

**The Agricultural Promotion and Investment Corporation of Odisha
Limited, Baramunda, Bhubaneswar-751003**

TENDER DOCUMENT

For providing service of Finance Executives, Accountant, Account Assistant, Project Associate, Computer Operators, Driver, Messenger, Attendant, Mali, Watcher and Sweeper by a Private Manpower Service Provider

- (a) Period of issue of Tender Document : All working days from
02-02-2026 to 19-02-2026
- (b) Date and Time for submission of Tender Documents : Last date 19-02-2026 upto 4 PM
- (c) Date and time for opening of
- (i) Technical Bids : 21-02-2026
- (ii) Financial Bids : 25-02-2026
- (d) Likely date for commencement of Deployment of required manpower : 01-03-2026

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SCOPE OF WORK AND GENERAL INSTRUCTION FOR BIDDERS

1. The Agricultural Promotion and Investment Corporation of Odisha Ltd. (APICOL), Bhubaneswar requires the service of reputed, well established and financially sound Manpower Service Provider to provide manpower service of Finance Executives, Accountant, Account Assistant, Project Associate, Computer Operators, Driver, Messenger, Attendant, Mali, Watcher and Sweeper on contract basis for day to day official work of the corporation.
2. The contract for providing the aforesaid manpower is likely to commence from 01-03-2026 and would continue till 28.02.2027. The period of the contract may be further extended for a period of six months provided the requirement of the APICOL for manpower persist at the time or may be curtailed/terminated before contract period owing to deficiency in service or substandard quality of manpower deployed by the selected Service Provider or because of change in the APICOL requirements. The APICOL, however reserves the right to terminate the initial contract at any time after giving one month notice period to the selected Service Provider.
3. The tentative requirement of Finance Executives, Accountant, Account Assistant, Project Associate, Computer Operators, Driver, Messenger, Attendant, Mali, Watcher and Sweeper will be intimated to the successful manpower service provider at the time issue of offer letter of the corporation.
4. The interested Manpower Service Provider may submit the tender document complete in all respects along with Earnest Money Deposit (EMD) of Rs. 200,000/- (Rupees Two lakh) only and other requisite documents by 19-02-2026 upto 4 PM at APICOL, Baramunda, Bhubaneswar-751003.
5. The various crucial dates relating to "Tender for Providing Manpower Services to APICOL" are cited as under:
 - (a) Period of issue of Tender Document : All working days from 02-02-2026 to 19-02-2026
 - (b) Date and Time for submission of Tender Documents : Last date 19-02-2026 upto 4 PM
 - (c) Date and time for opening of
 - (i) Technical Bids : 21-02-2026
 - (ii) Financial Bids : 25-02-2026
 - (d) Likely date for commencement of Deployment of required manpower : 01-03-2026
6. The tender has been invited under two bid system i.e., Technical Bid and Financial Bid. The interested agencies are advised to submit two separate sealed envelopes super scribing "**Technical Bid for providing Manpower Service to APICOL**" and "**Financial Bid for providing Manpower Service to APICOL**". Both sealed envelopes should be kept in a third sealed envelope super scribing "**Tender for Providing Manpower Services to APICOL**".

