

**OFFICE OF THE PRINCIPAL  
DHENKANAL MAHILA MAHAVIDYALAYA, DHENKANAL**

No 813 /Date. 06.08.2024

**QUOTATION CALL NOTICE**

Sealed quotations are invited from reputed Service Provider Agencies for providing 14 (fourteen) nos of unskilled Non-Consultancy staff/ manpower to be engaged on daily wage basis in this College. The last date for submission of sealed quotations is 13.08.2024, by 3.00 PM. The sealed quotations will be opened on 14.08.2024 at 11.00 AM in the office chamber of the undersigned in presence of the bidders or their authorized representatives. Quotations received after the last date will not be considered. For details, please visit College website [www.dhenkanalmahilamahavidyalaya.in/](http://www.dhenkanalmahilamahavidyalaya.in/)

*Sakuntala Jena*  
Principal 6.8.24  
Dhenkanal Mahila Mahavidyalaya,  
Dhenkanal  
**Principal**  
**Dhenkanal Mahila Mahavidyalaya**  
**Dhenkanal**

OFFICE OF THE PRINCIPAL: DHENKANAL MAHILA MAHAVIDYALAYA,  
DHENKANAL

No. 8/3 Date. 06.08.2024

**QUOTATION CALL NOTICE**

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The engagement will be as per terms and conditions laid down in the guidelines relating to engagement of the Non-Consultancy Staff/Manpower issued vide G.A. Department resolution no 23750/Gen.,Dt.27.08.2014, Finance Department. Govt. Odisha Office Memorandum No.73/18-7022 dtd.17.03.2018/ Department of Higher Education letter no. 24857 / HE, dtd.18.06.2022/ Higher Education Department letter no 2687/HE, Dt 20.01.2024/Department of Higher Education Letter no: 31913, dtd. 28.07.2023 & DHE, Govt. Of Odisha Letter No.29413, dtd.30.07.2024 & Letter No . 2348/Govt. of Odisha, Labour & ESI Department dtd. 14.03.2024.

Sl. No	Category of Non-Consultancy Staff/ Manpower	No of Non-Consultancy Staff/Manpower Required
1	Peon	1
2	Sweeper	3
3	Attendant (Psychology Department)	1
4	Library Attendant	1
5	Office Attendant	1
6	+3 Examination Attendant	1
7	Attendant Girls Common Room & Home Science Department	1
8	Security Guard	1
9	Anwasha Ladies Hostel (Matron)	1
10	Anwasha Ladies Hostel ( Cook-Cum-Housekeeping)	1
11	Ananya Ladies Hostel (Matron)	1
12	Ananya Ladies Hostel ( Cook-Cum-Housekeeping )	1
Total		14

Principal   
6/8/24  
Dhenkanal Mahila Mahavidyalaya

14. Quotations should be submitted as per the details given in the college website i.e [www.dhenkanalmahilamahavidyalaya.in/](http://www.dhenkanalmahilamahavidyalaya.in/)

Sakuntala Veng  
Principal 6.8.23

Dhenkanal Mahila Mahavidyalaya  
Dhenkanal  
Principal  
Dhenkanal Mahila Mahavidyalaya

Memo No.....8/4....., Dated 06/8/2024

Copy to the D.I.O, NIC Dhenkanal for information and requested to hoist the advertisement in the district NIC Website for wide publicity / College Notice Board/ OIC, Website with a request to hoist the advertisement in the College website/OIC Outsourcing matters/ Accounts Section/ Establishment Section/ HC for information.

Sakuntala Veng  
Principal 6.8.24

Dhenkanal Mahila Mahavidyalaya  
Dhenkanal  
Principal  
Dhenkanal Mahila Mahavidyalaya

Memo No...8/5....., Dated 08/8/2024

Copy forwarded to the FA-Cum-Special Secretary to Government, Higher Education Department, Govt. Of Odisha for kind information and necessary action.

