

COLLECTORATE :MALKANGIRI.
(Social Welfare Section).

NOTICE No. 1634/2019.
File No. XV-54/19

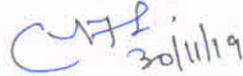
Date. 30/11/2019.

TENDER CALL NOTICE.

Sealed tender in prescribed form are invited by the undersigned from reputed Manpower Agencies /Service Providing Agencies for supply of 8 nos Manpower for MAMATA Scheme.

The details of Tender Paper/Tender schedule can be obtained on payment of Rs.1000/- (Rupees One thousand) only in shape of D.D./Bankers cheque in favour of the DSWO, Malkangiri during the office hour from dt 02/12/19 to dt 17/12/19 on any working days 10.00 AM to 5.30 PM. The cost of tender paper is not refundable and the sealed tender paper duly filled up along with all required documents must be sent through Speed Post / Regd. Post only to District Social Welfare Officer, Mission Shakti Building, Malkangiri during the Office hour of any working day from 02/12/19 to 17/12/19. The Last Day of receiving the Tender is 17/12/19. The sealed Tender will be opened on 18/12/19 At 10 :00 AM/PM by the tender Committee & in Presence of the Tenderers or their authorized agents. No. Telegraphic/Courier tender will be accepted. The Tender paper can also be down loaded from the District website www.malkangiri.nic.in. In case of downloading, cost of the tender paper be paid in Demand Draft only.

How ever the undersigned reserves the right to reject/cancel any or all the tenders at any time with out assigning any reason there of.


COLLECTOR; MALKANGIRI.
Collector
Malkangiri

M emo No. 1635/2019SW.

Dated. 30/11/2019.

Copy forwarded to the Additional District Magistrate, Malkangiri/Project Director, D.R.D.A, Malkangiri/Sub:Collector, Malkangiri/D.P.C, Malkangiri/District Welfare Officer, Malkangiri/ General Manager, D.I.C, Malkangiri/Project administrator ,I.T.D.A, Malkangiri / Block Development Officers / All CDPO's /All Tahasildar's / D.I.P.R.O, Malkangiri/ Executive Officers of Municipality, Malkangiri & Balimela for information and necessary action with a request to display the tender call notice in their notice Board for the information of the public/Copy forwarded to the D.I.O, NIC, Malkangiri to transmit the message in the website.

Copy submitted to the joint Secretary to Govt. W & CD Deptt, (O)BBSR for information and necessary action.

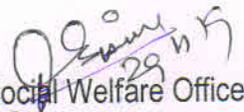

DSWO: MALKANGIRI
District Social Welfare Officer
Malkangiri

DOCUMENTS TO BE SUBMITTED BY THE REPUTED MANPOWER AGENCIES/SERVICE PROVIDERS.

- Application of Service Provider quoting his service charges & Service taxes etc.
- Self attested Copy of registration of the agency with appropriate Regd. Authority.
- Copy of the documents showing 3 years experience in providing manpower to Govt. Departments.
- Self Attested Copy of PAN Card.
- Self attested copy of the latest IT return filed by the agency.
- Self attested copy of the Service Tax registration certificates.
- Self attested copies of the EPF Registration Certificates.
- Self attested Copy of the ESI Registration Certificates.
- Self attested Copy of GST Certificates.

- A demand draft of Rs.15,000/- (Fifteen thousand) only as EMD from any nationalized bank payable at Malkangiri in favor of the District Social Welfare Officer, Malkangiri.

The successful bidder has to execute one agreement of mutually agreed terms & Conditions with the undersigned before engagement of the Manpower. All documents should be reached in the DSWO Office through Speed Post / Regd. Post in the above stipulated date and time & the same will be opened in the scheduled date & time in presence of the quotationers if any.


District Social Welfare Officer,
Malkangiri
Malkangiri

Terms and Conditions for Programme Assistant.

- The essential qualification of Programme Assistant must be graduate and PGDCA. The certificates of the operator shall be produced to the office by the Service Providing Organization and She/He should be above 18 years of age and not exceeded 40 Years.
- The deployment of Programme Assistant shall be on contractual basis with a consolidated payment (Take Home Remuneration per month) of Rs.9056/- (Nine thousand fifty six) only .
- Besides above the Authority shall pay service tax as applicable.
- The payment will be made to the service providing organization on monthly basis but in the name of the Programme Assistant.
- The authority will maintain an attendance register of the Programme Assistant at their Level.
- The Programme Assistant should join in their work sharply by 10:00 am on every working days and shall not leave office before 5:30 pm. She/He will attend the office work beyond the office hours and even on Sundays and Govt. holidays if required.
- The authority has the right to ask "Service Provider Organization" to withdraw/replace the Programme Assistant who has been reported by the Authority as disobedient towards his/her services being rendered. The "Service Provider" as a token of duty and the "Service Provider" will submit voucher to the Authority to get the consolidated payment.
- At the end of the each month the authority will produce the absence statement of the Programme Assistant the Service Provider as a token of duty and the Service Provider will submit voucher to the Authority to get the consolidated payment.
- The agreement should be purely contractual basis.
- The agreement so executed shall be terminated on written short notice of one months from the either side.
- Any other problems arises and brought to the notice of the Authority shall be decided as per exiting Government Rules, Regulations and Stipulation as deemed proper.
- The Programme Assistant should be well conversant with computers and essentially well trained in MS Office, Scanning, Reporting, Documentation and Internet etc.


District Social Welfare Officer,
District Malkangiri
Malkangiri

ANNEXURE-A

TENDER SCHEDULE QUOTING RATES FOR THE REPUTED MANPOWER AGENCIES/SERVICE PROVIDERS.

1. Name and Address of the Firms
(IN CAPITAL LETTER)

2. Phone No/Fax No/Mobile No.
With STD code No/E-mail address if any).

Sl	Manpower Type.	Name of the Agency	Take Home Remuneration.	E.P.F	E.S.I	G.S.T	Sub Total.	Service Charge.	Total.
1	Programme Assistant Under MAMATA Scheme								

- A) Minimum remuneration per day per person should not be less than the wage prescribed by the Government of Odisha.
- B) E.P.F Employee share will be deducted from the take home remuneration concerned employee.
- C) 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 each manpower.

SIGNATURE OF THE TENDERER.

Date: