



F.NO.51-17/AE-I/JE(O)/O.M/2025-26

Oulgaret Municipality

Puducherry-5

Date: 27/10/2025

e-Tender Notice

Online tender are hereby invited on behalf of the Oulgaret Municipal Council, Puducherry under two bid system viz. Technical Bid and Financial Bid from eligible Agencies/Firms for **“Providing Services of 09 Nos. of Technical Assistant and 14 Nos. of Data Entry Operator on outsourcing basis at Oulgaret Municipality, Puducherry”**. The engagement will be on a contract basis for a period of one year, extendable as per requirement and performance. Submission of proposal in response to this tender shall be deemed to have been done after careful study and examination of this document. This e-tender should be submitted online through the URL <https://pudutenders.gov.in>.

Sl.No.	Information	Details
1.	Tender Reference	OM/e-tenders/147/2025-26
	Tender I.D.No.	2025_DLA_20298_1
2.	Bid document available from http://pudutenders.gov.in	29-10-2025 at 5.30 P.M. Up to 4.00 P.M. on 10-11-2025
3.	Address and e-mail for submission of written queries for clarifications	The Commissioner, Oulgaret Municipality, Jawahar Nagar, Puducherry-605 005. Tel: 0413 2200941 Email om@py.gov.in
4.	Last date and Time for downloading of Bid	10-11-2025 before 4:00 P.M.
5.	Pre-bid meeting date, time and venue	Date 05-11-2025 @ 11:30 A.M. Venue: In the Chamber of the Commissioner, Office of Oulgaret Municipality, Jawahar Nagar, Puducherry – 605 005
6.	Last date and Time for Online submission of Bid documents	10-11-2025 upto 4:00 P.M.
7.	Date & Time of opening Technical Bid	10-11-2025 at 4:30 P.M.
8.	Date & Time of opening Financial Bid	Will be intimated to the eligible bidders.
9.	Bid Validity	180 Days
10.	Period of contract	12 Months (1 Year) from the date of issue of work order.
11.	Cost of Tender document including GST	Rs.5,900/- (Rupees Five Thousand nine hundred Only) (including GST) (Non Refundable)
12.	Earnest Money Deposit (E.M.D) value	Rs.1,00,000/- (Rupees One Lakh Only) refundable.
13.	Performance Bank Guarantee Value	2% of the total annual value calculated on wages with quoted service charges and taxes.

Important dates and information: Tender documents can be seen on website: www.py.gov.in and download/participate online from <https://pudutenders.gov.in> by the Contractors / Firms / Institution / Co-operative Societies registered on the Portal.

Terms and Conditions:

1. The bidder must have a registered office within the territorial limits of the Union Territory of Puducherry and should be operational for at least 3 years.
Note: Preference will be given to agencies that are functioning as part of a government initiative or municipal registered societies with local impact.
2. The selected manpower service provider shall be solely responsible for the timely disbursement of wages/salaries and fulfilment of all statutory obligations (such as EPF, ESI, GST, etc.) towards the deployed personnel.
3. The agency shall pay salaries directly to all deployed manpower on or before the stipulated due date each month, without waiting for payment or reimbursement from the Municipal Authority. The agency shall also be responsible for paying both the employer's and the employee's contributions towards State Insurance, Provident Fund, and any other applicable taxes in respect of all personals engaged by the agency for the execution of the contract, in accordance with the prevailing statutory provisions as amended from time to time. Subject to condition that attendance duly endorsed by section head be submitted to Service provider on or before 5th of every month.
4. The agency shall submit a monthly invoice to the Municipality along with documentary proof of salary disbursement, such as bank transfer statements, payslips, and statutory challans for EPF, ESI, and other applicable contributions.
5. Demonstrate strong financial standing and liquidity capacity to sustain the payment of wages, statutory benefits, and operational costs for a minimum of six (6) months without delay or dependency on the Municipal disbursements. Produce financial statements or bank certifications at the time of bidding, substantiating the ability to manage such working capital independently.
6. Non-compliance with any of the above shall result in termination of the contract, forfeiture of performance security, and blacklisting from future tenders.

