



**ODISHA POLICE**  
**DISTRICT HEADQUARTERS, ANGUL**

No. **1479** /Blg.

Date. **06.03.2026**

***Tender Call Notice***  
**(for the award of contract for providing manpower service )**

Sealed tenders are invited from reputed, experienced and registered service providers having valid licences and all up-to-date tax clearances to provide cleaning and sweeping manpower services for a period of 1 (one) year on contract basis for to the Talcher PS, Purunakote PS, Gopalprasad PS, Vikrampur PS, Industrial PS Nisha, Pallahara PS, Angul Sadar PS, Banarpal PS and Samal PS .Detailed information for the tender has been given in the Tender Document attached in Annexure I, II, III. The last date time and place for submission of the tender document are **25** 03.2026 by 4.00 PM in the Office of the Superintendent of Police, Angul through Registered/Speed Post/Courier only . Any other mode late submission and incomplete bid in any respect will be outrightly rejected. The tender will open in presence of all the bidders or their authorized representatives as per the details of tender call notice. The authority reserves the right to cancel the tender in full or partial at any time without assigning any reason thereof.

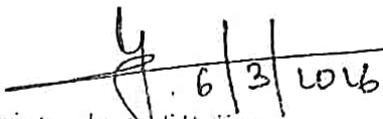
  
Superintendent of Police.

Angul

Date. **06** .03.2026

Memo No. **1480** /Blg.

Copy forwarded to SDPOs Talcher/Pallahara /Angul & R.I. Angul for publication in notice board and social media for information and necessary action.

  
Superintendent of Police.

Angul

## TENDER APPLICATION FORM

To

The Superintendent of Police,  
Angul.

With reference to your Tender Notice No \_\_\_\_\_ dated \_\_\_\_\_, hereby submit my tender for the supply of various categories of manpower services to Talcher PS, Purunakote PS, Gopalprasad PS, Vikrampur PS, Industrial PS Nisha, Pallahara PS, Angul Sadar PS, Banarpal PS and Samal PS in acceptance of the terms and conditions mentioned in the tender document.

1.	Name of the Bidder/Company name	
2.	Name of the authorised person	
3.	Full Postal Address	
4.	Telephone Nos/Mobile Nos/Fax Nos.	
5.	E-mail ID	
6.	PAN No.	
7.	GST No.	
8.	Bank Details	

### Undertaking

1. I the undersigned , hereby certify that I have thoroughly gone through the terms and conditions mentioned in the bidding document and undertake to comply with the same. The rates quoted by me shall remain valid and binding upon me for the entire validity period and I further certify that the rates quoted are minimum and rational as per the prevailing market rates.
2. I hereby undertake to execute the work/supply order as per the directions given in the tender document within the stipulated period.

Date :

Place :

(Signature of the Bidder )

Name :-

Designation :-

Registration No.of supplier/Bidder

(Official seal of the Firm )

## TECHNICAL BID

(For the supply of manpower on outsourcing basis to 09 Police Stations of Angul district)

15

Sl No.	Information on the tender submitted	Proof Attached (Yes/No)
1	Name of the Bidder	
2.	Certificate of Incorporation/Registration No.	
3.	Name of the Authorisation person	
4.	EMD Details	DD No
		Date
		Amount (Rs)
		Drawn on Bank
5.	Full Address of the Registered office	Postal Address
		Telephone No.
		Fax No.
		E-mail Address
6.	Name & Telephone of the authorised person signing the bid.	Name
		Mobile No.
7.	Bank Details of the Service providers	Account No.
		Bank & Branch Address
		IFSC Code
8.	Registration No. of the agency in details (Attached self attested copy)	
9	Registration No. of the Labour contact (Attached self attested copy)	
10	PAN No. (Attached self attested copy)	
11	GSTIN No. (Attached self attested copy)	
12	EPF Registration No. (Attached self attested copy)	
13	ESI Registration No. (Attached self attested copy)	
14	Accept to all the terms and condition (Yes/No)	

15	Submission of undertaking towards no criminal case is pending with the Police and undertaking for nonblack listing at the time of submission of bid			
16	Kindly mention the total number of pages in your tender document			
17	Financial Turnover of the Bidder for the last 03 financial years (Attached audited copies duly self attested)	Financial Years	Total Turnover (in lakhs Rupees)	
		2024-25		
		2023-24		
18	Income Tax returns last 3FYs (Attached audited copies duly self attested)	2022-23		
		2024-25		
		2023-24		
19	GST Deposit (Attached audited copies duly self attested)	2025-26 (Latest)		
		2024-26		
20	EPF Deposit (Attached audited copies duly self attested)	2025-26		
		2024-25		
21	ESI Deposit (Attached audited copies duly self - attested)	2025-26		
		2024-25		
22	Details of the similar type of service provided by the bidder during last 5 years (Attached separate sheet, if required)	Name of the Client with telephone No.	From-To (Work Order No. and Date)	Attach the work order copy

