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 <p>सरयनेष जयते Government of India</p>	<p>Government of India Ministry of Skill Development and Entrepreneurship Directorate General of Training Advanced Training Institute, Bhubaneswar (Choudwar Campus) Choudwar Cuttack-754025 (Odisha)</p>	 <p>Skill India कौशल भारत - कुशल भारत</p>
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ATI/Chou/D-15012/11/OS/PS/01

Date :22.05.2017

**Subject: Tender Notice Inviting Tenders/Bids for Manpower Services - reg.**

Bids are invited in two bid system (Technical and Financial Bid separately) from reputed, well established and registered Manpower Service Providers / Organizations (Bidder) for selection of Agency for providing manpower services to MSDE in the following categories for Advanced Training Institute Bhubaneswar (Choudwar Campus), Choudwar, Cuttack - 754025:

- i) Training Officer/Junior Consultant : (likely remuneration:- Rs.30,000/-)
  - ii) Office Assistants : (As per minimum wages Act of Central Govt)
  - iii) Data Entry Operators : -do-
  - iv) MTS : -do-
  - v) Security Personnel : -do-
- (Both Arms & without arms)

(The approximate actual number for each category is up to a maximum of 10 persons only. The Institute may not engage any person or persons depending upon the circumstances and need. The agency would be paid its dues as per commission quoted in percentage on the gross amount (Pay, DA, EPF, ESI or Fixed remuneration where indicated) but excluding service tax / tax and as per GST. Commission has to quoted in full figure not exceeding one decimal point viz; 7%, 7.5%, 8.6%, 10% and likewise.

1. The offers, in the prescribed format shall be submitted to the Dy. Director of Training, Advanced Training Institute Bhubaneswar (Choudwar Campus), Choudwar, Cuttack - 754025. **No tender will be accepted by fax or e mail or any other such means.** Detailed tender documents are available on website: [www.msde.gov.in](http://www.msde.gov.in) and <http://eprocure.gov.in>. The bids are to be sent in two parts – one sealed envelope superscribed as ‘**Technical Bid**’ giving details in the format as per Annexure-3A & 3B (the documents to be submitted with Technical Bid are mentioned at Annexure – 5A) and second envelope superscribed as ‘**Financial Bid**’ in the format at Annexure – 4A & 4B. The bids shall be signed by a person duly authorized on behalf of the bidder firm.
2. **Terms and Conditions of the tender are given in Annexure-1.**
3. The e-tender bids (Technical and Financial) should be submitted in two separate covers as detailed below:
  1. **Cover 1-** Containing Technical Bid as per Annexure 3A and 3B
  2. **Cover 2** – Containing the Financial Bid, as prescribed in Annexure 4A&4B showing rates, financial terms and conditions etc.
4. Financial bids of only those firms will be opened, who are short listed on the basis of the Technical Bid.

Contd.....2/-

