


EMPLOYMENT EXCHANGE, MAYURBHANJ, BARIPADA.

Notice No. 333 /Employment, Baripada, Dated the 20/02/20.

Tender Notice for award of contract for providing of services of **Data Entry Operators** for the period of twelve months with effect from 01.03.2020 to 28.02.2021.

Sealed tender are invited from reputed manpower agencies/service provider to provide the services of the Data Entry Operators for the period from 01.03.2020 to 28.02.2021 through a suitable placement agency (Registered Service Provider) on contract basis for day to day official work.

1. The detailed information for outsourcing the service of aforesaid post has been given in the tender document which may either be downloaded from the website of www.mayurbhanj.nic.in or obtained it in person from the District Employment Officer, Mayurbhanj, District Employment Exchange, Mayurbhanj, Baripada (Near LIC Office, Baripada) on any working day between 10.00 A.M. to 01.00 P.M. The last date & time of submission of Tender Document is 06.03.2020 by 01.00 P.M. In case the application form is downloaded from the Govt. website, the applicant shall furnish a demand draft for an amount of Rs.100/- (Rupees one hundred) only towards the cost of application along with the application.


District Employment Officer,
Mayurbhanj, Baripada.

APPLICATION FOR FINANCIAL BID

FOR PROVIDING THE MANPOWER SERVICE TO THE DISTRICT EMPLOYMENT EXCHANGE, MAYURBHANJ, BARIPADA.

1. Name of Tendering Manpower Service Provider

:-

2. Rate per Person per month (7 hours per day) inclusive of all statutory liabilities, taxes, levies, Cess etc.

Sl. No.	Manpower Type	MONTHLY RATE PER PERSON						
		*Take home Remuneration	EPF	ESI	Other Statutory dues if any	Service Charges	Service Taxes	Total Per Person
1	2	3	4	5	6	7	8	9
1	Data Entry Operator							

***Monthly consolidated remuneration of the Data Entry Operator should be Rs.8,880/- (Rupees eight thousand & eight hundred eighty) only.**

Signature of the Authorized Person
With Seal.

Date :-

Place :-

Notes:

- (I) The total rates quoted by the tendering agency should be inclusive of all statutory/ taxation liabilities in force at the time of entering in to the contract.
- (II) 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.

APPLICATION FOR TECHNICAL BID

FOR PROVIDING THE MANPOWER SERVICE TO THE DISTRICT EMPLOYMENT EXCHANGE, MAYURBHANJ, BARIPADA.

1. Name of Tendering Manpower Service Provider

2. Details of Earnest Money Deposit

:- D.D. No. _____ Dated

_____ of Rs. _____ drawn on Bank

3. Name of the Proprietor/Partner/Director

4. Full Address of Registered Office

5. Full Address of Operating/Branch Office

6. Name & Telephone no. of Authorized Officer/
Person to liaise with field Office(s) :-

7. Bankers of the Manpower Service Provider:-
(Attach certified copy of statement of A/c
For the last three years)

Telephone Number of the Banker :-

8. PAN/GIR No. :-
(Attach attested copy)

9. Service Tax Registration No. :-
(Attach attested copy)

10. E.P.F. Registration No. :-
(Attach attested copy)
11. E.S.I. Registration No. :-
(Attach attested copy)
12. Financial Turnover of the tendering Manpower Service Provider for the Last three financial years. :-

Financial Year	Amount (Rs. in lakh)	Remarks if any
2016-17		
2017-18		
2018-19		

13. Additional information if any :-

(Attach separate sheet if space provided is insufficient)

DECLARATION

- I, _____ son/Daughter/Wife of Shri _____ Proprietor/Director/ Authorized Signatory of the Service Provider, mentioned above, and competent to sign this declaration & execute this tender document:
- I have carefully read & understood all the terms & conditions of the tender & undertake to abide by them.
- The information/documents furnished along with the above application are true and authentic to the best of my knowledge and belief. I/we are well aware of the fact that furnishing of any false information/ fabricated document would lead to rejection of my tender at any stage besides liabilities towards prosecution under appropriate law.

Signature of the authorized person
Full name:-
Seal

DOCUMENTS TO BE PROVIDED WITH THE TECHNICAL BID

1. Application :- Technical Bid
2. Attested copy of registration of Agency
3. Certified copies of the Statement of Bank Account of Agency for the last three years
4. Attested copy of PAN/ GIR Card.
5. Attested copy of latest IT Return filed by the Agency.
6. Attested copy of Service Tax Registration Certificate.
7. Attested copy of P.F. Registration Letter/ Certificate.
8. Attested copy of E.S.I. Registration/ Certificate
9. Certified documents in support of the Financial Turnover of the Agency
10. Certified documents in support of the entries in column 13 of Technical Bid Application.

