

Vendor Name: Pragati Manpower Services
Proposal For: Providing Manpower Services
to MARKFED Odisha



1. BID COVERING LETTER

To
The Managing Director
MARKFED, Odisha

Subject: Submission of Tender Proposal for Manpower Services

Sir,

We submit our proposal in response to the tender for providing outsourced manpower services to MARKFED. We have reviewed the tender document and agree to comply with all terms and conditions. Our agency has experience in supplying skilled and semi-skilled personnel to government departments and cooperative institutions.

We assure timely deployment and adherence to statutory obligations.

Authorized Signatory
Pragati Manpower Services

2. COMPANY PROFILE

Pragati Manpower Services is a regional manpower agency operating primarily in Odisha.

Key Details:

- Experience: 4 years in manpower outsourcing
- Average Annual Turnover (last 3 years): ₹1.9 Crores
- Active manpower strength: 750 personnel
- Clients: District offices, local PSUs, cooperative units
- Registered under GST, EPF, ESI, Labour License

3. UNDERSTANDING OF REQUIREMENT

We understand MARKFED's requirement for:

- Data Entry Operators
- Security Personnel
- Technical support staff
- Field-level administrative manpower

We recognize the importance of timely attendance, discipline, and compliance with minimum wage norms.

4. TECHNICAL APPROACH

4.1 Recruitment

- Basic screening process
- Qualification verification
- ID verification

4.2 Deployment

- Personnel deployed within 3–5 days
- Limited backup pool

4.3 Monitoring

- Manual attendance register
- Monthly supervisory visits

4.4 Compliance

- EPF, ESI, and GST deposited regularly
 - Salary disbursed via bank transfer
-

5. TEAM STRUCTURE

Role	Responsibility
Operations Head	Overall supervision
HR Executive	Recruitment & payroll

Role	Responsibility
Field Coordinator	Site visits
Accounts Officer	Billing & compliance

(Smaller team compared to large agencies)

6. EXPERIENCE RECORD

- 4 years of manpower supply
 - Supplied ~600 manpower in FY 2019–20
 - Experience in district cooperative offices
-

7. RISK MANAGEMENT

Risk	Mitigation
Staff absence	Maintain small standby list
Compliance delays	Manual monitoring
Skill mismatch	Replacement in 3 days

8. QUALITY ASSURANCE

- Periodic supervisor checks
 - Feedback from officers
 - Replacement of underperforming staff
-

9. COMPLIANCE DECLARATION

We declare:

- Not blacklisted
- Registered with GST, EPF, ESI
- Financially stable
- All documents attached as required

10. VALUE PROPOSITION

- ✓ Cost-effective manpower
- ✓ Local availability
- ✓ Flexible deployment
- ✓ Basic compliance adherence

(No advanced tech systems, no automation, limited scale)

11. CONCLUSION

Pragati Manpower Services offers a reliable and economical manpower solution suitable for MARKFED operations, with a focus on compliance and local workforce availability.