

GOVERNMENT OF ODISHA



H & UD DEPARTMENT PARADEEP MUNICIPALITY PARADEEP

"ENGAGEMENT OF MANPOWER IN PARADEEP MUNICIPALITY"

PERIOD OF SALE OF BID DOCUMENTS :- From Dt.01.06.2026 to Dt.11.06.2026

LAST DATE OF RECEIVED BID DOCUMENTS:- Dt.12.06.2026 upto 11.00 AM

DATE & TIME OF OPENING THE BID DOCUMENTS :- Dt.12.06.2026 upto 1.00PM

COST OF TENDER PAPER :- ₹ 4,000.00

(Rupees:- Four Thousand) Only.

COST OF EMD :- ₹ 10,000.00

(Rupees:- Ten Thousand) Only.

Name of the Bidder

MR No

/Dt

Handwritten signature
30/06/2026

EXECUTIVE OFFICER
PARADEEP MUNICIPALITY
PARADEEP, ODISHA.

OFFICE OF THE PARADEEP MUNICIPALITY, PARADEEP

No 2305 /Date 30-05-2026

QUOTATION CALL NOTICE

The Executive Officer, Paradeep Municipality on behalf of Paradeep Municipality, Paradeep, Dist-Jagatsinghpur invites sealed quotations from the intending registered service providers/ Contractor having valid eligible license/ registration certificate, PAN, GSTIN, labour license, EPF and ESI from competent authority in order to engage the manpower for sanitation/ road side berm cutting etc work within Paradeep Municipality area. The service charge should be mentioned clearly in the BoQ/ prescribed format (Annexure-A). The quotation schedule (DTCN) along with terms and conditions can be downloaded from Paradeep Municipality website www.paradeepmunicipality.in from **date.01.06.2026 to date.11.06.2026** on payment of **₹4000.00** (Rupees:- Four Thousand) only (non-refundable) in shape of Cash/ bank draft/ bankers cheque drawn in favour of Executive Officer, Paradeep Municipality payable at Paradeep from any nationalized bank. The quotation alongwith all documents should reach the office of the Paradeep Municipality, Paradeep on or before **date.12.06.2026 upto 11.00 AM**. Quotation reached after due date and time will not be taken into consideration. The quotation will be opened on the same day at **1.00 PM** in presence of the quotationer or their authorized representatives. The undersigned has the rights to accept, cancel or reject any or all the quotations with assigning any reason thereof.


Executive Officer
Paradeep Municipality

Memo No 2306 /dt 30-05-2026

Copy to the Collector & District Magistrate, Jagatsinghpur/ PD DRDA, Jagatsinghpur / Sub-Collector, Jagatsinghpur/ ADM, Paradeep for favour of kind information. They are requested to display the same notice in your notice board for wide publication.


Executive Officer
Paradeep Municipality

Memo No 2307 /dt 30-05-2026

Copy to the Office Notice Board, Paradeep Municipality for wide publication.


Executive Officer
Paradeep Municipality

TERMS AND CONDITIONS

- 1 The details of bid documents specification, schedule & quantities and set of terms & conditions is available in the Paradeep Municipality website www.paradeepmunicipality.in on payment of cost of quotation/EOI documents **₹4,000.00** (Rupees Four Thousand) only in shape of Cash/ DD/ Banker cheque drawn on any nationalized bank in favour of Executive Officer, Paradeep Municipality payable at Paradeep. The cost of quotation/EOI paper is not refundable.
- 2 The bidder must be accompanied by EMD/ tender security amount of **₹10,000.00** (Rupees Ten thousand) only in shape of Cash/DD/ TDR drawn on any nationalized Bank in favour of Executive Officer, Paradeep Municipality payable at Paradeep.
- 3 The quotation schedule (DTCN) alongwith terms and conditions can be downloaded from Paradeep Municipality website www.paradeepmunicipality.in from **date.01.06.2026 to date.11.06.2026**. Request for quotation/ EOI documents through post will not be entertained.
- 4 The sealed quotation/ EOI documents should reach the office of the Paradeep Municipality, Paradeep on or before **dt.12.06.2026 by 11.00 AM** positively. The authority will not be responsible for any delay for non receipt of tender/quotation documents in time.
- 5 The quotation/ EOI/ bid documents will be opened on **dt.12.06.2026 at 1.00 PM** in the office chamber of Executive Officer, Paradeep Municipality, Paradeep in the presence of the bidder of their authorised representatives who wish to attend. If office happens to be closed for any reason on the date the receiving or opening of the tender as specified the tenders will be received/opened in the next working day at the same time & venue.
- 6 The agreement will be valid for one calendar year, which may be extended as per requirement. SD will be released after successful completion of the quotation period.
- 7 The L1 bidder should deposit ₹50,000.00 as initial security deposit (ISD) before execute agreement.
- 8 The ISD amount only in shape of DD/ TDR drawn on any nationalised bank in favour of Executive Officer, Paradeep Municipality payable at Paradeep.
- 9 If the L1 bidder fail to deposit ISD within 7 days of issue of letter. Then the L2 bidder got chance to execute the work as per L1 rates with deposit of required ISD amount.
- 10 The quotationer shall quote only **service charge against wages of manpower per day per person** in the BoQ/ prescribed format (Annexure-A) The wages of categories wise manpower, EPF and ESI will be given as per the labour wages Act envisaged by the Labour and Employees, Govt. of Odisha, EPF and ESI as per Government rate of slab published time to time.
- 11 The Payment will be made as per the labour wages Act envisaged by the Labour and Employees, State Insurance Department, Govt. of Odisha, Bhubaneswar.

