

**OFFICE OF THE REGULATED MARKET COMMITTEE,
KANTABANJI**

At/Po- Kantabanji, Dist- Balangir, Odisha-767039

e-Mail Id- rmckantabanji118@gmail.com

Invitation of Tender

Short Quotation Call Notice No. 420 // Date.- 24.03.2025

The Sub-Collector, Titilagarh-cum-Chairman of the Regulated Market Committee, Kantabanji, invites bids in sealed cover from eligible Manpower Agencies/ Service Provider to provide the following Man Power for e-NAM work at RMC, Kantabanji:

- Assaying Chemist and.
- Data Entry Operator.

1. All bidders must submit the bid document on plain paper in the prescribed format (Annexure-I), with each page duly signed and sealed, to this office within the specified time period.

2. The tendering manpower service provider should fulfill the following technical Specifications

a) They should be registered with the appropriate registration authority.

b) They should have at least two/three years' experience in providing manpower to Government Departments, Institutes, Public Sector Companies/ Banks, etc., with proof.

c) They should have their own Bank Account in name of the Organization/Company/Farm:

d) They should be registered with Income Tax and G.S.T. Departments;

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

f) The bidder must submit a non-refundable tender fee of Rs. 500/- (Rupees Five Hundred) in the form of a Demand Draft, payable to the Secretary, Regulated Market Committee, Kantabanji.

g) The following documents, duly self-attested, must be submitted along with the bid:

- Valid Registration Certificate,
- Valid GSTIN registration,
- Valid PAN Card,
- Last 3 financial Years' Income Tax Returns,
- Valid EPF registration proof.
- Valid ESI registration proof.

The bidder must submit an Earnest Money Deposit (EMD) of Rs. 5000/- (Rupees Five Thousand) only via Demand Draft drawn on any nationalized bank, payable at Kantabanji and pledged to the Secretary, Regulated Market Committee, Kantabanji. EMDs will be refunded to unsuccessful bidders after the tender process is completed, without interest. Exempted vendors must submit the required documentation to claim their exemption. The EMD for the successful bidder will be refunded within thirty days upon submission and acceptance of the Security Deposit.

The successful bidder must also submit a Security Deposit of Rs. 10,000/- (Rupees Ten Thousand) only within seven days of finalizing the quotation. This deposit, in the form of a Demand Draft payable to the Secretary, Regulated Market Committee, Kantabanji, will be refunded after Termination/ Expiration of agreement.

The bidder must submit their bid in a **Cover** containing the Application Financial Bid.

No conditional offers will be accepted. All quoted price must be inclusive of all taxes and cover delivery to the RMC destination point.

The bidder must submit a declaration in prescribed format (**Annexure III**) affirming that they are not blacklisted by any government agency.

The successful bidder must provide the Manpower within seven days of the issuance of the requisition order, failing which the order will be canceled.

The bid, in a sealed envelope, should be submitted to the office of the R.M.C., Kantabanji, before **05:00 PM on date 09.04.2025**. Bids may be placed in the **designated sealed tender box or sent via RegisteredPost/ Speed Post**, addressed to:

Chairman, Regulated Market Committee, Kantabanji

At/Po- Kantabanji,

Via- Kantabanji,

Dist- Balangir,

State- Odisha,

Pin- 767039

The R.M.C. will not consider any bids received after the stipulated time and date, nor will it be responsible for any postal delays. Bids will be opened at **11:00 A.M. on date 10.04.2025** in the office of the Regulated Market Committee, Kantabanji, by the Selection Committee Members, in the presence of the bidder or their authorized representative.

Non-compliance with any of the above terms and conditions will render the bid invalid.

The Chairman, R.M.C., Kantabanji, reserves the right to cancel or reject any or all quotations without assigning any reason.


**Sub-Collector, Titilagarh-cum-Chairman,
R.M.C, Kantabanji**

Memo No. 421 // Date. 24.03.2025

Copy submitted to the General Manager, OSAM Board, Bhubaneswar for favour of kind information & necessary action.


Sub-Collector, Titilagarh-cum-Chairman,
R.M.C, Kantabanji

Memo No. 422 // Date. 24.03.2025

Copy Submitted to the District Informatics Officer, N.I.C., Balangir for favour of kind information. He is requested to publish the above notice in Balangir District Websites for wide publication.


Sub-Collector, Titilagarh-cum-Chairman,
R.M.C, Kantabanji

Memo No. 423 // Date. 24.03.2025

Copy to the Office Notice Board.


Sub-Collector, Titilagarh-cum-Chairman,
R.M.C, Kantabanji

APPLICATION FINANCIAL BID

“FOR PROVIDING MANPOWER SERVICES TO REGULATED MARKET COMMITTEE, KANTABANJJI”

1. Name of tendering Manpower Service Provider :-
2. Rate per person per day (8 hours per day) inclusive of all statutory liabilities, Taxes, levies, cess etc:

| Sl No | Manpower Type | *Basic Remuneration/ Wages (as fixed by notification of govt.) | Total No. of Positions | Rate of remuneration per person (figures in Rupees) | | | | | | | |
|-------|---------------------|--|------------------------|---|-----|-------------------------------|-----------------|-----------|-------|-------|--|
| | | | | EPF (Employer Contribution) | ESI | OTHER STATUTORY DUES (IF ABY) | SERVICE CHARGES | SUB-TOTAL | G.S.T | TOTAL | |
| 1 | Assaying Chemist | “Highly-Skilled” Rs. 600/- per day for 26 days | 01 (One) | | | | | | | | |
| 2 | Data Entry Operator | “Skilled” Rs. 550/- per day for 26 days Rs. 14,300/- | 01 (One) | | | | | | | | |

- (a) Minimum remuneration per day per person should not be less than the wage prescribed by the Labour & ESI Department, Government of Odisha vide Notification no. 2278 did. 13th March 2024 as amended from time to time.
- (b) E.P.F. Employee share will be deducted from the take home remuneration of concerned employee.
- (c) * Basic Remuneration/ Wages is subject to NO WORK NO REMUNERATION basis.
- (d) 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 each manpower.
- (e) The minimum service charge shall be 3.85 % (3% profit plus transaction charges provided that, the service charges should not exceed 7 % in any case.
- (f) The bidders quoted with lowest evaluated monthly charges for the required man power will be awarded with contract with consideration of minimum service charges as per the latest guidelines of Govt. of Odisha for outsourcing agencies. In case the service charge quoted by one or more illegible bidders are same, the agency having highest annual average turnover of last three years (2021-22, 2022-23, 2023-24) shall be preferred for award of this contract.



