



**OFFICE OF THE PRINCIPAL INDUSTRIAL TRAINING INSTITUTE,
KHARIAR, DIST-NUAPADA**

Visit Us: www.govtitikhariar.org
E-mail: principalitikhariar@gmail.com



Letter No. 708 // Dt- 06.09.2025

NOTICE

Sealed Quotation are invited from the reputed Manpower/Service provider to provide the service of Manpower on outsourcing basis for the following posts in respect of Govt. ITI, Khariar during the financial year 2025-26. As per the Finance Department Letter No. 37323 dtd. 30.11.2018. It is essential to mention the role of EPF, ESI, Service Tax etc.

The last date of receipt of quotation document is 21.09.2025 up to 5.00P.M. at Office of the Principal, Govt. ITI, Khariar by registered post/ Speed post and will be open on 26.09.2025 at 11 A.M. The principal Govt. ITI, Khariar shall not be responsible for any postal delay. The undersigned reserves the right to reject or cancel all the bids without assigning any reason thereof.

The do tender documents shall only be downloaded for Institute website www.govtitikhariar.org. All participate are requested to present at Office of Govt. ITI Khariar.

1. Front Desk Management
2. Watchman
3. Sweeper cum Watchman

[Signature]
Principal

Industrial Training Institute
Principal
Industrial Training Institute
Khariar

Memo No. 709(6) // Date. 06.09.2025

Copy to Notice Board of the Office of the Collector and District Magistrate, Nuapada/P.D., DRDA, Nuapada/Sub-Collector, Nuapada/B.D.O., Khariar/Tahsildar, Khariar/ DIC, Nuapada and Dist. Employment Exchange, Nuapada/DTE&T(O), Cuttack for wide publicity for their information and action.

[Signature]
Principal

Industrial Training Institute
Principal
Industrial Training Institute
Khariar

Memo No. 710 // Date. 06.09.2025

Copy to Institutional Notice Board/Website for information and necessary

[Signature]
Principal

Industrial Training Institute
Principal
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Letter No. 711

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Dt- 06.09.2025

Sealed Tenders are invited from the reputed Service Providers to provide service of "**Front Desk Management, Watchman & Watchman cum Sweeper**" for a period of (02) two years which is likely to be extended for one year.

The details information for outsourcing of the service of the aforesaid services is given in the Tender Document which may either be downloaded from the website www.govtitikhariar.org or obtained in person from the office of the Principal Govt. ITI Khariar, Nuapada on any working day between 11 A.M to 4.00 P.M from 07.09.2025 to 21.09.2025 The period of availability of Tender Document is 07.09.2025 to 21.09.2025 & the last date and time for submission of Tender document is 21.09.2025 up to 4.00 PM.

Sd/-

Principal
Industrial Training Institute
Khariar

Terms & Conditions

1. The tender documents may be submitted by Registered Post/Speed Post/by Hand so as to reach the Office of the Principal, Govt. ITI Khariar, Nuapada as per the above date and time.
2. Tender documents received after 4.00 P.M of 21.09.2025 will not be entertained. All the correspondence should be made in the address of the Principal, Govt. ITI Khariar, Dist.- Nuapada mentioning on the cover of envelop as.
3. The Govt. ITI Khariar, Nuapada requires the Outsourcing Services of reputed, well established and financially sound service providers to provide services of **Front Desk Management, Watchman & Watchman cum Sweeper** for Govt. ITI Khariar on contract basis for a period of two (02) years which is likely to be extended for one year.
4. The services may be curtailed terminated before completion of two years from the date of execution of contract owing to deficiency in service or substandard quality of service provided by the selected service provider or because of change in the requirements of Govt. ITI Khariar, Nuapada.

