



ଗୃହ ନିର୍ମାଣ ଓ ନଗର ଉନ୍ନୟନ ବିଭାଗ, ଓଡ଼ିଶା ସରକାର
Housing & Urban Development Department, Govt. of Odisha

ଜଟଣୀ ପୌର ପରିଷଦ, ଜଟଣୀ
OFFICE OF THE MUNICIPAL COUNCIL: JATANI

ସ୍ଥାନ- ଜଟଣୀ, ଜିଲ୍ଲା- ଖୋର୍ଦ୍ଧା, ୭୫୨୦୫୦
At/Ps- Jatani, Dist-Khordha (Odisha), Pin-752050
E-mail – municipalityjatni@gmail.com, Phone. No. 0674- 2490826

QUOTATION CALL NOTICE

No. 2338 /Jatani, Date- ୦୫/୦୭/୨୦୨୪

Sealed Quotation is from the reputed & registered Service Provider Firms/ Agencies for supply of following manpowers to this Municipality, as per the following terms & conditions given below. The registered agencies are requested to submit the bid alongwith following documents and the quoted rate, as per the specification to Office of the Executive Officer, Jatni Municipality, Dist- Khordha by registered post/ speed post or by in person from date 05.07.2024, 11.00 AM to date 15.07.2024 by 11.00 PM. The bid will be opened in presence of bidders on date 15.07.2024 on 12.30 PM in the office chamber of the undersigned. The authority will not be held responsible for the postal delay, if, any, in the delivery of documents or non-receipt of the same.

The details of Quotation Call Notice will also available in Khordha district web portal i.e <https://khordha.nic.in> & Municipality Website i.e www.jatnimunicipality.in. The authority reserves the right for cancellation of the quotation call notice without any reason thereof.

Note:-

The Agency namely Allin Security & Intelligence Service (ASIS), Bhubaneswar is not allowed to participate due to non deposit of EPF, ESI shares of employees since long and mentioned agency is ineligible to apply any type of Quotation/ Tender/bid in Jatni Municipality w.e.f 04.07.2024, as per the decision of Municipal Council, Jatni.

Required Documents:-

The bidder should submit the following documents:-

- The application form in Office Pad alongwith filled Quotation in "Format-I & Format-II".
- The registration copy of the company/ firm/ agency.
- The registration copy of IT Returns report for last year.
- The registration Certificate of Labour License, PAN, GST, EPF & ESI.
- The 05 year experience certificate.
- The paper cost Rs. 2000/- in the shape of DD or money receipt.
- The Security Money of Rs. 30,000/- in shape of DD drawn in favour of Executive Officer, Jatni Municipality payable at Jatni.

Required Manpower:-

Sl No.	Name of the Manpower Position	Name of the locations	Requirement	catagory
01	Steno cum DEO	Office	01	Highly Skilled
02	Data Entry Operator	Office	02	Highly Skilled
03	Data Entry Operator	Office	01	Skilled
04	Amin	Office	01	Highly Skilled
05	Electrician	Office	01	Highly skilled
06	Driver	Sanitation Work	01	Skilled
07	Gardener	Office	01	Skilled
08	Security Guard	Aahar Centre	02	Semi- Skilled
09	Security Guard	Wealth Centre & Goshala	04	Semi- Skilled
10	House Keeper	Aahar Centre	02	Un-skilled
11	Care Taker	Smart Park	02	Semi-skilled

Terms & Conditions:-

- The selected agency will release the payment to the employees in first week of each month.
- The selected agency will deposit the EPF & ESI shares of employees in each month and furnish the statement to Jatni Municipality for release of payment.
- The payment of employees will be enhanced according to revised labour rate publish by the Labour & ESI Department, Govt. of Odisha immediately.
- The contract may be renewed according to performance of the selected agency/ firm and may be terminated at any stage without any reason thereof.
- The selected agency will submit the bill of each month for deployment of Service Manpower on 01st of next month.
- The selected agency will not deduct any extra amount from the wages of deployed employees except EPF & ESI shares.