N.B. Format to be strictly followed

Signature of the bidder with date and seal

## ANNEXURE-I

### ELIGIBILITY CRITERIA

Only those Agency/Proprietary Firm/Partnership Firm/Company who fulfil the following minimum criteria need to submit their bids and failure to provide necessary documents will render the bidder disqualified on technical grounds: -

1. The bidder should have the Registrations of a) PF Registration b) ESI Registration c) Service Tax Registration d) Valid License. Issued by Regional Labour Commissioner, Govt. of India, and details of the same be provided in the Bid.
2. It should have PAN, TIN number and Sales Tax/Service Tax Registration (proof in this regard may be attached with the bid).
3. The service provider should have a work experience of minimum three years for Sweeping & Cleaning Services preferably with the Government Department. The necessary experience certificate to be attached with the tender documents.
4. It is obligatory for the contractor that workers are paid at least minimum wages according to minimum wages fixed by the Central Government from time to time.
5. They should have no police case against them in any of the police station of India. Self-undertaking to be attached with the tender documents.
6. The bidders must have successfully completed minimum three contract jobs of providing Sweeping & Cleaning Services under the respective contract for organizations, Institutions or reputed Private firms.
7. It should have been registered under Relevant Act and a copy each of the registrations shall be attached with the bid.
8. It should not have been blacklisted by any Government Organization. Undertaking in this regard is to be furnished.
9. The registered office of the Manpower service provide agency should be located within the state of Odisha and branch office should be within the jurisdiction of undivided Dhenkanal District. Document in support of Branch office the firm in the district Registration certificate has also been required under Odisha shops and commercial establishment Act, 1956 of MPL/ULB or trade licence etc.
10. The interested Manpower service provider has to deposit an Earnest Money Deposit (EMD) of Rs.10,000/- (Ten Thousand) only, refundable (With out interest) in the form of demand draft drawn in favour of Superintendent of Police, Angul flailing which the tender shall be summarily rejected.

## ANNEXURE-II

### **Terms and conditions:**

1. The persons employed should work on all days except Sundays and National holidays and the working hours will be from 09.00 a.m. to 5.30 p.m. including half an hour lunch break. However, the Agency shall depute workers on holidays/weekly offs in case of need.
2. Rates/Quotations duly filed in, will be received up to the date and time mentioned in the letter.
3. Bidders should not indulge in employing child labour.
4. The Superintendent of Police, Angul reserves the right to postpone and/or extend the date of receipt/opening of Tenders or to withdraw the same, without assigning any reason thereof.
5. The contractors are required to submit the complete Rates/quotations only after satisfying each and every condition laid down.
6. Rates/quotations should be submitted and signed by the authorized representative of the contractor with its Current business address.
7. Contractor shall in no case lease/transfer/sublet or appoint care taken for services.
8. Contractor shall be fully responsible for theft, burglary, fire or mischievous deeds, if any, by his staff. Any loss due to any of above reasons shall be compensated by him in full.
9. Notwithstanding anything contained herein, the Superintendent of Police, Angul reserves the right to terminate the contract by giving 01(One) months' notice in writing without assigning any reason and without incurring any financial liability whatsoever to the Contractor.
10. The Contractor will ensure that no person deployed by it indulges in smoking, drinking alcohol, consumption of any intoxicants, chewing pan, tobacco etc. or unnecessarily loitering in the premises without work.
11. After the award of Contract, the Contractor shall be on trial for two months, subject to fortnightly review of performance, and the continuance of the contract for the remaining period shall be subject to the satisfactory performance during the trial period. The Period of contract shall initially be for a period of one year from the date of awarding the contract extendable for another year on satisfactory performance with such amendments as may be.  
mutually agreed upon and also subject to the necessary approval of the Competent Authority.
- 12) There is no master and servant relationship between the employees of the service provider and the Superintendent of Police, Angul and further the engaged persons of the service provider shall have no claim for any absorption in service of the Government of India at any stage.
- 13) The personnel deployed should be well experienced, trained adequately and of sound health. They should be disciplined and well mannered. They should be provided with uniforms and identity cards, which should be displayed prominently. They should have knowledge of local language and preferably English too.
- 14) The contractor should furnish the full details regarding residential address, age, qualification, parentage etc., along with Photographs & telephone number of all housekeeping personnel for records.