5. The tentative estimated cost of the contract is about Rs. 3.2 Lakhs (Three Lakh and Twenty Thousand) only for two year excluding service charges. The interested Service Providers may submit the tender documents complete in all respect along with other requisite documents by 21.09.2025 up to 4.00 PM at Govt. ITI Khariar super-scribing in the envelop "Tender for Outsourcing Services of Govt. ITI Khariar, Nuapada" by Registered Post/Speed Post/Courier/In person.
6. The Technical Bid for the tender will be opened on dated 26.09.2025 at 11.00 AM and Financial Bid of Technically qualified Bidders will be opened on dated 26.09.2025 at 4.00 P.M.
7. The tender has been invited under two bid system i.e. technical Bid and Financial Bid. The interested service providers are advised to submit two separate sealed envelopes super-scribing "Technical Bid for Providing Outsourcing Services to Govt. ITI Khariar, Nuapada and Financial Bid for providing Outsourcing Services to Govt. ITI Khariar, Nuapada" and both the Sealed envelopes should be kept in a third sealed envelope super- scribing "Tender for providing Outsourcing Services to Govt. ITI Khariar, Nuapada".
8. The successful Bidders will have to deposit a Performance Security Deposit of 5% to 10% of the contract value in the form of Bank Guarantee from any Nationalized Bank in favour of the Principal, Govt. ITI Khariar covering the period of contract. In case the contract is further extended beyond the initial period the Bank Guarantee will have to be accordingly renewed.
9. The tendering Service Providers are required to enclose photocopies of the following documents (duly attested by Group-A Gazetted Officers of the state Govt./Central Govt.) along with the Technical Bid, failing which their bids shall be summarily/out rightly rejected and will not be considered any further.
 - (a) Registration certificate of the applicant organization
 - (b) Copy of PAN/GIR Card
 - (c) Copy of the IT return filed for the last three financial years
 - (d) Copies of EPF and ESI certificates
 - (e) Copies of service charge registration certificate
10. The conditional Bids shall not be considered and will be out rightly rejected in very first instance.
11. All entries in the tender should be legible and filled clearly. If the space for furnishing the information is insufficient, a separate sheet duly signed by the authorized signatory may be attached. No overwriting or cutting is permitted in the Financial Bid. In such cases, the tender shall be summarily rejected. However, the cutting if any, in the Technical Bid Application must be initiated by the person authorized to sign the tender Bids.

12. The Technical Bids shall be opened on the scheduled date and time, the office room of the Principal, Govt. ITI Khariar, Nuapada in the presence of the bidders or authorized representatives of the Service Providers, if any, who wishes to be present on the spot at that time.
13. The Financial Bids of any those tenders will be opened whose Technical Bids are found in order and satisfying our terms and conditions. The Financial Bids shall be opened on the scheduled date and time, the office room of the Principal, Govt. ITI Khariar, Nuapada in the presence of the bidders or authorized representatives of the Service Providers, if any, who wishes to be present on the spot at that time.
14. The Authority of the Govt. ITI Khariar, Nuapada reserves the right to accept or reject all the Bids without assigning any reason thereof.
15. Technical Requirement for the Service provider
- (a) They should be registered with the appropriate registration authority.
 - (b) They should have at least two/three years' experience in providing Services to the Govt. Departments/Companies/Banks etc.
 - (c) They should have their own bank account.
 - (d) They should be registered with income tax and service tax department.
 - (e) They should be registered with appropriate authorities under EPF and Employees State Insurance Act.
 - (f) They should have any other regulatory clearance (to be specified by the user department) that may be required for providing Services.
 - (g) Annual turnover of the Service Provider should be Ten Lakhs or more.

| Sl. No. | Nature of Service | Minimum essential Qualification | Remarks | Sanctioned Strength |
|---------|-----------------------|--|---|---------------------|
| 1 | Front Desk Management | Any Graduate with Sufficient knowledge in computer related works | Candidate with experience in the relevant field will be preferred | 01 |
| 2 | Watchman | | | 02 |
| 3 | Sweeper cum Watchman | | | 01 |

Sd/-

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