

**EXPRESSION OF INTEREST FOR
ENGAGEMENT OF A TRACTOR DRIVER AT
BBR & BMF, CHIPLIMA, SAMBALPUR.**

2022-23

Name and address:.....

of the bidder

.....

E-mail :.....

Mobile No. :.....

OFFICE OF THE MANAGER, BBR & BMF, CHIPLIMA, SAMBALPUR.

E Mail Id: bmfsbp@gmail.com

CA
08/12/2022
MANAGER
BOVINE BREEDING RESEARCH &
BULL MOTHER FARM
CHIPLIMA



**BOVINE BREEDING RESEARCH AND BULL MOTHER FARM: CHIPILIMA,
SAMBALPUR**

State Livestock Breeding Farm, Chipilima, PO- Gosala, Sambalpur-768024
Email: bmfshp@gmail.com

Eol No. 02/22-23/BBR & BMF Date. 08.12.2022

The Manager, Bovine Breeding, Research and Bull Mother Farm, Chipilima, Sambalpur invites Expression of Interest (Eol) from the Service Provider/ Manpower for engagement of a tractor Driver during the year 2022/23.

The detail of Eol as well as terms & conditions is available in the NIC website, www.nic.in. Interested Service Provider/ Manpower are requested to down load the required documents and submit their responses to the under signed as per the above mentioned address along with cost of Eol documents of Rs 1, 000/- (Rupees one thousand) only in shape of bank draft in favour of "Superintendent Exotic Cattle Breeding Farm, Chipilima payable at SBI, Burla".

The cost of Eol document is compulsory and the bank draft should be enclosed in original along with Eol documents. The cost paid for Eol documents is non refundable. The list of qualifying criteria, Terms & condition is annexed in annexure IV.

The Eol documents must be deposited within date 26.12.2022 at 5 PM.

Time Line

Date & Time of release of Eol	Date & Time
Date & time of Eol documents Publication	09.12.2022 / 11.00 AM
Last date of submission of Eol	26.12.2022 / 5.00 PM
Date and time of opening of Eol	27.12.2022 / 11.00 AM
Finalizing of RFP	To be intimated latter


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WHO CAN PARTICIPATE IN THE EOI

The following is the eligibility criteria for participating in the Eoi

- 1) The Service Provider should be a Govt. / Non Govt. entity registered as a company or proprietorship or a society under the applicable laws in India. Any of the above entities, if registered as medium and small enterprise under MSME Development Act' 2006 in Odisha can avail the benefits of MSMEs as applicable.
- 2) The Service Provider should not have been blacklisted or debarred from carrying on the business or should not be under a declaration of ineligibility for corrupt and fraudulent practice issued by Central Govt. / any State Govt.
- 3) The eligibility criteria can be changed / altered or relaxed by a duly constituted Technical Committee without assigning any reason thereof.

INSTRUCTIONS TO THE BIDDERS

The intending bidders are requested to carefully study the instruction contained hereunder before submission of their applications.

- 1) A Service Provider shall submit a single application only.
- 2) The application must be submitted in a prescribed format only accompanied by required documents.
- 3) The relevant documents as asked for must be given as Annexure to the application.
- 4) Demand Drafts towards cost of Eoi documents should be submitted in a separate envelop.
- 5) Applications must be submitted in English language only.
- 6) Incomplete, telegraphic or conditional applications shall not be accepted.
- 7) Applicant must sign at the bottom of each page of the documents at the time of submission in token unconditional acceptance of the departmental terms and conditions, technical specification etc.
- 8) Valid updated GST filing submission document duly must be submitted.
- 9) After finalization of the bidding process, the engagement order will be issued to the successful bidder.
- 10) The bidder must quote their best competitive rate for engagement of a Tractor Driver.
- 11) Applications received late due to postal delay or otherwise will not be considered.
- 12) The last date of receipt of application is 26.12.2022 up to 5.00 PM.
- 13) Sealed offers shall only be dropped in the specified box kept in the Office of the Manager, BBR & BM farm, Chiplima during office hours in working days.
- 14) The applications will be opened on 27.12.2022 at 11.00 AM in the Office of the Manager, BBR & BM Farm, Chiplima in presence of the bidder or their authorized representatives who may likely to be present at the time of the opening.
- 15) Deviation of terms and conditions and technical specifications shall not be entertained under any circumstances.
- 16) The successful bidder will have to deposit one month remuneration as security deposit in shape of DD/ Cash in favour of '**Superintendent Exotic cattle Breeding Farm, Chiplima payable at SBI, Burla**' as a security deposit.


