

OFFICE OF THE CHIEF DISTRICT VETERINARY OFFICER: BARGARH

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QUOTATION CALL NOTICE

No. 183 CDVO (B)

Date 13/01/2023

Sealed quotations are invited from the interested Authorised Service Providers of Odisha (Form-T1) with valid license for engagement of 2nos (TWO) of MTA (Multi Task Assistant) under the scheme NAIP-IV for the Office of the Chief District Veterinary Officer, Bargarh for a period of one year or till completion of the scheme NAIP-IV. The duly filled in quotation with rate charges per month for MTA may be sent to the undersigned as per Annexure -C with sealed cover on or before 30.01.2023 by 5:30 PM for taking further action at this end. The sealed quotation will be opened on 31.01.2023 at 11:A.M. in the Office Chamber of CDVO, Bargarh. The quotationer or their representatives are requested to be present in the O/o CDVO, Bargarh on the scheduled date & time. The selected service provider will execute an agreement with the C.D.V.O, Bargarh with details of terms and conditions (Annexure-A). The scope of works and educational qualification of manpower should be as per Annexure-B,

The undersigned has got all legal rights to cancel the quotations without showing any reason thereof.


Chief District Veterinary Officer
Bargarh

Memo No. 184 CDVO (B)

Date 13/01/2023

Copy forwarded to NIC, Bargarh for Information and requested to upload the quotation call notice No 183 Date 13-01-23 for wide publication.


Chief District Veterinary Officer
Bargarh

Memo No. 185 CDVO (B)

Date 13/01/2023

Copy submitted to the CEO, OLRDS, Bhubaneswar for kind information & necessary action .


Chief District Veterinary Officer
Bargarh

Memo No. 186 CDVO (B)

Date 13/01/2023

Copy submitted to the Director Animal Husbandry & Veterinary Services Odisha, Cuttack for favour of information & necessary action.


Chief District Veterinary Officer
Bargarh

(FORM – T1)

1.	Name of the Bidder	
2.	Name of the Director /Proprietor	
3.	Full Address of Registered Office	Postal Address:
		Telephone No.:
		FAX No.:
		E-Mail Address:
4.	Name & telephone number of the authorized person signing the bid	Name and Designation:
		Mobile Number:
5.	Bank Name	Account Number:
		Bank and Branch Name:
		IFSC Code
7.	PAN No.(Attach self attested copy)	
8.	GSTIN (Attach self attested copy.)	
9.	E.P.F. Registration No. (Attach self attested copy.)	
10.	E.S.I. Registration No. (Attach self attested copy.) Attach attested copy)	
11	Acceptance to all the terms &conditions of the tender (Yes/No).	
12	Power of Attorney/authorization letter for signing the of the bid documents	
13	Undertaking for no Criminal case is pending with the police at the time of submission of bid.(T3)	
14	Undertaking for non-blacklisting by any Central /State Govt.dept./Office or any PSUs at the time of submission of bid(T2)	
14	Mention the total number of pages in the tender document.	

Signature of the Service Provider

FORM-T2

UNDERTAKING

[On the Stamp Paper of appropriate value in shape of affidavit from the Notary regarding non-blacklisting]

I, hereby undertake that, our organization has not been blacklisted / debarred by any of the Central / State Government Department/ Office or by any Public Sector Undertaking (PSUs) and not blacklisted by any authority during the recent past.

Yours sincerely,

Authorized Signature [In full and initials]

Name and Designation of the Signatory:

Name of the Bidder and Address :

FORM-T3

UNDERTAKING

[On the Bidder's Letter Head regarding not have any pending judicial proceedings for any criminal offences]

I, hereby undertake that there is no criminal case pending in any Court of Law against our company or against the Proprietor/Director/Persons to be deployed by our company. I/we further certify that Proprietor/Director/Persons to be deployed by our company /of my company have not been convicted of any offence in any Court in India during the recent past. I understand that I am fully responsible for the contents of this undertaking and its truthfulness.

Yours sincerely,

Authorized Signature [In full and initials]

Name and Designation of the Signatory:

Name of the Bidder and Address:

GENERAL TERMS AND CONDITIONS

1. For all intents and purposes, the Service Provider shall be the "Employer" within the meaning of different Rules & Acts in respect of persons deployed. The persons deployed by the service provider shall not have any claim whatsoever like employer and employee relationship against the Authority under this agreement. The Service Provider shall make them known about their position in writing before deployment under the required service.
2. The manpower to be deployed by the Service Provider should be above 21 years of age and not exceeding 45 years and physically sound to perform the duties. He / She should not have involved in any Court cases / Legal Matter pending with Govt. offices./ Organizations.
3. The Service Provider will be overall responsible for the manpower deployed for performing the service. The Authority shall not be responsible for any financial loss or any injury to any person deployed by the Service Provider in the course of their performing the functions/ duties, or for payment towards any compensation.
4. The Service Provider shall exercise adequate supervision to ensure performance of deployed manpower so as to provide satisfactory services in accordance with the requirements
5. The Service provider shall be solely responsible for compliance to the provisions of various Labour and industrial laws, such as, wages, allowances, compensation, EPF & ESI, Bonus and Gratuity etc. relating to the manpower to be deployed by it at the Authority's location.
6. The Service Provider shall maintain personal file in respect of all the staff those are deployed to the office of the authority. The personal file shall invariably consist of personal details such as name, address, date of birth, sex, residential address (temporary/permanent), Adhar No. certificate of past experience, Bank Account, EPF/ESI details, disbursement of remuneration etc.
7. The manpower to be deployed by the Service Provider should not have any adverse Police records/criminal cases against them. The agency should make adequate enquiries about the character and antecedents of the persons whom they are recommending. The manpower deployed should be well disciplined and do not participate in any activity detrimental to the interest of the Authority.

