

OFFICE OF THE CHIEF DISTRICT AGRICULTURE OFFICER, NABARANGPUR

Letter No.. 3603.....//2023

Date.. 22/08/2023

To

The District Informatics Officer,
NIC, Nabarangpur

Sub:- Upload of EOI Notification No.. 3604..... dated... 22/08/2023

Sir,

I am to enclose herewith EOI Notificatio No.. 3604..... dated... 22/08/23 for selection of Manpower Service Providers / Agencies /Firm under KALIA Scheme 2023-24 which may kindly be uploaded in NIC, Nabarangpur for information of the general public.

Yours faithfully,


22/8/23.

Encl:- As above

Chief District Agriculture Officer
Nabarangpur

OFFICE OF THE CHIEF DISTRICT AGRICULTURE OFFICER, NABARANGPUR
At-Miriganguda, Near Old Court, Dist- Nabarangpur
Ph No- 06858-223117
Email Id- ddanaba.dag@nic.in

Expression of Interest

Notification No... 3604 /Agril Date... 23/08/23/2023

In inviting a kind reference to the Directorate letter No-26549/A&FE, Date-19.07.2023 . It is notified that Chief District Agriculture Officer, Nabarangpur invites Expression of Interests in the sealed covered from the intending Manpower Service Providers/Agencies/Firms to the provide service of 3 (Three) nos of Multi Skill Assistant (MSA) and 1 (One) no Attendant , Further , the persons **(so engaged may be discontinued immediately with the full utilization of the fund with an intimation to the undersigned)** on Contract basis for facilitating for different issues of farmers related to various agricultural programme executed through KALIA, MKUY, SAFAL, GO SUGAM, Krushi Odisha, PM-KISAN etc and will provide technological intervention. The consolidated remuneration for the post is Rs.15000/- per month for Multi Skill Assistant Rs.15000/- per Month and Attendant-Rs.10000/- including EPF ,ESI, Service Charges and other charges. The details information for outsourcing the service for the MSA & Attendant have been given along with the tender documents to be downloaded from the website i.e www.nabarangpur.nic.in .The last date and time for submission of tender documents is fixed 25.08.2023 by 4.00 PM and same will be opened on 28.08.2023 by the selection committee at 3.00 PM.

The interested Manpower Service Provider should submit the tender documents in the prescribed proforma completed in all respect which should reach in the Chief District Agriculture Officer, Nabarangpur on or before 25.08.2023 by 4.00 PM through Speed Post/Registered Post/Courier Service.

Each Bidder applicant is required to deposit a sum of Rs.5000/- (Rupees Five Thousand) only towards EMD in shape of D.D in favour of Chief District Agriculture Officer, Nabarangpur payable at SBI, Main Branch, Nabarangpur . The tender submitted not as per the terms and conditions in the tender documents shall be out rightly rejected.

Contd.

Sl. No	Particulars	Specification
1	Multi Skill Assistant (MSA) - No of posts - 3 Nos	<ul style="list-style-type: none"> ❖ Multi Skill Asst. (MSA) will facilitate different issues of farmers related to various agricultural programme executed through KALIA, MKUY, SAFAL, GO SUGAM, Krushi Odisha, PM-KISAN etc and will provide technological intervention. ❖ Qualification and Experience for Multi Skill Assistant <ul style="list-style-type: none"> i) Graduate with PGDCA/MCA an equivalent from recognized reputed institution. ii) Good Knowledge of Computer, Data Processing, MS Office automation , e-Mail. iii) Operation of Large and Small Scale electronic data processing system. iv) Quick and accurate data entry in English and Odiya full command over office automation packages such as MS Office/Open office should be able to handle basic hardware issues (including Operating System, Antivirus , PDF etc) relating to PCs, Printers and switches. v) At least 2 year experience is necessary. vi) Age Limit- 30 years.
2	Attendant- No of post- 1 Nos	<ul style="list-style-type: none"> ❖ Attendant will provide to engage in watch and ward of the KALIA Building. Maintain & the building. Regularly open the office at 10.00 AM to 5.30 PM on all official working days. ❖ Qualification and Experience for Attendant <ul style="list-style-type: none"> i) HSC Pass ii) At least 2 year experience is necessary iii) Age Limit- 35 years


 Chief District Agriculture Officer
 Nabarangpur

Memo No. 3605

Date. 22/08/23

Copy forwarded to the District Informatics Officer, NIC, Nabarangpur for information and necessary action.


 Chief District Agriculture Officer
 Nabarangpur

Memo No. 3606

Date. 22/08/23

Copy submitted to the Collector and District Magistrate Nabarangpur for favour of k information and necessary action.


