

**VYASANAGAR (AUTO.) COLLEGE**

ESTD. : 1966

(AWARDED B GRADE BY NAAC)

COLLEGE WITH POTENTIAL FOR EXCELLENCE (CPE)

AT/P.O. : JAJPUR ROAD, JAJPUR, ODISHA - 755019

Tel. 06726- 220296, Fax. 06726-220295, E.mail:vyasanagaramautocollege@gmail.com



Letter.No...862

Date : 02/04/22

**QUOTATION CALL NOTICE - 04 / 2022**

The Principal, V. N. (Auto.) College, Jajpur Road, Jajpur is inviting tender online / offline for providing service of **Data Entry Operator (DEO)** to the college for **One Year** from reputed Manpower supply agencies / service providers registered in the state of Odisha, who have adequate financial resources and experience in the field.

**1. Name of the Work****No. of Data Entry Operator**

Providing Service of Data Entry Operator to the office of the college.

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2. EMD: - Rupees Five Thousand (Rs. 5, 000 /-) Only.
3. The participating bidder will have to pay EMD through A/C Cheque in the name of the Principal, V. N. College, Jajpur Road, Jajpur.
4. The bidder must submit all documents in support of the reputation, experience, etc of the agency.
5. The last date, time and venue of submission of tender is 5:00 P.M. on 11<sup>th</sup> April, 2022, office of the Principal.
6. The date, time and venue for opening of the bid 11:00 A.M., 12<sup>th</sup> April, 2022, office of the Principal.
7. Tenders shall be valid for a period of 60 days from the date of opening of the bid.
8. Alternative tender shall not be considered.
9. Tender documents are non – transferable.
10. Conditional tenders are liable for rejection.
11. Tenders without or insufficient amount of EMD will be rejected.
12. The Principal reserves the right to reject any or all tenders without assigning any reason.
13. The selected tenderer shall enter into a contract agreement on a Non – judicial stamp papers of Rs. 200 /- with term and conditions as per the instruction of the Principal.
14. Security deposit will be collected at time of agreement.
15. The rates quoted should be the net rate of service charges payable for Data Entry Operator per month to the agency as per the minimum wages Act / as negotiated with the principal.
16. The agency shall be responsible to fulfil all statutory obligations such as remittances of GST, ESI / EPF, etc in respect of the Data Entry Operator deployed under this contract.
17. The agency should not submit the contract of the Agency / is found to have sublet the contract, the contract will be terminated at the risk and cost of the Agency / Service provider.
18. Details of the tender can be obtained from the college website ([www.vnautocollege.in](http://www.vnautocollege.in)).

Principal  
V. N. (Auto.) College, Jajpur Road

22-04-22