Signature of Manpower Service Provider

Name:

Date:

Place:

Seal:

**TECHNICAL REQUIREMENTS FOR PROPOSED MANPOWER TO BE DEPLOYED BY SUCCESSFUL
MANPOWER SERVICE PROVIDER AT RMC,KANTABANJI FOR e-NAM UNDER RMC,KANTABANJI**

| Sl No. | Manpower | Requirement | Age(In Years) | Qualification & Experience |
|--------|---------------------|-------------|---------------|---|
| 01. | Assaying Chemist | 01. | 18-40 | Degree in Science with Chemistry & Proficiency in computer. |
| 02. | Data Entry Operator | 01. | 18-40 | Degree in any discipline with DCA/PGDCA |

TERM OF REFERENCE(ToR)

1. She/he should be above 18 years of age and not exceeding 40 years.

2. The Minimum Educational Qualification-

a) Assaying Chemist- Degree in Science with Chemistry & Proficiency in computer.

b) Data Entry Operator- Degree in any discipline with DCA/PGDCA.

The Data Entry Operator should have a typing speed of 40 words per minute in English and should be well conversant with computers and essentially well trained in M.S.office, Web portals and should have computer course certificates (DCA/PGDCA/equivalent). Higher extra qualifications are appreciable.

(Annexure-II)
TENDER APPLICATION (TECHNICAL BID)
FOR PROVIDING MANPOWER SERVICES TO RMC, KANTABANJI FOR e-NAM WORK AT
RMC, KANTABANJI.

| | | | |
|---|--|---|--|
| 1 | Name of the Tendering Manpower Service Provider. | : | |
| 2 | Registration Certificate Number | : | |
| 3 | GSTIN Number | : | |
| 4 | Turnover Last 3 Years(in Lakhs) | : | 2021-22: Rs. 2022-23: Rs. 2023-24: Rs. |
| 5 | EPF Registration Number | : | |
| 6 | ESI Registration Number | : | |
| 7 | PAN Number | : | |

DECLARATION

1. I Son/Daughter/Wife of Shri..... Proprietor/ director/ authorized signatory of the service provider agency and I am competent to sign this declaration and execute this tender document.
2. I have carefully read and understood all the terms and conditions of the tender and undertake to abide by them.
3. The information/ document furnished along with the application are true and authentic to the best of my knowledge and belief. I/We, am/are aware of the fact that furnishing of any false information/ fabricated document would lead to rejection of my tender at any stage besides liabilities towards prosecution under appropriate law.

Signature of authorized person

Date:

Name:

Place:

Seal:

(Annexure-III)

Declaration for Non-Blacklisting

To,

The Sub-Collector, Titilagarh-cum-Chairman

RMC Kantabanji

Sub: Declaration for Non-Blacklisting

Tender Reference No: _____

Name of Tender / Work:-

Dear sir,

We hereby declare that we are not blacklisted by any Central/ State Government/ agency of Central/ State Government of India or any other country in the world/ Public Sector Undertaking/ any Regulatory Authorities in India or any other Country in the world for any kind of fraudulent activities.

Yours faithfully,

(Seal & Signature of Bidder)

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LETTER OF AUTHORIZATION FOR ATTENDING BID OPENING

Tender No: _____

To

**The Chairman,
Regulated Market Committee, Kantabanji.**

Subject: Authorization for attending bid opening.

Sir,

The following persons are hereby authorized to attend the bid opening for the Tender no. _____ Date. _____ at RMC, Kantabanji on Manpower Services for e-NAM, RMC, Kantabanji on behalf of _____ (Bidder) in order of preference given below.

Order of Preference / Name / Specimen Signature.

1

2.

(Seal & Signature of the Bidder)

Note:

1. Only one representative shall be allowed.
2. Permission for entry to the hall where bids are opened may be refused in case authorization as prescribed above is not produced.

Checklist of Documents

| SI No. | Particular of Item | Status (Yes/No) |
|--------|--|-----------------|
| 1 | Valid Registration Certificate of the Manpower Service Provider. | |
| 2 | Copy of Valid GSTIN registration. | |
| 3 | Photo copy of the PAN Card of the Bidder. | |
| 4 | Photo copy of the Income Tax Return Certificate for last three Financial year (2021-22, 2022-23,2023-24) | |
| 5 | Demand Draft of Rs. 500/- as cost of Tender Paper payable on favour of the Secretary RMC, Kantabanji | |
| 6 | Demand Draft of Rs. 5,000/- as EMD in favour if the Secretary, RMC, Kantabanji | |
| 7 | Valid EPF registration proof. | |
| 8 | Valid ESI registration proof. | |
| 9 | Application Financial Bid (Annexure-I). | |
| 10 | Application Technical Bid (Annexure-II). | |
| 11 | Undertaking for no blacklisting (Annexure-III). | |
| 12 | Letter of authorization on behalf for bid opening (Annexure-IV). | |
| 13 | All documents are to be self attested. | |