

**DISTRICT OFFICE, BHADRAK**  
(LAND ACQUISITION OFFICE)

**SHORT TENDER CALL NOTICE**

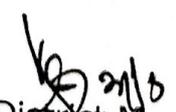
Notice No.:- 4426

Dated:- 31/05/2021

Sealed tenders are invited from the eligible Service Providers/Manpower Agencies of Bhadrak District for hiring of Manpower for Data Entry Operator to be engaged in Land Acquisition Section, Collectorate, Bhadrak as per guideline issued by the Government in Revenue & Disaster Management Department, Odisha, Bhubaneswar vide Letter No.40112 Dated:-21.09.2011. The above manpower is required to be engaged from 17<sup>th</sup> June, 2021 onwards. As per Letter No.34038/R&DM Dated:-10.09.2018 of the Government in Revenue & Disaster Management Department, Odisha, Bhubaneswar the maximum monthly remuneration (all inclusive) for the Data Entry Operator is Rs.12,690/- (Rupees Twelve Thousand Six Hundred & Ninety) only. The hired Data Entry Operator will be purely on short term contractual basis through manpower Agency as per the guideline issued vide Letter No.40112 Dated:-21.09.2011 (Annexure-"A"). The Tender documents shall be submitted in the Office of the under signed duly signed by the authorized signatory in each page and duly authenticated with seal.

The tender documents of the bidder shall be rejected if any of the documents as per check list (Annexure -"B") is not found with the tender documents

- 1) Last date for receipt of the sealed Tender is on **07.06.2021 up to 1.00 P.M.**
- 2) Date of opening of sealed tenders is on **08.06.2021 at 10.00A.M.**
- 3) Place of opening of tender is Office Chamber of the A.D.M.(Rev.) Bhadrak.
- 4) The concerned bidders are required to remain present personally or depute their authorized representatives to remain present during opening of the received tenders on the Date, Time & Venue fixed.
- 5) The tender papers are to be submitted by Speed Post to the Land Acquisition Officer, Collectorate, Bhadrak.
- 6) The tenders received after the stipulated date and time will not be taken in to consideration and liable for rejection.
- 7) Tender Calling Authority has the right to accept or reject the tender without assigning any reason thereof.
- 8) All disputes which may arise relating to tender are subject to judicial jurisdiction of the competent court at Bhadrak only.

  
Additional District Magistrate(Rev.)  
Bhadrak

**P.T.O.**



Government of Orissa,  
Revenue & Disaster Management Department.

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LA(A)-42/11(Misc.)- 40112 /RDM., Dated, 21.9.2011

Shri R. K. Sharma, I.A.S.  
Commissioner-cum-Secretary to Government.

All R.D.Cs  
All Collector & District Magistrates,  
All Spl. Land Acquisition Officers.

Modalities for utilization of amount from L.A.  
contingencies and engagement of Data Entry Operator  
in L.A. Establishment.

L.A.O. S:  
[Handwritten initials]

I am to say that the modalities for utilization of L.A.  
contingencies and engagement of Data Entry Operator in L.A. Establishment  
was under active consideration of the Government and after careful  
consideration, Government have been pleased to decide as follows:-

1. In all Special Land Acquisition establishments, one Date Entry Operator is allowed to be engaged through outsourcing and the cost thereof should be met by the Requisitioning Body.
2. All Land Acquisition Collectors are allowed to engage one Data Entry Operator through outsourcing and meet the cost thereof from L.A. contingencies, subject to workload and availability of L.A. contingency funds.
3. Out of 4.5% L.A. contingencies retained by the L.A. Collectors, an amount of the 0.25% should be transferred to the Revenue & D.M. Department for meeting the contingent expenses on Land Acquisition and the remaining 4.25% will be retained by them.
4. The amount of L.A. contingencies may be kept in the flexi deposit/ Term deposit in any Nationalized Bank by the respective offices.
5. The other term and conditions and accounting procedure thereon should continue to be followed as per instructions issued vide this Department circular No.15618/R dated 20.3.1998 and No.9683 dated 10.3.2004.

This has been concurred in by Finance Department vide their  
UOR No.286/GS-I dated 2.6.2011.

Yours faithfully,

[Handwritten signature]

Commissioner-cum-Secretary to Government.

14/11/20  
26.9.11  
742/LA  
12.10.11

**ANNEXURE – 'B'**

CHECK LIST OF DOCUMENTS TO BE ENCLOSED TO GENERAL BID FORM.

The tender document of the bidder shall be rejected if any of the following documents is not found with the tender document.

Sl.No.	Nature and type of documents required	Whether enclosed		Page reference	
		Yes	No.		
1	Copy of registration of the agency				
2	Certified copy of the statement of bank account for two years ( 2019-20 & 2020-21 )				
3	Copy of Pan Card(Proprietor/Partner)				
4	Copies of the IT return for last three assessment years				
5	Audit report for the last three financial years				
6	Copy of GST registration certificate and submit return copy and challan for the last three months				
7	Copy of the E.P.F. registration Certificate and copy of ECR for the last 3 months.				
8	Copy of the E.S.I. registration certificate.				
9	Copy of valid Labour license				
10	Copy of similar type of work Experience certificate / Order / Agreement for the year of 2018-19,2019-20				

## APPLICATION-FINANCIAL BID

**For providing Manpower Assistance to Land Acquisition Section, Collectorate, Bhadrak**

1. Name of the Tendering Manpower Service Provider:
2. Rate per person per month (8 hours per day) inclusive all statutory liabilities, taxes, levies cess etc.

Sl. No	Manpower Type	Remuneration per month (Including EPF & ESI of employee share)	EPF (Employer contribution)	ESI	Service Charges	GST	Total amount
1		8,880/-					

Date:  
Place:

Signature of the Authorized Person  
Full Name:  
Seal: