

**OFFICE OF THE PRINCIPAL: INDUSTRIAL TRAINING INSTITUTE: BHUBANESWAR**

Email Id :- [principalitibbsr@gmail.com](mailto:principalitibbsr@gmail.com)

**TENDER CALL NOTICE**

NO 1306 /Dated 1/9/2026

Sealed bids are invited through Registered Post / Speed Post /Courier / from reputed, experienced and financially sound Manpower Service Provider Agencies by **15/09/2026, 5:00 PM** for providing outsourced manpower services at Government Industrial Training Institute, Bhubaneswar. The Detail tender documents can be downloaded from the official website of the institute <https://govtitibbsr.in/>

| S.L No | Schedule of Bidding                                               | Date                   |
|--------|-------------------------------------------------------------------|------------------------|
| 1      | Date of Issue                                                     | 01/09/2026             |
| 2      | Last date of Submission of Bids by the Service Providing Agencies | 15/09/2026,<br>5:00 PM |
| 3      | Opening of Technical Bid                                          | 19/09/2026             |
| 4      | Opening of Financial Bid                                          | 21/09/2026             |

  
Principal,

Industrial Training Institute,  
Bhubaneswar

Memo No: 1307 /Date: 1/9/2026

Copy Submitted to the Collector & District Magistrate, Khordha, for favour of Kind information with a request to display the notice in the district administration website for wide circulation.

  
Principal,

Industrial Training Institute,  
Bhubaneswar

Memo No: 1308 /Date: 1/9/2026

Copy Submitted to the DTE&T, Odisha, Kataka for favour of kind information and necessary action.

  
Principal,

Industrial Training Institute,  
Bhubaneswar

dc.

**GOVERNMENT OF ODISHA**

**GOVERNMENT INDUSTRIAL TRAINING INSTITUTE,  
BHUBANESWAR**

**DETAILED TENDER DOCUMENT  
FOR OUTSOURCING OF SERVICES  
(NON-CONSULTANCY)**

Tender Reference No.: 1306/2026  
Date of Issue: 01/09/2026  
Last Date of Receiving Bids: 15/09/2026, 5:00 PM  
EMD: Rs. 50,000/- (Fifty thousand only)  
Date for Technical Bid Evaluation: 19/09/2026  
Date of Financial Bid Evaluation: 21/09/2026

Contract Period: One year, extendable as per applicable rules.

Issued by: The Principal, Government Industrial Training Institute, Bhubaneswar.

**Ref:-** The G.A. & P.G. Department Resolution GAD-SC-GCS-0225-2023-/GAD/7982, Dated 07.03.2024

  
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## TABLE OF CONTENTS

| S.L No | Description                            | Page No |
|--------|----------------------------------------|---------|
| 1      | Tender Call Notice                     | 3       |
| 2      | Important Tender Information           | 4       |
| 3      | Objective and Nature of Engagement     | 4       |
| 4      | Requirement of Manpower                | 4       |
| 5      | Scope of Work and Duties               | 5       |
| 6      | Minimum Qualification and Suitability  | 5       |
| 7      | Eligibility of Service Provider Agency | 6       |
| 8      | Bid Processing Fee and EMD             | 6       |
| 9      | Performance Security                   | 6       |
| 10     | Bid Submission Procedure               | 6       |
| 11     | Technical Bid Evaluation               | 6       |
| 12     | Financial Bid Evaluation               | 7       |
| 13     | Remuneration and Statutory Compliance  | 7       |
| 14     | Billing and Payment                    | 7       |
| 15     | Attendance, Leave and Replacement      | 7       |
| 16     | Character Verification and Discipline  | 7       |
| 17     | Monitoring and Penalties               | 8       |
| 18     | Contract Period and Termination        | 8       |
| 19     | General Terms and Conditions           | 8       |
| 20     | Grievance Redressal                    | 9       |
| 21     | Rights of Procuring Authority          | 9       |
| 22     | Annexures                              | 10-12   |

