

COLLECTORATE, JAJPUR

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(ESTABLISHMENT SECTION)

TENDER NOTICE

TENDER FOR PROVIDING SERVICES OF 35 (THIRTY FIVE) NUMBERS OF GROUP-D MANPOWER ON OUTSOURCING BASIS THROUGH SERVICE PROVIDING AGENCY IN DISTRICT OFFICE & ITS SUBORDINATE OFFICES UNDER THE ADMINISTRATIVE CONTROL OF THE COLLECTOR, JAJPUR.

Tender Notice No. IE-144/2024- 1673

Dated: 02.02.2026

Sealed tenders are invited under two-bid system from reputed and experienced Service Providing Agencies for providing the services of **35 (Thirty Five) Group-D manpower** on outsourcing basis for a period of one year in Collectorate, Jajpur & its subordinate offices to manage the day to day official work with monthly consolidated remuneration of Rs. 12,600/- excluding EPF, ESI as fixed vide G.A. & P.G. Department, Odisha Resolution No. 7982/GAD, dated 07.03.2024. Besides, while quoting the rate of service charge, the Office Memorandum No. 19595/F, Dated 11.07.2023 of the Finance Department, Odisha may be referred to.

The details of the bidding process are as follows:

Sl. No.	Bidding Schedule	Deadline
1.	Date of Issue of Tender	02.02.2026
2.	Last Date & Time for submission of Tender	17.02.2026 5:30 P.M.
3.	Opening of Technical Bid	18.02.2026 11 A.M.
4.	Opening of Financial Bid	05.03.2026 11 A.M.

Bidders are required to submit the technical and financial bids separately. The bids in sealed cover-I containing "Technical Bid" and sealed cover-II containing "Financial Bid" should be placed in a third sealed cover superscribed "**TENDER FOR PROVIDING SERVICES OF 35 (THIRTY FIVE) NUMBERS OF GROUP-D MANPOWER ON OUTSOURCING BASIS THROUGH SERVICE PROVIDING AGENCY IN DISTRICT OFFICE & ITS SUBORDINATE OFFICES UNDER THE ADMINISTRATIVE CONTROL OF THE COLLECTOR, JAJPUR**" must reach the undersigned on or before 17.02.2026 till 5:30 P.M. through **Speed Post/ Registered Post/ Courier** only.

The bid document containing eligibility criteria, scope of the work and other terms and conditions of the tender can be downloaded from <https://jajpur.odisha.gov.in>.

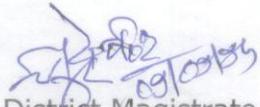
The competent authority reserves the right to reject any/ all the bids and cancel or modify the process or any part thereof or to vary any of the terms and conditions at any time, without assigning any reason thereof.

By order of Collector


Addl. District Magistrate,
Jajpur

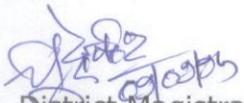
Memo No. 1674 /Dated 02.02.2026

Copy forwarded to the DeGM, OSWAN, Collectorate, Jajpur for information and necessary action. He is requested to hoist the same in the district website for wide publication.


Addl. District Magistrate,
Jajpur

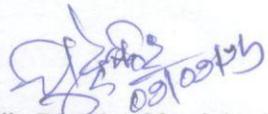
Memo No. 1675 /Dated 02.02.2026

Copy forwarded to the Director, Information & Public Relations Department, Odisha, Bhubaneswar for information and necessary action. He is requested to take necessary step for wide publication of the Tender Notice in one large circulated Odia daily newspaper on 03.02.2026 with minimum space as per I & PR rate.


Addl. District Magistrate,
Jajpur

Memo No. 1676 /Dated 02.02.2026

Copy forwarded to the District Information & Public Relations Officer, Jajpur for information and necessary action. He is requested to coordinate with the Director, I & PR and ensure publication of the same in one largest circulated Odia daily newspaper of the locality.


Addl. District Magistrate,
Jajpur