



ODISHA SKILL  
DEVELOPMENT AUTHORITY

## DISTRICT EMPLOYMENT EXCHANGE, BHADRAK

At/Po- Charampa, Dist- Bhadrak

Ph- 06784-231717

E-mail ID- [dee.exchange.bhadrak@gmail.com](mailto:dee.exchange.bhadrak@gmail.com)

Skilled in  
ODISHA

No. 382 /DEEx,Bhadrak

Date. 01.06.2020 /

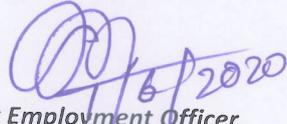
### EXPRESSION OF INTEREST NOTICE

Expression of Interests in a sealed cover from the intending genuine Manpower Service Provider / Agencies /Farms is invited through Speed Post/ Courier/ Registered Post for selection of genuine service provider to provide Service of One Data Entry Operator i.e. engagement in District Employment Exchange, Bhadrak for the period from 01.06.2020 to 28.02.2021. The tender should reach to the undersigned by 08.06.2020 at 01.00 P.M.. The **Application Form** meant for applying by the service provider is attached herewith. The details of specification are given in the following table.

Sl. No.	Particulars	Specification
1.	One Data Entry Operator	The Data Entry Operator should have requisite speed of English word per minute and should be well conversant with OAC i.e. M.S. Office (Word, Excel & Power Point) & Internet etc.

### TERMS AND CONDITIONS OF THE TENDER

1. The bid shall consist of two parts: Technical Bid & Financial Bid both bids are to be placed in two separate envelopes clearly super scribing (Technical Bid & Financial Bid) both of which will be placed in a common envelope super scribing thereon "tender application for Supply of Manpower against the notification No. 382 dt. 01.06.2020".
2. The Service Provider should be a genuine registered farm and must not be a defaulter in clearing statutory dues as per provision.
3. The undersigned will not be held responsible for any postal/ Courier delay
4. The Tender paper will be opened by the Selection Committee in presence of the applicant or his authorized person on 08.06.2020 at 01.00 P.M. in the District Employment Exchange, Bhadrak and the lowest quoted service charges will be taken into consideration.
5. The bidder must furnish the financial return of last three years i.e. 2017-18, 2018-19 & 2019-20.
6. The bidder should have cleared the I.T. Returns of last three year i.e.2017-18,2018-19&2019-20.
7. The bidder should have valid labour license issued by the competent authority.
8. The bidder must have local office in Bhadrak district.
9. The financial bid should be kept in a separate sealed envelope.
10. The financial bid will be opened only who satisfactorily qualify the technical bid.
11. The Selected service provider will be required to sponsor at least three candidates for selection of a genuine candidate by the committee to discharge day to day official work concerned to District Employment Exchange, Bhadrak.
12. The consolidated pay is 8880/- (Rupees Eight thousand Eight hundred) only inclusive of EPF, ESI, Service Charge etc.
13. The undersigned reserves all rights to cancel/ modify/ alter this Expression of Interests without assigning any reason thereof.

  
District Employment Officer,  
Bhadrak.

District Employment Officer  
Bhadrak

# APPLICATION FORM

FOR PROVIDING MANPOWER SERVICES TO DISTRICT EMPLOYMENT EXCHANGE, BHADRAK.

1. Name of Tendering Manpower Service Provider: \_\_\_\_\_
2. Name of Proprietor/Partner/Director: \_\_\_\_\_
3. Full Address of Registered: \_\_\_\_\_  
Office \_\_\_\_\_  
Telephone No: \_\_\_\_\_ Fax No. \_\_\_\_\_  
E-Mail Address: \_\_\_\_\_
4. Full Address of Operating/  
Branch Office: \_\_\_\_\_  
Telephone No. : \_\_\_\_\_ E. Mail Address \_\_\_\_\_
5. Name & Telephone No. of  
Authorized officer/person  
(if any) to liaise with Field Office (s) \_\_\_\_\_
6. Banker of the Manpower Service Provider: \_\_\_\_\_  
(Attach certified copy of statement of  
A/c for last Three years) with \_\_\_\_\_  
Telephone Number of Banker \_\_\_\_\_
7. PAN / GIR No. \_\_\_\_\_  
(Attach attested copy)
8. Service Tax / (G.S.T.) Registration No. \_\_\_\_\_  
(Attach attested copy)
9. E.P.F. Registration No. \_\_\_\_\_  
(Attach attested copy)
10. E.S.I. Registration No. \_\_\_\_\_  
(Attach attested copy)
11. Financial turnover of the tendering Manpower Service Provider for the last 3 Financial Years.

Financial Year	Amount (Rs. Lacs)	Remarks, if any
2017-18		
2018-19		
2019-20		

12. All statutory liabilities, Taxes, Levis, Cess etc. as per table given below:

Sl. No	Type of Manpower	Monthly Rate Per Person					Total per person to be released by office to the Service Provider
		Take home remuneration	E.P.F	E.S.I	Service Charge	Other statutory dues, if any	
1.	Data Entry Operator						Rs.8880/-

13. Additional Information, if any:  
(Attach separate sheet if required)

**Notes:**

- a. The total rate quoted by the tendering agency should be inclusive of all statutory/ Taxation liabilities in force at the time of entering into the contract.
- b. The payment shall be made on conclusion of the calendar month only on the basis of no. of working days for which duty has been performed by the manpower.
- c. The authority reserves the right to annul all bids without assigning any reasons.

**DECLARATION**

1. I \_\_\_\_\_ Son / Daughter/ Wife of Shri \_\_\_\_\_ Proprietor / Director / authorized signatory of the Service Provider, mentioned above, am competent to sign this declaration and execute this tender documents ;
2. I have carefully read and understood all the terms and conditions of the tender and undertake to abide by them ;
3. The information / documents furnished along with the above application are true and authentic to the best of my knowledge and belief. I / we, am / are well aware of the fact that furnishing of any false information / fabricated documents would lead to rejection of my tender at any state besides liabilities towards prosecution under appropriate law.

Date :

Signature of authorized person

Place :

Full Name :

Seal :

**Enclosures required:**

The tendering Manpower Service Providers are required to enclose photocopies of the following documents (duly attested by Gazetted Officer of the State Governments / Central Government) **failing which their bids shall be summarily/out rightly rejected and will not be considered any further:**

- a) Registration certificate of the applicant organization;
- b) Copy of PAN / GIR Card;
- c) Copy of the IT Return filed for the last three financial years;
- d) Copies of EPF and ESI Certificates;
- e) Copy of the Service Tax registration Certificate;
- f) Certified extracts of the Bank Account containing transactions during last three years.