

**OFFICE OF THE DISTRICT LABOUR OFFICER,
NUAPADA, KHAPURIA, MADHUPATNA, CUTTACK**

No. 5272 DLO/ Date 3.11.2018

Notice inviting Expression of Interest (EOI) for empanelment of shops/ vendors for supply of Bicycle, Safety Equipments (Gloves, Safety Shoes and Helmet) and Working Tools (Hardware articles required for construction work)

Project Brief

The office of the Labour Commissioner, Govt. of Odisha, is implementing the Building and Other Construction Workers (RE and CS) Act for numerous vulnerable construction workers of Odisha. The State has constituted an welfare Board namely Odisha Building and Other Construction Workers' Welfare Board w.e.f 2008 to exercise the power relating to this Act. The construction workers of Odisha are being registered under the Welfare Board as beneficiaries and different social security assistances like Bicycle Assistance, Safety Equipments Assistance, Working Tools Assistance, Education Assistance, Marriage Assistance, Housing Assistance, Pension Assistance etc as per the guidelines issued from time to time.

Out of the above benefits, claims for benefits like Bicycle Assistance, Safety Equipments Assistance and Working Tools Assistance are reimbursed after the purchase of goods and submission of bills by the workers to this office. After getting verification report on the genuineness of the bills from the concerned shops this office is disbursing the financial assistance to the workers. As day by day more numbers of beneficiaries are applying for these assistances, it is getting difficult for this office to verify the genuineness of bills from numerous shops. Hence to check the genuineness of purchased goods and to simplify disbursement process, the Welfare Board has decided to empanel the Shops/Agency district wise. The specified goods will be purchased by the eligible construction workers of Cuttack district from the **Empanelled Shops/ Vendors**.

Expressions of Interests (EOI) are invited from the eligible shops/ vendors for their empanelment as supplier of the above articles. The EOI should be submitted within 15 days from the date of advertisement. If the 15th day is a holiday, then the next working day would be considered as last date. The bid should reach to the office of the District Labour Officer, Cuttack by **Speed post/ Registered Post** only.

ELIGIBILITY CRITERIA

The following is the eligibility criteria for the Shops/ Vendors for shortlisting:

- ❖ The shops/vendor must have district presence.
- ❖ The shops / vendor should have PAN Number.
- ❖ The shops / vendor should have up to date GST clearance.
- ❖ The shops / vendors should be registered dealer having valid GSTIN Number.

SUBMISSION OF EOI

Organisations interested for short listing are requested to submit their Registration form (**Form-I**) in a sealed cover super scribing “**For short-listing of Shop/ Agency for supplying of goods to Construction workers of Cuttack district**” and the same should reach on or before **26.11.2018** by **2.00 PM** at the address given below by **Speed Post / Registered post** only:

**The District Labour Officer,
Nuapada, Khapuria,
Madhupatna, Cuttack-753010**

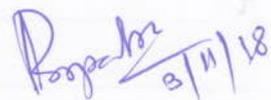
N.B.:

- Detailed profile of the Shop /Agency should be submitted with supporting documents in the annexed **FORM- I**.
- Details of experience, if any , certified copy of balance sheets, registration details of the office with address, copies of PAN/TAN no. etc. with **supporting documents** to be submitted with registration form.
- A declaration form to be provided as per **FORM-II**.
- Please note that, the applications NOT submitted as per the prescribed format / prescribed procedure shall be rejected.
- Applications NOT reached at the given address by **2.00 PM of 26.11.2018** shall not be considered.

PROCEDURE FOR SHORT LISTING

- i) Application for empanelment will be opened and assessed by a Committee chaired by the Addl. District Magistrate, Cuttack.
- ii) The Committee reserves right to commend amendments in the proposed project.
- iii) The decision of the Committee shall be final and binding on all the bidders.
- iv) Committee reserves the right to select one or more agencies / shops for each item subject to eligibility, compliance to quality, price term etc.

All the proposals, received by due date, will be scrutinised at **04.00 PM of 26.11.2018** to assess their eligibility based on the eligibility criteria in presence of all the applicants. Those proposals which do not meet the eligibility criteria will be summarily rejected by the Committee on the aforesaid date. Organisations/ Institutions/ Agencies will be short listed for the empanelment shall be issued **Request For Proposal (RFP)** for the work.


District Labour Officer, Cuttack

**Office of the District Labour Officer,
Nuapada, Khapuria, Cuttack, Pin-753010**

Registration Form

1. Name of the Shop/Vendor/Agency :
2. Full postal address :
3. Name of the Proprietor :
3. Telephone/Fax number(s)/E-mail ID :
4. Brief profile of the Shop/Vendor/Agency :
(Attach separate sheet)
5. Year of establishment of the Shop :
7. Maximum capacity for supplying each article in a month :

Sl. No.	Name of Article	Name of Brand	Price per item	Monthly Capacity (in number)
1	Bicycle	i) ii) iii)		
2	Safety Equipment (Helmet, Shoe and Gloves)	i) ii) iii)		
3	Working Tools (Hardware articles required for construction work)	i) ii) iii)		

9. Whether empanelled with any Central/ State Govt./Public Sector Undertaking (Enclose an authentic letter of empanelment letter/Certificate) : YES/NO
- If YES, then specify the details of the organization.

10. Annual Turnover from research/survey/ Consultancy services rendered :

Year	Amount (Rs.)
2014-15	
2015-16	
2016-17	

12. Whether Income Tax is paid by the Vendor : YES/NO
(if so, copy of the returns of last 3yrs. & IT
Clearance Certificate may be enclosed)

13. PAN No. :

14. Whether the CGST/GST is paid up to date : YES/NO
by the vendor

CERTIFICATE

It is certified that:

1. The information given above is TRUE to the best of my knowledge. The Shop/ Vendor shall stand liable for any information given above which is later found to be FALSE.
2. Our Shop /Agency is interested to undertake the proposed work.
3. I am competent to sign this Certificate.

Date:

Authorised Signatory:

Place:

Name:

Seal of the Shop:

N.B: Attach separate sheets

- ❖ Year of establishment and registration certificate
- ❖ Year-wise sales turnover of the agency for the last three year
- ❖ Copies of PAN Card and GSTN/Service Tax/TIN Registration
- ❖ Experience if any,

Slattery.

(Signature of authorized person)

Name:

Designation:

FORM-II

UNDERTAKING

(Original signed copy on the letterhead of Organization/Institution/Agency)

Dated:

To

**The District Labour Officer,
Nuapada, Khapuria, Cuttack**

Subject: Registration for shortlisting /empanelment of Shop/Agencies for supplying of goods to Construction workers of Cuttack district

Sir,

This is to notify you that I/our Shop /agency
.....
intends to submit a proposal in response to EOI for short listing /empanelment of Organizations/Institutions/Agencies for supplying of goods to Construction workers of Cuttack district.

I/we also declare that I/our Shop/agency has not been blacklisted by any Central / State Government Department / Public Sector Undertaking.

I/we also declare that I/our Shop /agency do/does not have any religious or political affiliation.

Sincerely,

(Signature of authorised person)

Name:

Designation: