic.in> and the official website of Titilagarh Municipality- titilagarh municipality.in

1. Name of the work :- Supply of Manpower to Titilagarh Municipality
2. Tender Start Date :- 07.11.2025 10.00 AM
3. Last date & Time submission of Bid :- 19.11.2025 up to 4.00 PM
4. Date & Time of Opening of Tender :- 21.11.2025 at 11.00 AM
5. Officer Inviting the Bid:
:- Executive Officer, Titilagarh Municipality.
Titilagarh-767033

Executive Officer,
Titilagarh Municipality.
Titilagarh Municipality

Memo No. 3131 /

Dtd. 03.11.2025/

Copy submitted to the Addl. Director, Information & Public Relations Department, Govt. of Odisha, Bhubaneswar with a request to kindly arrange for publication of the Tender Call Notice in one leading Odia daily and one English daily having wide circulation using the minimum possible space. The bill in duplicate may please be submitted for payment.

Executive Officer,
Titilagarh Municipality.
Titilagarh Municipality

may
4/11/25



ଘୌର ପରିଷଦ କାର୍ଯ୍ୟାଳୟ, ଚିଟିଲାଗଡ଼

OFFICE OF THE MUNICIPAL COUNCIL, TITILAGARH

(Deptt. of Housing & Urban Development, Govt. of Odisha)

At/ Po. Ps. Titilagarh, Dist-Balangir – 767033, e-mail:titilagarhmunicipality@gmail.com, www.titilagarhmunicipality.in

No. 3132

Date 03.11.2025

TENDER CALL NOTICE

Invitation of Tender for Providing Manpower Services for a period of Two Year

Sealed tenders are invited from reputed Manpower Agencies / Service Providers having valid registration and experience in providing manpower services to Government/Semi-Government/Local Bodies/Reputed Organizations for supply of manpower in the following categories on contractual basis through a suitable placement agency for day to day official work for a period of two year from the date of issue of the work order.

Details of Requirement

Sl.No.	Name of the post	Educational qualification & experience	Nos.
1	Office Peon	10 th Pass	03
2	Park Mali	Undermatric	19
3	Watchman Municipality other properties like, Kalyan Mandap, Swimming Pool, Mission Shakti Hata, Municipality Office	Undermatric	11
4	Electrical (Lineman)	10 th Pass	01
5	Linemen Helper	Undermatric	02
6	Assist to Welfare Section	10 th pass	02
7	Data-Entry-Operator	Computer knowledge	01
8	Works Sarkar	10 th Pass	02
9	Tax Section Assistant	10 th Pass	01
10	Assist to Account Section	B.Com. pass with sound health	01

Tender Information

. **Period of Service:** Two year from the date of issue of work order (extendable as per requirement)

. **Availability of Tender Documents:** From 07.11.2025 to 19.11.2025 (Up to 1.00 PM)

. Date & Time for submission of Tender Documents: from 07.11.2025 to 19.11.2025 (up to 4.00 PM)

. Date & Time for Opening of Tender : 21.11.2025 at 11.00 AM

Tender documents can be downloaded from the District Website www.balangir.nic.in or www.titilagarhmunicipality.in for reference.

Bidders are required to submit their tenders in the Tender Box kept at the office of Titilagarh Municipality along with the following:

. Tender Paper Cost : Rs.5,000/- (Rupees Five thousand)only- Non refundable.

. EMD: Rs.50,000/- (Rupees Fifty thousand)only- Refundable.

Both amounts must be submitted as Demand Draft drawn on any Nationalized Bank in favour of " Executive Officer, Titilagarh Municipality " payable at Titilagarh.

The tender should be submitted in two separate sealed envelopes-

i) Technical Bid and (ii) Financial Bid-along with the original Demand Draft and all relevant documents by Speed post/Registered post/Courier Service only, so as to reach this office within the stipulated date and time.

Tender will be opened on 21.11.2025 at 11.00 AM in the Municipal Conference Hall, in the presence of the Tender Opening Committee members and the bidders or their authorized representatives.

The bidders must quote their offer price inclusive of all applicable taxes. Tenders received late, incomplete, or without the required Tender Cost and EMD will be summarily rejected.

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


Executive Officer,
Titilagarh Municipality

Memo No. 3133 /dtd. 03.11.25 /

Copy along with enclosures forwarded to the D.I.O., N.I.C., Balangir with a request to kindly host the same in the District Website from 07.11.2025 to 19 .11.2025.


