

**THE MUNICIPAL COUNCIL,  
DHENKANAL (ODISHA), PIN-759001  
E-mail:- [dhenkanalm.hud@gmail.com](mailto:dhenkanalm.hud@gmail.com)**

No....2398.....

Date..20.6.2024

**QUOTATION CALL NOTICE**

Quotation call is invited from Registered Service Provider/Reputed Manpower supply agencies for supply of Manpower to Dhenkanal Municipality for engagement in different services of this Municipality as required time to time on two years contract basis. They are requested to submit their Quotation from 01.07.2024 to 08.07.2024 by 12 noon through registered post/ speed post/by hand with required documents. Last date of submission of Quotation is 08.07.2024. The same will be opened same date i.e. on dtd 08.07.2024 at 4.00 P.M.

The security deposit of non-refundable amount of Rs. 12,000.00 (Rupees Twelve Thousand) only in shape of demand draft/bankers cheque from any Nationalized Bank drawn in favour of "THE EXECUTIVE OFFICER, DHENKANAL MUNICIPALITY" payable at Dhenkanal.

The Quotationers have to submit the documents duly filled up along with the attested photo copies of qualifying documents as indicated below for verification.

**DOCUMENTS REQUIRMENTS FOR THE TENDERING MANPOWER SERVICE PROVIDER/ AGENCY :-**

1. Application Technical-Bid.
2. The registered office or one of the branch offices of the manpower service provider should be located within the jurisdiction of the Dhenkanal District area (copy of labour license to be submitted for proof.
3. Covering Letter on the bidder's letter head.
4. Demand Draft in support of Bid processing fee as applicable.
5. Demand Draft in support of EMD as applicable.
6. Copy of Certificate of Incorporation/Registration of the firm/agency and also office address should be registered under Shop & Commercial Establishment Act.
7. Copy of Labour License of minimum 300 Nos. labourers of SPA and concerned district labour license.
8. Copy of GSTIN
9. Copy of PAN/Aadhar Card
10. Copies of IT Returns and turnover of Rs. 2.00 Core of last three years (Duly certified by CA).
11. Copy of EPF Certificate and deposit Challan (ESR) for 100 nos. worker.
12. Copy of ESI Registration Certificate.
13. Copy of Bank details (Cancel Cheque/Mandate Form)
14. Copy of ISO certification i.e. ISO: 9001, SA 8000, 20000, 22000, 27001, 45001, 30500, CMMI level 3 & 5 (preference to be given).
15. Copies of the financial statements along with Balance sheet for the last three years (2020-21, 2021-22, 2022-23). (Duly certified by CA)

16. Copies of work orders from the previous organizations towards providing services during last three years.
17. Undertaking regarding non-blacklisting on bidder's letter head.
18. Undertaking regarding non-pending of any judicial proceedings (On bidder's letter head).

  
30.6.24  
Executive Officer  
Dhenkanal Municipality

Memo No. 2399 / Dt. 30.6.2024

Copy submitted to the Deputy Secretary to Govt., Information and Public Relation Deptt. Govt. of Odisha, Bhubaneswar for favour of kind information with a request for one time publication in one daily Odia & English newspaper with a minimum space at I & PR rate on or before 10.09.2023 for the information of the general public.

  
30.6.24  
Executive Officer  
Dhenkanal Municipality

Memo No. 2400 / Dt. 30.6.2024

Copy to the Office Notice Board for information of all concerned and wide publication.

  
30.6.24  
Executive Officer  
Dhenkanal Municipality

Memo No. 2401 / Dt. 30.6.2024

Copy forwarded to the Sub Collector, Dhenkanal/B.D.O. Dhenkanal/ Tahasildar/ Dhenkanal Executive Engineer, Executive Engineer, PH Division/ Executive Engineer, RB Division/ Executive Engineer, PWD Division/ Executive Engineer, Rengali right Canal, PD, DUDA, Dhenkanal with request to display the Bid Notice in their respective Notice Board for wide publication.

  
30.6.24  
Executive Officer  
Dhenkanal Municipality

Memo No. 2402 / Dt. 30.6.2024

Copy submitted to The Collector & District Magistrate, Dhenkanal for favour of kind information.

  
30.6.24  
Executive Officer  
Dhenkanal Municipality