Executive officer
Jatni Municipality

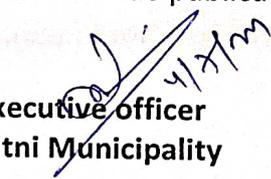
Memo No. 2339 /Dtd 04/07/2024

Copy forwarded to the Office Notice Board, Jatni Municipality/ Website i.e www.jatnimunicipality.in for information of general public.


Executive officer
Jatni Municipality

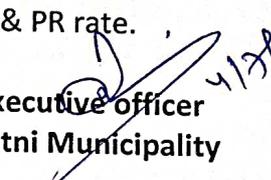
Memo No. 2340 /Dtd 04/07/2024

Copy submitted to the District Information Officer, NIC, Khordha for favour of kind information with a requested to publish the quotation call notice in www.nic.khordha.in for wide publication.


Executive officer
Jatni Municipality

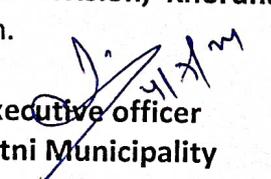
Memo No. 2341 /Dtd 04/07/2024

Copy forwarded to the Deputy Director, I & PR Department, Govt. of Odisha for information with a request to publish the same in ~~one~~ Odia news papers, as per the I & PR rate.


Executive officer
Jatni Municipality

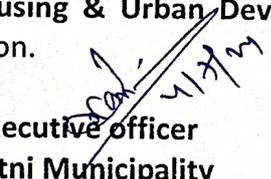
Memo No. 2342 /Dtd 04/07/2024

Copy submitted to the Collector & District Magistrate, Khordha/ Project Director, DUDA, Khordha/ SE, PH, Bhubanewar/ Executive Engineer, R & B Division, Khordha/ Executive Engineer, PH Division-III, Bhubaneswar, BDO, Jatni/ Tahasildar, Jatni/ AEE, PH Sub Division, Khordha/ AE, PH Section, Jatni/ District Information Officer, NIC, Khordha for information.


Executive officer
Jatni Municipality

Memo No. 2343 /Dtd 04/07/2024

Copy submitted to the Director Municipal Administration, Housing & Urban Development Department, Govt. of Odisha, Bhubaneswar for favour of kind information.


Executive officer
Jatni Municipality

FORMAT-I

Name of the Work :- Supply of Manpower

Quotation Call Notice No. _____ / dated _____

Date of submission of application: _____

Mode of submission of application: _____

Basic statement:-

SI No.	Name of the Documents	Number & date	Remark
01	Registration copy of Firm/ agency		
02	IT Returns		
03	PAN		
04	GST		
05	EPF Registration		
06	ESI Registration		
07	05 Year Experience Certificate		
08	Paper cost Rs. 2000/- in shape of Money Receipt or Bank draft		
09	Security Money Rs. 30,000/- in shape of DD drawn in favour of Executive Officer, Jatni Municipality payable at Jatni		
10	Any other documents		

**Signature of the Bidder/
Any authorized Person
with Designation & Seal**

FORMAT-II

Name of the Work :- Supply of Manpower

Quotation Call Notice No. _____ / dated _____

Date of submission of application: _____

Mode of submission of application: _____

Labour statements:-

Note:- Both percent alongwith the amount in Rupees should be mentioned by the bidder in the labour statements given below.

Sl No.	Name of the manpower position	Category of employee	Minimum wages (As per the latest labour rate)	EPF charge	ESI Charge	Service charge	GST	Total Amount per person	Remarks
01	Steno cum DEO	Highly Skilled							
02	Data Entry Operator	Highly Skilled							
03	Data Entry Operator	Skilled							
04	Amin	Highly Skilled							
05	Electrician	Highly skilled							
06	Driver	Skilled							
07	Gardener	Skilled							
08	Security Guard	Semi-Skilled							
09	Security Guard	Semi-Skilled							
10	House Keeper	Un-skilled							
11	Care Taker	Semi-skilled							

Signature of the Bidder/
Any authorized Person
with Designation & Seal