



CEO : 06792 - 252315

Website: [www.mccbank.org.in](http://www.mccbank.org.in)

**THE MAYURBHANJ CENTRAL CO-OPERATIVE BANK LTD.  
BARIPADA, ODISHA**

Letter No. MCCB / 2325

/2026-27

Date. 10/09/2026

**TENDER CALL NOTICE FOR PROVIDING MANPOWER RESOURCES**

In continuation of the Bank's Notice for cancellation of earlier Tender vide Letter No.604 dated 19.05.2026 the Mayurbhanj Central Cooperative Bank Ltd, Baripada invites sealed Tender in the prescribed format under Two-Bid System (Technical Bid & Financial Bid) from the intending registered Firms/ Agencies for **(I)- Security Services** namely, Armed Security Guard (Ex-Serviceman), Armed Security Guard (Civilian), Non-Armed Security Guard with Lathi & **(II) House Up keeping Services** namely, Support Staff (Office Attendant), Electrician, Driver, Business facilitators- cum- Recovery Agent and Sweeper in Head Office, Branches & ATMs of the Mayurbhanj Central Cooperative Bank Ltd, Baripada. The Agency should have experience in providing services at Government/ Non-Government, reputed Company, Public/ Private sector organization. The Agency should have submitted up to date dues/ returns with EPF/ESI/ I.T./ GST etc.

The intending parties may download the Tender papers from Bank website [www.mccbank.org.in](http://www.mccbank.org.in) or obtain hard copies from the Head Office of the Mayurbhanj Central Cooperative Bank Ltd., Baripada on payment of **Rs.6,000/-** (Rupees six thousand) only during the office hour i.e. from **10.00 AM to 4 PM** starting from **10.09.2026 to 25.09.2026**. The last date and time of submission of Tender duly filled in all respect along with non refundable Tender paper cost of Rs. 6,000/- in shape of Cash Challan at MCC Bank Ltd, Baripada Branch and EMD value as mentioned in Annexure of Tender documents in shape of Demand Draft in favour of The Mayurbhanj Central Cooperative Bank Ltd. payable at Baripada is **25.09.2026 by 4.00 PM.** by Registered Post/ Speed Post/ Courier / By Hand only. The due date and time of opening of Tender is **28.09.2026 at 11.30 AM** in presence of bidders or their authorized representative if any before the Purchase Committee of the Bank. Bidders quoting for both services shall submit separate Tender Paper Cost & EMD value as prescribed above.

The cost of the Tender papers shall be waived only for those bidders who have already paid the Tender paper cost in their earlier participation in the Tender Call w.r.t. Tender Call Notice No.604 dated 19.05.2026 of the Mayurbhanj Central Cooperative Bank Ltd., Baripada and who participate in this Tender. Such bidders intended to participate in this Tender shall submit documentary proof of deposit challan made against the earlier Tender.

The authority reserves the right to reject any or all the Tenders without assigning any reason thereof and also not bound to accept the lowest financial Bid.

*Siddhant Dalai*  
10.09.2026  
Chief Executive Officer, I/C  
MCC Bank Ltd., Baripada



## Annexure-I

### PREFACE

**The Tender shall be submitted in two parts.**

The first part i.e. **Part- A** is the Technical Bid for the screening of the Company Profile about fulfilling the Essential Prerequisites and General Conditions given below (Including the Demand Draft for earnest money & Cash Challan for Cost of Tender papers).

The second part i.e. **Part- B** is the Price Bid to be quoted as per the proforma (Annexure-IV) given in the Tender document by the participating Companies/ Agencies for providing different category of manpower and security personnel.

Two different sealed and signed envelopes superscripted "**Technical Bid for Tender for Security/ House up keeping services**" and "**Financial Bid for Tender for Security/ House up keeping services**" Part — A / B as the case may be must be submitted to the Chief Executive Officer, The Mayurbhanj Central Cooperative Bank Ltd, Baripada, At-Kacheri Road, P.O-Baripada, Dist-Mayurbhanj, PIN-757001 on or before **25.09.2026 by 4.00 P.M.** Both these envelopes should be placed in a third sealed envelope super scribing "**Tender for Providing Manpower resources to Mayurbhanj Central Cooperative Bank Ltd, Baripada**".

