

# OFFICE OF THE REGULATED MARKET COMMITTEE, KENDRAPARA

At/P.o.- Jamadhar, Dist- Kendrapara – 754211

(Ph.No. 220398(06727)/ email- [rmckendrapara@gmail.com](mailto:rmckendrapara@gmail.com)/ website- [rmckendrapara.com](http://rmckendrapara.com)

Notice No.

Dt:

**ADVERTISEMENT FOR PROVIDING SERVICES OF QUALITY ANALYSTS & DEO(DATA ENTRY OPERATOR) 30 (THIRTY) EACH FOR PADDY PROCUREMENT OPERATION IN KENDRAPARA DISTRICT FOR KMS- 2021-22 UNDER REGULATED MARKET COMMITTEE, KENDRAPARA ON  
OUTSOURCING BASIS**

Applications are invited in a single Bid Cover system by Regulated Market Committee, Kendrapara from reputed, registered & experienced Service provider Firms for providing services of Quality Analysts & DEO(Data entry operator) 30 (Thirty) each for Paddy Procurement operation in Kendrapara District for KMS-2021-22 under the Regulated Market Committee, Kendrapara for a period of three months.

**Eligibility Terms & Conditions:**

1. The Services providers should have the following eligibility-
  - (i) Valid registration certificate of Firms or Individual to undertake the providing services.
  - (ii) A valid labour license from Central Labour Commissioner / State Labour Commissioner under the Contract Labour Act & the Contract Labour Central / State Rule. (A Xerox copy should be produced).
  - (iii) PAN Card with up to date Income Tax Return.
  - (iv) Valid EPF Registration Certificate with proof of up to date payment.
  - (v) Valid ESI Registration Certificate with proof of up to date payment.
  - (vi) Valid Service Tax/ GST Registration Certificate with proof of up to date payment and return.
  - (vii) Should have 5(five) year experience for providing services. (Experience documents should be produced. Successful service provider for Quality Analyst will be given priority)

2. The service providers must not be near relative of RMC, Kendrapara employees and to produce an undertaking in that effect.
3. The service provider firms shall have minimum gross turnover of Rs.25 (twenty five) lakhs per annum in last two financial years.(Annual turnover certificate from an Regd. Chartered Accountant firm should be attached.
4. The Services providers firms ought not to have been black listed by any State Govt. and Central Govt. Department / Private Organizations / PSU.
5. The price quoted by the Service provider/ firms must be inclusive of all charges like EPF, ESI, Service charge and GST etc. No additional Charges will be entrained.
6. The remuneration to be quoted for Quality Analyst should be within specified minimum wages of Govt. of Odisha per person and per month including EPF, Service Charges and GST etc per month. (The remuneration is negotiable as per work done)
7. The lowest quoted price (L-1) shall be considered and concerned Services provider shall be assigned for the work.
8. Intending services providers shall submit application in the prescribed format (duly filled in) along with supporting documents to:

The Secretary,

Regulated Market Committee, Kendrapara (R.M.C)

At/P.o.- Jamadhar, Dist- Kendrapara – 754211

(Ph.No.220398(06727)/[email-rmckendrapara@gmail.com](mailto:email-rmckendrapara@gmail.com)/website: rmckendrapara.com)

(Contact Mob.No.9438331103)

9. The application must be accompanied with processing fees (non-refundable) of Rs. 10,000.00 (Rupees ten thousand) only & Security deposit (refundable without interest) of Rs.5,00,000/-(Rupees five lakhs) only by way of Demand Draft in favour of RMC, Kendrapara.
10. The quotation along with supporting documents in a single sealed envelope super scribed **“QUOTATION TO PROVIDE QUALITY ANALYST & DEO (DATA ENTRY OPERATOR) 30**

**(Thirty) EACH ON OUTSOURCING BASIS”** complete in all respects shall be submitted by Courier / Speed post at the above mentioned address on or before dated: 28-12-2021 up to 5.00 p.m .