For and on behalf of
SERVICE PROVIDER

Signature of Authority

8. The Service Provider will also ensure that the manpower deployed are medically fit and will keep in record a certificate of their medical fitness. Further the Service Provider shall withdraw such manpower that is not found suitable by this office for any reasons immediately on receipt of such a request.
9. The Authority shall not be liable for any compensation in case of any fatal injury/death caused to any man power while performing/discharging their duties/ for inspection or otherwise.
10. In case of any theft or pilferages, loss or other offences, the service provider will investigate and submit the report to the Authority and maintain liaison with the police. FIR will be lodged by the Authority, wherever needed, joint enquiry comprising of both the parties shall be conducted and responsibility will be fixed.
- 11 In case of any loss caused to the Authority due to lapse on the part of the deployed personnel discharging duties, the same shall be borne by the Service Provider. Authority shall have the right to deduct appropriate amount from the bill of service provider. In case of frequent lapses on the part of the personnel deployed by the service provider, Authority shall within its right terminate the contract or take any other action without assigning any reason whatsoever.
12. The data entered in to the computer any other official matter shall not be taken out side under any circumstances by the service provider / manpower so far the secrecy of the official business is concerned. If it will come to the notice of the Authority even at later stage, the service provider / manpower shall be liable for criminal action and/or civil actions & the decision of the authority as deemed proper in this aspect is final.
13. In the event of any personnel being on leave/absent, the remuneration for the period of leave/ absence will be deducted from monthly bills.
- 14 The service provider will be responsible for deposit of EPF, ESI, GST and other statutory dues as applicable from time to time and submit the proof of such deposits to the authority along with the monthly bill each month for reimbursement of these statutory dues in monthly basis.
15. The Service Provider shall not be allowed to transfer, assign, pledge or subcontract its rights and liabilities under this Agreement to any other agency or organisation.

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Signature of Authority

16. The authority shall send the absentee statement at the end of each month. The Service Provider shall raise the bill, in duplicate against the absentee statement, in respect of the persons deployed and submit the same to the authority in the first week of the succeeding month. The payment will be released by the second week of the succeeding month.

17. The Service Provider will have to deposit the remuneration of the deployed manpower for the concerned billing period in their respective bank account through online transfer and submit the details to the authority for necessary records.

18. In case of dispute resolution relating to rights/liabilities arising out of the agreement, the same shall be disposed off at the level of Administrative Departments.

19. The Service provider should ensure that the persons to be deployed are not alcoholic, drug addict and not indulge in any activity prejudicial to the interest of the Authority.

20. The Authority reserves the right to withdraw or relax any of the terms and condition mentioned above so as to overcome the problem encountered at a later stage.

21. In the event of any dispute arising in respect of the clauses of the agreement, the same shall be resolved through negotiation. Alternatively the dispute shall be referred to the next higher authority or controlling officer of this organization for his decision and the same shall be binding on all parties.

22. All disputes shall be under the jurisdiction of the court at Bhubaneswar.

23. The contract is liable to be terminated because of non-performance, deviation of any terms and conditions of agreement, non-payment of remuneration of manpower deployed and non deposit of statutory dues with the concerned organization.

24. The manpower Service Provider will be bound with all the details of the Terms & Conditions of this service agreement. Any deviation from the Terms & Conditions of agreement, misrepresentation of documents/informations during the contract period or at any subsequent stage will lead to termination of agreement and/or forfeiture of the Performance Security and/or blacklisting of the service provider.

For and on behalf of
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Signature of Authority

SCOPE OF WORKS & EDUCATIONAL QUALIFICATION OF MAPOWER

1. The Service provider will deploy ----- nos. of manpower to work as MTA to attend his/her duties in the organization as per work schedule of F & ARD Department, Govt. of Odisha. However they will attend the assigned work beyond office hours and even on Sundays and Govt. Holidays if required so or in case of emergency.
2. The manpowers to be deployed may be a graduate in any discipline. They should pass of DCA / PGDCA or equivalent certificate so as to perform the following duties.
 - Management/ Maintenance of data base under various schemes like Artificial insemination, Risk management and Livestock Insurance etc.
 - Preparation of Monthly Progress Report.
 - Preparation of receipt and expenditure statement for different schemes.
 - Uploading of data in INAPH and other network based software as per the need & addressing the field issues on INAPH uploading by using their own Android/Smart mobile phones.
 - Updating face book and website, official and whats app. groups etc. .
 - Any other relevant assignments as required from time to time by the Authority.

ANNEXURE – C

CONTRACT PRICE AND PAYMENT TERM

1. In case the payment will be delayed due to some un-avoidable circumstances, no interest shall be paid thereon.
2. The deployment charges per man power will be on monthly basis as follows:

Name of manpower	Take Home remuneration	EPF @ 13%	ESI @ 3.25%	Service Charges	Total	GST @ 18%	Grand Total(Rs)
Multi task Assistant (MTA)	Rs. 10,900.00	Rs. 1417	Rs. 354				

For and on behalf of
SERVICE PROVIDER

Signature of Authority