

## DISTRICT EMPLOYMENT EXCHANGE, JAJPUR

At-Sundarpur, Po-Kamagarh, Dist- Jajpur

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Letter No-<sup>434</sup>...../ DEEx, Jajpur,

Dated-<sup>10.06.2020</sup>.....

### EXPRESSION OF INTEREST NOTICE

District Employment Exchange, Jajpur invites Expression of Interests in the Sealed Cover from the intending Manpower Service Providers / Agencies /Firms to provide Service of One Data Entry Operator for a period of minimum 8(Eight) months most probably from 1<sup>st</sup> July 2020 to 28<sup>th</sup> February 2021 on outsourcing basis for day to day Official work on consolidated remuneration of Rs.8880/- per month.

The details information for outsourcing the service of data entry operator have been given in the tender documents to be downloaded from the website i.e [www.jajpurnic.in](http://www.jajpurnic.in) from 10.06.2020 to 20.06.2020 between 1.00 P.M. The last date and time for submission of tender documents is 20.06.2020 by 1.00 P.M and same will be open on 20.06.2020 at 3.00 P.M.

The interested Manpower Service Provider may submit the tender documents in the prescribed Proforma complete in all respect which should reach at District Employment Exchange, Jajpur on or before 20.06.2020 , latest by 1.00 P.M through Speed post/Registered post.

Each bidder applicant is required to deposit a sum of Rs.2000/-(Rupees Two thousand) only towards EMD in shape of D.D in favour of Collector, Jajpur and District Employment Officer, Jajpur payable at SBI Main Branch, Jajpur. The tender submitted not as per the terms and conditions in the tender documents shall be out rightly rejected.

Sl. No.	Particulars	Specification
1.	One Data Entry Operator	The Data Entry Operator should have requisite speed of English word per minute and should be well conversant with OAC i.e. MS Office (Word, Excel & Power Point) & Internet etc.

<sup>10-6-2020</sup>  
District Employment Officer  
Jajpur

Memo No-<sup>435</sup>.....DEEx, Jajpur

Dated-<sup>10.06.2020</sup>.....

Copy submitted to the District Informatics Officer, NIC, Jajpur for favour of kind information and necessary action.

<sup>10-6-2020</sup>  
District Employment Officer  
Jajpur

Memo No-<sup>436</sup>.....DEEx, Jajpur

Dated-<sup>10.06.2020</sup>.....

Copy submitted to the District Labour Officer, Jajpur for favour of kind information and necessary action.

<sup>10-6-2020</sup>  
District Employment Officer  
Jajpur

### TERMS AND CONDITIONS OF THE TENDER

1. The bid shall consist of two parts: Technical Bid & Financial Bid both bids are to be placed in two separate envelopes clearly super scribing (Technical Bid & Financial Bid) both of which will be placed in a common envelope super scribing "Tender Application for supply of Manpower against the notification no....., dt.....".
2. The Service Provider should be a genuine registered Firm and must not be a defaulter in clearing statutory dues as per provision.
3. The registered Office/Branch Office of the Manpower Service providers should be located within the jurisdiction of this department/ Office. The Service provider should be registered within the appropriated registration authority and should have at least 2 to 3 years experience in providing manpower to Govt. Dept/PSO/Bank.
4. The undersigned will not be held responsible for any postal/ Courier delay.
5. The Tender paper will be opened by the selection committee in presence of the applicant or his authorized person on 20.06.2020 at 3.00 P.M in the District Employment Exchange, Jajpur and the lowest quoted service charges will be taken into consideration.
6. The bidder must furnish the financial return of last three years i.e 2017-18, 2018-19 & 2019-20.
7. The bidder should have cleared the I.T returns of last three years i.e 2017-18, 2018-19 & 2019-20.
8. The bidder should have valid labour license issued by the competent authority.
9. The bidder must have local office in Jajpur district.
10. The financial bid should be kept in a separate sealed envelope.
11. The selected service provider will be required to sponsor at least three candidates for selection of a genuine candidate by the committee to discharge day to day official work concerned to District Employment Exchange, Jajpur.
12. The candidate should be above 18 years of age and not exceeding 40 years.
13. The minimum Educational Qualification should be graduation in any discipline. Supporting documents in respect of age, qualification and experience need to be submitted while sponsoring.
14. The Data Entry Operator should have a speed of 4000 characters per minute in English and should be well conversant with computer and essentially well trained in MS office, internet, Power Point presentation and LAN Connection.
15. The remuneration shall be paid to the Service Provider from the actual date of joining of the selected Data Entry Operator concerned. The engaged data entry operator shall be eligible for a monthly remuneration of Rs.8,880/- per month.
16. The persons deployed by the manpower Service Provider should have good police records and no criminal cases should be pending against them.
17. The person should be polite, cordial and efficient while handling the assigned work and their actions should promote good will and enhance the image of the department or office concerned. The Manpower Service Provider shall be responsible for any act of indiscipline on the part of the persons deployed.
19. 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. A declaration in this context be furnished while submitting tender Application.
20. The EMD of a sum of rupees Rs.2000/- (Two Thousand) Only to be submitted in shape of Demand draft in favour of District Employment Officer, Jajpur payable at SBI Jajpur which is refundable within 15 days to the quotationer, those who do not qualify and the successful quotationer shall be refunded after completion of the engagement of the selected Data Entry Operator.
21. The Man Power Service Provider shall not be allowed to transfer , assign pledge or subcontract its right and liabilities under the Agreement to be executed.
22. The Manpower service provider shall raise the bill alongwith attendance sheet duly verified by this Office and submit the same to the undersigned in the 1<sup>st</sup> week of succeeding month for early release of payments.
23. The person deployed by the selected manpower Service Provider shall not claim nor shall be entitled to pay, Perks and other facilities admissible to regular confirmed employees during the currency or after expiry of the Agreement to be executed.
24. The undersigned reserves all rights to cancel/ Modify/ alter this Expression of Interests without assigning any reason thereof.

*M. 6 - 2020*  
District Employment Officer  
Jajpur

# APPLICATION –TECHNICAL BID

FOR PROVIDING MANPOWER SERVICES TO DISTRICT EMPLOYMENT EXCHANGE,  
JAJPUR

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1. Name of Tendering Manpower Service Provider: \_\_\_\_\_
  2. Name of Proprietor/Partner/Director: \_\_\_\_\_
  3. Details of Earnest Money deposit DD No..... date.....  
of Rs..... Drawn on Bank.....
  4. Full Address of Registered: \_\_\_\_\_  
Office \_\_\_\_\_  
Telephone No : \_\_\_\_\_  
Fax No. \_\_\_\_\_  
E-Mail Address : \_\_\_\_\_
  5. 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. Bank 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
2017-18		
2018-19		
2019-20		

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

Date :  
Place :

Signature of authorized person  
Full Name :  
Seal :

## APPLICATION -FINANCIAL BID

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							

Date :  
Place :

Signature of authorized person  
Full Name :  
Seal :

### 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 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;