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7. The Earnest Money Deposit (EMD) of Rs. 200,000/- (Rupees Two lakh) only refundable (without interest) should be necessarily accompanied with the Technical Bid of the service provider in the form of Demand Draft drawn in favour of APICOL, Bhubaneswar **failing which the tender shall be rejected summarily.**
8. The successful bidder will have to deposit a **Performance Security Deposit** of 5% of the Contract Value in shape of Bank Draft/FD/Bank Guarantee in favour of MD, APICOL payable at Bhubaneswar. This security fee is interest free. After receipt of security deposit the order to be placed will be considered as valid.
9. The tendering Manpower Service Provider are required to enclose photo copies of the following self-attested documents, along with the Technical Bid, **failing which their bids shall be summarily /out right rejected and will not be considered any further:**
 - (a) Registration Certificate of the applicant organization;
 - (b) Copy of PAN/GIR card;
 - (c) Copy of the IT return filed for the last 3 (three) financial year;
 - (d) Copies of EPF and ESI Certificate;
 - (e) Copy of the GST registration Certificate;
 - (f) Certified extracts of the Bank account containing transactions during last 1 (one) year.
10. **The conditional bids shall not be considered and will be out rightly rejected in very first instance.**
11. All entries in tender form should be legible and filled clearly. If the space for furnishing information is insufficient, a separate sheet duly signed by the authorized signatory may be attached. **No over writing or cutting is permitted in the Financial Bid Form. In such case the tender shall be summarily rejected.** However, the cutting, if any, in the technical Bid Application must be initialed by the person authorized to sign the tender bid.
12. The Technical Bid shall be opened on the scheduled date and time on 21-02-2026 at 4 PM in the Conference Hall of APICOL, Baramunda, Bhubaneswar-751003, in the presence of the representative of the Manpower Service Provider, if any, who wish to present on the spot at that time.
13. Bidders qualified the technical evaluation stage will be considered for opening of the financial bids. The financial bids shall be evaluated on the basis of Least Cost Selection Method (LCSM).
14. The Financial Bid of only those tender will be opened whose Technical Bid are found in order. The Financial Bid shall be opened at 4 PM on 25-02-2026 in the Conference Hall of APICOL, Baramunda, Bhubaneswar-751003, in the presence of the representative of the Manpower Service Provider, if any, who wish to present on the spot at that time.
15. The Managing Director, APICOL reserves the right to accept/reject any or all bids without assigning any reason.
16. The successful bidder will have to enter into an agreement with APICOL.

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TECHNICAL REQUIREMENTS FOR THE TENDERING MANPOWER SERVICE PROVIDER

The tendering manpower service provider should fulfill the following technical conditions:

- (a) The Registered Office or one of the Branch Offices of the manpower service provider should be located within the jurisdiction of Bhubaneswar.
- (b) They should be registered with the appropriate registering authority
- (c) They should have at least 5 (Five) years of experience with providing at least 50 no. of manpower to Government Departments, Public Sector Companies (copy of documents in support of proof for providing manpower should be enclosed in Technical Bid)
- (d) They should have experience in providing manpower service in at least 5 (Five) government department/ government organization/PSU during last 5 (five) years upto 31.03.2025
- (e) They should have their own bank account.
- (f) They should be registered with Income Tax and GST.
- (g) They should be registered with appropriate authorities under Employees Provident Fund and Employees State Insurance Acts.
- (h) They should be registered with the appropriate authority of Government of Odisha for providing manpower
- (i) The minimum turnover of service providing agency shall be Rs. 10.00 crore or above per annum during last 3 (three) financial year (2022-23 to 2024-25) from outsourcing manpower services only (Certificate from CA to be submitted)
- (j) Undertaking in non-judicial stamp paper of appropriate value regarding non-blacklisting/non-pending of any judicial proceedings.



**TECHNICAL REQUIREMENT FOR MANPOWER TO BE DEPLOYED BY THE
SUCCESSFUL MANPOWER SERVICE PROVIDER IN THE APICOL,
BARAMUNDA, BHUBANESWAR-751003**

1. She/he shall be above 18 years of age and not exceeding 55 years.
2. The minimum qualification for Finance Executive will be B. Com with CA/CMA having minimum 3 years of post-qualification experience. He/She shall be well conversant in MS-Office, Internet and Tally.
3. The minimum qualification for Accountant will be B.Com with CA/CMA-Inter or MBA (Finance) having minimum 5 years of experience. He/She shall be well conversant in MS-Office, Internet and Tally
4. The minimum qualification for Account Assistant will be B.Com having minimum 5 years of experience. He/She shall be well conversant in MS-Office, Internet and Tally
5. The minimum qualification for Project Associate will be BA/BSc/B.Com or equivalent with MBA (Agri. Business Mgt.) having minimum 5 years of experience.
6. The minimum qualification for Computer Operator will be BA/BSc/B.Com or equivalent with PGDCA having minimum 5 years of experience. He/She shall be well trained in MS-Office, Internet and have a typing speed of minimum 40 words per minute.





