



ODISHA STATE AGRICULTURAL MARKETING BOARD

Plot No.1800 (P), Baramunda, Post-Khandagiri, Near Indian Oil Petrol Pump Bhubaneswar
Ph. No.0674-2351311, Fax: 0674-2351316, Email: osamboard99@yahoo.com, Website: osamboard.org

Letter No: 3452 /
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Dated : 16.11.2018

ADVERTISEMENT FOR PROVIDING SERVICES OF TWO NOS. OF ACCOUNTANT & ONE ESTABLISHMENT OFFICER FOR OSAM BOARD, BHUBANESWAR ON OUTSOURCING BASIS

Applications are invited in a single Bid Cover system by Odisha State Agricultural Marketing Board, Bhubaneswar from reputed, registered & experienced Services Providers Firms for providing services of 2 (Two) nos. of Accountants & 1 (One) Establishment Officer on outsourcing basis for OSAM Board, Bhubaneswar.

Eligibility Terms & Conditions:

1. The Services Providers should have valid registration certificate of Firms or Individual to undertake the providing services.
2. The Services Providers should have 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.
3. The Services Providers should have PAN Card with up to date Income Tax Return.
4. The Services Providers should have valid EPF Registration Certificate with proof of up to date payment.
5. The Services Providers have valid ESI Registration Certificate with proof of up to date payment.
6. The Services Providers should have valid Service Tax / GST Registration Certificate with proof of up to date payment and return.
7. The Services Provider must not be near relative of OSAM Board, Bhubaneswar employees and he is to give an undertaking in that effect.
8. The Services Providers firms shall have minimum gross turnover of Rs. 50 (Fifty) lakhs per annum in last 2 (Two) Financial Years.

9. Annual turnover certificate from a registered Chartered Accountant firm for the Financial Year (2016-17 & 2017-18) to be furnished.
10. The Experience of providing Services of minimum 5 (Five) years (Experience documents should be produced).
11. The Service Providers firms ought not to have been black listed by any State Govt. and Central Govt. Department / Private Organizations / PSU.
12. The price quoted by the Services Providers must be exclusive of all charges like EPF, ESI, Service charge and GST etc. No additional charges will be entertained.
13. The remuneration to be quoted for Accountant is Rs. 15,000.00 (Rupees Fifteen thousand) only per person excluding EPF, Service charges and GST etc per month.
14. The remuneration to be quoted for Establishment Officer is Rs. 20,000.00 (Rupees Twenty thousand) only per month excluding Service charges / GST only.
15. The lowest quoted price shall be considered and concerned Services Providers shall be assigned for work.
16. Intending services providers shall submit application in the prescribed format (duly filled in) along with supporting documents to:

The General Manager

Odisha State Agricultural Marketing Board (OSAMB)

Plot No. 1800 (P), Near Ramamani Indian Oil Petrol Pump,

Baramunda, Khandagiri, Bhubaneswar -751030, Odisha

17. The application must be accompanied with processing fees (non-refundable) of Rs. 1,000.00 (Rupees One thousand) only, inclusive of all taxes by way of Demand Draft in favour of OSAM Board, BBSR in shape of D.D, payable at Bhubaneswar. The application shall accompany the D.D.
18. The quotation along with supporting documents in a single sealed envelope super scribed **“QUOTATION TO PROVIDE TWO NOS. ACCOUNTANT AND ONE**

ESTABLISHMENT OFFICER ON OUTSOURCING BASIS” complete in all respects shall be submitted by Courier / Speed Post at the above mentioned address on or before dt 24.11.2018 up to 5.00 PM.

19. The quotation will be opened on dtd. 26.11.2018 at 11.30 AM in presence of the applicants or their authorized representatives. The Services Providers representatives who are present shall sign in an attendance paper. Authority letter to this effect shall be submitted by the Services Providers before they are allowed to participate in opening of quotation. A maximum of two representatives for any Services Providers shall be authorized and permitted to attend the opening of quotation.
20. Incomplete application and / or not as per prescribed format or without required documents shall be rejected.
21. The application, personal profile of the Services Providers and Price quotation Format with any cutting, over writings or correction is liable to be rejected.
22. Applications only in the prescribed form will be considered.
23. Applications along with quotation should reach this office on or before dtd. 24.11.2018 by 5.00 PM.
24. All pages of advertisement 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.
25. The payment for the work done shall be made once in a month through A/c payee cheque.
26. The Accountants and Establishment Officer supplied 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 Accountant and Establishment Officer will be removed with prior notice of seven days.
27. The successful Services Providers shall sign an agreement with the General Manager, OSAM Board, Bhubaneswar for providing manpower. The Tender shall be valid for one year from the date of signing. However, the General

Manager, OSAM Board, BBSR reserves the right to extend the duration of the Tender for one year with same rate, terms and conditions.

28. Minimum required educational Qualification and experience of the Accountant be Graduate in Commerce having 55% marks from a reputed and Recognized University or Institution with good communication skill. The candidate having adequate experience in accounts line in Govt. or Private Organization with higher qualification will be given preference.
29. Minimum required educational Qualification and experience of the Establishment Officer be Graduate in any discipline from a reputed and recognized University or Institution with good communication skill. The candidate having minimum 15 years of experience in establishment line in Govt. or Public Undertaking shall be given preference.
30. The candidate must have obtained adequate knowledge in Computer Operation.
31. The candidate must not have crossed more than 50 (Fifty) years age in case of Accountant and the candidate must not have crossed more than 65 years of age for the post of Establishment Officer.
32. All disputes arising shall be subject to the jurisdiction of the appropriate Court at Bhubaneswar, Odisha and will be governed by the laws of India.
33. The rate to be quoted by the Firm, the L-1 shall be taken into consideration.
34. The Authority reserves the right to accept or reject any or all bids without assigning any reason thereof.

Sd/-
General Manager
OSAM Board, Bhubaneswar

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 herein after:

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 the Financial Year 2016-17 & 2017-18 (Minimum Gross Turnover of Rs. 50 (Fifty) lakh per annum in last 2 (Two) Financial Year.
8. Copy of experience of providing services document of minimum 5 (five) year.
9. An undertaking to the effect that neither any person of the Services Provider is related to any employee of the OSAM Board nor has any interest in their activities.
10. Required processing fee (non-refundable) of Rs. 1,000.00 (Rupees One thousand) only in shape of Demand Draft.
11. A copy of complete advertisement document duly signed and sealed as a token of acceptance of all terms and conditions.
12. An undertaking to the effect that neither any person of the Services Provider is related to any employee of the OSAM Board nor has any interest in their activities.
13. A Court affidavit to the effect that 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 License No. & Date:
7. PAN No.
8. GST Registration No.
9. EPF Registration Certificate No. & Date:
10. ESI Registration Certificate No. & Date:
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 above information provided above is true to the best of our knowledge & behalf.

Authorized Signature with Seal

PRICE QUOTATED FORMAT FOR ACCOUNTANT

| | | |
|--|----------------|--|
| | Per person | Per month including all charges like Pay, Service charges & GST etc. |
| | For Accountant | |

PRICE QUOTATED FORMAT FOR ESTABLISHMENT OFFICER

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| | Per person | Per month including all charges like Pay, Service charges & GST etc. |
| | For Establishment Officer | |

Authorized Signature