  
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**1. TENDER CALL NOTICE**

Sealed bids are invited under the Two-Bid System (Technical Bid and Financial Bid) from reputed, experienced and financially sound Manpower Service Provider Agencies / Service Provider Agencies (SPAs) having their registered office / branch office in the jurisdiction of Bhubaneswar or Kataka for providing outsourced manpower services at Government Industrial Training Institute, Bhubaneswar.

| S.L No | Nature of the Service to be outsourced | No. of Requirement | Experience |
|--------|----------------------------------------|--------------------|------------|
| 1      | Front Office Management                | 1                  | 0-5 Years  |
| 2      | Watchman Cum Sweeper                   | 2                  |            |
| 3      | Sweeper                                | 2                  |            |
| 4      | Driver                                 | 1                  |            |

The selected SPA shall provide suitable manpower and shall remain responsible for deployment, payment of remuneration and statutory compliance in accordance with this tender, the agreement and applicable Government orders.

The contract shall ordinarily be valid for one year from the date of commencement/effectiveness and may be extended subject to satisfactory performance, administrative requirement, availability of funds and applicable Government approval.

  
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**2. IMPORTANT TENDER INFORMATION**

| Sl. | Particulars             | Details                                                                             |
|-----|-------------------------|-------------------------------------------------------------------------------------|
| 1   | Tender Reference No.    |                                                                                     |
| 2   | Procuring Authority     | Principal, Government ITI, Bhubaneswar                                              |
| 3   | Nature of Service       | Outsourcing of manpower                                                             |
| 4   | Total Manpower          | 6                                                                                   |
| 5   | Contract Period         | One year                                                                            |
| 6   | Bid System              | Two-Bid System                                                                      |
| 7   | Bid Processing Fee      | Rs. NIL                                                                             |
| 8   | EMD                     | Rs. 50,000/-                                                                        |
| 9   | Performance Security    | 5% of total contract value, unless otherwise prescribed                             |
| 10  | Publication Date        | 01/09/2026                                                                          |
| 11  | Pre-Bid Meeting, if any | NA                                                                                  |
| 12  | Last Date/Time          | 15/09/2026 , 5:00 PM                                                                |
| 13  | Technical Bid Opening   | 19/09/2026                                                                          |
| 14  | Financial Bid Opening   | 21/09/2026                                                                          |
| 15  | Tender Portal/Website   | <a href="https://govtitiibbsr.in/">https://govtitiibbsr.in/</a>                     |
| 16  | Submission Address      | The Principal, Government ITI, Bhubaneswar, Near Governor House, Bhubaneswar-751012 |

**3. OBJECTIVE AND NATURE OF ENGAGEMENT**

The objective is to ensure adequate support for office assistance, sanitation, watch and ward, and official vehicle driving at Government ITI, Bhubaneswar through an eligible and competent Service Provider Agency.

The engagement is purely on an outsourcing basis and shall not confer any right upon deployed personnel to claim regular appointment, absorption or continuation in Government service.

**4. DETAILS OF REQUIREMENT OF MANPOWER**

| Sl. | Category                | No.      | Indicative Function                                                                                                                                                                             |
|-----|-------------------------|----------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 1   | Front Office Management | 1        | Office assistance, file/document movement, dispatch and routine non-confidential office support.                                                                                                |
| 2   | Sweeper                 | 2        | Cleaning and sweeping of offices, classrooms, workshops, common areas and sanitation-related duties.                                                                                            |
| 3   | Watchman cum Sweeper    | 2        | Watch and ward, security of Institute premises, opening/closing and incident reporting.<br>Cleaning and sweeping of offices, classrooms, workshops, common areas and sanitation-related duties. |
| 4   | Driver                  | 1        | Driving of Government vehicle, basic vehicle checks, log book and authorized official driving.                                                                                                  |
|     | <b>TOTAL</b>            | <b>6</b> |                                                                                                                                                                                                 |

Exact deployment, duty hours, shifts and detailed duties shall be determined by the Principal /competent authority according to Institute requirements as and when required.