### General conditions:

- a) Complete details of the company viz: office postal address, phone number(s), mobile numbers of the contact persons, FAX number(s), additional office (s) details, if any, should be furnished in the Tender.
- b) Earnest Money Deposit (EMD) for category of Security Services of **Rs.70,000/-** only and / or Earnest Money deposit (EMD) for House Up keeping Services of **Rs.60,000/-** only in shape of Demand Draft drawn in favour of The Mayurbhanj Central Cooperative Bank Ltd. payable at Baripada should be enclosed with Tender.
- c) All the Tender documents must be signed by the Managing Director/Director/ Authorized signatory as the case may be.
- d) The format for submitting "Part-A" i.e. company profile is given In Annexure-III attached to this notice.
- e) Part-A Envelope of the Tender Application must include the following;
  - i) Earnest Money Deposit (EMD) Demand Draft for Security Services of **Rs.70,000/-** and / or for House Up keeping Services of **Rs.60,000/-**.
  - ii) Annexure-I to Annexure-III duly filled in the same format / proforma and signed by the Authorized Signatory along with rubber seal of the Company/ Agency.(Any deviations in the format shall render the Tender application summarily rejected)

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- iii) Annexure-II duly signed by the Authorized Signatory along with rubber seal of the Company/ Agency as a token of willingness to accept all the terms and conditions of the contract., if awarded.
- f) Part – B Envelope should contain only the Price Bid for the work strictly as per format given at Annexure-IV.
- g) Tender Form must be completely filled and in English only. Incomplete Tender applications are liable to be rejected.
- h) Tender documents(**Each Page**) are required to be signed by the authorized person submitting the Tender as a token of his/their having read and understood the essential prerequisites, general conditions, special clauses and responsibilities for staff to be engaged, scheduled of deployment as per laid down terms and conditions of the contract etc.

**Signature with date and seal of the Tenderer**



**TERMS AND CONDITIONS**

- 1) Invitation for application for issue of Tender does not constitute any guarantee for Issued of Work Order to the Bidder(s).
- 2) Opening date of the Tender is on **28.09.2026 at 11.30 AM**.
- 3) Tenders will be opened in presence of the Bidders or their authorized representatives and if no Bidders or their authorized representatives shall remain present at the time of opening of Tenders then the same shall be opened by the designated Committee members. Only one representative of each Company/Agency will be allowed to be present during opening of Part-A and Part-B of the Tender.
- 4) Part-A of the Tender will be opened first.
- 5) A designated Committee of the Bank shall screen the Tender documents for the Company's/ Agency's conformity to the laid down pre-requisites/ general conditions.
- 6) Only sealed and signed Tenders on the prescribed format accompanies by the Earnest Money deposit (EMD) for category of Security Services of **Rs.70,000/-** only and / or Earnest Money deposit (EMD) for House Up keeping Services of **Rs.60,000/-** only in shape of Demand Draft drawn in favour of The Mayurbhanj Central Cooperative Bank Ltd. payable at Baripada shall be considered.
- 7) Incomplete, unsigned applications and applications without E.M.D. & Cash Challan of Tender paper cost will be rejected.
- 8) Tenders with corrections and / or overwriting are liable to be rejected.
- 9) The EMD in respect of unsuccessful bidders will be refunded in due course. The EMD of the successful bidder may be adjusted towards security deposit.
- 10) Part-B of the Tender containing the "Price Bids" will be considered by designated Committee to open only those Companies/ Agencies who have fulfilled all the conditions laid down in the essential prerequisites, terms and conditions of the Tender.
- 11) Part-B of the Tender containing the "Price Bids" will not be opened by the designated Committee of the Bank, in case the Company does not fulfill the requirements laid down for Part-A of the Tender, such Tenders will be rejected.
- 12) In the event of award of the contract, the successful bidder(s) shall not engage sub-contractor for the job awarded or outsource the manpower. The contract is non-transferable. The manpower to be engaged at the Bank's sites should be on the Company/Agency pay roll.
- 13) Tenure of the contract shall be for one year, which may be extended / renewed up to three years subject to satisfactory performance, after annual review under the same terms and conditions.
- 14) All the statutory obligation as laid down with reference to the Company or its employees should be fulfilled by the successful company(s), in terms of the relevant acts/rules/laws/guidelines laid down by the Labour Department of the State Government and/ or any other Statutory Authority from time to time. The Company/ Agency shall abide by and comply with all the relevant laws and statutory requirements covered under Labour Act, Minimum Wages and contract labour (Regulation and Abolition Act, 1970 & its subsequent amendment.