11. The quotation will be opened on dated 29.12.2021 at 11.30am. in presence of the quotationers or their authorized representatives. The Services provider’s representatives who will present shall sign in an attendance paper. Authorization letter to this effect shall be submitted by the Services Providers before they are allowed to participate in opening of quotations.
12. Incomplete application as per prescribed format or without required documents shall be rejected.
13. The application, personal profile of the Services Providers and price quotation format with any cutting, over writings or correction is liable to be rejected.
14. Applications only in the prescribed form will be considered.
15. Application along with quotation should reach this office on or before dated 28.12.2012 by 05.00 pm .
16. All pages of authenticated documents shall be signed by the person or the persons signing the quotation along with seal / stamp of the Services providers as a token of acceptance.
17. The payment for the work done shall be made once in a month through A/c payee cheque.  
(Work done certificate will be produced by the concerned authorities)
18. The Quality Analyst for paddy Procurement operation 2021-22 by the Services providers, if at any point of time found to be doing any alternations, deletions, additions to the official records given to him for maintenance without the permission of the Authority, will be viewed seriously and the Quality Analyst will be removed with prior notice of seven days.

19. The successful Services Providers shall sign an agreement with the Sub-Collector-cum-Chairman, RMC Kendrapara, for providing manpower. The quotation shall be valid for 4 months from the date signing. However, The Sub-Collector-cum-Chairman, RMC Kendrapara, reserves the right to extend the duration of the quotation with same rate, terms and conditions.
20. Minimum required educational Qualification for quality analyst is Degree in any discipline & for DEO is Degree in any discipline with P.G.D.C.A in Computer.
21. The candidates must not have crossed more than 32 (thirty two) year's of age.
22. The Authority reserves the right to accept or reject any or all quotations without assigning any reason thereof.

  
21/12/21  
Sub-Collector-cum-Chairman  
RMC, Kendrapara

**List of Documents to be submitted along with the Application / Quotation:**

**Particulars**

Interested Services Providers are advised to go through contents of the advertisement document Carefully and submit attested copies of the following documents in proper sequence as described hereinafter:

1. Latest Registration Certificate of the Firm issued by the Competent Authority.
2. Copies of Valid Labour License from Central Labour Commissioner / State Labour Commissioner.
3. Copy of PAN Card and GST Registration with up to date Income Tax Return.
4. Copy of Valid EPF Registration Certificate.
5. Copy of Valid ESI Registration Certificate.
6. Copy of Valid GST Registration Certificate.
7. Copy of Gross Annual Turnover certificate from a registered Chartered Accountant firm for last two financial year.
8. Copy of experience of providing services document of minimum 5 (five) year. Successful Service provider for Quality Analyst will be given priority.
9. An undertaking to the effect that neither any person of the Services provider is related to any employee of the RMC, Kendrapara nor has any interest in their activities.
10. Required processing fee (non-refundable) of Rs. 10,000.00 (Rupees ten thousand) only & Security deposit money (refundable without interest) of Rs.5,00,000/-(Rupees five lakhs) only in shape of Demand Draft in favour of RMC, Kendrapara.

11. A copy of complete advertisement document duly signed and sealed as a token of acceptance of all terms and conditions.
12. A Court affidavit to the effect that no any Court/ Arbitration/ Legal Cases against the Firm.

**APPLICATION FORM**

1. Name of the Service Provider Firm:
2. Head quarter address with telephone & e-mail address:
3. Branch office address:
4. Registration No. and Date of Registration of the Firm:  
(Attach copy of Registration Certificate issued by Competent Authority)
5. Name of the responsible persons with their details Contact No. & e-mail ID:
6. Labour Licence No. & Date.
7. PAN No.
8. GST Registration No.
9. EPF Registration Certificate. No. & Date with update Chalan:
10. ESI Registration Certificate. No. & Date with update Chalan:
11. Communication address:
12. No. of Branches:
13. Are there any Court / Arbitration / Legal cases against the firm:  
(an affidavit to be attached)

**DECLARATION**

Certified that the informations provided above are true to the best of our Knowledge & belief.

Authorized Signature with Seal

**PRICE QUOTATED FORMAT FOR QUALITY ANALYST**

Sl. No.	Per person	Per month including all charges like wages, EPF, ESI, Service charges & GST etc.
1-	Per one Quality Analyst	
2-	Per one Data Entry Operator	

Authorised Signature with date