



ORISSA STATE CIVIL SUPPLIES CORPORATION LTD.

PLOT NO.C/2, NAYAPALI, BHUBANESWAR-12.

No: Estt Hd Qr-43/2011(Pt) 6455/MD Date 03.08.2011

FAX No.0674-2395291
Tel No.0674-2391953

From

Suresh Kumar Vashishth, IAS,
Managing Director.

To

All Collector & District Magistrates

Sub: Selection and Engagement of Service Providing Agency to provide support staff for procurement and departmental storage operations.

Sir/Madam,

As you are aware OSCSC Ltd. engages support staff at Paddy Purchase Centres and Rice Receiving Centres during procurement of paddy. Such support staff is also engaged in the Office of CSO-cum-District Manager to overcome shortage of manpower. Further OSCSC Ltd. will also be taking up departmental storage operations in lieu of private storage agents in near future. A concept note on departmental operations has already been circulated to you in this regard. Each Rice Receiving Centre shall also be used as Departmental Storage Centre and transportation of foodgrains will be taken up upto the retail point. In each Rice Receiving Centres-cum-DSC support staff such as dusting operator, security guards and sweeper etc. will be engaged on outsourcing basis through Service Providing Agencies.

2. The SPAs were selected at Head Office by OSCSC Ltd. for this purpose when the requirement was low. However with addition of departmental operations, a large number of support staff will be required. Therefore, for better control and coordination, it has been decided that SPAs shall be selected at the district level.
3. The guidelines/instructions for finalization of tender (upto financial bid) is enclosed at **Annexure-I**. These guidelines/instructions may be referred for issue and receipt of Tender paper and to finalise the tender for appointing SPA.
4. The district name, district website and other information are required to be filled in the Tender Call Notice and Tender Paper as mentioned in the list at **Annexure-II** CSO-cum-District Manager may be instructed to fill up the same before publishing the Tender Call notice and sale of Tender Papers.

5. Sample Tender Call Notice is also enclosed at **Annexure-III** for publication in 02 Odiya dailies and one English daily widely circulated in the region.
6. **The sample Tender Paper is enclosed at Annexure-IV It can be downloaded from OSCSC Ltd. website i.e. www.oscsc.in under the link "Sample Tender Paper for Selection of Service Providing Agency".**
7. The selection will be done by the following committee:

(a)	Collector or any officer nominated by Collector not below the rank of Additional District Magistrate	Chairman
(b)	District Labour Officer/ Assistant Labour Officer	Member
(c)	District Employment Officer	Member
(d)	Deputy Collector Establishment or any other member nominated by Collector	Member
(e)	CSO-cum-District Manager	Member-convener

Collector may nominate any other officer to the committee, he/she thinks fit.

It is requested to constitute the above committee at the earliest.

8. The tender document after necessary filling up may also be made available in the district website.
9. As the support staff will be required in the month of September 2011, it is requested to select the Service Providing Agencies by end of August 2011. A tentative schedule is prescribed below:


Publication of advertisement	By 8 th August 2011
Sale of tender papers	From the date of publication of advertisement till last date of receipt of tender.
Last date of receipt of tenders	By 23 rd August 2011
Opening of Technical Bid	On the last date of receipt of tender document
Opening of Financial Bid	By 27 th August 2011

Collector may change the dates as per convenience keeping in mind that selection of SPA shall be over by end of August 2011.

10. Any clarification in this regard can be sought from Sri P. K. Mohanty, FA & CAO, OSCSC Ltd., Bhubaneswar (Mobile No. **9438327892**) Telephone No. **0674-2394475** (O).

- Enclosures:-**
- (i) Guideline / Instructions for finalization of tender - (Annexure-I).
 - (ii) List of information required to be filled in the Tender Call Notice & Tender Paper - (Annexure-II).
 - (III) Sample Tender Call Notice. - (Annexure-III).
 - (v) Sample Tender Document (19 pages) - (Annexure-IV).

Yours faithfully,


Managing Director

Memo No 6456/MD Date 03.08.2011

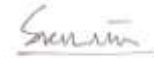
Copy to all CSO-cum-District Managers, OSCSC.Ltd. for information and necessary action.



Managing Director

Memo No 6457/MD Date 03.08.2011

Copy to the Commissioner-cum-Secretary to Government, FS & CW Department, Bhubaneswr for kind information.



Managing Director