EPF, ESIC, Transfer of remuneration and any other Government statutory with regard to the said personnel engaged by the Company/Agency will be the responsibility of the Company to deposit on time with appropriate authority and should provide details of documentary evidence to the MCC Bank Ltd., Baripada along with monthly invoice.

- 16) The Company/Agency should have minimum of 3 years experience in providing personnel/ security service to Public Sector Undertakings/ Banks/ Central/ state Govt. Organizations.
- 17) The Company/Agency should be in possession of registration certificates/requisite license in respect of EPF, ESI, Service Tax, PAN/TAN number, Engagement of labour etc.
- 18) The Company / Agency should have its Registered Office in Odisha and any office or branch office located and registered under local tax authority like GST or Service Tax.
- 19) The Company/Agency should furnish certificates issued by different clients (preferably from Banking Sector/PSU/ Central/State Government organization etc.) in support of satisfactory services rendered to them.
- 20) The Company/ agency shall deploy different category of personnel for a minimum period of one year as per requirement of the Bank from time to time.
- 21) The Company/ agency shall deploy trained, efficient and capable security personnel i.e. Armed Guard, Non-armed Guards with Lathi and Personnel of other category within the age group of **18-60** as required by the Bank from time to time processing the following educational qualification.
  - a) Sweeper- Matriculation pass / fail
  - b) Security Guards – Matriculation pass/ fail
  - c) Driver – Matriculation pass
  - d) Support Staff- Matriculation pass
  - e) Electrician- ITI / Diploma
  - f) Business facilitators- cum- Recovery Agent - Graduate
- 22) The security personnel should normally have the following minimum physical standards.
  - i) Height : Minimum 5'6"
  - ii) Chest : "Minimum 31 1/2"
  - iii) Weight : At least 55 kgs.
  - iv) Eye Sight : Without glass, visual standard 6/6

The Agency shall have to submit the attested discharge certificate In respect of the Ex-Servicemen to be deployed by the agency. The agency should be registered with Odisha Government under PSAR Act-2005 in respect of deployment of Armed Guard, Non-Armed guard with Lathi.
- 23) The Company/ Agency shall deposit **5%** of the annual Tender value of the contract in shape of term deposit receipt obtained from MCC Bank Ltd., Baripada Branch within 7 days of receiving the intimation from the Bank for a period of one year and assign / pledged the deposit receipt towards Security Deposit which shall be returned / refunded on termination of the contract period.

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- 24) In case of any security lapse including absence in duty, penalty shall be imposed @5 % of the total monthly bill of all the security personnel deployed in the Bank. In case of any losses (theft, burglary etc.) caused to the Bank by the Security Personnel supplied by the Security Agency, the Bank shall have the right to impose penalty to the extent of 2 (two) times of the losses, to be recovered from the dues payable to the security agency (i.e. monthly bill and security deposit). Besides, the Bank may take any other step as would be proper as per law.
- 25) The security personnel once engaged in the Bank by the Security Agency shall be changed only with prior intimation of 7 days to the Bank. Beside names of the additional security personnel @ 10% of the actual number of standby purpose are to be furnished to the Bank for according necessary approval. In case any security personnel goes on leave, the substitute will be drawn from the said reserve manpower.
- 26) The Company/ Agency selected shall provide at their cost the followings to the personnel(s) to be deployed in the Bank.
- a) Well fit uniform with name plate/ identity card.
  - b) Guns (single/double barrel) with cartridge to all Armed Security Guards.
  - c) Lathi(s) to all civilian security guards.
- 27) The Bank shall pay professional charges for the security and other personnel deployed by the Agency, which Includes P.F. (both employee + employer's share), ESI contribution and other statutory payments/contributions if any as per rules.
- 28) The agency shall submit the following documents for verification in respect of the security personnel.
- a) Original discharge certificate from the Ministry of Defence, Govt. of India in case of Ex - Servicemen.
  - b) School / College leaving certificate evidencing age.
- 29) The normal working hour for the security personnel and other personnel is 8 (eight) hours a day. One day weekly holiday shall be allowed to each. The Agency will provide substitutes in weekly/ other holidays without any extra professional charges. The security personnel shall not be engaged for more than one shift (8 hours) in any day either in Head Office or in Branch premises.
- 30) The Company/Agency shall ensure that the security personnel remain in uniform during duty hours and shall not leave the Bank premises during duty hours and perform sincerely. No wages shall be paid by the Bank in such event.
- 31) If services of any security personnel is found unsatisfactory, the Agency shall replace the same immediately after receipt of report from the Bank.
- 32) The Company/ agency shall prepare the monthly bill of the personnel deployed in the Bank on the basis of absentee statement furnished by the H.O. and concerned Branch Manager of the Bank.
- 33) The Bank will make payment of professional charges under various status to the personal deployed in the Bank within seven days from the date of receipt of the bill. A copy of challan from the Regional Provident Fund Commissioner in support of payment of P.F. deposit and ESI contribution in favour of security personnel engaged in the Bank for the preceding month shall be furnished by the Agency along with professional charges bills every month, failing which the bill will not be considered for payment or the Bank may pay the bill withholding an equivalent amount of P.F. and ESI contribution relating to the previous month. The Company/Agency shall also

