

Letter No. 6724

Date. 27.12.2022

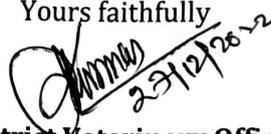
### **Tender Call Notice**

Sealed tenders are invited from registered man power service providers having valid licence, statutory clearance, service tax registration, EPF registration, ESI registration and PAN No. for providing man power i:e Multi Task Assistant, Driver ,Attendants for AHL & Veterinary Ambulance Services ,attendant and similar services (as and when required during the contract period ) under the establishment of Chief District Veterinary Officer,Puri 752002 for a period of one year from the date of agreement of contract.

The tender paper will be submitted along with the EMD of Rs. 2000/- in shape of Bank Draft of any Nationalised bank drawn in favour of the Chief District Veterinary Officer, Puri payable at Puri should reach in the Office through registered post/speed post, latest by 2 PM on Dt.06.01. 2023.Which will be opened on Dt.06.01.2023 at 3.30 PM.

Details of the terms & condition of tender is available at [www.puri.nic.in](http://www.puri.nic.in)

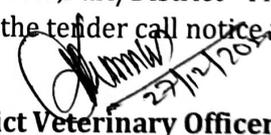
Yours faithfully

  
Chief District Veterinary Officer, Puri

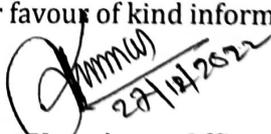
**Memo No. 6725**                      **Date. 27.12.2022**  
Copy to notice board for wide publicity.

  
Chief District Veterinary Officer, Puri

**Memo No. 6726**                      **Date. 27.12.2022**  
Copy forwarded to the Sub Divisional veterinary Officer,Puri/District Fishery Officer,Puri /CDAO,Puri /DDH,Puri with a request to display the tender call notice in the Office notice board.

  
Chief District Veterinary Officer, Puri

**Memo No. 6727**                      **Date. 27.12.2022**  
Copy submitted to the Collector & District Magistrate,Puri for favour of kind information & necessary action.

  
Chief District Veterinary Officer, Puri

**Memo No. 6728**                      **Date. 27.12.2022**  
Copy submitted to the District Informatics Officer, NIC, Puri for information with a request to make it available in District website [www.puri.nic.in](http://www.puri.nic.in)

  
Chief District Veterinary Officer, Puri

**Memo No. 6729**                      **Date. 27.12.2022**  
Copy submitted to CEO, OLRDS, Bhubaneswar for information & necessary action.

  
Chief District Veterinary Officer, Puri

**OFFICE OF THE CHIEF DISTRICT VETERINARY OFFICER, PURI**

At/P.o-Station Bazar, Puri (ODISHA)

PIN-752002

Email ID: puricdvo@gmail.com

Letter No. 6724

Date.27/12/22

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**Documents to be submitted by the service provider**

1. EMD of Rs. 2000/- in shape of Bank draft in original.
2. Attested copy of registration certificate of agency with appropriate registration authority.
3. Tender proposal maintaining service tax & service charge etc should be submitted by the service provider in his Official letter pad.
4. Copy of document showing at least 3years of experience of providing man power to Govt. or Semi Govt. organisation.
5. Attested copy of PAN card.
6. Attested copy of latest IT return filled by the agency for the last 3 years.
7. Attested copy of service tax/GST registration certificate.
8. Attested copy of EPF registration certificate.
9. Attested copy of ESI registration certificate.
10. Latest GST deposit challan.
11. Latest EPF/ESI challan.

The successful bidder has to execute an agreement of mutually agreed terms and conditions with the undersigned before engagement of worker. The tender proposal should be reached in this Office by registered /speed post/courier in any working day within stipulated date & time. The under signed reserve the right to reject/cancel any or all the tender proposal at any stage and moment without assigning any reason there off. The undersigned is not responsible for any postal/dispatch delay.

  
27/12/22

## Annexure A

### **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.

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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.



**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.

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## ANNEXURE – B

### SCOPE OF WORKS&EDUCATIONAL QUALIFICATION OF MAN POWER

1. The Service provider will deploy 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 WhatsApp. 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				



**ANNEXURE - D**

**TERMS & CONDITIONS OF CONTRACT FOR ANIMAL AMBULANCE DRIVER**

1. The driver must have a valid Driving Licence of L.M.V & H.M.V.
2. The remuneration of Rs. 13,000/- (including EPF, ESI, GST & other service charge if any ) will be paid to the service provider on submission of the bill towards monthly remuneration of the driver.
3. The payment will be made to the service providing organisation on monthly basis but not in the name of the engaged person.
4. The payment to the service providing authority will be paid accordingly to the funds receipt from the Govt.
5. The period of duty of the Ambulance Driver i.e. from 6 A.M to 2 P.M./ 2 P.M. to 10 P.M however they will attend the assigned work beyond Office hours even on Sunday and Govt. holiday as required.
6. The "Authority" has the right to ask "service providing organisation" to withdraw/replace the candidate who has been reported by the "Authority" as disobedient towards his/her service being rendered. The service provider agrees to acts promptly on such request by the "Authority".
7. The persons engaged should maintain the secrecy of the official business concerned. Any deviation coming to notice of the "Authority" at the later stage, the service providing organisation is liable for such committed offence and decision of the "Authority" as deemed proper is final.
8. The agreement so executed shall be terminated on written notice of one months from either side.
9. Any other problems arise and brought to the notice of the "Authority" shall be decided as per the existing Govt. Rules, regulations and stipulation as deemed proper.

*admission*  
*21/11/22*

*[Signature]*  
*21/11/22*  
Chief District Veterinary Officer, Puri