

QUOTATION CALL NOTICE

No. 588 / OBPI, Date. 07.03.19
XVI-1/19

**QUOTATION FOR ENGAGEMENT OF 11 NOS. OF PEON AND 01 NO. OF
DRIVER THROUGH SERVICE PROVIDER AGENCY.**

Sealed quotations are invited by the office of the Joint Director of Animal Husbandry & Veterinary Services, Odisha Biological Products Institute, Bhubaneswar from the local **Service Provider Agency** registered within Cuttack & Bhubaneswar to provide 11no.s of peon and 1 no of Driver.

1. Date of submission of quotation. – 08.03.2019 to 23.03.2019
2. Date for opening quotation. – 25.03.2019

QUALIFICATIONS / CRITERIA FOR THE ERQUIRED POST

Sl. No.	Position	Minimum Qualification and Experience	Job Responsibility
1.	Peon	Middle English School Certificate Examination or an equivalent examination	Management of daily official work and logistic support to the official and other staff. Any other reasonable work.
2.	Driver	Having Authenticate four wheeler (Light / Heavy) Driving License with driving experience of min. 3yrs of commercial vehicle.	Abiding all Transportation laws and Regulations. Must follow prearrange routes to destinations as and when required by the Authority and other official staff. Maintenance of vehicle & cleanliness.

THE TERMS & CONDITIONS FOR THE ABOVE SAID POSTS:

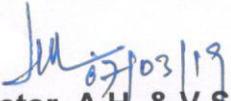
1. The candidates must be fulfilling its required qualification as mentioned. Their original certificates shall be produced to this office by the service providing organization and the candidates must be above 18 yrs of age.
2. The deployment of the candidates shall be on contract basis with a consolidated payment of peon- Rs.8070/- per month, Driver-Rs.8800/- P.M.
3. Besides above the "Authority" shall pay service tax as applicable.
4. The payment will be made to the Service Providing Agency on monthly basis but not in the name of the candidates.
5. The candidates should have to discharge their duties during working hours. They will attend the office work beyond the office hours and even on Govt. Holidays if required.
6. The "Authority" has the right to ask the Service Providing Agency to withdraw / replace any candidate anytime who has been reported by the Authority as disobedient towards his / her service. The "Service Provider" has to agree to act promptly on such request by the "Authority".
7. After completion of selection process, an agreement shall be made by the selected service provider with the undersigned for engagement of Peon and Driver as per the need of vacancy in this institute.

8. At the end of each month the "Authority" will produce the absentee statement along with works particular of the candidates to the Service Provider towards the performance of duty and the Service Provider will submit the bill to the Authority to get the consolidated payment thereafter.
9. The agreement so executed shall be terminated on written notice of two months from the either side.
10. Any other problem arises if any and brought to the notice of the Authority shall be decided as per existing Government Rules, Regulations and Stipulation as deemed proper.
11. The minimum turnover of the Service Provider should be Rs.50 Lakh per annum.

Documents to be submitted by the Service Provider

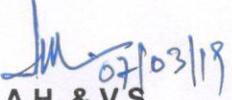
1. EMD of Rs. 12000/- in shape of Bank Draft of any Nationalised Bank drawn in favour of Joint Director, OBPI, Bhubaneswar payable at Bhubaneswar. The B.D in original to be enclosed with the quotation.
2. Quotation mentioning service tax and service charges etc. should be submitted by the service provider in his official letter pad.
3. Attested copy of registration certificate of the agency with appropriate Regn. Authority.
4. Copy of documents showing 2 - 3 yrs of experience in providing manpower to Govt./Semi Govt. Organization.
5. Attested copy of PAN / GIR card.
6. Attested copy of the latest IT return filed by the agency of the last 2 - 3 yrs.
7. Attested copy of services tax / GST registration certificate.
8. Attested copy of EPF registration Certificate.
9. Attested copy of the ESI registration certificate.
10. Latest GST deposit challan.
11. Latest EPF / ESI deposit challan.

The successful quotationer has to execute one agreement of mutually agreed terms and conditions with the undersigned before engagement of the workers. All quotations should be dropped in the tender box of this office in any working days within 10 AM to 5 PM within the stipulated date & time. The undersigned reserves the right to reject / cancel any or all quotations without assigning any reason thereof.


 Joint Director, A.H. & V.S.,
 OBPI, Bhubaneswar.

Memo No. 589
 Copy to Notice Board of OBPI, Bhubaneswar.

Date. 07-03-19


 Joint Director, A.H. & V.S.,
 OBPI, Bhubaneswar