 Chief District Agriculture Officer
 Nabarangpur

Memo No. 3607

Date. 22/08/23

Copy submitted to the Director of Agriculture and Food Production, Odisha, Bhubaneswar favour of kind information and necessary action.


 Chief District Agriculture Officer
 Nabarangpur

TERMS AND CONDITION OF THE TENDER

- 1) The bid shall consist of two parts Technical Bid and Financial Bids. The bids are to be placed in two separate envelopes clearly super scribing (Technical Bid & Financial Bid) both of which will be placed in a common envelopes super scribing "Tender Application for supply of Manpower against the notification No- 3604....., Date.. 22/08/2023
- 2) The service provider should be genuine registered Firm and must not be a defaulter in clearing statutory dues as per the provision.
- 3) The service provider should be registered with in the appropriate registration authority and should have at least 2-3 year experience in providing to Manpower to Government Department / PSO/Bank.
- 4) The undersigned will not be held responsible for any postal or courier delay.
- 5) The tender paper will be open by the selection committee in presence of the applicant or his authorized persons on 28.08.2023 at CDAO, Conference Hall, Nabarangpur and lowest quoted Service Charges will be taken into consideration.
- 6) The bidder must furnish the financial return of the last three years 2020-21 to 2022-23 .
- 7) The bidder should have cleared the IT Returns/GST returns of the last three years 2020-21 to 2022-23 .
- 8) The bidder should have valid labour license issued by the competent Authority .
- 9) The Multi Skill Assistance candidate should be above 18 years and not exceeding 30 years.
- 10) The Attendant candidate should be above 18 years and not exceeding 35 years.
- 11) The person deployed by the Manpower service provider should have good police record and no criminal cases should be pending against them.
- 12) The manpower service provider will be bound by the details furnished by it to the authority while submitting the tender or at a subsequent stage. In case any of such documents furnished by it is found to be false at any stage it would be deemed to be breach of terms of arrangement making it liable for legal action besides termination of the agreement. A declaration in this context be furnished while submitting tender application.
- 13) The EMD of a sum of Rs.5000/- (Rupees Five Thousand) only to be submitted in shape of Demand Draft in favaour of Chief District Agriculture Officer, Nabarangpur payable at SBI , Main Branch, Nabarangpur which is refundable in 15 days to the quotationer those who don't qualify and the successful quationers shall be refunded after completion of the engagement of the selected candidate.
- 14) The manpower service provider shall not be allow to transfer, assign, pledge, subcontract its right and liabilities under the agreement to be executed. The successful service provider has to deposit Rs. 20,000/ in shape of D.D / Pledged in favour of CDAO, Nabarangpur as security deposit which would be returned after cancellation of contract.
- 15) The manpower service provider shall reach the bill along with the attendance sheet verified this office and submit the same to the undersigned in the 1st week of succeeding month early release of payment.
- 16) The person deployed by the selected manpower service provider shall not claim nor shall be entitle to pay, perks and other facilities admissible to regular confirm employees during the currency or after expiry of the agreement to be executed .
- 17) The undersigned reserves all right to cancel/modify / after this Expression of Interest without assigning any reason thereof.
- 18) The Service provider should remit the EPF, ESI etc regularly in favour of the person engaged.


22/08/23
Chief District Agriculture Officer
Nabarangpur

APPLICATION – TECHNICAL BID

FOR PROVING MANPOWER SERVICE TO CHIEF DISTRICT AGRICULTURE OFFICER, NABARANGPUR

- 1) Name of the tendering Man Power Service Provider.....
- 2) Name of the Proprietor/ Partner/Director.....
- 3) Detail of Earnest Money Deposit DD NO-....., Date.....
Of Rs....., Drawn Bank of
- 4) Full Address of Registered:-
Office
Telephone No
Fax No
Email Address.
- 5) Full Address of Operating:-
Office
Telephone No
Fax No
Email Address.
- 6) Name and Telephone No of
Authorized/ Officer/Person
(if any) to liaise with field officer (S)
- 7) PAN/ GIR No.
(Attached attested copy)
- 8) Service Tax Registration No.
(Attached Attested Copy)
- 9) EPF Registration No.
(Attached attested copy)
- 10) ESI Registration No.
(Attached attested copy)
- 11) Financial turnover of the tendering Manpower Service Provider for the last 3 financial year from 2020-21,
2021-22 and 2022-23.
- 12) Vigilance Clearance / Black List Certificate
(Attached Attested copy)
- 13) Additional information if any (attached separately)

Date:-

Place:-

Signature of the authorized person
Full Name