- 12 The quotationer should submit the quotation/ bid document alongwith valid eligibe license/ registration certificate, PAN, GSTIN, labour license, EPF and ESI from competent authority in the bid document.
- 13 The contract will be enforced special during the festive occasion as well as accurance of natural calamities.
- 14 The contractor will be asked to supply the manpower where and when it is required through out of the year.
- 15 The safty Jackets, gumboots, cleaning equipements & medicine to the labours for cleaning work will purchase and supply agency.
- 16 Any incident as regard to health hygienic of labourer during the execution of cleaning work is the responsibility of bidders and the bidders is responsible for health asistance of labourers if any required.
- 17 The payment will be made to the bidder after submission of bill, Xerox copy of deposit receipt of EPF etc.
- 18 If the bidder violates any of the terms of contract, Government shall forfeit the entire amount of security deposit.
- 19 Rate (Service charge) will be filled up in prescribed format i.e. BoQ (Annexure- A) in percent beyond the tender will be rejected
- 20 The rate (Service charge) should be mantioned in both figures and words in percent.
- 21 Any correction or overwriting in the offer should be attested by the quotationer or else offer is liable for rejection.
- 22 The quotationer shall submit the Quotation Call Notice & Quotation Schedule duly signed by him with seal.
- 23 The Quotationer shall not sublet, transfer or assign any part of the full work of this award without prior written permission from the Executive Officer, Paradeep Municipality.
- 24 The checklist in Annexure- B will be properly filled up according to submitted documents.
- 25 Any legal dispute arising out of this is subject to Jagatsinghpur jurisdiction only.
- 26 The authority reserves the right to reject any or all the tenders without assigning any reason thereof.

Check of documents for Engage the Manpower for Paradeep Municipality

(Annexure B)

SI No.	Description	Furnished	Valid date	No of pages	At Page
1	2	3	4	5	6
1	Processing Fee ₹4,000.00				
2	EMD ₹10,000.00				
3	Valid License/ Registration Certificate				
4	PAN				
5	GSTIN				
6	Labour License				
7	EPF				
8	ESI				
9	Experience, If any				

Bill of Quantities:- Engagement of Manpower in Paradeep Municipality

SI No	Description	Qty	Unit	Wages	Amount
1	2	3	4	5	9
1	Supply of following manpower for sanitation/ road side berm cutting etc work etc within Paradeep Municipality area				
i	Un Skilled	As per Requirement	Per Day Per Person	The Payment will be made as per the labour wages Act envisaged by the Labour and Employees State Insurance Department. Govt. of Odisha, Bhubaneswar	
ii	Semi-skilled	As per Requirement	Per Day Per Person		

Quoted service charges in percentage % (in words)

The competent authority reserves the right to reject financial bids where service charges offered are less than 3.85%.

Service charges will be charged on the total amount of wages of manpower.

GST as applicable to be charged on service charges only.

Signature of Manpower Service Provider/ Authorized Person Name:

Seal:

Date:

Place:

A. Dande
30/05/2016
Executive Officer
Paradeep Municipality