

OFFICE OF THE CHIEF DISTRICT VETERINARY OFFICER, SUBARNAPUR,
(Email I.D. cdvosonepur@gmail.com)

Notice No. 1148 /CDVO(SNP)

Dt. 05.05.2021

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

Sealed quotations are invited by the Chief District Veterinary Officer, Subarnapur from the registered **Service Provider Agency** to provide 01 No. of peon and 1 No. of Driver for engagement on outsourcing basis for one year with a consolidated payment of peon- Rs.8070/- per month, Driver-Rs.8880/- P.M. All taxes and charges as Govt. rules and regulation will be paid extra. The bidder will quote only his service charges for providing manpower. The confounding quotation will be rejected by the authority.

1. Date of submission of quotation. – 13.05.2021 to 20.05.2021 up to 1 P.M.
2. Date for opening quotation. – 21.05.2021 at 10.00 A.M.

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 engaged candidates shall be on contract basis with a consolidated payment of peon- Rs.8070/- per month, Driver-Rs.8880/- P.M.
3. Besides above the "Authority" shall pay GST as applicable and employer share of Employee Provident Funds and ESI as per Govt. rules
4. The quotationer will quote only his service charges for providing manpower.
5. The quotationer cannot quote basic remuneration, amount EPF and amount of ESI in quotation. The confounding quotation will be rejected by the authority.
6. The payment will be made to the Service Providing Agency on monthly basis but not in the name of the candidates.
7. 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.

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8. The candidates engaged previously through outsourcing basis will be engaged priority basis or the qualified and experienced candidate will be engaged as per selection of Authority.
9. 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".
10. 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 office.
11. The Selected Service Provider will deposit one month remuneration of each candidate sponsored by him as security deposit deducting EMD amount.
12. 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.
13. The agreement so executed shall be terminated on written notice of two months from the either side. In some cases like misappropriation of money, non-payment remuneration, EPF subscription and ESI subscription, the Authority will cancelled agreement within three days.
14. 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.
15. The minimum turnover of the Service Provider should be Rs.50 Lakh per annum.
16. The engagement will be renewed after one year basing service of Service Provider Agency.

Documents to be submitted by the Service Provider

1. EMD of Rs. 5000/- in shape of Bank Draft of any Nationalised Bank drawn in favour of Chief District Veterinary Officer, Subarnapur payable at Sonapur. The B.D in original to be enclosed with the quotation.
2. Quotation mentioning 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 Registered Authority.
4. Copy of documents showing 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 3 yrs.
7. Attested copy of GST registration certificate.
8. Attested copy of EPF registration Certificate.
9. Attested copy of the ESI registration certificate.
10. Latest GST, EPF & ESI deposit challan.

12/5/2022
05/05/2022
Chief District Veterinary Officer,
Subarnapur

Memo No. 1149

Date. 05.05.2022

Copy to Notice Board of CDVO, Subarnapur.

12/5/2022
05/05/2022
Chief District Veterinary Officer,
Subarnapur

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Memo No. 1150Date. 05-05-2021

Copy forwarded to the District Informatics Officer, NIC, Subarnapur for information and necessary action. He is requested to take necessary steps for uploading of the quotation call notice in the website of NIC (www.subarnapur.nic.in) as early as possible for the interest of public service.

Prabhu
05/05/2021
Chief District Veterinary Officer,
Subarnapur *Pr*

Memo No. 1151Date. 05-05-2021

Copy submitted to the Director of Animal Husbandry and Veterinary Services, Odisha, Cuttack for favour of kind information and necessary action.

Prabhu
05/05/2021
Chief District Veterinary Officer,
Subarnapur *Pr*