

Office of the Revenue Divisional Commissioner,
Central Division, Odisha, Cuttack

No.Z-15/2021-22(Part) 12361 / Niz. Dated 02/11/2024

TENDER CALL NOTICE

Sealed quotations/ tenders are invited from intending registered Organizations / Manpower Service Providers for engagement of **06 Nos. of un-skilled Group-D personnel (4 Nos. of Peon and 2 Nos. of Process Server)** with good moral character in the office of the LAR & R Authority, Cuttack for a period of two years on outsourcing basis.

The firms / service provider agency may quote their price with specification including GST, Service charges etc. and ensure that quotation should reach the undersigned by **21.11.2024 at 12.00 noon**. The terms & conditions for submission of quotations are available at **Annexure- 'A'** and format for financial bid sheet at **Annexure-'B'**. The Tender will be opened on **21.11.2024 at 3.00 p.m.** by the Tender Committee in the presence of the proprietor / authorized representatives of the organizations / service provider agency.

The undersigned reserves all the rights to cancel any or all the quotations without assigning any reason thereof.

K Dash
02/11/24
(Sri Kartik Kumar Dash)
AFA-cum-Under Secretary

Memo No. 12362 / Niz Dated:- 02/11/2024

Copy forwarded to Notice Board of this Office / Board of Revenue, Odisha, Cuttack / Office of the LAR & R Authority, Cuttack / Collector, Cuttack / Sub-Collector, Cuttack / Tahasildar, Sadar Cuttack, Cuttack / Establishment Officer, CMC, Cuttack with a request to exhibit the notice board of their office for wide publicity.

K Dash
02/11/24
AFA-cum-Under Secretary

Terms and Conditions

1. The bidder should be registered in India as a company, firm, society or a trust. A self attested photo copy of the registration certificate should be furnished.
2. The bidder should have minimum 3 years of working experience in the field (State Govt. / Govt. of India institution / Govt. undertaking / corporation / banks) on the stipulated date of bid submission.
3. The bidder must not have been blacklisted either by the tender inviting authority or by any State Govt. or Govt. of India Organization. The agency shall submit undertaking regarding the same on non-judicial stamp paper of Rs. 20/-.
4. The bidder must submit self attested photo copy of labour registration certificate.
5. The bidder must submit self attested photo copy of registration certificate of EPF.
6. The bidder must submit self attested photo copy of PAN.
7. The bidder must submit the self attested photo copies of IT return for the last three years i.e 2021-22, 2022-23 & 2023-24.
8. The bidder must submit the self attested photo copies of ESI Certificate.
9. The bidder must submit the self attested photo copy of GST Registration Certificate along with copy of GST return of last 6 months.
10. A sum of Rs. 10,000/- (Rupees Ten thousand) only shall be deposited by the intending bidders in shape of Account payee bank draft drawn in favour of the AFA-cum-Under Secretary to RDC (CD), Cuttack towards earnest money deposit (EMD). After completion of tender process, the amount will be refunded to the unsuccessful bidders.
11. The Financial Bids of the technically qualified bidders will be opened on the same date in the presence of bidder or their representatives.
12. The bidder with lowest financial bid (L1) fulfilling all the eligibility criteria will be awarded.
13. In case of multiple L1 bidders found qualified with same rate contract the committee will take decision by drawal of lottery system on the spot.
14. The office is not responsible for any postal delay.
15. The Unskilled Group D Personnel need to be +2 (plus two) pass.

KDab
02/11/24
AFA-cum-Under Secretary

**FORMAT FOR FINANCIAL BID SHEET OF
TENDER FOR OUTSOURCING OF UNSKILLED GROUP-D SERVICE**

Sl. No.	Monthly payment with Variable Dearness Allowance (VDA) for 23 days	Fixed EPF @ 13% of the monthly payment with VDA	Fixed ESI @ 3.25% of the monthly payment with VDA	Service Charge (minimum @3.85% to Maximum 7% of monthly payment with VDA)	GST @18%	Total
1	2	3	4	5	6	7
	23 × 452 =Rs.10,396/-					

- Payment will be made deducting proportionately for no. of days of absence from work on working days.
- Payment will be made on the minimum wage as fixed by the Labour Department, Government of Odisha from time to time.

K. S. Singh
02/11/24
AFA-cum-Under Secretary