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deposit service tax on behalf of the Bank and furnish necessary proof thereof at the time of submission of monthly bill failing which an equivalent amount shall be deducted from the current bill. The monthly bill to be submitted by the Agency will pay on the basis of the absentee statement furnished by the concern Branch Managers of the Bank.

- 34) The security personnel posted in the Head Office of the Bank shall report their joining to the Chief Executive Officer of the Bank. The security personnel posted in the branches shall report their joining to the concerned Branch Manager.
- 35) Name of the organization to whom provided services of manpower in this field for the Financial Year 2025-26. Agency should submit completion / Continuation work certificate from any Govt. / PSU/ Banking Organization.
- 36) The Bank shall be at liberty to terminate the contract at any time by serving 30 days written notice, if the service is found un-satisfactory.
- 37) In case of any dispute and or difference arising out of or relating to this contract will be resolved through joint discussion of the authorized representatives of the concerned parties. However, if the disputes are not resolved by joint discussion, the court of Baripada shall have the exclusive jurisdiction to try all disputes.

#### **Force Majeure :**

If at any time during the currency of the contract, either party is subject to force majeure, which can be termed as civil disturbance, riots, strikes, tempest and of God etc. which may prevent either party to discharge his obligation, the affected party shall promptly notify the other part about the happening of such an event. Neither party shall be reason of such event be entitled to terminate the contract in respect of such performance of their obligations. The performance of any obligations under the contract shall be resumed as soon as practicable after the event has come to an end ceased to exist. If the performance of any obligation under the contract is prevented or delayed by reason of the event beyond a period mutually agreed to if any of seven days, whichever is more, either party may at its option terminate the contract.

#### **Obligation of the Company:**

The company / Agency shall ensure full compliance with tax laws and other applicable laws of India with regard to this contract and shall be solely responsible for the same. The Company/ Agency shall submit copies of acknowledgements evidencing filing of returns/ quarterly/ every year and shall keep the Bank fully indemnified against liability of Tax, Interest, Penalty etc. of the company in respect thereof which may arise.

#### **Jurisdiction of the Court:**

All dispute arising out of this agreement, if any, between the parties shall be subject to the exclusive jurisdiction of the Court Baripada.



**Signature with date and seal of the Tenderer**



Annexure –III

**PART-A**  
**TECHNICAL BID**  
**(COMPANY PROFILE OR BIODATA OF THE FIRM/ AGENCY)**

|    |                                                                                                                                                                                      |  |
|----|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|
| 1. | Name of the Organization                                                                                                                                                             |  |
| 2  | Date of incorporation & Year of Establishment                                                                                                                                        |  |
| 3  | Registered Office                                                                                                                                                                    |  |
| 4  | Address of Head Office                                                                                                                                                               |  |
| 5  | Communication details of Contact Official(s)<br>Name :<br>Phone No :<br>Mobile No :<br>Fax No.<br>Email address :                                                                    |  |
| 6  | Company Registration Number under Companies Act, 1956 & date or Govt. Registration No & date.                                                                                        |  |
| 7  | Goods Service Tax Registration Number (GST)                                                                                                                                          |  |
| 8  | Company's PAN / TAN Number                                                                                                                                                           |  |
| 9  | EPF Registration Number                                                                                                                                                              |  |
| 10 | ESIC Registration Number                                                                                                                                                             |  |
| 11 | Labour Department Registration Number or Registration No of District Labour Office                                                                                                   |  |
| 12 | Annual Turnover for last 3 years (2023-24, 2024-25, 2025-26)                                                                                                                         |  |
| 13 | Name of the organization for whom provided services of manpower in this field for last three years                                                                                   |  |
| 14 | Name and address of the Banker along with Account No. & IFSC                                                                                                                         |  |
| 15 | Blacklisted if ever with Blacklisting Organization's name, Date and reasons for such blacklisting. The Tenderers who are not blacklisted must declare the same through an affidavit. |  |
| 16 | Company Registration with Odisha                                                                                                                                                     |  |