## 5. SCOPE OF WORK AND DUTIES

### 5.1 Front Office Management

- Routine office assistance; movement of files/documents; dispatch and delivery of papers.
- Photocopying, scanning, record arrangement and other routine support.
- Other non-confidential duties assigned by the competent authority

### 5.2 Sweepers

- Daily sweeping and cleaning of offices, classrooms, workshops, corridors, toilets, common areas and surroundings.
- Collection and disposal of routine waste at designated locations.
- Other sanitation-related duties assigned by the Institute as and when required by authority

### 5.3 Watchmen cum Sweeper

- Watch and ward during assigned duty hours.
- Monitor entry/exit and report suspicious activity or security incidents.
- Assist in opening/closing and checking gates, doors and vulnerable points.
- Daily sweeping and cleaning of offices, classrooms, workshops, corridors, toilets, common areas and surroundings.
- Collection and disposal of routine waste at designated locations.
- Other sanitation-related duties assigned by the Institute as and when required by authority.

### 5.4 Driver

- Drive Government vehicle only for authorised official purposes.
- Maintain valid licence and comply with traffic/motor vehicle requirements.
- Carry out routine vehicle checks, maintain log book and report defects.
- Prevent unauthorised use of vehicle.

## 6. MINIMUM QUALIFICATION AND SUITABILITY

| SL | Category                | Minimum Qualification / Requirement                                                | Other                            |
|----|-------------------------|------------------------------------------------------------------------------------|----------------------------------|
| 1  | Front Office Management | Minimum +2/equivalent; basic computer knowledge.                                   | Physically fit.                  |
| 2  | Sweeper                 | 8 <sup>th</sup> Pass. Able to read/write Odia or as prescribed.                    | Physically fit.                  |
| 3  | Watchman                | 8 <sup>th</sup> pass. Able to read/write Odia or as prescribed.                    | Physically fit.                  |
| 4  | Driver                  | 10 <sup>th</sup> Pass. Valid license for relevant class and prescribed experience. | Valid LMV throughout deployment. |

The Procuring Authority may require replacement of personnel found unsuitable, negligent, indisciplined or unfit for assigned duties.

  
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## 7. ELIGIBILITY OF SERVICE PROVIDER AGENCY

- Legally registered entity capable of entering into a Government contract.
- Must have a Valid Labour registration/ license as applicable.
- Must have Valid PAN and GST registration as applicable.
- Valid EPF and ESI registrations as applicable.
- Similar manpower service experience:
- Financial capacity / turnover: Rs-30,00,000/- (Average of Last 3 financial year)
- Not blacklisted/debarred by any Central/State Government Department, PSU or Government organisation as on bid date.
- Functional bank account with scheduled bank.
- Compliance with applicable labour laws, statutory requirements and Government instructions.

## 8. BID PROCESSING FEE AND EARNEST MONEY DEPOSIT

EMD: Rs.50,000/- (Rupees Fifty Thousand only). The EMD shall be furnished in the form of **DEMAND DRAFT** in favour of “**PRINCIPAL ITI BHUBANESWAR**”, payable at Bhubaneswar.

Bids without required fee/EMD, where applicable, shall be liable for rejection. EMD shall be dealt with in accordance with the tender conditions.

## 9. PERFORMANCE SECURITY

The successful bidder shall furnish Performance Security equivalent to **5%** of the total contract value, unless otherwise prescribed by the competent authority. It shall remain valid for the prescribed period and be released subject to satisfactory completion and settlement of dues.

## 10. BID SUBMISSION PROCEDURE

- Submit Technical Bid and Financial Bid separately under Two-Bid System.
- Technical Bid shall contain eligibility, experience, declarations and non-price information.
- Financial Bid shall contain only the prescribed financial quote.
- Place both sealed covers inside one outer sealed cover marked “**BID FOR OUTSOURCING OF MANPOWER SERVICES AT GOVERNMENT ITI, BHUBA NESWAR**”.
- Conditional, incomplete, unsigned or late bids will be rejected.
- Bidder shall ensure timely submission of their bid and no extension request shall be entertained.

