



Phone No. (06854) 241159 / 232714

Email: ceo@koraputccb.com

KORAPUT CENTRAL CO-OPERATIVE BANK LTD.,

HEAD OFFICE: N.K.T. ROAD, JEYPORE – 764003: DIST: KORAPUT (ODISHA)

Letter No. 1243 / P&S / 2025-26

/ Date 18/07/2025

TENDER CALL NOTICE

Sealed quotations are invited from the intending Registered Manpower Service Providers for providing manpower as details hereunder for deployment in undivided Koraput Central Cooperative Bank Ltd., Jeypore for a period of 2 (two) years.

The quotation of the registered Agencies / Service provider shall be accompanied with the following terms & conditions:

1. PSARA License or Registration Certificate of establishment under Odisha Shops and commercial establishment Act documents must be enclosed.
2. Engagement of minimum 100 Nos. of Manpower supply in the Koraput District in any one organization of Government of Odisha order must be enclosed.
3. The agency must have a functional office located in Koraput District and should have been operating for the last 5 (Five) years and relevant /supportive documents must be enclosed.
4. Registration of establishment under EPF number documents must be enclosed.
5. Copy of letter of ESIC documents must be enclosed.
6. Copy of the PAN Card document must be enclosed.
7. Copy of valid GST registration number documents must be enclosed.
8. Submit last 3 (Three) years IT Returns of the agency must be enclosed.
9. Preference will be given to the financially highest average annual turnover for the past 3 (Three) years and must be certified from the chartered accountant and should be enclosed.
10. The rate of service charges by the agency shall not be less than as mandated by the Government of Odisha. Further, the registered Agencies / Service provider must not be disqualified/ discarded from undertaking any government work in Odisha or any Bank.
11. The Wages of outsourcing personnel's should not be less than the wages fixed by the Government of Odisha Labour & ESI Department from time to time.
12. Quote the rates for each category wise of post for cost of wages, provident fund, ESI, Bonus.

Sl. No.	Category of Post	Qualification
1.	Data Entry Operator (DEO)	Graduation from any discipline with Computer knowledge
2.	Driver –Heavy Vehicle	Having LMV/ Heavy License to drive light vehicle
3.	Driver- Light Motor Vehicle	Having Heavy License to drive light goods vehicle
4.	Gun Men /Security Guard	Having Gun License from the competent authority
5.	Office Attendant	Minimum qualification i.e., 10 th Pass
6.	Sweeper	Having experience

13. The selected agency will enter into an agreement with the Bank for a period of 2 (two) years.
14. The successful agency is required to keep an amount equal to one month of wages of the total deployed personnel's as security deposit in shape of Fixed Deposit Receipt duly pledged in favour of the Secretary, Koraput Central Cooperative Bank Ltd., Jeypore in the time of entering into agreement with the Bank. The security deposit shall be refunded on completion of the Agreement.
15. The selected Agency shall be responsible for deposit of personnel's and principal employers share of statutory contribution towards ESIC/ EPF with concerned department

/authorities at his own level before the stipulated date as per act and required to submit a copy of Challan /Statement of the amount deposited on payment to the Bank on monthly basis without fail.

16. The Agency should provide with their own cost for lathi, whistle, torch light, Safety shoes, Belt, Badge, Cap for non-armed security guards. (ii) Single /double barrel gun for armed security guards (iii) 2 pairs of uniform for all the office attendants, armed and non-armed security guards.
17. The selected agency will issue the identity card to all the outsourcing personnel's provided by the agency.
18. All the payments for the purpose shall be made to the Agency only.
19. TDS shall be deducted from the total monthly bills at source at the rates as applicable from time to time in accordance with the instructions/rules applicable in this regard.
20. The contract shall be terminated in the events on the expiry of the contract period without any prior notice or by giving one month notice in case of unsatisfactory services.

The interested Agencies are required to quote their rate and submit their sealed quotation along with relevant documents to the Secretary of the Bank as "Manpower Outsourcing" on envelop through physically/speed post/registered post on or before Dt. 25.07.2025 by 5.00 P.M and the quotations shall be opened on Dt. 28.07.2025 at 11.30 A.M in the presence of agency or the authorized representatives. If no agency or their representatives shall remain present at the time of opening of quotations then the same shall be opened by the Purchase Committee members.

The quotations received incomplete or after the scheduled date & time shall be rejected and will not entertain by the Bank. The authority reserves the right to accept or reject any or all tenders or any part thereof without any liability to communicate any reason thereof.

For any query / clarifications Contact to
Sri Jaya Pradeep Patnaik, Manager, P&S,
KCC Bank Ltd., Head Office, Jeypore
Mobile No. : 9777519964.

Memo No. 1244 /Dt. 18/07/2025

Secretary,
K.C.C Bank Ltd., Jeypore.

Copy to the Head office of notice board and all branches of the Bank to display the same for wide publication.

Copy to the IT Section, KCCB Ltd., H.O, Jeypore to publish in the website of the Bank.

Copy to the Editor, the Dharitri, Odiya Newspaper, Jeypore advised to publish the said matter in Rayagada edition and send 3 (three) nos. of published copies of newspapers along with the bill for payment

Secretary,
K.C.C Bank Ltd., Jeypore.