

## DISTRICT EMPLOYMENT EXCHANGE, SUBARNAPUR

Letter No 165 /DEEx/Subarnapur, dated 06.03.20

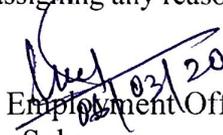
### EXPRESSION OF INTEREST NOTICE

District Employment Exchange, Subarnapur invites Expression of Interests in Sealed cover from the intending Manpower Service Providers / Agencies / Firms to provide service of one Data Entry Operator to the District Employment Exchange, Subarnapur on out sourcing basis for a period of one year for performing day to day Data Entry work of the office. The application form meant for providing Manpower Services attached below. The detailed specifications of the post are given in the following table.

Sl.No	Particulars	Specification
1.	One Data Entry Operator	The Data Entry Operator should have passed Graduation with PGDCA. He should have requisite speed of English typing and should well conversant with related software. MS Office, Internet, Power Point Presentation and LAN Connection. & Experience candidates would be given preference.

### TERMS AND CONDITIONS OF THE TENDER

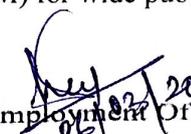
1. The Service Provider should have its registered office or one of the Branch offices to be located within the jurisdiction of the office.
2. They should be registered with appropriate registration Authority. They should have valid GSTIN and to indicate Service Tax No, EPF & ESI Regd. No. & other required documents specified in the application form.
3. They should have at Least Two/Three years Experience in providing Manpower service.
4. The technical bid should be accompanied with an Earnest Money Deposit (EMD), refundable without interest of (Rupees 0.5% of the contract value amounting Rs540/-) in the form of DD/Pay order in favour of Dist. Employment Officer, Subarnapur.
5. The Data Entry Operator shall be eligible for month consolidated remuneration of Rs.8880/- per month.
6. They should go through the F.D. Guide lines No. 49134 (255) dated 29.11.2010 regarding the other eligibility criteria before submission of EOI.
4. The Technical Bid & Financial Bid should be sent separately in a closed envelop.
5. The Expression of Interests should reach to the undersigned on or before 23.03.2020 by 02.00 P.M.
6. The Tender paper will be opened in the presence of members of the Selection Committee on 23.03.2020 at 03.00 P.M. at the District Employment Exchange, Subarnapur.
7. The undersigned reserves all rights to cancel any submitted EOI without assigning any reason thereof.

  
District Employment Officer  
Subarnapur

Memo No. 166 /DEEx, Subarnapur, dated 06.03.20

Copy submitted to:-

1. District Informatics Officer, N.I.C, Subarnapur for favor of kind information with a request to kindly hoist the same in the District Website up to 23.03.2020 (02.00 P.M) for wide publicity.
2. Office Notice Board of District Employment Exchange, Subarnapur.

  
District Employment Officer  
Subarnapur

**APPLICATION FORM FOR TECHNICAL BID**  
**FOR PROVIDING MANPOWER SERVICES TO DISTRICT EMPLOYMENT EXCHANGE,**  
**SUBARNAPUR**

1. Name of Tendering Manpower Service Provider :
2. Name of Proprietor/Partner/Director : \_\_\_\_\_
3. Full Address of Registered : \_\_\_\_\_  
Office \_\_\_\_\_  
Telephone No : \_\_\_\_\_  
Fax No. \_\_\_\_\_  
E-Mail Address : \_\_\_\_\_
4. 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. Banker of the Manpower Service Provider: \_\_\_\_\_  
(Attach certified copy of statement of  
A/c for last Three years) with \_\_\_\_\_  
Telephone Number of Banker \_\_\_\_\_
7. PAN & GSTIN 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		

Date :  
Place :

Signature of authorized person  
Full Name :  
Seal :

## APPLICATION-FINANCIAL BID

Financial Bid:- All statutory liabilities, Taxes, Levis, Cess etc. as per table

SI. No	Type of Manpower	Monthly Rate						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 Sri \_\_\_\_\_ Proprietor Director / authorized signatory of the Service Provider, mentioned above, I 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 & GSTIN No;
- c) Copies of EPF and ESI Certificates ;
- d) Copy of the Service Tax registration Certificate ;
- e) Certified extracts of the Bank Account containing transactions during last three years.
- f) Experience Certificate of Last Two Years.