

Vendor Name: Shree Sai Support 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 Supply

Sir,

We submit our bid for providing manpower services to MARKFED as per the tender terms and conditions. We agree to comply with all contractual and statutory obligations. We are a registered manpower agency and are willing to provide personnel as required.

Authorized Signatory
Shree Sai Support Services

2. COMPANY PROFILE

Shree Sai Support Services is a small manpower supply agency operating at district level.

Basic Details:

- Experience: 3 years
- Average Annual Turnover (last 3 years): ₹1.05 Crores
- Current manpower strength: 220 personnel
- Clients: Small private firms, one cooperative office
- Registered under GST, EPF, ESI

3. UNDERSTANDING OF REQUIREMENT

We understand MARKFED needs outsourced personnel for:

- Data entry work
- Security support

- Field assistance
- Office support

We will supply manpower as per requirement.

4. TECHNICAL APPROACH

4.1 Recruitment

- Local recruitment through references
- Basic document check

4.2 Deployment

- Deployment within 5–7 days
- No large backup pool

4.3 Monitoring

- Attendance maintained at site
- Occasional supervisor visits

4.4 Compliance

- EPF/ESI/GST deposited as applicable
- Salaries paid through bank transfer

5. TEAM STRUCTURE

Role	Responsibility
Proprietor	Overall coordination
Clerk	Records & billing
Field Assistant	Communication with sites

(Very small management team)

6. EXPERIENCE RECORD

- 3 years in manpower services
- Supplied around 180 personnel in FY 2019–20

- Limited exposure to government contracts
-

7. RISK MANAGEMENT

Risk	Approach
Staff shortage	Try local hiring
Performance issue	Replacement when possible
Compliance issue	Handled through accountant

(No structured risk framework)

8. QUALITY CONTROL

- Feedback taken verbally
 - Replacement only when complaint received
-

9. COMPLIANCE DECLARATION

We declare:

- Not blacklisted
 - Registered with GST, EPF, ESI
 - Eligible to participate
-

10. VALUE OFFER

- ✓ Low service charges
- ✓ Local manpower
- ✓ Basic compliance

(No automation, no structured monitoring, limited capacity)

11. CONCLUSION

Shree Sai Support Services offers basic manpower supply services and is willing to fulfill MARKFED's requirements as per directions.

