

EKLAVYA MODEL RESIDENTIAL SCHOOL

AT/PO- RANKI, VIA-OLD TOWN, KEONJHAR, DIST- KEONJHAR, STATE- ODISHA, PIN-758002,
(UNDER NATIONAL EDUCATION SOCIETY FOR TRIBAL STUDENTS)
(An Autonomous Organization under Ministry of Tribal Affairs, Govt of India)
E-mail: emrsranki@gmail.com , Telephone No: 06766-291125
CBSE Affiliation No: 1520001, School Code: 17100, U-Dise Code: 21061021804

Ref. No: / EMRS /

Date: / /__

SUB: Tender for engaging outsourcing agency to EMRS Ranki, EMRS Patana & EMRS Gidhibash on contract basis for the period from 01/04/2025 to 31/03/2026 which may be extended up to 31/03/2027 every year under same conditions.

Terms and conditions :-

1. Online bid/Tender for engaging outsourcing agency to Vidyalaya is invited by the undersigned for the period of 01/04/2025 to 31/03/2026. The last date of submission of the Tender is on 28/04/2025 up to 4 PM. The tender will be opened in the office of the Principal, Ekalavya Model Residential School, Ranki, Keonjhar at 10.00 AM on Dt 02 / 05 /2025 (Friday).

During period of contract, shall have all necessary documents.

2. The bid/Tender should be submitted in accordance with the terms & conditions as given below. It shall be constructed that the term & condition stipulated here under have been agreed to.
3. The bid/Tender should not have any corrections in the bid/Tender. If a figure is to be amended, it should be neatly scored-out and then revised figure should be written there upon with signature and date, or else the rate is liable for rejection.
4. The Undersigned does not bind himself to accept the lowest bid/Tender and reserves the right to accept the bid/Tender in whole or in part i.e. with respect to all the services mentioned in the attached statement.
5. On acceptance of the bid/Tender will become a contract and the contractor shall be bound by the terms & conditions of the tender.
6. The rate quoted by the contractor, no amount amendment is allowed in the rate during the period of contract.
7. The outsourcing agency shall be responsible for efficient & diligent services, if the service is not found satisfactory, the Undersigned will be at liberty to cancel the contract any time without prior notice to the same.
8. The Sealed tender should invariably contain: -
 - a) Specification and printed catalogue, Registration certificate and other concerned literature of the organizations are to be submitted on acceptance of tender.
 - b) Signature of the authorized person on all pages with date.
 - c) Terms & conditions of /tender paper and original money receipt related towards the tender paper must be submitted with sealed tender duly signed by the proprietor on every page.

PRINCIPAL



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TENDER FOR ENGAGING OUTSOURCING AGENCY ON CONTRACT BASIS

Name of the bidder : _____

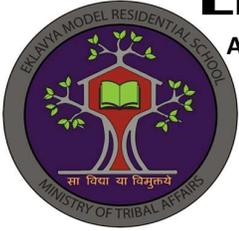
Registration Details:

Address : _____

Mob.No. : _____

Part-A

Sl.No.	Name of the Post	Educational Qualification	Age	Requirement of Manpower			Rate @ per Day
				EMRS, Ranki	EMRS, Patana	EMRS, Gidhibash	
1.	Cook (Male)	Matric	18-40	02	00	00	
2.	Cook (Female)	Matric	18-40	00	00	01	
3.	Kitchen Helper (Male)	Matric	18-40	00	00	00	
4.	Kitchen Helper (Female)	Matric	18-40	00	00	01	
5.	ANM (Only for Female)	Inter with ANM	18-40	01	00	01	
6.	Electrician	Matric with ITI in Electric	18-40	01	00	01	
7.	Gardner	Matric	18-40	01	00	01	
8.	Sweeper (male)	Matric	18-40	01	00	01	
9.	Sweeper (Female)	Matric	18-40	02	00	01	
10.	Chowkidar	Matric	18-40	03	00	02	
11.	Female Counsellor	Master's degree in Psychology/ Clinical Psychology	21-60	01	00	00	



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Part- B

Sl.No.	Name of the Service	Rate@per Services/Per Boys/Girls/Items
1.	Hair Cutting Boys	
2.	Hair Cutting Girls	
3.	Loundary Service	

1. Name.
2. Address.
3. Mobile No.
4. other details of the Bidder with Seal

Signature of the Bidder



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The following documents are mandatorily required with the bid for housekeeping and gardening services: -

1. Manpower service license issued in the name of the firm by inspector general of police, Odisha.
2. Valid PAN number issued in the name of firm.
3. Income tax certificate clearance/ return of last 3 years (F.Y. 2021-22, 2022-23 and 2023-24) in the name of firm.
4. GST Registration & GST return of last 3 years (F.Y. 2021-22,2022-23 and 2023-24) in the name of firm.
5. Work experience certificate of the last 3 years (F.Y. 2021-22,2022-23 and 2023-24)
6. Turn over certificate duly signed by chartered accountant/ competent authority in the name of firm. Minimum turn over should be 01 crores in the last 03 years (F.Y. 2021-22,2022-23 and 2023-24)
7. The agency /firm should have valid EPF/ESI registration certificate.
8. The agency/firm should have registered office in Odisha before publication date of bid.
9. Biometric machine has to be installed by the agency. The agency shall give undertaking on non- judicial staff paper of Rs. 10/-
10. Bank solvency certificate of minimum value of Rs. 25 lakh or above.
11. Submit the police verification and medical certificate report in respect of workers.

The following documents are essentially required with the Bid for Security Services :-

1. Valid PSARA/Security license issued in the name by the Inspector general of Police, Odisha.
2. Valid PAN number issued in the name of firm.
3. Income tax certificate clearance/ return of last 3 years (F.Y. 2021-22, 2022-23 and 2023-24) in the name of firm.
4. GST Registration & GST return of last 3 years (F.Y. 2021-22,2022-23 and 2023-24) in the name of firm.
5. Work experience certificate of the last 3 years (F.Y. 2021-22,2022-23 and 2023-24)
6. Turn over certificate duly signed by chartered accountant/ competent authority in the name of firm. Minimum turn over should be 01 crores in the last 03 years (F.Y. 2021-22,2022-23 and 2023-24)
7. The agency /firm should have valid EPF/ESI registration certificate.
8. The agency/firm should have registered office in Odisha before publication date of bid.
9. Biometric machine has to be installed by the agency. The agency shall give undertaking on non- judicial staff paper of Rs. 10/-
10. Bank solvency certificate of minimum value of Rs. 25 lakh or above.
11. A copy of ISO certification 9001:2015.

PRINCIPAL