- 15) During the validity of the contract, if any damage or loss of whatsoever nature, to property person employed by the Contractor, is caused, the sole responsibility of the same shall lie on the contractor alone. The office will be indemnified by the Contractor from such loss/damage, if any to the property or person.
- 16) Similarly, if any damage or loss to office property is caused on account of negligence/misconduct of the Contractor or his Personnel, the same shall be the sole responsibility of the Contractor and the amount of such loss or damage as determined by office shall be recovered from the Contractor. Contractor shall be directly responsible for any/all disputes arising between him and his personnel.
- 17) The contractor shall indemnify and keep this Office indemnified against all acts of omission, negligence, dishonesty or misconduct of the personnel engaged and of this Office shall not be liable for any damages or compensation to any personnel or third party.
- 20) The responsibility of providing substitutes if a particular worker is absent or goes on leave shall be with the contractor and it should not hamper the effective functioning of Office.
- 21) The contractor shall be responsible for any commissions and omissions of the persons employed by them.
- 22) The contractor shall supervise the functioning of the workers within their limitations and shall take all efforts to ensure that the services provided are efficient and flawless.
- 23) The contractor will neither appoint any sub-contractor nor will sub-let the work assigned to him.
- 24) TDS, if applicable shall be deducted from all payments made to the contractor as per rules and regulations in force and in accordance with the income tax act prevailing from time to time. Statutory norms, such as Service Tax, VAT, etc. shall be applicable as per Government of India norms.
- 25) The Agency shall be contactable at all times and shall acknowledge immediately messages on receipt on the same day. The Agency shall strictly observe the instructions issued by the Office in fulfilment of the contract from time to time.
- 26) The persons to be deployed by the service provider should be more than 18 years old, and below 50 Years active and having good health and should be at least semi-literate. The contractor shall employ only healthy adult and trained staff with good health and sound mind for all services.
- 27) The Agency will have to employ trained civilians, who have at least one year experience in cleaning of bathrooms, toilets, open areas/carpet areas with electronic gadgets, garbage collection etc.
- 28) The contractor shall, employ a Supervisor for monitoring of its manpower, material etc., who would be responsible for all the activities of cleaning and sweeping.
- 29) It must be ensured that any specific sanitation task assigned by the Superintendent of Police, Angul or any officer authorized by the Administration is carried out diligently and well in time.
- 30) The Superintendent of Police, Angul will have the right to adopt any measures/setup system for ensuring proper performance of duty, deployed by the contractor, including their being in proper uniforms, punctuality, discipline etc.
- 31) Payment to the agency shall be made on monthly basis on receipt of a bill from the contractor in duplicate, duly pre-receipted on revenue stamp and complete in all respect. No advance payment in any case would be made. The monthly payment will be subject to satisfactory services being rendered.

32) The persons engaged by the Agency should not have any adverse Police records/criminal cases against them. The Agency would be responsible to make adequate enquiries about the character and antecedents of the persons before proposing deployment their engagement for the purpose. The Character and antecedents of each personnel will be got verified by the service provider through the local police and such report should be submitted before deployment. Proofs of identity like driving license, Election photo identity Card, bank account details, pervious work experience, proof of residence and recent photograph and a certification to this effect should be submitted to the Superintendent of Police, Angul. The Service provider shall withdraw such employees who are not found suitable to the office for any reasons immediately on receipt of such a request from Superintendent of Police, Angul.

33) If any of the Contract workers is found misbehaving with the supervisory staff or any other Staff member/Trainees of the Superintendent of Police, Angul, the Contractor shall, on receipt of instruction of the competent authority in this regard, replace such workers. The Contractors shall issue necessary instructions to its employees to act upon the instructions given by the supervisory Staff of Superintendent of Police, Angul.

34) The agency shall be solely responsible for complying with all the provisions of EPF and Misc. Provisions Act, 1952 and ESI Act relating to manpower engaged for this contract and in the event of any liability by virtue of its being principal employer due to failure of the contractor shall indemnify and reimburse the amount payable by Superintendent of Police, Angul on this account.

35) The contractor shall submit every month the proof of having deposited the amount of contribution claimed by him on account of ESI & EPF towards the persons deployed at Superintendent of Police, Angul in their respective names before submitting the bill for the subsequent month. In case the contractor fails to do so, the amount claimed towards ESI & EPF contribution shall be withheld till submission of proof of payment by the contractor.

36) The contractor shall particularly abide by the provisions of Minimum Wages Act. If the minimum wages is revised by the Government of Odisha., the incremental wages, if applicable, will be provided.