Executive Officer,
Titilagarh Municipality

Memo No. 3134 /dtd. 03.11.25 /

Copy submitted to the

1. Collector & District Magistrate, Balangir
2. Project Director, DUDA, Balangir.
3. Sub-Collector & SDM, Titilagarh for kind information and necessary action.
4. Chairperson, Titilagarh Municipality for kind information.
5. Accounts Section/Establsihment Section for information


Executive Officer,
Titilagarh Municipality

TERMS & CONDITIONS

1. **Commencement and Duration of Agreement**
The agreement shall commence from **Dt.** and shall continue till **Dt.** for the categories mentioned, unless curtailed or terminated earlier by the Municipality due to deficiency of service, sub-standard quality of manpower, breach of contract, change in requirement, or any other reason deemed appropriate by the Municipality.
2. **Expiry of Agreement**
The agreement shall automatically expire on the stipulated date unless extended further by mutual consent between the Manpower Service Provider and the Municipality.
3. **Extension of Agreement**
The agreement may be extended for a further period as mutually agreed upon, subject to satisfactory performance and compliance with all terms and conditions. Any such extension may include additions, deletions, or modifications as decided by the Municipality.
4. **Restriction on Transfer and Assignment**
The Manpower Service Provider shall not transfer, assign, pledge, or subcontract its rights or liabilities under this agreement to any other agency or organization, by whatever name called, without the prior written consent of the Municipality.
5. **Right of Termination**
The Municipality reserves the right to terminate the agreement at any time by giving **30 (thirty) days' prior notice** to the Manpower Service Provider without assigning any reason thereof.
6. **Duty Hours and Attendance**
The persons deployed shall report for duty at such time and place as directed by the Municipal Council, Titilagarh, or any authorized officer in charge. They shall perform duties on a rotation basis and may be required to work beyond normal working hours without any extra remuneration.
In case a person remains absent for a day, or reports late/leaves early on three occasions, **proportionate deduction equivalent to one day's remuneration** shall be made from the monthly payment.
7. **Coordinator from Service Provider**
The Manpower Service Provider shall nominate a **Coordinator / Supervisor** who shall be responsible for immediate liaison with the Municipality to ensure smooth deployment and uninterrupted service of personnel.
8. **Financial Liability**
The entire financial liability in respect of the manpower deployed in the office of the Municipal Council, Titilagarh, shall rest solely with the Manpower Service Provider. The Executive Officer, Titilagarh Municipality, shall not be responsible in any way for the payment or financial obligations toward the deployed personnel.
The Service Provider must pay wages **not less than the prevailing minimum rate** as quoted in the bid and furnish documentary proof of payment as and when required by the Municipality.
9. **Employer–Employee Relationship**
For all intents and purposes, the Manpower Service Provider shall be deemed the **employer** of the persons deployed within the meaning of all applicable laws, rules, and acts. The deployed personnel shall have **no claim whatsoever** for employment or any relationship with the Municipal Council, Titilagarh.


Executive Officer
Titilagarh Municipality

10. Grievance Redressal

The Manpower Service Provider shall be solely responsible for addressing and resolving all grievances or disputes relating to the persons deployed. The Municipal Council, Titilagarh, shall bear **no responsibility or liability** in such matters.

11. Liability for Injury or Loss

The Executive Officer, Titilagarh Municipality, shall not be responsible for any **financial loss, accident, injury, or compensation claim** arising out of or in the course of duties performed by any person deployed by the Service Provider.

12. Non-Entitlement to Regular Service Benefits

The persons employed by the Manpower Service Provider shall **not claim any pay, perks, or facilities** admissible to regular employees of the Municipality during or after the period of the agreement.

13. No Claim upon Termination or Expiry

Upon expiry or termination of this agreement, the persons deployed shall not be entitled to any claim for **absorption, continuation, or re-employment** in the Municipality under any circumstances.

14. Undertaking from Deployed Persons

The persons deployed shall not claim any benefit, compensation, absorption, or regularization under any rule or act. The Manpower Service Provider shall obtain and submit an **undertaking to this effect** from each deployed person to the Municipality.

15. Substitution and Statutory Compliance

In the event that any deployed person is likely to leave the job for personal reasons, the Manpower Service Provider shall provide a suitable substitute **well in advance** to avoid disruption.

Payment during any overlapping period shall be borne by the Manpower Service Provider. The Service Provider shall also ensure due **compliance with all statutory provisions**, including contributions towards **Provident Fund (PF)** and **Employees' State Insurance (ESI)**, wherever applicable.

