

DISTRICT COURT, SONEPUR

dated : 19.04.2021

EXPRESSION OF INTEREST NOTICE

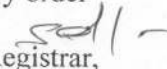
District Court, Sonepur invites Expression of Interests in Sealed cover from the intending Manpower Service Providers/ Agencies/Firms to provide service of 18 nos of person to meet the required service of Group-D employees to the District & Sub-ordinate Courts of this Judgeship on out sourcing basis till finalization of rules by the Government of Odisha/ High Court of Orissa or till 06(six) months, whichever is earlier for performing day to day work . The application form meant for providing Manpower Services attached below. The detailed specifications of the post are given in the following table:

Sl. No	Particulars	Specification
1.	To meet the required service of Group-D employees	To perform the work as assigned to the group D employees.

TERMS AND CONDITIONS OF THE TENDER

1. The Service Provider should have its registered office or one of the Branch Offices to be located within the State of Odisha.
2. They should be registered with appropriate registration Authority, They should have valid GSTIN and to indicate Service Tax No, EPF & ESI Regd. No & other required documents specified in the application form.
3. They should have at Least Two/Three years Experience in providing Manpower service.
4. The technical bid should be accompanied with Bid security Declaration.
5. The person shall be eligible for daily wages of Rs 308.00/(Three hundred eight) including of all taxes, charges only on each working days. Further the above rate may be revised as fixed by the Government of Odisha from time to time as applicable for the unskilled worker.
6. They should go through the Government Circular regarding the other eligibility criteria before submission of Bid.
7. The Technical Bid & Financial Bid should be sent separately in a closed envelopes.
8. The Expression of Interests should reach to the undersigned on or before 26.04.2021 by 01:00 P.M.
9. The Tender paper will be opened in the presence of members of the District Recruitment Committee on 26.04.2021 at 04:00 P.M. at the District Court, Sonepur.
10. The undersigned reserves all rights to cancel any submitted EOI without assigning any reason thereof.

By order


Registrar,

Civil Courts, Sonepur .

Memo No.

2029(7)

, dtd. 22.04.2021

Copy submitted to:-

1. System Assistant , District Court to upload the same in the District Court Website for wide publicity.
2. Office Notice Board of District Court, Sonepur/ JIC, Nizarat, Birmaharajpur/ Rampur/Binika/ Tarava/ Dunmguripali .


Registrar,

Civil Courts, Sonepur

APPLICATION FORM FOR TECHNICAL BID
FOR PROVIDING MANPOWER SERVICES TO DISTRICT & SUB ORDINATE COURTS OF
SONEPUR JUDGESHIP,

1. Name of Tendering Manpower Service Provider: _____
2. Name of Proprietor/Partner/Director: _____
3. Full Address of Registered: _____
Office _____
Telephone No: _____
Fax No. _____
E-Mail Address: _____
4. Full Address of Operating/Branch
Office: _____
Fax No. _____
E-Mail Address _____
5. Name & Telephone No. of
Authorized officer/person
(If any) to liaise with Field Office (s) _____
6. Banker of the Manpower Service Provider: _____
(Attach certified copy of statement of
A/c for last Three years) with _____
Telephone Number of Banker _____
7. PAN & GSTIN No. _____
(Attach attested copy)
8. Service Tax Registration No. _____
(Attach attested copy)
9. E.P.F. Registration No. _____
(Attach attested copy)
10. E.S.I. Registration No. _____
(Attach attested copy)
11. Financial turnover of the tendering Manpower Service Provider for the last 3 Financial Years.

Financial Year	Amount (Rs. Lacs)	Remarks, if any
2018-19		
2019-20		
20120-21		

Date:
Place:

Signature of authorized person
Full Name:
Seal:

APPLICATION FORM FOR FINANCIAL BID
FOR PROVIDING MANPOWER SERVICES TO DISTRICT & SUB ORDINATE COURTS OF
SONEPUR JUDGESHIP,

SI No	Type of manpower	Daily wages per day (Including of all taxes and charges as applicable)
	To meet the required service of Group-D employees	

Date :
Place :

Signature of authorized person
Full Name :
Seal :

Notes :

1. The total rate quoted by the tendering agency should be inclusive of all statutory/ Taxation liabilities in force at the time of entering into the contract.
2. The payment shall be made on conclusion of the calendar month only on the basis of no. of working days for which duty has been performed by the manpower.
3. The authority reserves the right to annual all bids without assigning any reasons.

DECLARATION

1. I _____ Son/ Daughter/ Wife of Sri _____ proprietor Director/ authorized signatory of the Service Provider mentioned above, I am competent to sign this declaration and execute this tender documents.
2. I have carefully read and understood all the terms and conditions of the tender and undertake to abide by them.
3. The information/ documents furnished alongwith the above application are true and authentic to the best of my knowledge and belief. I/ we, am/are well aware of the fact that furnishing of any false information/ fabricated documents would lead to rejection of my tender at any state besides liabilities towards prosecution under appropriate law.

Date :
Place :

Signature of authorized person
Full Name :
Seal :


Enclosures required :

The tendering Manpower Service Providers are required to enclose photocopies of the following documents (duly attested by Gazetted Officer of the State Governments/ Central Government) failing **which their bids shall be summarily/ out rightly rejected and will not be considered any further :**

- a) Registration certificate of the applicant organization :
- b) Copy of PAN & GSTIN No:
- c) Copies of EPF and ESI certificate
- d) Copy of the Service Tax registration Certificate :
- e) Certified extracts of the Bank Account containing transactions during last three years.
- f) Experience certificate of last two / three years

**TECHNICAL REQUIREMENTS FOR MANPOWER TO BE DEPLOYED BY THE
SUCCESSFUL MANPOWER SERVICE PROVIDER IN THE DISTRICT & SUB
ORDINATE COURT, SONEPUR**

1. He/ She should be above 18 years of age and not exceeding 37 years.
2. The minimum educational qualification for Group-D employees will be 8th standard.
3. The candidate should able to read, write and speak odia.
4. The candidate must have experience in house orderly works in residence such as cleaning, dusting, cooking, marketing, gardening etc. Experience in doing Office work i.e carrying files, daks, official papers and books etc. are given preference.


Registrar
Civil Courts, Sonapur

22/4/21