## 11. TECHNICAL BID EVALUATION

Technical bids shall be evaluated first for eligibility, statutory registrations, experience, financial capacity and completeness. Only technically qualified bidders shall proceed to Financial Bid opening.

## 12. FINANCIAL BID EVALUATION

Financial bids shall be evaluated in accordance with Annexure-II. The Service/Administrative Charge shall not be quoted below the minimum rate prescribed by the **Finance Department/Government of Odisha vide order no-19595, Dtd-11/07/2023 or applicable on the date of tender**. The lowest evaluated responsive bidder shall ordinarily be considered for award, subject to approval of the competent authority. In case more than one bidder qualifies for award of contract being the L1, then the lottery will be done to award the contract by the procuring authority.

## 13. REMUNERATION AND STATUTORY COMPLIANCE

The remuneration payable to outsourced personnel shall be governed by the latest applicable Government of Odisha orders/instructions. The G.A. & P.G. Department Resolution **GAD-SC-GCS-0225-2023-/GAD/7982, Dated 07.03.2024** provides for revised remuneration based on years of experience and requires documentary proof of experience for claiming the appropriate higher rate.

The SPA shall be responsible for timely payment of wages/remuneration and deposit of statutory dues. Documentary evidence of statutory deposits shall be submitted with subsequent bills as required. EPF, ESI and other statutory requirements shall be complied with.

The SPA shall not pay less than the remuneration prescribed by the competent authority/Government from time to time.

## 14. BILLING AND PAYMENT

| Action                        | Timeline                              | Responsibility                |
|-------------------------------|---------------------------------------|-------------------------------|
| Attendance/Absentee Statement | As per applicable Government schedule | Institute/Controlling Officer |
| Bill submission               | As per applicable Government schedule | SPA                           |
| Bill approval                 | As per applicable Government schedule | Competent Authority           |
| Release of funds              | As per Government procedure           | Institute/Department          |
| Transfer of wages             | Within prescribed period              | SPA                           |

Payment shall be subject to verified attendance, satisfactory service, statutory compliance, required documents and availability of funds. Applicable taxes, recoveries and penalties may be deducted.

## 15. ATTENDANCE, LEAVE AND REPLACEMENT

- Attendance shall be recorded as prescribed.
- Leave/absence shall follow applicable conditions.
- SPA shall arrange suitable replacement whenever required in absence of any deployed person
- Replacement personnel shall satisfy prescribed qualification and suitability.
- Unauthorised absence shall attract action as per agreement.

## 16. CHARACTER VERIFICATION AND DISCIPLINE

- SPA shall verify identity, address and character/antecedents as required.
- Personnel shall carry prescribed identity cards and uniform.
- Personnel shall maintain discipline, punctuality, proper conduct and confidentiality.
- Official records/information shall not be misused or disclosed.
- Personnel shall not represent themselves as regular Government employees.



## 17. MONITORING AND PENALTIES

The Institute shall monitor attendance, conduct, performance and quality of service. Deficiencies may result in warning, deduction/recovery, replacement, withholding of payment for deficient service, forfeiture of security and/or termination.

| Sl. | Default                                   | Action                                                         |
|-----|-------------------------------------------|----------------------------------------------------------------|
| 1   | Unauthorised absence/failure to replace   | Deduction and action as specified in agreement.                |
| 2   | Delay/non-payment of wages/statutory dues | Withholding of bill and applicable action.                     |
| 3   | Unsatisfactory performance                | Warning/replacement; repeated default may lead to termination. |
| 4   | Misconduct/breach of confidentiality      | Replacement and action under law/agreement.                    |
| 5   | False/forged documents                    | Rejection/termination, forfeiture and lawful action.           |
| 6   | Serious statutory non-compliance          | Recovery, penalty, termination and other lawful action.        |

## 18. CONTRACT PERIOD AND TERMINATION

The contract shall initially be for one year. Extension shall be at the discretion of the competent authority subject to satisfactory performance, administrative necessity, funds and applicable approval.

