



OFFICE OF THE PRINCIPAL

E.M.R.S., BAHALDA

AT-KADUANI, PO-GAMBHARIA, PS-BAHALDA

DIST-MAYURBHANJ, ODISHA, PIN-757046

E-mail: emrsbahalda2020@gmail.com



Affiliation No- 1520413

School No- 17515

UDISE code-21070105702

LETTER NO: - /EMRS/BAH/26

DATE:31/03/2026

REQUIREMENTS AND TERMS & CONDITIONS OF OUT-SOURCING POST: 2026-27

CATEGORIES OF OUTSOURCE MAN POWERS REQUIRED: -

S.NO	TYPE OF SERVICES
1	SECURITY GUARDS
2	MESS HELPER
3	GARDENER
4	NURSE
5	WATCHMAN CUM SWEEPERS
6	ELECTRICIAN CUM PLUMBER
7	MTS
8	CATERING ASSISTANT
9	COOK

IMPORTANT NOTE: Preference for GOODS AND SERVICES will be given to GeM. In case of non-availability on GeM, Offline Tender will be utilized.

THE FOLLOWING DOCUMENTS ARE MANDATORILY REQUIRED FOR THE MANPOWER SERVICES: -

- 1). Manpower service licence issued in the name of firm by inspector general of police, Odisha.
- 2). Valid PAN number issued in the name of firm
- 3). Income tax certificate clearance/return of last 3 years (F.Y. 2022-23, 2023-24 and 2024-25) in the name of firm.
- 4). GST registration & GST return of last 3 years (F.Y. 2022-23, 2023-24 and 2024-25) in the name of firm.
- 5). Work experience certificate of the last 3 years (F.Y. 2022-23, 2023-24 and 2024-25)
- 6). Turn over certificate duly signed by chartered Bank in the name of firm. Must have average annual financial turnover of Rs.2 Crores during the last 03 consecutive years (F.Y. 2022-23, 2023-24 and 2024-25) as on date 27.03.2025
- 7). The Agency/firm should have valid EPF/ESI registration certificate.
- 8). The Agency/ Firm should have REGISTRED CAMP OFFICE in Mayurbhanj/In the Localities ease the services.
- 9). Biometric machine has to be installed by the agency.
- 10). The agency shall give undertaking on non-judicial staff paper of Rs.100/-
- 11). Submit the police verification and medical certificate report in respect of workers.

OTHER TERMS AND CONDITIONS:

1. Skilled, Semi-Skilled, Un-skilled & highly skilled.
2. Since it is residential school so, duty hour is 24*7.
3. Fooding and Lodging arrangement will be in the school campus only.
4. Payment shall be made monthly basis by the school to the Agency.
5. Minimum Wages will be as per Odisha/Central Govt. Wages Act.
6. Agreement will be for 1 year and can be renewed for one more year on the basis of performance.
7. Preference will be given to experienced Vendor.
8. Technical and Financial both bids required at the time of submission.
9. The Earnest money deposit is Rs. 1,00,000 in the form of DD in the favour of EMRS Bahalda.
10. Performance amount for security is Rs. 50,000/- after finalizing the tender.
11. The final Terms and Conditions and scope of work will be after finalizing the Tender.
12. The school reserve the Right to cancel or alter the tender in whole or part anytime without assigning any reason thereof and no legal dispute should arise thereof.
12. Preference will be given to GeM tender. In case of non-availability of GeM tender, Panel from offline tender will be utilized.

THE FOLLOWING DOCUMENTS ARE ESSENTIALLY REQUIRED WITH THE TENDER FOR SECURITY SERVICES: -

- 1) Valid PSARA/Security Licence issued in the name of firm by Inspector general of police, Odisha.
- 2). Valid PAN number issued in the name of firm.
- 3). Income tax certificate clearance/return of last 3 years (F.Y. 2022-23, 2023-24 and 2024-25) in the name of firm.
- 4). GST registration & GST return of last 3 years (F.Y. 2022-23, 2023-24 and 2024-25) in the name of firm.
- 5). Work experience certificate of the last 3 years (F.Y. 2022-23, 2023-24 and 2024-25).
- 6). Turn over certificate duly signed by chartered accountant/Bank in the name of firm. Must have average annual financial turnover of Rs.2 Crores during the last 03 consecutive years (F.Y. 2022-23, 2023-24 and 2024-25) as on date 27.03.2025 the agency/firm should have valid EPF and ESI registration certificate.
- 7). The Agency/ Firm should have **REGISTRED CAMP OFFICE** in Mayurbhanj/In the Localities ease the services.
- 8). Biometric machine has to be installed by the agency.
- 9). The agency shall give undertaking on non-judicial staff paper of Rs.100/-
- 10). The agency shall submit the police verification and medical certificate report in respect of workers.

OTHER TERMS AND CONDITIONS:

1. Skilled or Semi-Skilled.
2. Since it is residential school so, duty hour is 24*7.
3. Fooding and Lodging arrangement will be in the school campus only.
4. Payment shall be made monthly basis by the school to the Agency.
5. Minimum Wages will be as per Odisha/Central Govt. Wages Act.
6. Agreement will be for 1 year and can be renewed for one more year on the basis of performance.
7. Preference will be given to experienced Vendor.
8. Technical and Financial both bids required at the time of submission.
9. Performance security is Rs. 50,000/- after finalizing the tender.
10. The final Terms and Conditions and scope of work will be after finalizing the Tender.
11. The school reserve the Right to cancel or alter the tender in whole or part anytime without assigning any reason thereof and no legal dispute should arise thereof.

---sd---

PRINCIPAL
EMRS Bahalda, Mayurbhanj Odisha