DOCUMENTS FO BE SUBMITTED BY THE SUCCESSFUL AGENCY BEFORE DEPLYMENT OF MANPOWER.

1. List of Manpower shortlisted by Agency for deployment in District Employment Exchange, Mayurbhanj, Baripada containing full details i.e. Date of Birth, Marital Status, Address, Educational Qualification etc.
2. Bio-Date of all persons.
3. Any other documents considered relevant.


District Employment Officer,
Mayurbhanj, Baripada.

TECHNICAL REQUIREMENT FOR MANPOWER TO BE DEPLOYED

BY THE SUCCESSFUL MANPOWER SERVICE PROVIDER IN THE DISTRICT
EMPLOYMENT EXCHANGE, MAYURBHANJ, BARIPADA.

1. He/she should be above 18 years of age and not exceeding 40 years.
2. The Minimum Educational Qualification for Data Entry Operator will be Graduation in any discipline
3. The Data Entry Operator should have a speed of 400 characters per minute in English and should be well conversant with computers and essentially well trained in M.S. Office, Internet and LAN function.


District Employment Officer,
Mayurbhanj, Baripada.

TERMS & CONDITIONS

GENERAL:-

1. The agreement shall commence from 10.06.2019 And shall continue till 29.02.2020 unless it is curtailed or terminated by the authority owing to deficiency of service, sub-standard quality of manpower deployed, breach of contract etc. or change in requirement.
2. The agreement shall automatically expire on 29.02.2020 unless extended further by the mutual consent of the Manpower Service Provider and the Authority.
3. The Agreement may be extended, on the same terms and conditions or with some additions/ deletions/ modifications, for a further specific period mutually agreed upon by the Manpower Service Provider & the Authority.
4. The Manpower Service Provider shall not be allowed to transfer, assign, pledge or subcontract its right and liabilities under the Agreement to any other agency or organization by whatever name be called without the prior written consent of the Authority.
5. The Office, at present has tentative requirement of 1 (One) skilled Data Entry Operator on urgent basis. The requirement of this office may further increase or decrease marginally, during the period of initial contract also and the tenderer would have to provide additional manpower services, if required, on the same terms & conditions.
6. The Manpower Service Provider will be bound by the details furnished by it to the Authority while submitting the tender or at subsequent stage. In case, any of such documents furnished by it is found to be false at any stage, it would be deemed to be a breach of terms of Agreement making it liable for legal action besides termination of the Agreement.
7. The Authority reserves the right to terminate the agreement during initial period also after giving 15 days' notice to the Manpower Service Provider.
8. The persons deployed shall be required to report for work to the District Employment Officer, Mayurbhanj, Baripada or to the Employment Officer, District Employment Exchange, Mayurbhanj, Baripada or such other officers as may have been kept in charge of the office establishment of the office concerned at 07.00 A.M. and would leave at 01.00 P.M. (In Morning Office) and report at 10.00 A.M. and leave at 05.00 P.M. (In Day Office). The persons deployed may also require to work beyond 01.00 P.M. or 05.00 P.M. (as the case may be) for which he/she would not be paid any extra remuneration. In case, the person deployed remains absent on a particular day or comes late/ leaves early on three occasions, proportionate deduction from the remuneration for one day will be made.
9. The person deployed may be called on holidays to attend duty if work load compels immediate nature of disposal in any urgent nature of work.
10. The entire financial liability in respect of manpower services deployed in the office shall be that of the Manpower Service Provider and the office will no way be liable. It will be the responsibility of the Manpower Service Provider to pay to the person deployed a sum not less than the minimum rate quoted in the financial bid and adduce such evidence as may be required by the Department.
11. For all intents and purposes, the Manpower Service Provider shall be the "Employer" within the meaning of different Rules & Acts in respect of manpower so deployed. The persons deployed by the Manpower Service Provider shall not have any claim whatsoever like employer and employee relationship against the Office concerned.
12. The Manpower Service Provider shall be solely responsible for the redressal of grievances or resolution of disputes relating to the person deployed. The Office shall, in no way, be responsible for settlement of such issues whatsoever.

