

DISTRICT EMPLOYMENT EXCHANGE, BARGARH

E-mail ID: - eexbgh@yahoo.in

No. 248 /DEEx, Bargarh,

Date:- 17.3.2020

**Tender Notice for Providing of Service of one Data Entry Operator
for day to day official work of District Employment Exchange, Bargarh**

In pursuance of Letter No.OSEMS-VG-V-137/2018-19/1428/DE dated 18.02.2020 of the Director of Employment and Member Secretary, OSDA, Odisha, Bhubaneswar open tender are invited from reputed Manpower Service Providers to provide the service of one Data Entry Operator for day to day official work on consolidated remuneration of Rs.8880/- P.M. The Registered Office / Branch Office of the Manpower Service Providers should be located within the jurisdiction of this Department office. The Service Provider should be registered with the appropriate registration authority and should have at least two to three years of experience in providing manpower to Govt. Departments / Public Sector Companies / Banks.

The details information of outsourcing the service of Data Entry Operator have been given in the tender documents which may either be downloaded from the website i.e. www.bargarh.nic.in or obtain in person on any working day from 17.03.2020 to 03.04.2020 between 10.00 A.M. to 5.30 P.M. The last date and time for submission of tender documents is 03.04.2020 by 5.30 P.M. and same will be opened on 04.04.2020 at about 3.30 P.M.

The interested Manpower Service Provider may submit the tender documents complete in all respect which should reach at District Employment Exchange, Bargarh on or before 03.04.2020 by registered post.

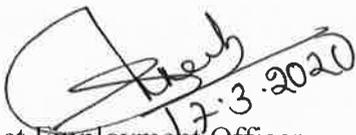
However, the undersigned reserves all the rights without any obligation or liability to accept or reject any or all the tenders at any stage of the process.


District Employment Officer,
Bargarh

Memo No. 249(4) /DEEx, Bargarh

Date:- 17.3.2020

- 1) Copy to Office Notice Board for wide publicity.
- 2) Copy submitted to the Director of Employment and Member Secretary, OSDA, Odisha, Bhubaneswar for favour of kind information.
- 3) Copy submitted to the Collector and District Magistrate, Bargarh for favour of kind information.
- ✓ 4) Copy submitted to the DIO, NIC, Bargarh with request to upload the tender documents in the district web portal on dated 17.03.2020.


District Employment Officer,
Bargarh

TERMS & CONDITIONS

GENERAL

1. The Agreement shall commence from 01.03.2020 to 28.02.2021 and unless it is curtailed or terminated by the authority owing to deficiency of service, sub-standard quality of manpower deployed, breach of contract etc. or change in requirements.
2. The Agreement shall automatically expire on 28.02.2021 unless extended further by the mutual consent of the Manpower Service Provider and the Authority.
3. The Manpower Service Provider shall not be allowed to transfer, assign pledge or subcontract its rights and liabilities under this Agreement to any other agency or organization by whatever name be called without the prior written consent of the Authority.
4. 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 a breach of terms of Agreement making it liable for legal action besides termination of the Agreement.
5. The Authority reserves the right to terminate the Agreement during initial period also after giving 15 days notice to the Manpower Service Provider.
6. The persons deployed shall be required to report for work at 10.00 AM to the District Employment Officer, Bargarh or such other Officer as may have been kept in charge of the Office Establishment of the office concerned and would leave at 5.30 P.M. and may also required to work beyond 5.30 PM for which he would not be paid any extra remuneration. In case, the person deployed remains absent on a particular day or comes late / leaves early on three occasions, proportionate deduction from the remuneration for one day will be made.
7. The Manpower Service Provider shall nominate a coordinator who shall be responsible for immediate interaction with the District Employment Officer, Bargarh so that optimal services of the persons deployed could be availed without any disruption.
8. The entire financial liability in respect of manpower services deployed in the Department or Office concerned shall be that of the Manpower Service Provider and the Department or Office concerned will in no way be liable. It will be the responsibility of the Manpower Service Provider to pay to the person deployed a sum not less than the minimum rate quoted in the financial bid and adduce such evidence as may be required by the Department or Office concerned.
9. For all intents and purposes, the Manpower Service Provider shall be the "Employer" within the meaning of different Rules & Acts in respect of manpower so deployed. The persons deployed by the Manpower Service Provider shall not have any claim whatsoever like employer and employee relationship against the Department or Office concerned.
10. The Manpower Service Provider shall be solely responsible for the redressal of grievances or resolution of disputes relating to persons deployed. The Department shall, in no way, be responsible for settlement of such issues whatsoever. In case the grievances of the deployed person are not attended to by the Manpower Service Provider the deployed person can place their grievance before a Joint Committee consisting of a representative of the Department of Office concerned and an Authorised representative of the Manpower Service provider.

11. The Department shall not be responsible for any financial loss or any injury to any person deployed by the Manpower Service Provider in the course of their performing the functions/duties or for payment towards any compensation.
 12. The persons deployed by the Manpower Service Provider shall not claim nor shall be entitled to pay, perks and other facilities admissible to regular/confirmed employees during the currency or after expiry of the Agreement.
 13. In case of termination of this Agreement on its expiry or otherwise, the persons deployed by the Manpower Service Provider shall not be entitled to and shall have no claim for any absorption in regular or other capacity.
 14. The person deployed shall not claim any benefit or compensation or absorption or regularization of deployment with office under the provision of rules and Acts. Undertaking from the person deployed to this effect shall be required to be submitted by the Manpower Service Provider.
 15. The Manpower Service Provider must be registered with the concerned Government Authorities, i.e. Labour Commissioner, Provident Fund Authorities, Employees State Insurance Corporation etc. and a copy of the registration should be submitted. The Manpower Service Provider shall comply with all the legal requirements for obtaining License under Contract Labour (Regulations and Abolition) Act, 1970 is any, at his own part and cost.*
 16. The Manpower Service Provider shall provide a substitute well in advance if there occurs any probability of the person leaving the job due to his/her own personal reasons. The payment in respect of the overlapping period of the substitute shall be the responsibility of the Manpower Service Provider. The Manpower Service Provider shall be responsible for contributions towards Provident Fund and Employees State Insurance, wherever applicable.
 17. The persons deployed by the Manpower Service Provider should have good police records and no criminal case should be pending against them.
 18. The persons deployed should be polite, cordial and efficient while handling the assigned work and their actions should promote good will and enhance the image of the Department or office concerned. The Manpower Service Provider shall be responsible for any act of indiscipline on the part of the persons deployed.
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*Note:-

1. Registration/License under the Contract labour (Regulation and Abolition) Act, 1970 is applicable to Manpower Service Provider employing more than 20 workmen.
2. Please refer to the Finance Department Letter No.49134(255)/F dated 29.11.2010 for any query.

Bt.V-5/10


17.3.2020
District Employment Officer,
Bargarh