

**DISTRICT PLANNING & MONITORING UNIT, PURI**

Email-Id-dpmu-pur.plg@nic.in

Ph No. (06752) 224179  
(06752) 297940

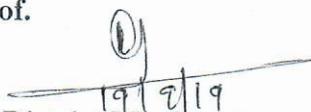
Letter No. 1561 / DPMU Dt. 19.09.19

**TENDER CALL NOTICE**

Sealed Quotations are invited from eligible service providing agencies for engagement of Data Entry Operator (1no.) in MPLADS Facilitation Centre in District Planning & Monitoring Unit, Puri on contractual basis for a period of one year. Minimum qualification required is Graduation with PGDCA & remuneration is **Rs.8,880/-(Rupees Eight Thousand Eight Hundred Eighty) only** per month exclusive of services charges and other statutory dues. Sealed Quotations should reach the office of District Planning & Monitoring Unit, Collectorate Building, Puri by 19.9.19 to 26.09.19 at 4.00 P.M. The Service Provider should enclose the following documents along with the quotation.

1. The copies of Registration Certificate
2. Copy of PAN CARD
3. Updated copies of EPF and ESI Certificates
4. Updated copy of Goods & Service Tax Registration Certificate
5. Updated copy of the Service Tax registration certificate
6. Updated Registration Certificate from Labour Officer.
7. Updated Certificate of Contact Labour License
8. The Data Entry Operator should have a speed of 4000 characters per minute in English and should will be well conversant with computers and essentially well trained in MS Office, Internet and LAN function.
9. The Service Provider should have the experience in providing manpower to the Government Department (experience certificate)
10. The Data entry Operator will be selected as per the decision by the committee comprising of ADM, Puri, Chairman / Deputy Director (P&S), DPMU, Puri / Dist. Treasury Officer, Puri / District Informatics Officer, NIC, Puri / Asst. Director, Statistics, DPMU, Puri.
11. The selected Service Provider has to enter with an agreement with the authority after the final selection by the Committee.
12. The Service provider has to follow the following financial bid in Annexure-A.
13. The Service Provider has to follow the Technical Bid in Annexure-B.
14. DEO should be above 18-33 years of age as on 30.09.2019, he should be physically and mentally fit for the duties.
15. The minimum educational qualification for DEO will be graduation in any discipline.
16. They must have executed similar Man-Power service provider at least for 3 years
17. Certified extract of the Bank Account containing transaction during the last three years.
18. Whether the agency has any exemption u/s 16 (2) of the EPF Act.
19. GSTIN return of the last year.

20. Income Tax clearance certificate for the last three years.
21. The bidder will have to deposit EMD of Rs.20,000/- (Rupees Twenty Thousand) only in the form of DD from any Nationalised Bank drawn in favour of Dy. Director (P&S), DPMU, Puri covering the period of contract. After successful completion of period of contract Rs.20,000/- deposited as EMD will be refunded back to the selected bidder. The bidders not selected by the committee will be returned their deposited EMD amount of Rs.20,000/- within a period of seven days.
22. Cost of tender of Rs.200/- (Rupees Two Hundred) only (non-refundable) Tender paper can be purchased from the office of Dy. Director (P&S), DPMU, Puri, Pin – 752001 on any working days between 11 A. M. to 4 P.M. from date 19.09.2019 to 26.09.2019 on payment of Rs.200/- (Rupees Two Hundred) only in shape of cash. The Tender Paper forms can also be downloaded from Puri district website [www.puri@nic.in](http://www.puri@nic.in). In case of downloading Tender format, the agency shall be required to deposit the cost of Tender of Rs.200/- in shape of DD in the office of Dy. Director (P&S), DPMU, Puri (non-refundable) along with the Tender.
23. The registered office of the Service Provider must be located in the State of Odisha.
24. The selected firm must be registered with appropriate registration authority.
25. They must have their own bank account.
26. Date of opening of the Quotation Call Notice 30.09.19 at 3.00 P.M. in the Office Chamber of ADM, Puri.
27. **The undersigned reserves the right to reject any or all the tenders at any stage of tender process without assigning the reasons thereof.**

  
19/9/19  
Addl. District Magistrate  
Chairman, Tender Call Notice,  
Puri

**Memo No. 1562 / DPMU dtd. 19.09.19**

Copy forwarded to the District Informatics Officer, NIC, Puri for information and necessary action. He is requested to publish tender call notice in the Puri district website for wide publication.

  
19/9/19  
Deputy Director (P&S)  
DPMU, Puri

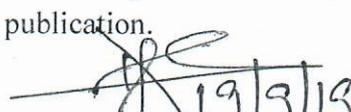
**Memo No. 1563(5) / DPMU dtd. 19.09.19**

Copy to Notice Board of Collector, Puri / ADM, Puri / DPMU, Puri / DRDA, Puri / Sub-Collector, Puri for wide publication.

  
19/9/19  
Deputy Director (P&S)  
DPMU, Puri

**Memo No. 1564 / DPMU dtd. 19.09.19**

Copy forwarded to the DIPRO, Puri for information and necessary action. He is requested to publish tender call notice in the daily SAMBAD for wide publication.

  
19/9/19  
Deputy Director (P&S)  
DPMU, Puri