37) PENALTY CLAUSE: - In case of any irregularities noticed, the penalty amount will be levied by Superintendent of Police, Angul up to the extent of 10% of the monthly charges due for the relevant month, after issuing show cause notice to the agency and considering the explanation of the agency, if submitted within stipulated time. Such repeated irregularities will make the agency liable for cancelation of contract with forfeiture of the Security Deposit.

38) ARBITRATION CLAUSE: - In case of any disputes between the parties viz. NSSO (FOD) on one hand and the agency/firm awarded the Contract on the other, arising out on account of scope of work and other mandatory liabilities as stated in the Contract Agreement, the dispute shall be referred to an Arbitrator as per arbitration and Reconciliation Act 1996, in Nagpur jurisdiction.

39) The successful Agency will be required to execute an agreement with NSSO (FOD) within the period specified in the award letter.

41) Unsatisfactory performance of contract at any stage of time shall be liable for termination of work award order and may also lead to forfeiture of performance-cum-security deposit.

42) In case, the office receives any complaint regarding nonpayment of wages to personnel the amount payable to these personnel will be recovered from vendor's bill and paid to such personnel.

**SCOPE OF WORK**

In pursuance to State Police Headquarters Letter No. 27538/ Supply dtd. 07.07.2018 & 58262 / Supply, dtd. 12.12.2025, the District Police Office Technical Committee Meeting was convened to finalize / fix the technical specifications and scope of work for outsourcing the cleaning & sanitation of the office building & premises Talcher PS, Purunakote PS, Gopalprasad PS, Vikrampur PS, Industrial PS, Nisha, Pallahara PS, Angul Sadar PS, Banarpal PS & Samal PS for the Financial Year, 2025-26. The members of the committee mentioned above attended the above meeting physically / through Video Conference.

The District Police Pre-Bid technical committee has proposed for cleaning, sweeping service for the following defined area for Talcher PS, Purunakote PS, Gopalprasad PS, Vikrampur PS, Industrial PS, Nisha, Pallahara PS, Angul Sadar PS, Banarpal PS & Samal PS.

Sl. No.	Name of the Police Station	Total Floor Area (in Sq.feet.)	Manpower
1	Talcher PS	4047	01
2	Purunakote PS	4375	01
3	Gopalprasad PS	4750	01
4	Vikrampur PS	4820	01
5	Industrial PS, Nisha	5640	01
6	Pallahara PS	7300	01
7	Angul Sadar PS	7959.75	01
8	Banarpal PS	7959.75	01
9	Samal PS	7959.75	01

The contractor shall ensure cleaning work including sweeping of floor, wet floor cleaning and dusting of wall, TV sets, Refrigerator, doors and windows from inside and outside, staircase, dusting of Venetian blinds / curtains, cleaning of tables, chairs and cupboards, removing cobweb in office covering floor, ceiling, side balconies, corridors, staircases and terrace in all/around the premises of office on a regular basis.

The contractor shall be responsible for the proper sweeping, mopping and cleaning of the office and should keep the office & its premises clean. All the Housekeeping material like brooms, cobweb sticks, dusters, mop sticks, buckets, mugs, toilet cleaner, floor cleaner, toilet fresheners, urinal cakes, cleaning powder, phenyl, hand wash liquid, toilet cleaning brush, cleaning / dusting cloth, water wipers, dust bins, garbage bins, room spray, scrubbing pads, naphthalene balls, glass cleaner etc. shall be supplied by the Office on need basis. The requirements of such consumables will have to be requisitioned by the Contractor to this office in advance, to ensure smooth and uninterrupted service.

The prime object of housekeeping services is to maintain the entire premises in a neat and tidy/ clean condition. The premise is to be maintained from hygienic point of view.

DETAILS OF TENDER CALL NOTICE

Tender No	01-2026 Dtd. 06 .03.2026
Scope of Work	Annexure-III
Period of contract	Dtd. To
Last Date and Time For submission of Bid	25 .03.2026 At 04.00 PM
Date and time & venue of opening of Technical Bid	26 .03.2026 11.00 AM at DPO conference Hall
Date, Time & Venue of opening financial bid	31.03.2026 11.00 AM at DPO
Name & Contact number of the concerned person	Shri Gobinda Mahari, RI, Angul. Contact No.7878735869
Address for communication	Office of the SP., Angul PIN-759122
Cover containing quotations should be superscribed	Tender for providing Manpower service to Talcher PS, Purunakote PS, Gopalprasad PS, Vikrampur PS, Industrial PS, Nisha, Pallahara PS, Angul Sadar PS, Banarpal PS & Samal PS
EMD (Interest Free Refundable)	RS.10,000/- DD
Mandatory submission	1.Tender Application form 2.Technical Bid Form duly filled-in along with supporting documents. 3.Undertaking for not black listed 4.Undertaking for not having judicial proceedings 5.EMD in form of DD Rs. 10,000/-