16. Police Verification

The persons deployed by the Manpower Service Provider shall have **good moral character and clear police records**, and **no criminal case** should be pending against them. The Service Provider must ensure police verification of all deployed personnel before engagement.

LEGAL TERMS & CONDITIONS

17. 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 divulge or disclose** to any third party. In view of this, all deployed personnel shall be required to take an **Oath of Confidentiality**. Any breach of this condition shall render both the Manpower Service Provider and the concerned individual liable for **penal action under applicable laws**, in addition to action for **breach of contract**.

18. Compliance with Labour Laws and Minimum Wages

The Manpower Service Provider shall be responsible for strict compliance with all statutory provisions relating to the **prevailing minimum wages**, as prescribed under applicable laws, in respect of the persons deployed in Titilagarh Municipality. The Municipality shall have **no liability whatsoever** in this regard.


Executive Officer
Titilagarh Municipality

19. **Payment of Taxes and Statutory Dues**

The Manpower Service Provider shall be responsible for depositing all applicable **taxes, levies, cess, and other statutory dues** on account of services rendered by it to the office of the Titilagarh Municipality, to the concerned authorities as per prevailing rules and regulations.

Attested photocopies of such deposit challans, returns, or receipts shall be furnished to the **Executive Officer, Titilagarh Municipality** from time to time.

20. **Maintenance of Statutory Registers**

The Manpower Service Provider shall maintain all **statutory registers, records, and documents** as required under various applicable laws and shall produce the same on demand before the Executive Officer, Titilagarh Municipality.

Note: Registration and License under the **Contract Labour (Regulation and Abolition) Act, 1970** is **mandatory** for any Manpower Service Provider employing **more than 20 workmen**.

21. **Non-Compliance and Recovery**

In case the Manpower Service Provider fails to comply with any statutory or contractual liability, and as a result the Executive Officer, Titilagarh Municipality, suffers any **loss or obligation (monetary or otherwise)**, the Municipality shall be entitled to **recover the amount** from the **outstanding bills** or **Performance Security Deposit** of the Manpower Service Provider to the extent of such loss or obligation.

22. **Termination of Agreement**

The Agreement is liable to be terminated for **non-performance, deviation from the terms and conditions, non-payment of wages to deployed personnel, or non-payment of statutory dues**.

The Executive Officer, Titilagarh Municipality, shall have **no liability** in respect of such non-payments by the Service Provider.

In case any **loss or damage** is caused to the Municipality by the persons deployed, the same shall be **recovered from the unpaid bills** or **adjusted from the Performance Security Deposit** of the Service Provider.

FINANCIAL TERMS & CONDITIONS

23. **Performance Security Deposit**

The selected Manpower Service Provider shall deposit a sum of **₹2,00,000/- (Rupees Two Lakhs only)** as a **Performance Security Deposit** towards due performance of all obligations under this agreement. This amount shall be **refundable without interest** after successful completion of the contract period and settlement of all dues.

24. **Earnest Money Deposit (EMD)**

The EMD of the unsuccessful bidders shall be refunded **without any interest** after finalization of the tender.

In the case of the **successful bidder**, if the agency fails to deploy the required manpower within **30 days** from the date of issue of the work order, the **EMD shall be forfeited** without any further notice.

25. **Forfeiture of Performance Security**

In case of breach of any of the terms and conditions of this agreement, the **Performance Security Deposit** of the Manpower Service Provider shall be **forfeited** in addition to **termination of the agreement**.

26. **Submission of Monthly Bill**

The Manpower Service Provider shall raise the **monthly bill in triplicate**, along with the **attendance sheet** duly verified by the concerned authority of the Titilagarh


Executive Officer
Titilagarh Municipality

Municipality, and submit it to the prescribed authority within the **first week of the succeeding month** for processing and payment.

27. Penalty for Delay in Providing Substitutes

In case of failure to provide a suitable substitute within **three working days**, a penalty of **₹100/- (Rupees One Hundred only) per day per vacancy** shall be imposed and deducted from the **monthly bill** of the succeeding month.

27A. EPF / ESI COMPLIANCE AND OTHER VERIFICATION

A. The Manpower Service Provider shall strictly comply with all statutory provisions relating to the Employees' Provident Fund (EPF) and Employees' State Insurance (ESI) as per the EPF & MP Act, 1952 and the ESI Act, 1948 respectively.

B. The Service Provider shall ensure that EPF and ESI contributions are deducted from the wages of all deployed personnel at the prescribed rates and deposited with the respective authorities within the stipulated time.

