



# **TENDER DOCUMENT FOR MANPOWER SERVICE PROVIDER**

**Tender No. 1877/dated 23.10.2018/ITI, Hirakud.**

**OFFICE OF THE PRINCIPAL, GOVT. ITI,HIRAKUD,DIST- SAMBALPUR, ODISHA-768016  
Tele: 0663-2481467, Website – www.govtithkdco.in  
E-mail: itihirakud@yahoo.com**

**Price: Rs.1000.00**

**An Account Payee DD/Banker's Cheque of Rs.1000.00 in favour of Principal, Govt. ITI,Hirakud, Sambalpur , Odisha- 768016 towards cost of tender payable at Hirakud must be submitted.**

**BIDDER'S COVERING LETTER**

To,

The Principal,  
GOVT. ITI, HIRAKUD, SAMBALPUR - 768016.



Ref: Tender no: \_\_\_\_\_

Dear Sir,

Having examined the conditions of contract and specifications, the receipt of which is hereby duly acknowledged, we the undersigned offer to execute the work shown in the scope of work and jurisdiction of contract as well as schedule of prices attached herewith and made part of this. We undertake that, if our bid is accepted, we shall execute the work in accordance with specifications, time limits and terms & conditions stipulated in the tender documents. If our bid is accepted, we shall submit the performance security deposit as per the conditions mentioned in the contract. We agree to abide by this bid for a period of 30 days from the date of bid opening and it shall remain binding upon us and may be accepted at any time before the expiry of that period. Until a formal agreement is prepared and executed, this bid together with your written acceptance thereof in your notification of award shall constitute a binding contract between us. Bid submitted by us is properly prepared and sealed so as to prevent any subsequent alteration or replacement.

Dated this ..... Day of ..... (the month and year) Signature of Authorized Signatory

..... In capacity of  
.....

Duly authorized to sign the bid for and on behalf of.....

**The cost of bid document: Rs.1000/-**

Crossed DD/BC No. .... dated ..... Drawn on bank:  
..... payable at Hirakud, Sambalpur.

**LETTER OF AUTHORIZATION FOR ATTENDING BID OPENING**

Tender No: \_\_\_\_\_

To,

The Principal,  
GOVT. ITI,HIRAKUD, SAMBALPUR- 768016.



Dear Sir,

Subject: Authorization for attending bid opening on ..... (Date) in the  
Tender for Manpower Services for the Govt. ITI,Hirakud, Sambalpur , Odisha- 768016  
(Tender no: \_\_\_\_\_ )

Following person is hereby authorized to attend the bid opening for the tender  
mentioned above on behalf of .....  
..... (Bidder) in order of preference given below.  
Name & Specimen Signature with Designation

1.

2.

Or

Officer authorized to sign the bid  
Documents on behalf of the bidder.

**Note :**

1. Only one representative shall be allowed.
2. Permission for entry to the hall where bids are opened, may be refused in case authorization as prescribed above is not produced.



**GOVT. INDUSTRIAL TRAINING INSTITUTE, HIRAKUD, SAMBALPUR, ODISHA-  
768016**

**TENDER NOTICE FOR OUTSOURCING OF MANPOWER**  
**Tender Call Notice No. 1877/Dt.23.10.2018**

Sealed tenders are invited from registered Manpower agencies/Service Providers to provide the services of **Data Entry Operator, Matron (Lady), Attendant (Male/female), Sweeper(Male/female), & Watchman** for a period of **one year** which is likely to be extended in future subject to satisfactory performance. The detailed information for outsourcing the service of aforesaid services is furnished in the Tender Document which may be downloaded from the website [www.govtihakd.co.in](http://www.govtihakd.co.in) / [www.dtetorissa.gov.in](http://www.dtetorissa.gov.in) only from **27.10.2018 (10:00 AM onwards)**. The sealed Tender packets containing both "Technical Bid" & "Financial Bid" complete in all respects must be sent by **REGISTERED POST/ SPEED POST only** so as to reach the Office of Principal, ITI, Hirakud, Sambalpur, - 768016 within **28.11.2018 till 1:00 P.M.** along with all required documents. The sealed tenders (Technical Bids) will be opened on **28.11.2018 at 3:00 P.M.** in the Office Chamber of the Principal ITI, Hirakud. One authorized representative of each Service Provider may attend during opening. Financial Bids of those bidders whose Technical bids are found to be in order will only be opened at 11:00 AM on 29.11.2018. **The Principal, Govt. ITI, Hirakud, Sambalpur - 768016 reserves the right to accept or reject any or all bid documents without assigning any reason thereof.**

**Principal, Govt. ITI, Hirakud**

