

**INVITATION OF TENDER/QUOTATION FROM REPUTED AGENCY FOR
ENGAGEMENT OF UNSKILLED WORKER ON DAILY WAGE BASIS AT DIFFERENT
BRANCHES OF UTKAL GRAMEEN BANK**

Sealed quotations are invited from registered agency to provide manpower for engagement of un-skilled worker to work in various branches of Utkal Grameen Bank on daily wage basis.

The unskilled workers should fulfill the following characteristics

1. Type of worker-Unskilled
2. Qualification- Minimum 10th Pass
3. Age- Minimum-21 years
4. Physical conditions- Physically sound to attend Office work
5. Type of Work- Attendant for cleaning of premises/computers/fixture, supply of drinking water to staff/customer, to attend the Branch staff as per the requirement at the workplace from time to time.
6. Preference- The person should be resident of local area where the Branch is situated.
7. Conduct- He should bear good moral conduct and not have any past criminal record.
8. Working Time- Appox 8 hours on working day of the Bank
9. Remunerations- As per Govt Notification on the minimum wages from time to time. No any other financial remuneration payable above the mentioned amount.

Interested agency should apply in the attached format with completely filled up forms attaching all supportive documents latest by dt.20.05.2022 by 5 P.M. at Utkal Grameen Bank, Head Office, Doorsanchar Bhawan, Near New Bus Stand, Bolangir PIN-767001.

SI No	Particulars	
1	Name of the service provider agency	
2	Name of the Proprieter/Partner with Tel No.	
3	Full address with PIN	
4	Regd. No (Attached copy)	
5	EPF Code (Attached copy)	
6	ESI No (Attached copy)	
7	GSTIN (Attached copy)	
8	PAN (Attached copy)	
9	Service Tax No. (Attached copy)	
10	E mail id	
11	Bank Particulars (Attached copy)	
12	Experience Particulars if any	
13	Name and full address with Mobile No of liasoning person	
14	Proposed Term of Contract	
15	Expected no of person to be provided	
16	Branch office and full particulars available if any	
17	Experience in any other office/firm	
18	Any other specifications	

Signature of the Authorized person with Seal