13. The office shall not be responsible for any financial loss or any injury to the person deployed by the Manpower Service Provider in the course of their performance/duties or for payment towards any compensation.
14. The persons deployed by the Manpower Service Provider shall not claim nor shall be entitled to pay perks and other facilities admissible to the regular/ confirmed employees during the currency or after expiry of the Agreement.
15. In case of termination of this agreement on its expiry or otherwise, the persons deployed by the Manpower Service Provider shall not be entitled to & shall have no claim for any absorption in regular or other capacity.
16. The person deployed shall not claim any benefit or compensation or absorption or regularization of deployment with office under the provision of Rules & Acts. Undertaking from the person deployed to this effect shall be required to be submitted by the Manpower Service Provider.
17. The Manpower Service Provider must be registered with the concerned Govt. Authorities Labour Commissioner provident fund authority Employ State Insurance Corporation etc. & a copy of the registration should be submitted. The Manpower Service Provider shall be complied with all the legal requirement for obtaining license under Contract Labour (Regulation & Abolition) Act. 1970 if any, at his own part & cost.
18. The Manpower Service Provider shall provide a substitute well in advance if there occurs any probability of the person leaving the job due to his/her own personal reason. The payment in respect of the overlapping period of the substitute shall be the responsibility of the Manpower Service Provider. The Manpower Service Provider shall be responsible for contribution towards Provident Fund & Employees State Insurance wherever applicable.
19. The person deployed by the Manpower Service Provider should have a good police record & no criminal case should be pending against them.
20. The person deployed should be polite, cordial & efficient while handling the assigned work & their actions should promote goodwill & enhance the image of the Office concerned. The Manpower Service Provider shall be responsible for any act of indiscipline on the part of the persons deployed.
21. The person deployed shall during the course of their work be privy to certain qualified documents & information which they are not supposed to divulge to third parties. In view of this they shall be required to take oath of confidentiality & breach of this condition shall make the Manpower Service Provider as well as the person deployed liable for penal action under the applicable laws besides, action for breach of contract.
22. The Manpower Service Provider shall be responsible for compliance for all statutory provisions relating to minimum wages payable to different types of works in respect of the persons deployed by it in the office concerned. The Office concern shall have no liability in this regard.
23. The Manpower Service Provider shall also be liable for depositing all taxes, levies, Cess etc. on account of service rendered by it to the office concerned to the concerned tax collection authorities, from time to time, as per the Rules & Regulations in the matter. Attested Xerox copies of such documents shall be furnished to the office concerned.
24. The Manpower Service Provider shall maintain all statutory registers under the law & shall produce the same on demand to the authority of the concerned office or any other authority under law.
25. The Tax Deduction at Source (TDS) shall be done as per the provision of the Income Tax Act/ Rules as amended from time to time & a certificate to this effect shall be provided by the office concerned.

FINANCIAL

26. The Technical Bid should be accompanied with an Earnest Money Deposit (EMD) amounting to **Rs,500/-** (Rupees five hundred) only refundable without interest, in the form of Demand Draft/ Pay Order drawn in favour of the District Employment Officer, Mayurbhanj, Baripada failing which the Tender shall be rejected out rightly.
27. The Earnest Money Deposit in respect of the Agencies which do not qualify the Technical Bid (First Stage) / Financial Bid (Second Competitive Stage) shall be returned to them without any interest. In case of successful tenderer if the agency fails to deploy the required manpower against the initial requirement within 30 days from the date of the placing the order the EMD shall stand for forfeited without giving any further notice.
28. The successful tenderer will have to deposit a security amount of Rs.8,880/- (One month employees cost including statutory dues) in the form of fix deposit (FDR) made in the name of the Agency but hypothecated to the District Employment Officer, Mayurbhanj, Baripada, covering the period of contract. In case, the contract is further extended beyond the initial period, the FDR will have to be accordingly renewed by the successful tenderer.
29. The Manpower Service Provider shall raise the bill, in triplicate, along with attendance sheet duly verified by the District Employment Officer, Mayurbhanj, Baripada in respect of the Person deployed & submit the same to the prescribed authority in the first week of the succeeding month. As far as possible the payment will be released by the second week of the succeeding month.
30. The claims in bill regarding Employees State Insurance, Provident Fund, & Service Tax etc. should be necessarily accompanied with documentary proof pertaining to the concerned bill month. A requisite portion of the bill or whole of the bill amount shall be held up till such proof is furnished, at the discretion of the District Employment Officer, Mayurbhanj, Baripada.
31. The amount of penalty calculated @ Rs.100/- per day on account of delay, if any providing a suitable substitute for the period beyond three working days by the Manpower Service Provider shall be deducted from its monthly bill in the succeeding month.
32. The Authority reserves the right to withdraw or relax any of the terms and conditions mentioned above so as to overcome the problem encountered as a later stage.
33. In the event of any dispute arising in respect of the clauses of the agreement the same shall be resolve through negotiation. Alternatively the dispute shall be referred to the next higher Authority or controlling officer for his decision and the same shall be binding on all parties.


District Employment Officer,
Mayurbhanj, Baripada.