

Government of Odisha
Department of Water Resources

No. 24313 /Date 24/12/14
R & R 4912014

TENDER-CALL -NOTICE

Sealed tenders are invited from reputed, well established; financially sound registered Manpower Agencies/Service Providers to provide the services of Data Entry Operators for a period of 1 year w.e.f. 3.11.2014 to 2.11.2015 for day-to-day official work of the Department of Water Resources with the following terms and conditions.


1. The period of the contract may be further extended beyond 2.11.2015 provided the requirement of the office for manpower persists at that time or may be curtailed/terminated before 2.11.2015 owing to deficiency in service or sub-standard quality of Manpower deployed by the selected service provider or because of change in the office requirement. The Department however reserves the right to terminate this contract at any time after giving 1 month notice to the selected service provider.
2. The office has requirement of 9 Data Entry Operators which may increase or decrease at a later date.
3. The interested Manpower Service Providers may submit the tender in all respect up to 3 P.M. on 30.10.2014 in the Office of the Additional Secretary to Government, Department of Water Resources in a sealed envelope super subscribing "Engagement of DEO in the Department of Water Resources through service provider" through registered post/speed post/courier service and the same will be opened at 4 P.M. same day.
4. The Tendering Manpower Service Providers are required to enclose photocopies of the following documents (self attested) along with the bid.
 - a) Registration Certificate of the applicant organization
 - b) Copy of PAN/GIR Card
 - c) Copy of the IT return filed for last 3 financial years
 - d) Copies of EPF & ESI Certificate
 - e) Copy of Service tax registration certificate
 - f) Certified extract of the bank account containing transactions during last 3 years
5. All the entries in the Tender should be legible and filled clearly. If the space for furnishing information is insufficient a separate sheet duly signed by the authorized signatory may be attached. No overwriting or cutting is permitted. However, the cutting if any must be initialed by the person authorized to sign in the Tender.
6. The Department of Water Resources reserves the right to cancel all the tenders without assigning any reasons thereof.


24.12.2014
Additional Secretary

BY FAX

Memo No. 24314. Dt. 24/2/14


Copy forwarded to Asst. Director (Printing) Office of the Directorate of Information and Public Relation, Odisha Bhubaneswar for information. He is requested to publish the tender in 2 local daily newspapers in consecutive days for wide publication.


Additional Secretary

Memo No. 24315 Dt. 24/2/14

BY FAX


Copy forwarded to EIC (WR), Secha Sadan, Bhubaneswar for information and necessary action. He is requested to publish the tender notice in their office notice-board for wide publication.


Additional Secretary

Memo No. 24316 Dt. 24/2/14.

BY FAX

Copy forwarded to Director of Monitoring, Office of the EIC (WR), Secha Sadan, Bhubaneswar for information and necessary action. He is requested to publish the tender notice in the website of DOWR for wide publication.


Additional Secretary