APPLICATION- TECHNICAL BID
For Providing Manpower Service to APICOL

1. Name of the Tendering
Manpower Service Provider :

2. Details of Earnest
Money Deposit : DD No..... date.....of
Rs.....
.....
drawn on Bank.....

3. Name of the Proprietor/
Partner/Director :

4. Full Address of Registered
Office :

- Telephone No. :
- Fax No. :
- E-mail address :

5. Full Address of Operating/
Branch Office :

- Telephone No. :
- Fax No. :
- E-mail address :

6. Name & Telephone No.
of Authorized Officer/
Person :

7. Bank of Manpower Service Provider (Attach certified copy of statement of account for Last 3 years) :
- Telephone No. of bank :
8. PAN/GIR No. :
- (Attach attested copy)
9. GST Registration No. :
- (Attached attested copy)
10. EPF Registration No. :
- (Attach attested copy)
11. ESI Registration No. :
- (Attach attested copy)
12. Financial turnover of the tendering Manpower Service Provider for last 3 financial years. (Copy of supporting records to be attached)

Financial Year	Turnover (Rs. in Lakh)	Remarks, if any
2022-23		
2023-24		
2024-25		

13. Give details of major similar contracts handled by the tendering Manpower Service Provider during the last 3 years in the following format. The copy of documents in support of providing manpower to Government Organization/PSU should be enclosed.
(If space provided is insufficient, a separate sheet may be attached)

Sl. No.	Name of Client, Address, Telephone No. & Fax No.	Manpower Service Provider		Amount of contract (Rs. in Lakh) annual value	Duration of contract	
		Type of manpower provided	No.		From	To

14. Additional information, if any
(Attach separate sheet, if required)

Date:

Place:

Signature of authorized Person

Name:

Seal:

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DECLARATION

1. I _____ Son/Daughter/Wife of Sri
_____ Proprietor/Director/
Authorized signatory of the Service provider mentioned above, am
competent to sign this declaration and execute this tender
document;
2. I have carefully read and understood all the terms and conditions
of the tender and undertake to abide by them;
3. The information/documents furnished along with the above
application are true and authentic to the best of my knowledge and
belief. I/We, am/ are well aware of the fact that furnishing of any
false information/fabricated document would lead to rejection of
my tender at any stage besides liabilities towards prosecution
under appropriate law.

Date:
Place:

Signature of authorized Person
Full Name:
Seal:



APPLICATION-FINANCIAL BID

For providing different categories of personnel to APICOL on outsourcing basis

1. Name of the Tendering Manpower Service Provider :
2. Rate per person per month (8 hours per day) inclusive of all statutory liabilities taxes, levies, cess etc.

Sl. No.	Manpower type	Monthly rate per person						
		Monthly Remuneration	EPF	ESI	Other statutory dues, if any	Service Charges	GST	Total
1	Finance Executives, CA/CMA	50,000						
2	Accountant, B. Com with CA/CMA-Inter or MBA (Finance)	31,250						
3	Account Assistant, B.Com with Tally	27,500						
4	Project Associate, MBA (Agri Bussiness Mgt.)	27,500						
5	Computer Operators, Graduation with PGDCA	17,000						
6	Driver	16,875						
7	Messenger	14,900						
8	Watcher	14,900						
9	Attendant, Mali, and Sweeper	13,100						

Place:

Date:

**Signature of tendering
manpower service provider
with seal**

Note:

- (i) The total rate quoted by the Tendering Agency should be inclusive of all statutory/taxation liabilities in force at the time of entering into contract
- (ii) The Payment shall be made on conclusion of the calendar month only on the basis of number of working days for which duty has been performed by each manpower
- (iii) If the financial bid of two or more number of bidders are same, the bidder with highest no. of experience in providing manpower service to Government Departments/Public Sector Companies will be considered as per the direction of the Tender Evaluation Committee.

Handwritten mark

Handwritten signature

DOCUMENTS TO BE PROVIDED WITH THE TECHNICAL BID

1. Application- Technical Bid;
2. Attested copy of registration of agency;
3. Certified copy of the statement of bank account of agency for the last 3 financial year;
4. Attested copy of PAN/GIR Card;
5. Attested copy of the latest Income Tax return filed by the agency;
6. Attested copy of GST Registration Certificate;
7. Attested copy of the E.P.F. Registration Letter/Certificate;
8. Attested copy of the E.S.I. Registration Letter/Certificate;
9. Certificate documents in support of the Financial Turnover of the agency;
10. Certificate documents in support of entries in the Column 14 of Technical Bid Application;
11. Copies of documents in support of providing manpower to Government/PSU in support of experience of the agency.

DOCUMENTS TO BE SUBMITTED BY THE SUCCESSFUL AGENCY BEFORE DEPLOYMENT OF MANPOWER

1. List of Manpower shortlisted by the agency for deployment in APICOL containing full details i.e. date of birth, marital status, address, educational qualification etc.
2. Bio-data of all persons.
3. Any other documents APICOL may consider relevant.