

NO. 8190 dt. 18/7/19

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ODISHA STATE ROAD TRANSPORT CORPORATION
(A GOVT. OF ODISHA UNDERTAKING)
PARIBAHAN BHAWAN
SACHIBALAYA MARG, P.O.-ASHOK NAGAR
BHUBANESWAR-751009

EXPRESSION OF INTEREST (EOI)

No /OSRTC/TZE(A)-33/19/DT.18.07.2019

OSRTC invites 'Expression of Interest (EOI)
from Service Providers towards empanelment for
supply of man power as and when required by OSRTC.

The EOI documents and further details
regarding requirement of man power and terms &
conditions, please visit our website: www.osrtc.in

Sd/-

F.A. & Chief Accounts Officer,
OSRTC, Bhubaneswar.

No 8191(2)/OSRTC/TZE (A)-33/19/DT.18.07.2019

Copy submitted to the Dy. Director, I & P.R. Deptt. (Advertisement) Govt of Odisha,
Bhubaneswar for information and necessary action. It is requested to publish the EOI on 19.07.2019 in
one edition of "The Samaj / Dharitri / The New Indian Express," Local Edition, Bhubaneswar and
submit the Bill along with published copy on newspaper for necessary payment at this end.

18/7/19
F.A. & Chief Accounts Officer,
OSRTC, Bhubaneswar

Memo No 8192(3)/OSRTC/TZE(A)-33/19/DT.18.07.2019

Copy to Notice Board / M.I.S. Section /Accounts Section /Audit Section for information. The MIS
section is instructed to upload the above matter in OSRTC website forthwith,

18/7/19
F.A. & Chief Accounts Officer,
OSRTC, Bhubaneswar

Man Power Requirement.

A. Eligibility Criteria:

1. The Service Provider should have 05 years experience in providing manpower to Govt. Department/Public Sector Undertaking especially Commerce Graduate having knowledge in **maintaining accounts in Tally ERP-9**. The Computer Skilled Personnel with knowledge in on-line work and taxation matters will also be preferred.
2. The Agency/Firm should have valid EPF Registration Number, ESI registration Certificate and GST Number.
3. That, the manpower Service Provider shall be liable for depositing all taxes, levies cess etc. on account of service rendered by it to the Corporation or Office concerned tax collection Authorities from time to time, as per the rules and regulations in the matter. The Attested Photo copies of such documents shall be furnished to the Corporation Office concerned on demand.
4. The Agency/Firm must have its head office or branch office at Bhubaneswar.
5. The firm should not have been blacklisted /debarred anytime during last 5 years ending 31st March 2019 from participation in a Tender/EOI floated by any Central/State PSUs.
6. The Agency/Firm should not be penalized for any disciplinary proceedings and no disciplinary proceedings should be pending against them as on the date of application.
7. It is essential that, all the above criteria prescribed are to be fulfilled by the Service Provider in order to be eligible for such empanelment in providing man power to OSRTC as & when required.

Instruction for submission of EOI

Duly completed EOI shall be submitted in a sealed envelope as under:

Techno commercial details should be submitted in a sealed envelope consisting of:

- Bid forwarding letter
- Brief profile of Service Provider and
- Documents to establish conformity with eligibility criteria

The sealed envelope should be received by us on or before 25th July 2019 at 4.00 P.M. and should be addressed to:

The Financial Advisor & Chief Accounts Officer
Odisha State Road Transport Corporation
Paribahan Bhawan, Sachibalaya Marg
Ashok Nagar, Bhubaneswar-751009
Telephone No: 0674-2530368
Email Id:osrtccorp@gmail.com/faosrtc@gmail.com