

# OFFICE OF THE NOTIFIED AREA COUNCIL, KHARIAR



AT/PO- KHARIAR, Dist- NUAPADA, PIN-766107

e-mail- [khariarn.hud@ori.nic.in](mailto:khariarn.hud@ori.nic.in), [khariarnac@gmail.com](mailto:khariarnac@gmail.com)

Letter No. 735 / NAC KHR

Dated 9/05/25

## TENDER CALL NOTICE

Sealed Tender Call Notice is inviting from reputed manpower Supplier/ Firm/ Agency having PAN Card, valid GST registration, Labour License Certificate, IT return for subsequent last 03 years, EPF registration for engagement of below mentioned manpower to Khariar NAC. The Tender paper will be available for sale at the office of the undersigned during office hour from dtd. **14/05/2025 to 23/05/2025** on payment of Rs.2000/- in shape of cash. The tender shall be received on or before **26/05/2025** by 1:00 PM. By registered post/ speed post/ Courier Service or Tender box to the office of the Executive officer, Notified Area council , Khariar, Dist.- Nuapada as per the following terms and condition. The Tender will be opened on dt.29.05.2025 at 11:00 A.M in the office premises in presence of the Supplier/Firm/Agency or their authorized representatives if any.

The authority reserves the right to accept or reject Tender without assigning Any reason thereof.

SL. NO	REQUIREMENT OF MANPOWER	NO.
1.	DEO Cum Supporting Staffs	04
2.	Amin	02
3.	Office Assistant Cum Supporting Staffs	01
4.	Office Attendant	04
5.	Electrician	02
6.	Peon	03

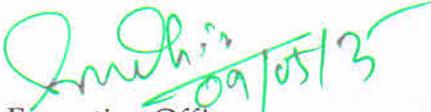
## ELIGIBLE DOCUMENTS & TERMS AND CONDITION

### Eligible Document :

- I. Registration Certificate
- II. Valid Labour License
- III. EPF &ESI Registration Certify copy
- IV. GST Registration Certificate
- V. Last 5 years work Experience in a Govt. Institutions.
- VI. PAN Card
- VII. Income Tax Return Last 03 Years.

**Term and conditions :**

1. The Supplier/Firm/Agency quoted rate should be including all taxes and fees.
2. The Supplier/Firm/Agency submitted all eligible documents must be registered with competitive authority.
3. The Supplier/Firm/Agency is liable to pay wages, EPF, ESI and other due to engaging manpower at NAC, Khariar.
4. All the documents shall be submitted to this office before 26/05/2025 by 1:00PM. Any delay shall not be entertained.
5. The employees shall not claim any regularization of services at any moment of time to the Executive Officer, NAC, Khariar.
6. The post is purely temporary basis and can be removed any time without any notice period.
7. The Supplier/Firm/Agency shall submit the EPF payment certificate of previous month every time during submission of bill.
8. The Supplier/Firm/Agency shall submit the GST payment certificate each quarter.
9. All salary shall be paid to the person engaged to this office in bank account only.
10. An agreement must be executed with the Executive Officer, NAC, Khariar.
11. The agreement of contact is maximum 3 years, if the outsourcing agency had proved unsatisfactory work then, their contract had been cancelled given one month prior notice.
12. The Executive Officer, NAC, Khariar presently required 16 numbers of manpower, if required more man power during the contract period, the Executive Officer, NAC, Khariar will be given additional work order time to time.
13. The Supplier/Firm/Agency should deposit paper cost Rs .2000/- Cash & EMD Rs 10000/- in Shape of Term Deposit in favor of Executive Officer N.A.C.,Khariar.
14. The rate should be written clearly and legibly without any error or overwriting and both in figures and in words .
15. In case of difference or rates or any ambiguity over rates, than the rates written in words will be taken into consideration
16. The sealed quotation should be supper scribed on the cover as " TENDER CALL NOTICE for supply of Man power".
17. NAC Khariar will no way, be responsible for any delay in receipt of quotation documents.

  
Executive Officer  
Executive Officer  
Notified Area Council  
KHARIAR

Memo No. 736 /

Dated 9/05/25 /

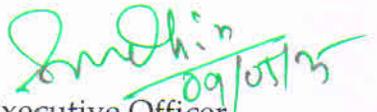
Copy submitted to the Deputy Director (Advertisement), I&PR Department, Odisha, Bhubaneswar for kind information and requested to publish the above Tender Call Notice in 02 No.s of odia daily news paper for wide circulation for one day in a minimum size and send a copy of the publication along with the bill for taking further action at this end.

  
Executive Officer  
Notified Area Council  
KHARIAR

Memo No. 737 /

Dated 9/05/25 /

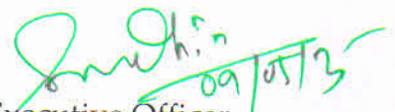
Copy submitted to the District e-Governance Manager, District Information & Public Relations Officer, Collectorate, Nuapada with a request to upload the EOI in the District website for wide publicity.

  
Executive Officer  
Notified Area Council  
KHARIAR

Memo No. 738 /

Dated 9/05/25 /

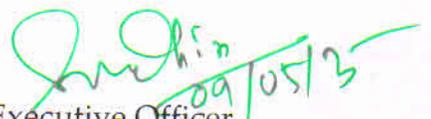
Copy submitted to the Collector & District Magistrate, Nuapada/ Project Director, DUDA, Nuapada for favor of kind information and necessary action.

  
Executive Officer  
Notified Area Council  
KHARIAR

Memo No. 739 /

Dated 9/05/25 /

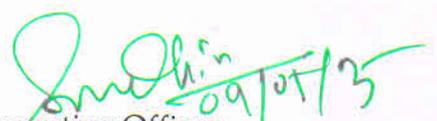
Copy submitted to the Block Development Officer, Khariar/ Tahasildar, Khariar for favour of kind information and requested to display the above EOI notice in the Office Notice Board for wide publication.

  
Executive Officer  
Notified Area Council  
KHARIAR

Memo No. 740 /

Dated 9/05/25 /

Copy submitted to the Tender Committee Members, Notice Board, NAC, Khariar for favor of information and necessary action.

  
Executive Officer  
Notified Area Council  
KHARIAR