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DISPUTE:

- 1) Any dispute arising out of the contract shall be settled amicably. However, the decision of Manager, BBR & BM Farm, Chiplima shall be treated as final.
- 2) Any legal dispute is subject to Sambalpur jurisdiction only.
- 3) The Manager, BBR & BMF, Chiplima reserves the right to change / alter / relax any condition(s) on case to case basis.

LIST OF DOCUMENTS TO BE SUBMITTED:

- 1) Proposal in response to EoI highlighted above in Annexure – I.
- 2) Up dated GST filing
- 3) Original Demand Draft for EoI document cost
- 4) Declaration to the effect that the farm / organization has not been debarred or derecognized by any Central Govt. / State Govt.
- 5) Self attested copy of PAN Card
- 6) Self attested copy of GST Registration Certificate showing GST No. issued by competent authority.
- 7) Up to date subscription statement to ESI & EPF.

PROCEDURE OF SUBMITTING THE RESPONSE UNDER THIS EoI:

The response will be submitted through registered / Speed Post / by Courier Services or by Hand to the Manager, BBR & BM farm, Chiplima, Sambalpur – 768024 within the date 26.12.2022 at 5.00 PM.


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Forwarding Letter

To

The Manager,
Bovine Breeding, Research and
Bull Mother Farm, Chiplima.

Sub: Submission of application for engagement of a Tractor Driver to BBR & BMF, Chiplima for the year 2022/23.

Sir,

Having studied the call for empanelment documents carefully I/We, the undersigned, offer to submit our application for engagement of Tractor Driver at BBR & BMF, Chiplima for the year 2022/23.

I/We have also read the various provisions therein and confirm that the same are acceptable to us. We further declare that any additional conditions, variations, deviations, if any, shall not be given effect to. We further understand that any deficiency / illegibility in documents shall make our application liable to rejection.

We hereby declare that all the information and statement made in this proposal are complete, true and correct and also accept that any misinterpretation contained in it may lead to our disqualification.

We hereby declare that our application has been submitted in good faith and information contained is true and correct to the best of our knowledge and belief.


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Yours faithfully

Signature of applicant

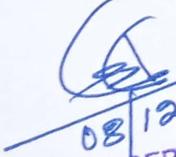
Seal

UNDERTAKING BY THE APPLICANT

I/We hereby undertake that

- 1) We have thoroughly read and examined the call for empanelment document along with all its schedules, annexure etc.
- 2) In case our application is incomplete in any respect or we violate any of the prescriptions given therein the Manager, BBR & BMF, Chiplima shall without prejudice to any other right or remedy, be at liberty to forfeit the application fee deposited by us.
- 3) We are not involved in any litigation that may have an impact of affecting or compromising the delivery of services as required therein.
- 4) We are not blacklisted / defaulted in any manner by any Central Govt. / State Govt. / Public Sector Undertaking in India.
- 5) In case of any false document submitted and found any time in future the firms shall be liable to be proceeded against as per prevailing laws.
- 6) The PAN No. under the Income Tax Act is _____, Service Tax Registration No. is _____ and GST Registration No. is _____.
- 7) I/We shall be responsible for the payment of the respective taxes to the appropriate authorities.
- 8) Xerox copies of the document to show that he is a regular subscriber to ESI & EPF.

Signature of Applicant with stamp & date.


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Letter of Authorization

(To be submitted in the letter head of the applicant)

To

The Manager,
Bovine Breeding, Research and
Bull Mother Farm, Chiplima – 768024.

Sub: Submission of application for engagement of a tractor driver at BBR & BM Farm, Chiplima for the year 2022/23.

Sir,

I/We hereby authorized Ms./Mr _____

Designation _____ of our company to sign all relevant documents on behalf of the company/firm in dealing with the above empanelment. She / He is also authorized to attend all meetings and technical and commercial information as may be required by the manager, BBR & BM farm, Chiplima in the course of processing of the application.

Signature of the authorized person

1.

2.

Signature attested

Name and designation of the attesting officer with seal

Yours faithfully

Applicant / Head of the Organization.


