

OFFICE OF THE PRINCIPAL, BINAYAK ACHARYA COLLEGE, BERHAMPUR (Ganjam)

No: 1329

Date: 07.08.24

QUOTATION CALL NOTICE

Sealed quotations are invited from reputed Service Provider Agencies for providing 08 (eight) nos. of unskilled Non-Consultancy staff/ manpower to the engaged on daily wage basis in this college. The last date for submission of sealed quotations is 13-08-2024 by 03:00P.M. The sealed quotations will be opened on 14-08-2024 at 11:00AM in the office chamber of the undersigned. Quotations received after the last date will not be considered. For details please visit college website www.binayakacharyacollege.in.

The engagement will be as per terms and conditions laid down in the guidelines relating to engagement of the Non-Consultancy Staff/Manpower issued vide G.A. Department resolution no.23750/Gen. Dt.27.08.2014, Finance Department, Govt. of Odisha Office Memorandum No.73/18-7022 Dated.17.03.2018/ Department of Higher Education letter No.24857/HE. Dated.18.06.2022/ Higher Education Department letter No.2687/HE, Dt.20.01.2024/Department of Higher Education Letter no.31913 Dated.28.07.2023 & DHE, Govt. of Odisha Letter No.29413, Dated.30.07.2024 & Letter No.2348/Govt. of Odisha, Labour & ESI Department Dated.14.03.2024.

Sl.No.	Category of Non-Consultancy Staff/ Manpower	No of Non-Consultancy Staff / Manpower Required
1	Gardener	01
2	Sweeper	02
3	Office Attendant	03 (One Lady)
4	Security Guard	02
Total		08

Quotations should be submitted as per the details given in the college website i.e. www.binayakacharyacollege.in

Shadanga
07.08.2024
Principal

Binayak Acharya College, Berhampur

Memo No: 1330 Date: 07.08.24

Copy to the D.I.O, NIC Ganjam for information and requested to hoist the advertisement in the District NIC website for wide publicity / College Notice Board / OIC, Website with a request to hoist the advertisement in the College Website / Accounts Section / Establishment Section for information.

Shadanga
07.08.2024
Principal

Binayak Acharya College, Berhampur

Memo No: 1331 Date: 07.08.24

Copy forwarded to the FA-Cum-Special Secretary to Government, Department of Higher Education, Govt. of Odish, Bhubaneswar for information and necessary action.

Shadanga
07.08.2024
Principal

Binayak Acharya College, Berhampur

**TERMS AND CONDITIONS FOR ENGAGEMENT OF NON-CONSULTANCY STAFF/MAN
POWER ON DAILY WAGE BASIS THROUGH OUTSOURCING AGENCIES**

1. The Non-Consultancy Staff/Manpower to be engaged shall be paid on daily wage basis @rate as per the Odisha Gazette Notification No.565, Dated.13.03.2024 of Labour and ESI Department and Labour Commissioner, Bhubaneswar, Govt. of Odisha Resolution No.2348/LESI, 14.03.2024. The daily wage shall be revised from time to time as per the Govt. notifications.
2. The quotations should be accompanied by all relevant documents of the Agency such as Statutory Registration, Bank Account details, PAN Copy, Aadhar Copy of Proprietor of the outsourcing agency, GST Certificate, etc.
3. Man powers to be provided should be within 18 to 60 years of age.
4. The Outsourcing agency must provide the names, address, photo and Aadhar details of the workers.
5. The duration of work will be as per Government guidelines.
6. The unskilled non-consultancy staff/manpower can be engaged in the office work or in any other official activity assigned from time to time as per the requirement of the Principal, Binayak Acharya College, Berhampur for smooth functioning of College work.
7. The Agency will furnish the evidence of deposit of EPF & ESI in respect of each supplied manpower every month to the College after which their bills will be processed for payments for the next month.
8. The security Guard will be unarmed. The Police verification report of the Security Guard is mandatory and shall be furnished. The Uniform, shoe, belt, cap etc. for the Security guard shall be provided by the Outsourcing Agency.
9. The initial contract period between the Principal, Binayak Acharya College, Berhampur and the proprietor of outsourcing agency is up to one year maximum up to 31st March 2025 and Upon satisfactory performance and good conduct of the agency as well as the engaged personnel, extension can be allowed for a period of one more year maximum up to 31st March 2026.
10. The contract of engagement is to be signed between the Principal, Binayak Acharya College, Berhampur and the Proprietor of the Outsourcing Agency on Rs.100/- non-Judicial Stamp Paper, which is to be provided by the Agency.
11. The engagement is purely temporary. The authority reserves the right to cancel the contract, if required without assigning any reason thereof.
12. The persons engaged through Agency shall be responsible for all security measures to safeguard the students and property of the college where she/he will be assigned duty.
13. For any untoward situations in whatsoever manner arising out of the conduct and activities of the supplied non-consultancy staff/manpower, the Agency shall be held responsible.

Madanga
27.05.2024
PRINCIPAL

**BINAYAK ACHARYA COLLEGE
BERHAMPUR, Dist. Ganjam, Odisha**

OFFICE OF THE PRINCIPAL, BINAYAK ACHARYA COLLEGE, BERHAMPUR, GANJAM, ODISHA
FINANCIAL BID FOR PROVIDING NON-CONSULTANCY STAFF/ MANPOWER BY OUTSOURCING AGENCY

Sl. No.	Category of Non-Consultancy staff/ Manpower	Rate of wage per month	ESI (Employer Share) @3.25% of the employees wages	EPF (Employer Share) @13% of the applicable wages of employee	Service Charge / Commission	Any other statutory dues payable	Total per Person (Rs)
1	Gardner / Sweeper / Office Attendant / Security Guard						

* Minimum wage and VDA for unskilled Non-consultancy staff/Manpower is Rs.450/-

**Service Charge should be quoted very reasonably

***Any other statutory dues payable may be mentioned and the copy of relevant Govt. order / circular be enclosed.

Date:

Place:

Signature of the Authorized person with seal

Handwritten signature
 07.08.2024
 PRINCIPAL

BINAYAK ACHARYA COLLEGE
BERHAMPUR, Dist.Ganjam, Odisha

UNDERTAKING

I _____ the proprietor of _____
Outsourcing agency solemnly undertake that the information given by me as above is true to the
best of my knowledge and if found false at any time, the authority can take any type of action
deemed proper against me and my agency.

Place:

Date:

Signature of the Proprietor

Madanga
07-08-2024

**PRINCIPAL
BINAYAK ACHARYA COLLEGE
BERHAMPUR, Dist. Ganjam, Odisha**