

OFFICE OF THE CHIEF DISTRICT VETERINARY OFFICER, PURI
At/ P.O. – Station Bazar, Puri (ODISHA) PIN : 752002
e mail ID : puricdvo@gmail.com

TENDER CALL NOTICE

No 1706 /CDVO Date 12.05.2021

**TENDER FOR ENGAGEMENT OF 2 NOS OF PEON & 4 NOS OF CHOWKIDAR THROUGH
SERVICE PROVIDER AGENCY**

Sealed tender proposals are invited by the Office of the Chief District Veterinary Officer, Puri from the local Service Provider Agency Registered within Puri & Bhubaneswar to provide 2 Nos of Peon & 4 Nos of Chowkidar.

1. Date of submission of Tender proposal – From Dt.12.05.2021 to 31.05.2021
2. Date of opening of Tender- Dt. 31.05.2021

QUALIFICATION /CRITERIA FOR THE REQUIRED POST

Sl No	Position	Minimum qualification & experience	Job Responsibility
1	Peon	Middle English school certificate Examination or an Equivalent examination	Management of daily official work & logistic support to the official & other staffs, Any other reasonable work
2	Chowkidar	Middle English school certificate Examination or an Equivalent examination	Watch & ward of the office buildings & premises. Timely opening & closing of the office & other reasonable work.

TERMS & CONDITIONS FOR THE ABOVE SAID POSTS

1. The candidates must be fulfilling its required qualification as mentioned. Their original certificate shall be produced to this office by the Service provider & the candidate must be above 18 years of age.
2. The deployment of the candidate shall be on contract basis with a consolidated payment of Peon Rs.8070/- per month, Chowkidar Rs.8070/- per month.
3. Besides above the “Authority” shall pay service tax as applicable.
4. The payment will be made to the service providing agency on monthly basis but not in the name of the candidates.
5. The candidates should have to discharge their duties during working hours. They will attend the office work beyond the office hours & even on Govt. holidays if required.
6. The Authority has the right to ask the service providing agency to withdraw/ replace any candidate any time who has been reported by the Authority as disobedient towards his/her service. The service provider has to agree to act promptly on such request by the Authority.

7. After completion of selection process an agreement shall be made by the selected service provider with the undersigned for engagement of peon & chowkidar as per the need of vacancy in this institute.
8. At the end of each month, the Authority will produce the absentee statement along with works particulars of the candidates to the Service provider towards the performance of duty & the service provider will submit the bill to the Authority to get the consolidated payment thereafter.
9. The Agreement so executed shall be terminated on written Notice of two months from the either side.
10. Any other problem arise if any & brought to the notice of the Authority shall be decided as per existing Govt rules, regulation & stipulation as deemed proper.
11. The minimum turn over of the Service provider should be Rs.50,00,000/- per annum.

Documents to be submitted by the Service Provider

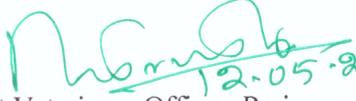
1. EMD of Rs.6,000/- in shape of Bank draft of any Nationalised Bank drawn in favour of Chief District Veterinary Officer, Puri payable at Puri. The BD in original to be enclosed with the quotation.
2. Tender proposals maintaining service tax & service charges etc should be submitted by the service provider in his official letter pad.
3. Attested copy of Registration certificate of the Agency with appropriate Regn Authority.
4. Copy of documents showing 2-3 years of experience of providing manpower to Govt & Semi-Govt organization.
5. Attested copy of PAN/GIR card.
6. Attested copy of the latest IT return filed by the Agency of the last 2-3 years.
7. Attested copy of the service tax/GST registration certificate.
8. Attested copy of EPF registration certificate.
9. Attested copy of the ESI registration certificate.
10. Latest GST deposit challan.
11. Latest EPF/ESI deposit challan.

The successful bidder has to execute an Agreement of mutually agreed terms & conditions with the undersigned before agreement of the workers. All tender proposal should be dropped in the tender box of this office in any working day within 10 AM to 4 PM within the stipulated date & time. The undersigned reserves the right to reject/cancel any or all tender proposal without assigning any reason thereof.


12.05.2021
Chief District Veterinary Officer, Puri

Memo No 1707 Dt. 12.05.2021

Copy to Notice Board of Chief District Veterinary Officer, Puri.


12.05.2021
Chief District Veterinary Officer, Puri