

Government of Odisha
Department of Water Resources

No. 25283 Date 10/11/14
R&R 49 / 2014

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 the date of execution of the agreement in terms of Finance Department Circular No.49134/F dtd.29.11.2010 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 extended further more, provided the requirement of the Department for manpower persists at that time or may be curtailed/ terminated before the stipulated period 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 Department has requirement of 9 (Nine) Data Entry Operators at present which may increase or decrease at a later date.
3. The interested Manpower Service Providers may submit the tender in all respect on or before 17.11.2014^{7.00pm} in the Office of the Additional Secretary to Government (R&R), Department of Water Resources in a sealed envelope super subscribing "Engagement of DEOs 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 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 initiated 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.
7. The earlier Tender Call Notice No.24313 dt.24.10.2014 is here by cancelled.


Additional Secretary to Govt.

Contd.....P/2.

Memo No. 25284 Dt. 10/11/14 **BY FAX**

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

[Signature]
10.11.2014

Additional Secretary to Govt.

Memo No. 25285 Dt. 10/11/14 **BY FAX**

Copy forwarded to the EIC, Water Resources, Odisha, Bhubaneswar for information and necessary action. He is requested to publish the tender call notice in the office Notice Board for wide publication.

[Signature]
10.11.2014

Additional Secretary to Govt.

Memo No. 25286 Dt. 10/11/14 **BY FAX**

Copy forwarded to the Director of Monitoring, O/o the EIC Water Resources, Odisha, Bhubaneswar for information and necessary action. He is requested to publish the tender call notice in the website of DoWR for wide publication.

[Signature]
10.11.2014

Additional Secretary to Govt.