



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

TENDER CALL NOTICE NO.693, Dated-02.03.2017

Invitation of Tenders for outsourcing the services of STENOGRAPHER for one year or the term of the project, whichever is earlier from Service Providers / Agencies / Firms.

1. Sealed Tenders from the intending Service Providers / Agencies / Firms having valid Registration Certificate, including registration under Labour Department, EPF registration, ESI registration, Service Tax registration, PAN, up to date VAT clearance certificate and having similar line of business for more than 3 years towards outsourcing the human resources are intend for outsourcing the services of Stenographer in Project (Engineering) Cell of OSAM Board. The service provider should have local office at Bhubaneswar.
2. The Service Providers / Agencies / Firms having good track record, proof of qualified man power and relevant experience are eligible to apply.
3. The Stenographer to be provided should possess minimum Graduation qualification (Degree in B.A., B.Com, B.Sc.) with 80 words/per minute in English shorthand speed and 30 words per minute computer typing speed both in English & Odia and knowledge in computer operating - MS Word, Excel and should be adept in handling phone calls, maintaining of engagement diaries etc. The Stenographer would be attached to Engineering Project Cell of this office.
4. The period of contract is for one year or the term of the Engineering Project Cell, whichever is earlier.
5. Sealed envelope superscribed "Tender for outsourcing of Stenographer" and should be sent by Speed Post/Registered Post or by hand delivery by 5.00PM on 14.03.2017 in this office. Tenders received after the scheduled date shall be rejected. Incomplete and conditional tenders shall not be entertained. The Tenders will be opened on 15.03.2017 at 11.00 AM in the office of the OSAM Board in presence of the tenderers or their authorised agents.

6. The service provider shall comply with all Labour Laws, Rules in relation to the outsourced employee and also for payment of minimum wages to the personnel engaged on outsourcing basis.
7. The rate of wages, statutory dues etc. should be indicated in detail in their tenders.
8. There is no master and servant relationship between the outsourced employee and this office.
9. The Service Provider's person shall not claim any benefit /compensation / absorption / regularisation etc. from this office under ID Act, 1947 or Contract Labour Act, 1970. Undertaking of the outsourced person to this effect shall be submitted by the Service Providers / Agencies / Firms.
10. This office will maintain an Attendance Register in respect of the staff deployed by the Service Provider, on the basis of which wages/remuneration will be decided in respect of the staff at the approved rate.
11. The outsourced personnel may be called on public holidays, if required, for which he will be paid extra as per the rates approved.
12. Escalation clause will not be accepted on any ground during contract period.
13. The claim in bills regarding ESI, EPF and Service Tax etc. should be necessarily accompanied with documentary proof relating to the bill. A requisite portion of the bill / whole of the bills amount shall be held up till such proof is furnished. The selected service provider shall enter into an agreement with OSAM Board.
14. The agreement can be terminated by either party by giving one month notice in advance.
15. This office reserves the right to reject any or all tenders without assigning any reason whatsoever and the decision of this office shall be final and binding on all bidders.

General Manager
OSAM Board, Bhubaneswar.