**The broad details of work covered under the scope is enumerate as follow.**

Sl. No.	Description of Work	Periodicity	Remarks
1	Sweeping and cleaning of the floor	Twice Daily	Using cleaning powder and wipe-out for floors
2	Dusting and cleaning of tables, chairs, filing cabinets, sofas, curtains and blinds, library book racks	Once Daily	Conventional way of cleaning (including vacuum cleaning of upholstery)
3	Cleaning of all computers, telephone instruments, photocopiers and other office equipment in the office premises.	Once Daily	Using DETTOL Liquid spray and fine cotton / cloth

4	Cleaning Gents and Ladies toilets and wash basins with fittings, mirrors etc.;	Twice Daily	Using phenyl, hydrochloric acid, detergent powder, if balls to be added regularly to urinal pots and wash basins (at least 4-5 balls per basins). Liquid soap containers should be filled up with good quality of liquid daily. Cleanliness of containers should be maintained. good quality air freshener to be added in sufficient no. for urinals and wash basins.
5	Cleaning choked toilets;	As and when required	Conventional way of cleaning
6	Collection / Disposal of garbage from dustbins / containers;	Twice Daily	Collection through dustbins located at different positions in the office's premises
7	Cleaning window glass panel	Once in a month.	

### Daily Services

1. Proper and effective cleaning and sweeping and wet mopping of the entire premises daily including the lobby.
2. Collection of all sweeping, garbage and wastes and transport/dispose of the same to the nearest pit. Removal of dust from furniture, floor, rooms, veranda, toilets, staircase etc.
3. Proper and effective cleaning and washing of toilets, urinal, washbasins, sinks, sanitary fitting and fixtures using disinfecting material like Vim, Phenyl, Acia. Cleaning of all sanitary fittings, tiles and mirrors in the toilet's walls.
4. Dusting and cleaning of all furniture like tables, chairs, racks, almirahs, sofa sets, fans and any other electronic equipment including Telephones. Xerox Machines and Fax Machines etc.
5. Shifting of furniture and other items/stores from one place to another as required by the administration whenever required.
6. Cleaning of drinking water cooler areas including attached sinks and tiles etc. with detergents, chemicals regularly and more often if required
7. Removal of blockages and clogging in the washbasins and other sanitary fittings in the toilets for smooth outflow of waste water.
8. Dusting doors, windows, fans, notice boards, flower vases, and art objects provided in all the places in the space ahead of the time of opening of the office.
9. Any other work related to above scope of work as may be ordered by Senior Officers.

**Working Days / Timings.** Six days week will be observed for providing daily/weekly services mentioned above and working hours will be from 09.00 a.m. to 5.30 p.m.

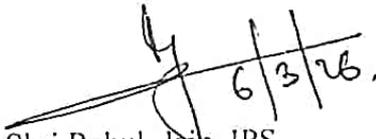
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## Financial Bid

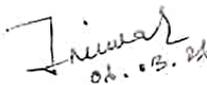
Engagement and Deployment of Manpower for Sweeping & Cleaning Services  
Interested bidder will quote their rates in the following Performa

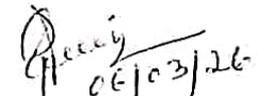
Sl. No.	Description	Rate Per Month Per Person (Rs.)
		MANPOWER Safai Walas
1	Basic Pay (to be paid to the worker)	
2	ESI (mention %)	
3	EPF (mention %)	
4	Service Charge on the Basic Pay (mention %)	
5	Total [ (i) to (iv) ]	
6	Service Tax (mention %)	
	<b>TOTAL (v + vi)</b>	

N.B. Tender has to submit the entire set of tender paper duly signed while dropping the tender.  
Standard quotation for engagement of manpower for cleaning and sweeping service.

  
6/3/26.  
Shri Rahul, Jam. IPS  
Superintendent of Police,  
Angul.

  
06-03-26  
(Sri Rajib Lochan Panda, OPS-I)  
Addl. S.P. IUCAW, Angul.  
**Member Convenor**

  
06.03.26  
(Miss Jayanti Biswal, OFS-I)  
Treasury officer, Angul.  
**Member**

  
06/03/26  
(Smt. Priyambada Swain)  
District Labour officer, Angul.  
**Member**