



DISTRICT EMPLOYMENT EXCHANGE: KHORDHA: BHUBANESWAR

Toshali Bhawan, Block- A2, Ground Floor, Satyanagar, Bhubaneswar-751007
E-mail ID-employment_khurda@rediffmail.com, Phone No-(0674) – 2573744

No. 676 /DEEx, Bhubaneswar dated the 27/05/2019

ଅଫିସ କୁ ଚାହୁଁଥିବା ଭୂତିକ ତଥ୍ୟ ପ୍ରବେଶ କାର୍ଯ୍ୟକାରୀ ପ୍ରାଥମିକ ପାଇଁ ସମ୍ମତି ଅଭିବ୍ୟକ୍ତି ବିଜ୍ଞପ୍ତି

EXPRESSION OF INTEREST NOTICE

Expression of Interests in Sealed Cover invited from the intending Manpower Service Providers / Agencies /Firms to provide Service of Data Entry Operators to the District Employment Exchange, Bhubaneswar on contract basis to perform day to day Data Entry Works of the office. The **Application Form** meant for applying to provide manpower service attached below. The detailed of specifications and terms & conditions are given in the following table.

Sl. No.	Particulars	Specification
1.	One Data Entry Operator The Monthly consolidated remuneration @ Rs.8,880/- inclusive of E.P.F, E.S.I, Service Tax, Service Charge and other statutory dues , if any per the Data Entry Operator will be paid to the service providers towards the service rendered.	The Data Entry Operator should be a Graduate with PGDCA and having requisite speed of English word per minute and should be well conversant with OAC i.e. MS Office (Word, Excel & Power Point) & Internet etc. Experienced candidates would be given preference.

TERMS AND CONDITIONS OF THE TENDER

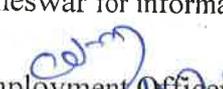
1. The Service Provider should have registered the firm under Goods and Services Tax (GST) and indicate Service Tax No. etc.
2. The Expression of Interests should reach to the undersigned on or before 04-06-2019 by 4.00 P.M.
3. The Tender paper will be opened in the presence of members of the Selection Committee and bidders on 06-06-2019 by 11.30 A.M. at the District Employment Exchange, Bhubaneswar.
4. The undersigned reserves all rights to cancel / modify / alter this Expression of Interests without assigning any reason thereof.


District Employment Officer
Khordha, Bhubaneswar

Memo No. 677 (2) /DEEx, Bhubaneswar dated the 27/05/2019

Copy submitted to:

1. The DIO, N.I.C, Khordha for favour of kind information with a request to kindly hoist the same in the District website from 27-05-2019 to 04-06-2019 (upto 4.00 P.M.) for wide publicity purpose.
2. Office Notice Board of District Employment Exchange, Bhubaneswar for information of the intending Service Providers.


District Employment Officer
Khordha, Bhubaneswar

APPLICATION FORM

ଆବେଦନ ପତ୍ର

FOR PROVIDING MANPOWER SERVICES TO DISTRICT EMPLOYMENT EXCHANGE,
KHORDHA, BHUBANESWAR.

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. : _____
Fax 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 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
2015-17		
2016-18		
2017-19		

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
		Take home remuneration	E.P.F	E.S.I	Service Tax	Service Charge	Other statutory dues, if any	
1.	Data Entry Operator							

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

Notes:

1. 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.
2. 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.
3. 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:
Place:

Signature of authorized person
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.