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1. QUALIFYING CRITERIA

- i. The service provider should provide a declaration in Non- Judicial stamp paper , that he is not blacklisted by any Govt./ Corporate/ Co- operative sector .
- ii. The service provider should provide a declaration in Non Judicial stamp paper that, no criminal case is pending against him in any court of law.
- iii. The agency should be a registered body under the Societies Registration Act of 1960 (20 of 1860) or any other corresponding law for the time being in force and which is recognized by the Govt. Of Odisha.
- iv. Having minimum 3 years of experience certificate should be enclosed.
- v. He must possess a valid GST number and have to submit GST return details and IT return details.
- vi. He must be regular subscriber to EPF & ESI.

2. HUMAN RESOURCES

The Service Provider will provide the following personnel.

Personnel	Number of personnel
Tractor Driver	01

3. TERMS AND CONDITIONS FOR PROVIDING MANPOWER BY SERVICE PROVIDER.

- i. The personnel engage by the Service Provider cannot claim to a regular appointment at any time in the Sambalpur District/ F & ARD Department.
- ii. During the tenure of engagement, the manpower provided by the Service Provider shall abide by the Rules, regulations, conditions prescribed by the Farm Manager.
- iii. During the period of engagement, the personnel provided by the service provider shall be required to work and attend the duties as may be assigned by the SAFDO.
- iv. The personnel shall be entitled to a maximum of a 10 days of leave in a year with prior approval from the SAFDO. Any unauthorised absence shall attract proportionate deduction from the consolidated monthly remuneration.
- v. In the event of unauthorised absence or any other misconduct by the personal deployed by the Service Provider such personal shall immediately be replaced.
- vi. The Service Provider shall be held responsible for any loss sustained by F & ARD Deptt. through fraud or negligence of the Driver..
 - a. Upon termination of the Service Provider engagement, personal shall be liable to handover all the accessories and tools in his possession.
 - b. The personnel deployed by the Service Provider shall not take up any other assignment during the period of engagement.

4. MINIMUM QUALIFYING CRITERIA FOR DEPLOYMENT OF MANPOWER BY SERVICE PROVIDER.

- i. The driver must have a valid commercial Driving Licence for driving Tractor from any Road transport authority.
- ii. He should be physically and mentally sound to drive the tractor with all attachment.
- iii. The age of the driver should not be above 55 years.
- iv. The driver must not be consuming Bidi, Cigarette, Pan or alcoholic beverages.


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Annexure -V

5. JOB DESCRIPTION OF A TRACTOR DRIVER AND RESPONSIBILITY.
- i. He will attend duty at BBR & BM farm, Chiplima every day.
 - ii. He will responsible for day to day maintenance of tractor and other attachment.
 - iii. Any other job assigned by the Manager/ SAFDO for smooth functioning of farm activities.
 - iv. He will report any damage or defect relating to tractor.


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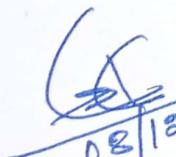
APPLICATION FORMAT

1.	a. Name of the Organisation	
	b. Abbreviation name of the organisation if any	
	c. Address of the Organisation, mailing and corresponding address	
	d. contact person	
	Name	
	Designation/ Title	
	Telephone No.	
	e- mail	
	(i) Is the Organisation Registered Yes/ No	
	(ii) If yes under which act : Society Act/Trust Act Company (section 25) Act or Any other (attach a copy)	
	(iii) Year of Registration	
	(iv) Since how long it is operational :- No of years	
	(v) Pan Card No/ GST No	

ANNUAL TURN OVER LAST 3 YEARS

YEAR	TURN OVER IN Rs.
2019-20	
2020-21	
2021-22	

Copies audited annual report , Income expenditure statement, balance sheet to be enclosed

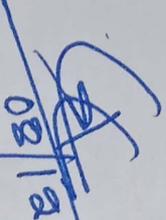

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Signature of the Authorised signatory

Annexure - VII

List of Document to be submitted along with application form

SL No	Documents
01.	Xerox Copy of Registration certificate of Agency
02.	Xerox Copy of audited statement of accounts, balance sheet and income expenditure returns of last three years
03.	Bio- data of the staff and copies of driving licence and adhar card
04.	Xerox Proof of address of office (Copies of Telephone bill/ electricity etc.)
05.	Xerox copy of Pan Card
06.	Xerox copy of the document o show that he is a regular subscriber to ESI & EPF


02/12/2022

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