The Procuring Authority may terminate for material breach, persistent unsatisfactory performance, non-payment of statutory dues, false documents, serious misconduct, blacklisting/debarment or other grounds specified in the agreement, following applicable procedure.

## 19. GENERAL TERMS AND CONDITIONS

- Contract governed by applicable laws of India and Odisha and The G.A. & P.G. Department Resolution GAD-SC-GCS-0225-2023-/GAD/7982, Dated 07.03.2024
- No employer-employee relationship shall arise between the Institute and SPA personnel.
- SPA remains responsible for statutory and contractual obligations towards deployed personnel.
- No subcontracting is allowed in any circumstance.
- All documents shall be genuine, valid and verifiable.
- Institute may inspect relevant attendance, wage and statutory records.
- Canvassing shall render bid liable for rejection.
- Amendments shall be valid only when approved/issued by competent authority.

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## 20. GRIEVANCE REDRESSAL

The Government resolution GAD-SC-GCS-0225-2023-/GAD/7982, Dated 07.03.2024 provides for a grievance cell for complaints of outsourced personnel and Service Provider Agencies and designation of a Grievance Officer as prescribed by Government. The Institute shall follow the applicable Government grievance mechanism.

## 21. RIGHTS OF PROCURING AUTHORITY

- Accept or reject any/all bids subject to applicable rules.
- Cancel, modify or extend the tender process where necessary.
- Seek clarification/documentary verification.
- Require replacement of unsuitable personnel.
- Inspect contract-related records.
- Take action for breach, statutory non-compliance or misconduct according to law and agreement.

  
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**GOVERNMENT ITI, BHUBANESWAR — DETAILED TENDER DOCUMENT**  
**ANNEXURE-I**  
**TECHNICAL BID**

Tender Reference No.: \_\_\_\_\_

**A. BIDDER'S GENERAL INFORMATION**

| Sl. | Particulars                                      | Details |
|-----|--------------------------------------------------|---------|
| 1   | Name of Service Provider Agency                  |         |
| 2   | Registered Office Address                        |         |
| 3   | Branch/Local Office Address                      |         |
| 4   | Proprietor/Partner/Director/Authorised Signatory |         |
| 5   | Telephone/Mobile                                 |         |
| 6   | E-mail ID                                        |         |
| 7   | PAN                                              |         |
| 8   | GSTIN                                            |         |
| 9   | EPF Registration No.                             |         |
| 10  | ESI Registration No.                             |         |
| 11  | Labour Licence/Registration No.                  |         |
| 12  | Bank Name, Account No. & IFSC                    |         |

**B. DOCUMENT CHECKLIST**

| Sl. | Document                                                       | Yes/No | Page No. |
|-----|----------------------------------------------------------------|--------|----------|
| 1   | Registration/Incorporation Certificate                         |        |          |
| 2   | Labour Licence/Registration                                    |        |          |
| 3   | PAN Card                                                       |        |          |
| 4   | GST Certificate                                                |        |          |
| 5   | EPF Registration                                               |        |          |
| 6   | ESI Registration                                               |        |          |
| 7   | IT Returns/financial documents last 3 years                    |        |          |
| 8   | Audited financial statements/turnover certificate last 3 years |        |          |
| 9   | Experience certificates/work orders last 3 years               |        |          |
| 10  | EMD document                                                   |        |          |
| 11  | Bid Processing Fee document, if applicable                     |        |          |
| 12  | Non-blacklisting undertaking                                   |        |          |
| 13  | Authorisation/Power of Attorney, where applicable              |        |          |
| 14  | GST Clearance certificate last 3 years                         |        |          |

**C. SIMILAR EXPERIENCE**

| Sl. | Organisation | Nature of Service | Period | Contract Value | Proof |
|-----|--------------|-------------------|--------|----------------|-------|
| 1   |              |                   |        |                |       |
| 2   |              |                   |        |                |       |

**D. DECLARATION**

I/We certify that all information and documents furnished are true and correct. I/We have read and accepted the tender conditions and undertake to comply with applicable Government orders, labour laws and statutory requirements.

