

**OFFICE OF THE REGIONAL ASSISTANT DIRECTOR OF EMPLOYMENT,**  
**(SOUTHERN ZONE), BERHAMPUR, GANJAM, PIN: 760 010**  
**E-mail - radebam.mission@rediffmail.com**

No. E-II-73/08-20/ 253 /RADE (SZ),

Berhampur, dated the 11<sup>th</sup> March, 2020

**EXPRESSION OF INTEREST NOTICE**

District Employment Exchange, Ganjam , Berhampur invites Expression of interests in sealed cover from the intending Manpower Service Provider/Agencies/Firms having its registered office or one of the branch office located within the jurisdiction of the office/Deptt. to provide service of One Data Entry Operator to the District Employment Exchange, Ganjam, Berhampur on outsourcing basis for performing day to day data entry work of the office. The Application Form meant for providing manpower services attached below. The details of specifications are given in the following table.

Sl. No.	Particulars	Specification
1.	<b>Data Entry Operator (One)</b>	The minimum required qualification for the person to be engaged for Data Entry Operator is Graduation with PGDCA/DCA. The candidate should be within 18-40 years of age.

**TERMS AND CONDITIONS OF THE TENDER**

1. The Service Provider should have registered the firm under Commercial Tax (VAT) and indicate Service Tax No.
2. The Expression of Interests should reach to the undersigned on or before 27.03.2020 by 3.00PM.
3. The Tender paper will be opened in the presence of members of Selection Committee on the same day, i.e 27.03.2020 at 4.00PM at the District Employment Exchange, Ganjam, Berhampur.
4. The undersigned reserves all rights to cancel / modify / alter this Expression of interests without assigning any reason thereof.

Sd/-

***Regional Assistant Director of Employment,  
(Southern Zone) Berhampur, Ganjam***

Memo No. 254(05)/RADE(SZ)

Berhampur, dated the 11<sup>th</sup> March, 2020

Copy submitted to :

1. DIO, NIC, Ganjam, Chatrapur for favour of kind information with a request to kindly hoist the same in the district website for wide publicity purpose.
2. Office Notice Board of District Employment Exchange, Ganjam Berhampur /ESO, Bhanjanagar / ESO, Chatrapur / UEI&GB, Bhanjabihar.

Sd/-

***Regional Assistant Director of Employment,  
(Southern Zone) Berhampur, Ganjam***

## APPLICATION FORM

### **FOR PROVIDING MANPOWER SERVICES TO DISTRICT EMPLOYMENT- EXCHANGE, GANJAM, BERHAMPUR**

---

1. Name of Tendering Manpower Service Provider: \_\_\_\_\_
2. Name of the 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 Authorised Officer /  
Person 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 No. of Banker) \_\_\_\_\_
7. PAN / GIR 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. : \_\_\_\_\_
11. Financial turnover of the tendering Manpower Service Provider for the last 3  
Financial Years.

Financial Year	Amount( Rs. Lacs)	Remarks, If any
2018-19		
2017-18		
2016-17		

12. All statutory liabilities, Taxes, Levis, Cess, etc. as per table given below:

Sl. No	Type of Manpower	Monthly Rate Per Person						Total Per Person
		Take Home Remuneration	E.P.F	E.S.I .	Service Tax	Service Charges	Other Statutory dues, if any	
1.	Data Entry Operator							

13. Additional Information, if any:  
(Attach separate sheet, if required)

**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 reason.

**DECLARATION**

1. I, \_\_\_\_\_ Son / Daughter / Wife of Sri \_\_\_\_\_ Proprietor / Director / Authorised signatory of the Service Provider mentioned above, am to 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 stage besides liabilities towards prosecution under appropriate law.

Date:

Signature of authorized person

Place:

Full Name:

Seal:

**Enclosures required:**

The tendering manpower Service Providers are required to enclose photocopies of the following documents (duly attested by any Gazetted Officer of the state Government / Central government) **failing to 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 / GIR card;
- c) Copy of the IT Return filed for the last three Financial years;
- d) Copy of EPF and ESI certificates;
- e) Copy of the Service tax registration certificate;
- f) Certified extracts of the Bank Account containing transactions during last three years.