

**OFFICE OF THE REGULATED MARKET COMMITTEE, Hindol**  
At./P.O.- Hindol, Dist.- Dhenkanal (Odisha), Pin.-759022

No. 109 /Dt 09.03.2021  
**QUOTATION**



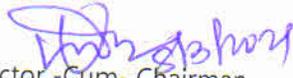
Applications are invited from reputed, registered & experienced Service Providers Firms for providing services of & 1 (one) Chemist (Bsc. Chemist) and to meet the additional manpower requirement of the RMC on outsourcing basis for the e-NAM laboratory at Satmile Model Mandi of Regulated Market Committee, Hindol & for successful implementation of the e-NAM project. The detail eligibility terms & condition for selection/empanelment of the service provider firms are given below.

**Eligibility Terms & Conditions:**

1. The Service Providers should have valid registration certificate of Firms or Individuals to undertake the providing services.
2. The Service 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 Service Providers should have PAN card with up to date Income Tax Return.
4. The Service Providers should have valid EPF Registration Certificate with proof of up to date payment.
5. The Service Providers should have valid ESI Registration Certificate with proof of up to date payment.
6. The Service Providers should have valid Service Tax / GST Registration Certificate with proof of up to date payment & return.
7. The Service Providers must not be near relative of Regulated Market Committee, Hindol employees and he is to give an undertaking in that effect.
8. The Service Providers firm shall have minimum gross turnover of Rs. 10 (Ten) lakhs & above per annum in last 2(two) Financial year.
9. Annual turnover certificate from a registered Chartered Accountant firm for the financial Year (2018-19) & (2019-20) 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 Organisation / PSU.
12. The price quoted by the Service 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 approximately paid to the Chemist is Rs. 12,000.00 ( Rupees twelve thousand ) only per person excluding EPF ,ESI, Service Charges and GST etc per month.
14. The lowest quoted price shall be considered and concerned Services Providers shall be assigned for work.
15. Intending service providers shall submit application in the prescribed format duly filled in along with supporting documents in a sealed cover complete in all respects before "The Chairman, Regulated Market Committee, Hindol. At./P.O:Hindol.Dist :Dhenkanal ,Odisha, PIN:-75 and should sent through couriers / speed post/so as to reach it before the undersigned on or before 22.03.2021 at 11 AM. The application received after the due date shall not be taken into consideration.
16. The application must be accompanied with processing fees (non-refundable) of Rs. 1000.00 (Rupees one thousand) only inclusive of all taxes by way of Cash in the RMC,Office located at Hindol / Demand Draft issued in favour of RMC, Hindol. , payable at Hindol Town. The application shall accompany the D.D./original money receipt issued by the RMC,Hindol.



17. The Sealed quotation received will be opened on dt.22.03.2021 at 3 PM in the office of the RMC,Hindol in presence of the applicants or their authorised representatives. Incomplete application and application received late and not as per prescribed format or without the required documents and necessary fees shall be liable for rejection.
18. The cutting, over writings or correction in the application form / personal profile of the Service Providers and price quotation format shall be liable for rejection.
19. Applications only in the prescribed form will be considered.
20. All pages of advertisement documents shall be signed by the person or the persons signing the quotation along with seal / stamp of the Service Providers as a token of acceptance.
21. The payment for the work shall be made once in a month through A/C payee cheque.
22. The Chemist supplied by the Service Providers, if at any point of time found to be doing any alternations, deletions, additions to the official records given to him for maintenance and causing damage to the property of the RMC and doing any act prejudicial to the interest of the RMC will be viewed seriously and will be removed from service with prior notice of seven days.
23. The successful service providers shall sign an agreement with the Chairman, Regulated Market Committee, Hindol for providing manpower. The Tender shall be valid for one year from the date of signing. However, the Chairman, Regulated Market Committee, Hindol reserves the right to extend the duration of the Tender for one year with same rate, terms and conditions.
24. Minimum required educational qualification and experience of the Chemist shall be Science Graduate with Chemistry . from a reputed and recognised University or Institution with good communication skill. Preference shall be given to the candidate having Science lab maintenance experience. The candidate must have obtained adequate knowledge in Computer Operation.
25. All disputes arising shall be subject to the jurisdiction of the appropriate Court at Hindol in the Dist of Dhenkanal ,Odisha and will be governed by the laws of India.
26. The rate to be quoted by the firm, the L-1 shall be taken into consideration.
27. The service provider shall have to obey and act in accordance to the OAPM Act and Rules and Bye- Laws of the RMC Hindol and the circular and Guidelines issued by the OSAM Board and the Cooperation Department of Govt of odisha.
28. The Authority reserves the right to accept or reject any or all bids without assigning any reason thereof.

  
Sub- Collector -Cum- Chairman,  
R.M.C. Hindol

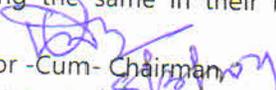
Memo No. 110 /Dt 09.03.2021

Copy to Notice Board of R.M.C. Hindol for information and wide circulation.

  
Sub- Collector -Cum- Chairman,  
R.M.C. Hindol

Memo No. 111 /Dt 09.03.2021

Copy in duplicate along with soft copy forwarded to the General Manager, OSAM Board, Bhubaneswar/NIC Hindol for information with request for uploading the same in their respective websites.

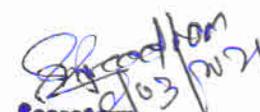
  
Sub- Collector -Cum- Chairman,  
R.M.C. Hindol



**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 Account firm for the financial year 2018-19, & 2019-20 (Minimum Gross Turnover of Rs. 10 (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 service provider is related to any employees of the R.M.C. Hindol nor has any interest in their activities.
10. Required processing fee (non-refundable) of Rs. 1000.00 ( 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 employees of the R.M.C. Hindol nor has any interest in their activities.
13. A court affidavit to the effect that any Court / Arbitration / Legal cases against the firm.

  
Secretary  
R. M. C., HINDOL

  
Sub-Collector-Cum-Chairman  
R.M.C., Hindol

### 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)

### 14. PRICE QUOTATED FORMAT FOR CHEMIST

Name of the Post.	Amount quoted per person and per month including all charges like Pay, Service Charges & GST etc.
Chemist ,(Bsc.Chemist)	Rs.....(Rupees..... .....)only

### DECLARATION

Certified that the above information provided above is true to the best of our knowledge & belief and if any information and documents found incorrect & detected false in future I shall held responsible for the same and my quotation shall be rejected.

  
Secretary  
R. M. C., HINDOL

Authorised Signature with Seal.

  
Sub-Collector-Cum-Chairman  
R. M. C., Hindol