Place: \_\_\_\_\_ Date: \_\_\_\_\_ Authorised Signatory: \_\_\_\_\_

Name/Designation: \_\_\_\_\_ Agency Seal: \_\_\_\_\_



GOVERNMENT ITI, BHUBANESWAR — DETAILED TENDER DOCUMENT  
ANNEXURE-II

**FINANCIAL BID**

Tender Reference No.: \_\_\_\_\_

**A. FINANCIAL SCHEDULE**

| Sl. | Category                | No. | Monthly Rate/Person (₹) | Total Remuneration/Month (₹) | EPF Charge (₹) | ESI Charge % | Service Charge (₹) | Any Other | Total Monthly Cost (₹) |
|-----|-------------------------|-----|-------------------------|------------------------------|----------------|--------------|--------------------|-----------|------------------------|
| 1   | Front Office Management | 1   |                         |                              |                |              |                    |           |                        |
| 2   | Sweeper                 | 2   |                         |                              |                |              |                    |           |                        |
| 3   | Watchman                | 2   |                         |                              |                |              |                    |           |                        |
| 4   | Driver                  | 1   |                         |                              |                |              |                    |           |                        |
|     | TOTAL                   | 6   |                         |                              |                |              |                    |           |                        |

Service Charge quoted: \_\_\_\_\_ % In words: \_\_\_\_\_

The service charge shall not be below the applicable minimum prescribed by the Finance Department/Government of Odisha. (The G.A. & P.G. Department Resolution GAD-SC-GCS-0225-2023-/GAD/7982, Dated 07.03.2024 & Finance Department/Government of Odisha vide order no-19595, Dtd-11/07/2023)

**B. FINANCIAL SUMMARY**

| Description                                       | Amount (₹)                                                                                                                                           |
|---------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------|
| Total monthly remuneration                        |                                                                                                                                                      |
| Total statutory dues/contributions, as applicable |                                                                                                                                                      |
| Service/Administrative Charge                     |                                                                                                                                                      |
| GST/other applicable taxes                        | Not Applicable as per Notification No. 12/2017- Central Tax (Rate) of the Dept. of Finance Govt. of India, mentioned in Heading 9992 at serial no-66 |
| TOTAL MONTHLY BILL                                |                                                                                                                                                      |
| TOTAL CONTRACT VALUE FOR 12 MONTHS                |                                                                                                                                                      |

**C. DECLARATION**

I/We quote the above rates and agree to provide the manpower services in accordance with the tender. I/We confirm compliance with Government-prescribed remuneration, statutory requirements and applicable minimum service charge.

Place: \_\_\_\_\_ Date: \_\_\_\_\_ Authorised Signatory: \_\_\_\_\_

Name/Designation: \_\_\_\_\_ Agency Seal: \_\_\_\_\_

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**ANNEXURE-III**

**UNDERTAKINGS AND DECLARATIONS**

**1. NON-BLACKLISTING**

I/We declare that the agency has not been blacklisted/debarred by any Central/State Government Department, PSU or Government organisation as on the bid date.

**2. AUTHENTICITY**

I/We certify that all submitted documents are genuine, valid and verifiable.

**3. STATUTORY COMPLIANCE**

I/We undertake to comply with wages/remuneration, EPF, ESI, taxes, labour laws and other statutory requirements.

**4. PAYMENT OF WAGES**

I/We undertake to transfer wages/remuneration to deployed personnel within the prescribed period.

**5. NO REGULAR APPOINTMENT CLAIM**

I/We understand that outsourced deployment does not confer any right to regular appointment or absorption.

**6. ACCEPTANCE**

I/We have read and understood the complete tender document and agree to abide by it.

Agency: \_\_\_\_\_ Authorised Signatory: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_ Seal: \_\_\_\_\_

**Note:** The Bidders shall submit the above declaration in their official letter head

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