

OFFICE OF THE PRESIDENT DISTRICT CONSUMER DISPUTES REDRESSAL COMMISSION,
KEONJHAR, (Mail i.d-presidentdcdrfkeonjhar@gmail.com)

At- Collectorate Campus, Po/PS-Keonjargarh, Dist-Keonjhar, Odisha

TENDER CALL NOTICE

No. 188 Dt. 25/08/2025

Sealed tender is invited from the reputed manpower agencies /Service providers having valid license, Statutory clearance, service tax, registration, EPF registration,ESI registration,& PAN No. for providing 2 (Two) Nos.of manpower i.e Group-D(one is Peon & One is Watchman-cum-Sweeper)to office of the District Consumer Disputes Redressal Commission,Keonjhar for a period of three years from the date of agreement of contact.

The tender paper duly filled up should reach in this office through Registered Post/Speed post on 8.09.2025 by 5.P.M. The tenders received by this office will be opened on the same date at 5.30 P.M. before all committee members & bidders or their representatives. Details of the terms & conditions of the tender are available in the above website i.e.www.kendujhar.odisha.gov.in

Qualification /Criteria for the required posts

Sl.No. Post Minimum qualification & Experience Job Responsibility

1. Peon As per norms of the Govt.

Management of daily official works & Logistic support for the officials & other staff, & any other official works assigned as & when required by the competent authority.

2. Night watchman-cum-Sweeper

As per Govt. norms & conditions.


President,

Dist.CDR.Commission, Keonjhar

TERMS & CONDITIONS FOR THE ABOVE SAID POST.

1. The candidate must fulfil the required qualification as mentioned. The original certificate of qualification and age shall be produced to this office by the service provider. The candidate must be above 18 years of age.
2. The deployment of the candidate shall be on contract basis with a consolidated remuneration as per Govt. guideline from time to time.
3. Besides above the "Authority shall pay service tax as applicable by the govt. of Odisha.
4. The Payment will be made to the service providing Agency on monthly basis but not in the name of the candidate.
5. The candidate should have to discharge his duties during working hours. He will attend the office works beyond the office hours & even on Government holidays if required.
6. The Authority has the right to ask the service providing agency to withdraw/replace any candidate at 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.
7. After completion of selection process an agreement shall be made by the selected service provider with the undersigned for engagement of Peon & Night watchman-cum-Sweeper as per the need of the vacancies in this institution.
8. At the end of each month, the authority will produce the absentee statement along with work particulars of the candidates to the service provider towards the performance of duties & the service provider will submit the bill to the Authority to get the consolidated payment thereafter.
9. The agreement so executed shall be terminated or written notice of two months before from either the side.
10. Any other dispute if any & should be brought to the notice of the Authority and shall be decided as per existing Government rules ,regulation & stipulation as deemed proper.
11. The minimum turnover of the service provider should be within Rs,10,00,000/- per annum.

DOCUMENTS TO BE SUBMITTED BY THE SERVICE PROVIDERS

1. Tender proposal maintaining service taxes & service charges etc. Should be submitted by the service provider in his official letter pad.
2. Attested copy of Registration certificate of the Agency obtained from appropriate Registration Authority .
3. Copy of documents showing 3 to 5 years of experience of providing manpower to Government & Semi Government organizations.
4. Attested copy of PAN/GIR Card.
5. Attested copy of latest it return filed by the Agency of the last 2- 3 years.
6. Attested copy of the Service tax GST registration certificate.
7. Attested copy of the EPF Registration certificate.
8. Attested copy of the ESI Registration certificate.
9. Latest GST deposit chalan.
10. Latest EPF/EST deposit chalan.

The successful bidder has to execute an Agreement of mutually agreed terms & conditions with the undersigned before agreement of usually agreed terms & conditions with the undersigned before agreement of the worker. The tender proposal should be reached in this office by registered/speed post in any working day within the stipulated date & time. The undersigned reserves every rights to reject /cancel any or all the tender proposals at any stage & moment without assigning any reason thereof. The undersigned is not responsible for any postal /despatch delay.


President,

Dist.CDR.Commission,Keonjhar