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|----|-------------------------------------------------------------------------------------------------------------------------------------------------|--|
|    | Government Under PSAR Act, 2005<br>(validity for the current year)                                                                              |  |
| 17 | Tenderers have to be submitted an undertaking in his letter head regarding not have any pending judicial proceedings for any criminal offences. |  |
| 18 | Any other information considered relevant.                                                                                                      |  |

**Note: Copies of documentary proof should be enclosed along with this Annexure.**

I/We do hereby declare that, the Information documents furnished along with the Tender are true and authentic to the best of my knowledge and belief. I am well aware of the fact that furnishing of any false information / fabricated documents would lead to rejection of our tender at any stage, for feature of Bid security or EMD besides liabilities towards prosecution under appropriate law.



**Signature with date and seal of the Tenderer**



**PART-B**  
**PRICE BID**

| Sl. No. | Category of personnel                     | No. of personnel | Total Professional Charges per month inclusive of all statutory dues per person. (6+7) | Total amount to be paid to personnel per month (3x4) | Detail Breakup                                                                                |                                                                                                           | Remarks |
|---------|-------------------------------------------|------------------|----------------------------------------------------------------------------------------|------------------------------------------------------|-----------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------|---------|
|         |                                           |                  |                                                                                        |                                                      | Actual wages to be paid to the employee inclusive of employee's share of EPF/ESI contribution | Service/ Supervision Charges, inclusive of Employer's Share of statutory payments like EPF, ESI, GST etc. |         |
| 1       | 2                                         | 3                | 4                                                                                      | 5                                                    | 6                                                                                             | 7                                                                                                         | 8       |
| 1       | Security Armed Guard (Ex-Serviceman)      | 2                |                                                                                        |                                                      |                                                                                               |                                                                                                           |         |
| 2       | Security Armed Guard (Civilian)           | 6                |                                                                                        |                                                      |                                                                                               |                                                                                                           |         |
| 3       | Non-Armed Security Guard with Lathi       | 6                |                                                                                        |                                                      |                                                                                               |                                                                                                           |         |
| 4       | Support Staff                             | 9                |                                                                                        |                                                      |                                                                                               |                                                                                                           |         |
| 5       | Electrician                               | 1                |                                                                                        |                                                      |                                                                                               |                                                                                                           |         |
| 6       | Driver                                    | 1                |                                                                                        |                                                      |                                                                                               |                                                                                                           |         |
| 7       | Sweeper                                   | 2                |                                                                                        |                                                      |                                                                                               |                                                                                                           |         |
| 8       | Business facilitators-cum- Recovery Agent | 1                |                                                                                        |                                                      |                                                                                               |                                                                                                           |         |

Signature with date and seal of the Tenderer

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**N.B:-**

- 1) The actual wages of the personnel to be deployed by the agency shall not be less than the minimum wages prescribed by the Government / Labour Dept.
- 2) The successful bidder shall pay all statutory contribution payable by the employer (Bidder) under provisions of the various labour laws and other laws in force and applicable during the contract.
- 3) The successful bidder shall be responsible for all statutory payments including the taxes in respect of the security personnel.
- 4) If any complaint with regard to payment of wages or allowances and statutory benefits is received and on enquiry it is established, the amount shall be recovered out of the bill/ security deposit of the bidder.
- 5) Income Tax shall be deducted by the Bank at the prescribed rate as per provisions of Income Tax Act. On the Gross value of the Bills.
- 6) The Successful Bidder shall have no claim whatsoever against MCC Bank for any loss/ Damage caused to the agency /Firm by reasons of war, riot, communal disturbance, pestilence, epidemical sickness, strike, lockout, earthquake, fire, storm, food, explosion or any change in the nature, breakdown of Plant or machinery for whatever reasons.
- 7) The security agency shall furnish the records/ documents/ original vouchers/ challans in respect of statutory personnel deployed to the officer concerned of MCCB as and when required, failing which the management of the Bank has every right to terminate the contract with penalty as would be deemed proper.



**Signature with date and seal of the Tenderer**