Sakuntala Veng  
Principal 6.8.24

Dhenkanal Mahila Mahavidyalaya  
Dhenkanal  
Principal  
Dhenkanal Mahila Mahavidyalaya  
Dhenkanal

**TERMS AND CONDITIONS FOR ENGAGEMENT OF NON-CONSULTANCY STAFF/MAN  
POWER ON DAILY WAGE BASIS THROUGH OUT SOURCING AGENCIES**

1. The Non-Consultancy Staff/Manpower to be engaged shall be paid on daily wage basis @rate as per the Odisha Gazette Notification No. 565. dtd. 13.03.2024 of Labour and ESI Department and Labour Commissioner, Bhubaneswar. Govt. of Odisha Resolution No. 2348/LESI, 14.03.2024. The daily wage shall be revised from time to time as per the Govt. notifications.
2. The quotations should be accompanied by all relevant documents of the Agency such as Statutory Registration, Bank Account details, PAN Copy, Aadhar Copy of the Proprietor of the outsourcing agency. GST Certificate, etc.
3. Man powers to be provided should be within 18 to 60 years of age.
4. The Outsourcing agency must provide the names, address, photo and Aadhar details of the workers.
5. The duration of work will be as per Government guidelines.
6. The unskilled non-consultancy staff/manpower can be engaged in the office work or in any other official activity assigned from time to time as per the requirement of the principal Dhenkanal Mahila Mahavidyalaya, Dhenkanal for smooth functioning of College work.
7. The Agency will furnish the evidence of deposit of EPF & ESI in respect of each supplied manpower every month to the College after which their bills will be processed for payments for the next month.
8. The Security Guard will be unarmed. The Police verification report of the Security Guard is mandatory and shall be furnished. The uniform, shoe, belt, cap etc. for the Security guard shall be provided by the Outsourcing Agency.
9. The initial contract period between the Principal, Dhenkanal Mahila Mahavidyalaya and the proprietor of outsourcing agency is up to one year i.e up to 31<sup>st</sup> march 2025 and Upon satisfactory performance and good conduct of the agency as well as the engaged personnel, extension can be allowed for a period of one more year maximum up to 31<sup>st</sup> March 2026.
10. The contract of engagement is to be signed between the Principal, Dhenkanal Mahila Mahavidyalaya, Dhenkanal and the Proprietor of the Outsourcing Agency on Rs.100/- non-judicial Stamp Paper, which is to be provided by the Agency.
11. The engagement is purely temporary. The authority reserves the right to cancel the contract, if required without assigning any reason thereof.
12. The persons engaged through Agency shall be responsible for all security measures to safeguard the girl students and property of the college where she/he will be assigned duty.
13. For any untoward situations in whatsoever manner arising out of the conduct and activities of the supplied non-consultancy staff/ manpower, the Agency shall be held responsible.

*Saxantale Jena*

**Principal** 6/8/24

**Dhenkanal Mahila Mahavidyalaya**

**OFFICE OF THE PRINCIPAL, DHENKANAL MAHILA MAHAVIDYALAYA, DHENKANAL**

**FINANCIAL BID FOR PROVIDING NON-CONSULTANCY STAFF/MANPOWER BY OUTSOURCING AGENCY**

Sl. No	Category of Non-consultancy staff/Manpower	Rate of wage per month	ESI (Employer Share) @ 3.25% of the employees wages	EPF (Employer Share) @ 13% of the applicable wages of employee	Service Charge / Commission	Any other statutory dues payable	Total per Person (Rs)
1	Peon/Sweeper/Psychology department Attendant/Office Attendant/Library Attendant/+3 Examination Attendant/Girls Common Room & Home Science department Attendant/ Security personnel/ Anwasha Ladies Hostel Matron/ Anwasha Ladies Hostel Cook-cum-Housekeeping / Ananaya Ladies Hostel Matron/ Ananaya Ladies Hostel Cook-cum-Housekeeping						

\* Minimum wage and VDA for unskilled Non-consultancy staff/Manpower is Rs. 450/-

\*\* Service Charge should be quoted very reasonably

\*\*\* Any other statutory dues payable may be mentioned and the copy of relevant Govt. order/circular be enclosed.

Date:

*Sakuntala Jena*  
6/8/24

Place:

Signature of the Authorized Person with seal

**Principal**

**Dhenkanal Mahila Mahavidyalaya  
Dhenkanal**

UNDERTAKING

I \_\_\_\_\_ the proprietor of \_\_\_\_\_ Outsourcing agency solemnly undertake that the information given by me as above is true to the best of my knowledge and if found false at any time, the authority can take any type of action deemed proper against me and my agency.

Place:

Date:

Signature of the proprietor

*Saxantale Veng*  
618124  
**Principal**  
**Dhenkanal Mahila Mahavidyalaya**  
**Dhenkanal**