C. The Service Provider shall also deposit the employer's contribution towards EPF and ESI as per the law.

D. The Service Provider must submit proof of such deposits (challans and returns) along with each monthly bill for verification by the office of the Executive Officer, Titilagarh Municipality.

E. Failure to deposit EPF / ESI contributions or to produce documentary proof thereof shall be treated as a serious breach of contract, and appropriate action including deduction from bills, forfeiture of security deposit, or termination of agreement may be initiated by the Municipality.

F. The Municipality shall not be liable for any claim, penalty, or prosecution arising out of non-compliance by the Service Provider under the EPF & ESI Acts or any other labour law.

G. The Agency must pay the wages of man power within 1st week of every month without awaiting any bill and arrear of this Municipality.

28. Relaxation of Conditions

The Municipality reserves the right to **withdraw, modify, or relax** any of the terms and conditions mentioned above to resolve practical difficulties or unforeseen issues that may arise at a later stage.

29. Settlement of Disputes

In the event of any dispute or difference arising out of this agreement, the same shall, in the first instance, be resolved through **mutual negotiation**.

If the dispute remains unresolved, it shall be **referred to the next higher authority or controlling officer** whose decision shall be **final and binding** on all parties concerned.

30. Jurisdiction of Court

All legal disputes arising under or in connection with this agreement shall be subject to the **jurisdiction of the Court at Titilagarh**, within whose territorial limits the Municipality is located.


**Executive Officer
Titilagarh Municipality**

31. Deduction of T.D.S.

T.D.S. (Tax Deducted at Source) shall be deducted from the total bill amount **as per Government Rules (currently 2%)**.

32. Labour Cess

As per Government Law, **1% Labour Cess** towards labour welfare and registration charges shall be **added to the bill and deposited by the Service Provider** with the competent authority.

33. Validity and Revision of Wage Rate

The quoted wage rates shall remain **valid up to the end of the current financial year**.

Any enhancement or revision of wage rates during this period shall be allowed only in accordance with **Government instructions and notifications** issued from time to time.

In Presence of Witnesses

WITNESS (1)

Name & Address:

Name & Address:

WITNESS (2)

Name & Address:

Name & Address:


Executive Officer
Titilagarh Municipality

OFFICE OF THE MUNICIPAL COUNCIL, TITILAGARH

Tender Documents

For Providing Services of Manpower at Titilagarh Municipality

Through Manpower Service Provider

Tender Schedule

- **Period of Issue of Tender Document:** 07.11.2025 to 19.11.2025
- **Date & Time for Submission of Tender Document:** Up to 19.11.2025, 4:00 P.M.
- **Date & Time for Opening of Tender:** 21.11.2025 at 11.00 A.M.

SCOPE OF WORK AND GENERAL INSTRUCTIONS FOR BIDDERS

1. The Office of the **Municipal Council, Titilagarh – 767033**, requires the services of reputed, well-established, and financially sound **Manpower Service Providers** to provide services under the categories of **Unskilled, Semi-Skilled, and Skilled** on a contract basis for day-to-day office work.
2. The contract for providing the aforesaid manpower is likely to commence from **Dt.** for a period of **two year**. The period of contract may be extended further if the requirement of manpower persists or curtailed/terminated earlier owing to deficiency in service, substandard quality of manpower, breach of contract, or change in requirement.
The **Municipal Council, Titilagarh**, reserves the right to terminate the contract at any time after giving **one month's notice** to the selected service provider.
3. The number of posts and categories mentioned are **tentative** and may vary as per actual requirements of the Municipality.
4. Interested Manpower Service Providers must submit the tender document complete in all respects along with an **Earnest Money Deposit (EMD) of ₹50,000/- (Rupees Fifty Thousand only)** in the form of a **Demand Draft** drawn in favour of the **Executive Officer, Titilagarh Municipality**, failing which the tender shall be rejected.
The **EMD of unsuccessful bidders** will be refunded after finalization, and that of the **successful bidder** shall be adjusted towards the **Security Deposit**.
5. The tender has been invited under a **Two-Bid System**, i.e. (A) **Technical Bid** and (B) **Financial Bid**.
The bidders are required to submit two separate sealed envelopes—one for each category. Both envelopes should then be placed inside a third sealed envelope superscribed as:
“Tender for Providing Manpower Services to the Executive Officer, Titilagarh Municipality.”
6. The tendering Manpower Service Providers must enclose **self-attested photocopies** of the following documents; failure to do so will result in **rejection** of the bid:
 - a) Registration Certificate of the Organization.


