

**Model Bidding / Tender Document**

ଠିକା ପ୍ରସ୍ତୁତ ଦସ୍ତାବିଜ

**Govt. of Odisha**

ଓଡ଼ିଶା ସରକାର

**Skill Development & Technical Education Department**

ଦକ୍ଷତା ବିକାଶ ଓ ବୈଶିଷ୍ଟିକ ଶିକ୍ଷା ବିଭାଗ

**(Principal Govt. ITI, Sonepur)**

ଅଧ୍ୟକ୍ଷ ଶିଳ୍ପ ଡାକ୍ତର ଅନୁଷ୍ଠାନ, ସୁବର୍ଣ୍ଣପୁର

No 723

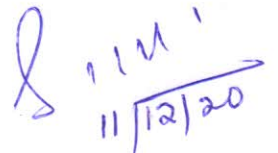
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Date 11-12-2020

Tender notice for award of contract for providing of services Data Entry operator ,Attendant, peon Watchman and sweeper for a period of one year w.e.f. 15-1-21 to 14-01-22.

Sealed tender are invited from reputed manpower agencies services provider to provide the services of Data Entry operator ,Attendant, peon, Watchman and sweeper for a period of one year w.e.f. 15-01-21 to 14-01-22 through a suitable placement agency on contact basis for day to day official work.

The detailed information for outsourcing the services aforesaid post has been given in the tender document which may either be down loaded from the website [www.govtisonapur.in/www.subarnapur.nic.in](http://www.govtisonapur.in/www.subarnapur.nic.in) or obtained in the person from sri R.K.Maharana ATO of Govt. ITI Sonepur .The last date and time for submission of tender document is 6-01-2021 by 03 pm.



Principal

Govt. ITI Sonepur

## Tender Document

For providing services of Data Entry Operator , Attendant, Peon , watchman and Sweeper to the Govt. ITI Sonepur by a private manpower service provider.

- a) period of issue of tender document : 15-12-2020
- b) Date and time for submission of tender document: 06-01-2021 at 3pm
- c) Date and time for opening of
- i) Technical bids: 06-01-2021 at 4pm
- ii) Financial Bids of Eligible Bidders: 07-01-21 at 3pm
- d) Likely date for commencement of deployment of required manpower: 15-01-2021

*R. K. S.*  
11-12-20

**TECHNICAL REQUIREMENTS FOR MANPOWER TO BE DEPLOYED**

BY THE SUCCESSFUL MANPOWER SERVICE PROVIDER IN THE OFFICE OF THE PRINCIPAL GOVT. ITI, SONEPUR.

- 1) She /He should be 18 years old and not exceeding 40 years.
- 2) The minimum educational qualification Data Entry Operator will be graduation in any discipline and for watchman, peon and attendant will be 10<sup>th</sup> pass.
- 3) The data entry operator should have speed of 4000 characters per minute in English and should be well conversant with computer and essentially well trained in MS office and internet.
- 4) All the watchman /peon/sweeper should have the ability to undertake any day to day physical work related to office garden office chamber /institution environment.

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11-12-20

## TECHNICAL REQUIREMENTS FOR THE TENDERING MANPOWER SERVICE PROVIDER

1. The tendering manpower service provider should fulfill the following technical specifications:

(a) The registered office or one of the branch offices of the manpower service provider should be located within the jurisdiction of the user Department/Office. Besides, if the Department/ Head of Department/ Controlling Officer are procuring manpower for deployment in their Field Office(s), then the manpower service provider should provide the name, designation and contact number of the person to liaise with the said Field Office(s).

(b) They should be registered with the appropriate registration authority;

(c) They should have at least **two/three years** experience in providing manpower to Government Departments, Public Sector Companies/Banks etc;

(d) They should have their own Bank Account;

(e) They should be registered with Income Tax and Service Tax Departments;

(f) They should be registered with appropriate authorities under Employees Provident Fund and Employees State Insurance Acts.

(g) They should have any other regulatory clearance (to be specified by the user Department) that may be required for providing manpower services.

(h) Minimum turn-over requirement. (to be assessed by the Department/Office keeping in view the present contract)

(i) Execution of contracts of similar type (minimum value to be prescribed) during preceding 3 years of value equal or more than 60% of the estimated cost of the present contract.

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Technical specifications for the service provider and the manpower to be deployed in the Department by the service provider	
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5. Terms and Conditions	
6. Chronological order for arrangement of documents	

