

## CHIEF DISTRICT AGRICULTURE OFFICER, NABARANGPUR

At- Miriganguda, Near Court, Dist- Nabarangpur  
Ph No- 06858-223117

**Email Id- ddanaba.dag@nic.in**

Notification No.....68...../ Agril

Date.....19.01.2021.....

### EXPRESSION OF INTEREST NOTICE

In inviting a kind reference to the Letter No- 1S (Ne-GPA) 01/2021 -489/Agri, Date- 06.01.2021. It is notified that Chief District Agriculture Officer, Nabarangpur invites Expression of Interests in the sealed cover from the intending Manpower Service Providers / Agencies / Firms to the provide Service of 10 (ten) Data Entry Operator/Computer Operator , **so engaged may be discontinued immediately with the full utilization of the fund with an intimation to the undersigned** on Contract basis for facilitate data digitization , localization and entry / updation of data regularly in Ne-GPA Application under the 12 Cluster of Services and also provide hand holding to Officials and Block Level on consolidated remuneration of Rs.12000/- (EPF- 12% - Rs.1440/- and ESI -0.75% - Rs.90/- Total -Rs1530/- amount deducted from Basic Remuneration) "**Home take remuneration**" DEO will be Rs.10,470/- (Ten Thousand Four Seventy) only per month.

The details information for outsourcing the service for the data entry operator/ computer operator have been given in 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 that was fixed 19.01.2021 by 2.00 PM as per the above notification is hereby and same will be opened 20.01.2021 at by the selection committee on the same day at 3.00 PM .

The interested Manpower Service Provider submit the tender documents in the prescribed proforma complete in all respect which should at Chief District Agriculture Officer, Nabarangpur on or before 19.01.2021 latest by 2.00 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 terms and conditions in the tender documents shall be out rightly rejected.

Contd....

Sl. No	Particulars	Specification
1	Data Entry Operator/ Computer Operator	<ul style="list-style-type: none"> <li>• Data Entry Operators will not just provide support in data entry also provide hand holding to Officials at Block Level.</li> <li>• Qualification and experience for computer operators. <ul style="list-style-type: none"> <li>i) Graduate with Diploma in Computer Application or an equivalent from a recognized reputed institution.</li> <li>ii) Good Knowledge of Computer ,Data Processing , Office automation, email.</li> <li>iii) Operation of large and small scale electronic data processing system.</li> <li>iv) Quick and accurate data entry operators in English &amp; 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.</li> <li>v) At least one year experience is necessary.</li> </ul> </li> </ul>

  
**Chief District Agriculture Officer**  
**Nabarangpur**

Memo No. 69.....

Date... 12.01.2021

Copy submitted to the District Informatics Officer, NIC, Nabarangpur for favour of kind information and necessary action.

  
**Chief District Agriculture Officer**  
**Nabarangpur**

Memo No. 70.....

Date... 12.01.2021

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

  
**Chief District Agriculture Officer**  
**Nabarangpur**

Memo No. 71.....

Date... 12.01.2021

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

  
**Chief District Agriculture Officer**  
**Nabarangpur**

## TERMS AND CONDITIONS OF THE TENDER

- 1) The bid shall consist of two parts Technical Bid & Financial 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- 68, Date. 12.01.2021**
- 2) The Service Provider should be genuine registered Firm and must not be a defaulter in clearing statutory dues as per 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 20.01.2021 At Nabarangpur in the office chamber of CDAO, Nabarangpur and the lowest quoted service charges will be taken into consideration.
- 6) The bidder must furnished the financial return of last three years 2017-18 to 2019-20 .
- 7) The bidder should have cleared the IT returns of last three years 2017-18 to 2019-20.
- 8) The bidders should have valid labour license issued by the competent authority.
- 9) The financial bid should be kept in a separate sealed in a envelope.
- 10) The Selected service provider will be require to sponsor at least 3 candidates for selection of a genuine candidate by the committee to facilitate data digitization , localization and entry / updation of data regularly in Ne-GPA Application under the 12 Cluster of Services and also provide hand holding to Officials and Block Level.
- 11) The candidate should be above 18 years and not exceeding 40 years.
- 12) The persons deployed by the manpower service provider should have good police record and no crimincal cases should be pending against them.
- 13) The manpower service provider will be bound by the details furnished by it to the authority while submitting the tender or at 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 agreement making it liable for legal action besides termination of the agreement . A declaration in this context be furnished while submitting tender application .
- 14) The EMD of a sum of Rs.5000/- (Rupees Five Thousand) only to be submitted in shape of Demand Draft in favour of Chief District Agriculture Officer, Nabarangpur payable at SBI, Main Branch, Nabarangpur which is refundable 15 days to the quotationer those who don't qualify and the successful quotioners shall be refunded after completion of the engagement of the selected data entry operator.
- 15) The Manpower service provider shall not be allow to transfer , assign , pledge , subcontract its right and liabilities under the agreement to be executed.
- 16) The Manpower service provider shall reach the bill along with attendance sheet duly verified by this office and submit the same to the undersigned in the 1<sup>st</sup> week of succeeding month for early release of payment.
- 17) 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.
- 18) The undersigned reserves all right to cancel / modify / alter this expression of interest without assigning any reason thereof.

  
**Chief District Agriculture Officer**  
**Nabarangpur**

## APPLICATION – TECHNICAL BID

FOR PROVIDING 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) Details 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  
Branch Office  
Telephone NO  
Fax No  
Email Address
- 6) Name and Telephone No of  
Authorised Officer/ Person  
(if any) to liaise with field Officer (S)
- 7) PAN/ GIR No  
(Attach attested copy)
- 8) Service Tax Registration No  
(Attach attested copy)
- 9) EPF Registration No  
(Attach attested copy)
- 10) ESI Registration No  
(Attach attested copy)
- 11) Financial turnover of the tendering Manpower Service Provider for the last 3 financial  
year from 2017-18 to 2019-20
- 12) Additional information if any (attach separately.)

Date:-

Place:-

Signature of the authorized Person  
Full Name