Executive Officer
Titilagarh Municipality

- b) PAN / GIR Card.
 - c) Income Tax Return for the last financial year.
 - d) EPF Registration Certificate.
 - e) ESI Registration Certificate.
 - f) Service Tax Registration Certificate.
 - g) GST Registration Number.
 - h) Bank Account statement showing transactions for the last two years.
 - i) Valid Labour License.
7. **Conditional bids** shall not be accepted and will be rejected outright.
8. All entries in the tender form must be **legible and complete**.
- o In case of insufficient space, additional sheets duly signed by the authorized signatory may be attached.
 - o **No overwriting or cutting** is permitted. Any such correction must be **initialed by the authorized signatory**; otherwise, the bid shall be rejected.
9. Both bids shall be opened as per schedule at **11.00 A.M. on 21.11.2025** in the office of the **Executive Officer, Titilagarh Municipality**, in the presence of the Tender Opening Committee and representatives of the bidders.
The absence of any bidder's representative shall not prevent the authority from opening the tenders.
10. The **Executive Officer, Municipal Council, Titilagarh**, reserves the right to **cancel or reject any or all bids** without assigning any reason thereof.

(A) TECHNICAL REQUIREMENTS FOR THE TENDERING MANPOWER SERVICE PROVIDER

The tendering Manpower Service Provider must fulfill the following criteria:

- a) The registered office or one of the branch offices of the bidder should be located within the jurisdiction of Titilagarh Municipality or should be willing to open such a branch after the award of contract.
- b) Must be registered under the **Companies Act / relevant statute**.
- c) Must have at least **two years of experience** in providing manpower to Government Departments / PSUs / Public Sector Companies / Banks, etc.
- d) Must have its own Bank Account.
- e) Must be registered with the **Income Tax Department and Service Tax Department**.
- f) Must be registered with EPF and ESI authorities.
- g) Must possess any other regulatory clearance(s) required from time to time for providing manpower services.
- h) Must have a **minimum annual turnover of ₹60,00,000/- (Rupees Sixty Lakhs)** during the last financial year. Documentary proof must be enclosed in the Technical Bid.
- i) Must produce proof of **up-to-date challans** for EPF and ESI contributions at the time of billing. All statutory payments such as **EPF, ESI, GST, and other charges under the Labour Act** shall be borne by the Service Provider.
- j) Should not have any **adverse police record, criminal proceedings, or blacklist record** in any Government or public institution.


Executive Officer
Titilagarh Municipality

(B) TECHNICAL REQUIREMENTS FOR MANPOWER TO BE DEPLOYED BY THE SUCCESSFUL SERVICE PROVIDER

1. The person to be deployed must be **above 18 years and below 65 years** of age during deployment.
Existing workers already engaged in Titilagarh Municipality may be retained wherever practicable. The successful tenderer must submit **detailed biodata of all deployed workers within one month** of award. The Municipality reserves the right to reject any individual found unsuitable or having an adverse report.
2. The person must be **physically and mentally fit** and possess a **good personality and conduct**.
3. The person deployed **shall not be a member of any union** or association likely to disrupt municipal work.

APPLICATION – TECHNICAL BID

For Providing Manpower Services to

Office of the Municipal Council, Titilagarh

1. **Name of the Tenderer with Address:**

2. **Details of E.M.D.:**

D.D. No. _____ Date: _____
Amount: ₹ _____ Bank: _____

3. **Name of Proprietor / Partner / Director:**

4. **Registered Office Address:**

Telephone No.: _____

Fax No.: _____

Email Address: _____

5. **Name & Telephone No. of Authorized Officer / Liaison Person:**

6. **Banker of the Manpower Service Provider:**


Executive Officer
Titilagarh Municipality

(Attach certified copy of Bank Statement for the last three years)

Telephone No. of Banker: _____

7. PAN / GIR No.: _____
(Attach attested copy)
8. Service Tax Registration No.: _____
(Attach attested copy)
9. EPF Registration No.: _____
(Attach attested copy)
10. ESI Registration No.: _____
(Attach attested copy)
11. GST Registration No.: _____
(Attach attested copy)
12. Financial Turnover of the Manpower Service Provider for the Last Two Financial Years:

Financial Year Turnover (₹ in Lakhs) Remarks (if any)

2023-24

2024-25

13. Additional Information, if any:

(Attach a separate sheet if the space provided is insufficient)

Signature of Authorized Person: _____

Name: _____

Seal: _____

Date: _____

Place: _____


Executive Officer
Titilagarh Municipality