7. As the Bids are to be submitted online and are required to be encrypted and digitally signed, the Bidders are advised to obtain valid ikey and Digital Signature Certificate (DSC) at the earliest. Tenderer shall submit their offer in electronic format in above mentioned website on or before the scheduled date and time as mentioned above after digitally signing the same. **No offer in physical format of Technical bid and Financial bid shall be accepted** and any such offer if received by Oulgaret Municipality, Puducherry shall be summarily rejected.
8. An amount of Rs.5,900/- (Cost of Tender Rs.5,000/- + GST 18%) (Rupees Five Thousand Nine Hundred only) (non-refundable) as Tender Fee has to be paid online in the <https://pudutender.gov.in> portal itself, failing which the bid will be rejected.
9. Earnest Money of Rs. 1,00,000/- (Rupees One lakhs Only) shall be paid online in the <https://pudutender.gov.in> portal itself, failing which the bid will be rejected. Any Bid without payment of Bid security / EMD will be liable for rejection considering it as non-responsive. No interest will be payable by the Municipality on the EMD amount. The EMD will be returned to the successful bidder only after submission of the Performance Guarantee.
10. The bidder should have minimum average annual turnover of ₹1 Crore over the past 3 Financial Years 2021-22, 2022-23, 2023-24. Necessary audited balance sheet for the year 2021-22, 2022-23, 2023-24, proving above requirements are to be furnished with the bid. The bidder shall submit a copy of the certificate showing turnover, certified by a chartered accountant.
11. The bidder should enclose a copy of registration of GST, PAN card.
12. The bidder should produce Proof of Registration / certificate of ESI & EPF.
13. The bidder should have provided manpower outsourcing services to any government entity such as Municipalities, Commune Panchayats, Corporation or other Government Departments and undertakings in Puducherry for a minimum of 3 consecutive years.
14. The bidder must be a registered entity directly established, aided, or supported by Government bodies, agencies, or Local Bodies under the Government of Puducherry, for the purpose of employment generation, livelihood support, or social development.

15. The number of posts of 09 Nos. of Technical Assistant and 14 Nos. of Data Entry Operator (may be increased or decreased according to necessity and demand in future).
16. The contract shall be awarded initially for a period of one year, which will be further extendable annually upto a maximum period of 3 years (including the initial period of one year), on the same rates, terms and conditions subject to satisfactory performance of services and statutory compliance of all the terms and conditions of the Service Agreement which is further subject to approval of competent authority. The contract shall stand automatically cancelled, if the competent authority declines to grant approval. Five percentage (5%) on monthly minimum wages fixed by the Oulgaret Municipality will be added on subsequent years (2nd & 3rd years) in the monthly wages.
17. The Bid security is liable to be forfeited if the bidder withdraws, amends, impairs, or derogates from the bid, in any respect, within the period of validity of bids. The decision of Municipality in this respect shall be final and binding.
18. In the event of the last date of receipt or date of opening of tender being or being declared a holiday, the last date of receipt / date of opening of the tender shall be the next working day at the same time.
19. On the schedule time and date of opening, the Commissioner, Oulgaret Municipality authorizes the opening of tender on the notified time. Bidders can access the particulars, after opening of tender in the website. The Municipality will not be liable for any delay in submission of tender.
20. The Oulgaret Municipal reserves all rights to accept or reject any bid, and to cancel and reschedule the bidding process, at any time due to administrative reasons prior to opening and award of the bidder, without assigning any reason thereof. Any liability to the participated bidders due to rescheduled / cancellation of tender, the Oulgaret Municipal Council is not responsible for the same and no claim shall be entertained on this account.
21. The tenders must be submitted online on or before **10-11-2025 @ 4.00 P.M.** The technical **bid will be opened on 10.11.2025 @ 4.30 P.M.** The detailed terms and conditions of the tender can be downloaded from the e-tender official website: <https://pudutenders.gov.in>
22. The tender of the bidder who does not satisfy the Eligibility and Technical Bid Criteria in the bid documents shall be liable to be rejected summarily without assigning any reason and no claim whatsoever on this account shall be considered.

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23. The eligibility criteria and other conditions are available in the Notice Inviting Tender (NIT).
24. The Oulgaret Municipality reserves all rights to reject any or all the tenders without assigning any reason.
25. All other terms and conditions, instructions to bidder regarding e tendering process etc., may kindly be seen from the Notice Inviting Tender (NIT) available / downloadable on the above noted website.
26. The jurisdiction of the court shall be at Puducherry District Court.
27. For any clarifications or for any other particulars The Commissioner, Oulgaret Municipality, Jawahar Nagar, Puducherry - 605 005 can be contacted during the working hours on all working days.
28. Possession of ikey and Digital Signature Certificate (DSC) and registration of the eligible Contractors/Firms/ Institution /Co-op., Societies on the website i.e. <https://pudutenders.gov.in> shall be a prerequisite for e-tendering. For further details and e-tendering schedule, visit website <https://pudutenders.gov.in>



COMMISSIONER
OULGARET MUNICIPALITY PUDUCHERRY
email: om@py.gov.in

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