



## भारतीय भाषा संस्थान

(मानव संसाधन विकास मंत्रालय, उच्चशिक्षा विभाग, भारत सरकार)

### CENTRAL INSTITUTE OF INDIAN LANGUAGES

(Ministry of Human Resource Development, Government of India, Department of Higher Education )

Manasagangotri, Mysuru – 570 006, INDIA

F.No: CIIL/1/11-199/2017-18/Estt/Tender

31/05/2017

### TENDER DOCUMENT

#### **Providing manpower for on-going / time-bound Schemes/projects/Allied activities of various Units at CIIL-Mysuru.**

#### SCHEDULE OF TENDER

Date & time of issue of tender documents	:	31.05.2017 to 19.06.2017 11.00 AM to 3.00 PM.
Last Date for receipt of Sealed Tender	:	20.06.2017 till 03.00 PM
Date & Place of Opening of Technical bid	:	20.06.2017 at 03.30 PM at CIIL- MYSURU
Date & Place of Opening of Financial bid	:	30.06.2017 at 03.30 PM at CIIL- MYSURU

## 1. GENERAL

Sealed tenders in conformity with the tender call notice are invited on behalf of Director, Central Institute of Indian Languages (CIIL), Mysuru from renowned, experienced, well established and registered service provider agencies/firms under **Two Bid System** for providing manpower for **on-going/time-bound schemes / projects / Allied activities of various Units at CIIL**, The details of the services to be provided are as follows:-

Description of work	Validity of the contract	Cost of the tender	EMD
Providing manpower for on-going/ time-bound Schemes/projects/Allied activities of various Units at CIIL-Mysuru.	The contract is initially for a period of one year from the date of award of contract extendable by Twoyearson yearly basis subject to satisfactory performance and by mutual consent. However, the validity of contract in respect of the manpower provided for on-going / time bound schemes/projects will be as above or the tenure of the project whichever is earlier.	Rs.500/-  (non-refundable)	Rs.50000/-

## 2. PARTICULARS OF THE TENDER

### (A) Procurement of Tender Document

The tender document can be purchased from the office of the Central Institute of Indian Languages (CIIL), situated at the address given above or alternatively can be downloaded from the Institute website i.e., [www.ciil.org](http://www.ciil.org).

### (B) COST OF TENDER

#### (i) TENDER FEES:

The tender document can be purchased from the General section of CIIL, Mysuru. by paying the tender document fee of **Rs.500/- (RUPEES FIVE HUNDRED ONLY)**, either through Demand draft or Pay order in favour of "**The Director, CIIL**" payable at **Mysuru** or by cash on all working days (Monday to Friday) from 11.00 AM to 4.00 PM during the period from **31.05.2017 to 19.06.2017**. The receipt for payment of tender fees shall be attached along with the Technical Bid. In case the tender document is downloaded from the website, the tender fee of Rs.500/- shall be submitted along with the Technical Bid in the form of Demand draft or Pay order in favor of "**The Director, CIIL**" payable at **Mysuru**. The tender document fee is **NON-REFUNDABLE**. **Any tender submitted without the requisite fee will be summarily rejected.**

## **(ii) EARNEST MONEY DEPOSIT (EMD)**

The Earnest Money Deposit (EMD) of Rs. 50,000/- (Rupees Fifty thousand Only), (Refundable without interest) shall accompany the Technical Bid of the Bidder in the form of Demand Draft/Pay Order drawn in favor of "**The Director, CIIL**" payable at **Mysuru, failing which the tender shall be summarily rejected**. The EMD of Unsuccessful tenderers shall be released after the work order is placed to the successful bidder.

## **(iii) PERFORMANCE SECURITY DEPOSIT**

The successful bidder will have to deposit a Performance Security Deposit of 5% of total bid amount meant for ONE (1) year in the form of Bank Guarantee/ Fixed Deposit receipt from a Scheduled bank with the Director, CIIL, Mysuru, having validity of at least one year and additional sixty days from the date of contract agreement. In case the contract is further extended beyond the initial period of ONE year, the performance security deposit will have to be accordingly renewed by the successful bidder. After submission of the performance security by the successful Bidder, the corresponding EMD shall be released.

## **(C) SUBMISSION OF TENDER DOCUMENT BY THE FIRM / CONTRACTING AGENCY**

The tenders should be submitted in two sealed covers as indicated below:

- (1) The first sealed cover should be superscribed "Technical Bid" and should contain
  - i. Checklist of documents submitted (Annexure-I)
  - ii. The Performa at Annexure-II duly filled in.
  - iii. Agency profile including details of previous experience of manpower supply to Government/Semi Government/Autonomous Agencies, etc.
  - iv. Acceptance of terms and conditions there under.
  - v. Demand Draft for Earnest Money Deposit.
  - vi. Demand Draft towards the cost of Tender document / Receipt of Tender Document fee.
  - vii. Any other required relevant documents.
- (2) The second sealed envelope superscribed "Financial Bid" should contain only Financial consideration for providing manpower (Annexure-III).
- (3) Both the sealed covers should be placed in the main sealed envelope superscribed ,, "**Tender for Providing manpower at CIIL, Mysuru**".

## **(D) VALIDITY OF TENDER:**

Tender should be valid at least for a period of 90 days from the date of opening of the Financial bid. However, the Director, CIIL, Mysuru, reserves the right to cancel, amend or withdraw the tender at any stage, without assigning any reasons whatsoever.

## **3. ELIGIBILITY**

1. Service provider Agency / firm must have at least 3 years' experience in providing manpower to Government establishments/public sector undertakings/Educational/R&D Institutions/established private sectors/other similar organizations.
2. Clientele list to be provided by the agency with the performance certificates.
3. Financial status of the service provider agency/firm.
4. Infrastructure of the agency.

**In addition to the above the service provider agency / firm should fulfill the following requirements:-**

1. Registration Certificate of the service provider agency / firm under the relevant Act.
2. License issued by ALC, if any.
3. Registration certificate with ESIC & EPF Authorities.
4. Copies of Income Tax Returns for last three years.
5. Service Tax Registration Certificate and VAT / TIN number.
6. Copy of PAN card.
7. Firm's official address with full details.
8. Any other statutory obligations as are required to be complied with from time to time.

**4. ADDRESS OF THE OFFICE:**

The completed tender documents in all respects should reach the following address:

**The Director  
Central Institute of Indian Languages (CIIL)  
Ministry of Human Resource Development, Dept. of Higher Education,  
Hunsur Road, Manasagangotri,  
Mysuru- 570 006.**

The completed tender documents may be sent either by post or handed over personally against acknowledgement in Establishment section, CIIL ,Mysuru latest by 3.00 PM on 26.05.2017.

**5. INTRUCTIONS TO SERVICE PROVIDER AGENCY / FIRM**

- (1) No tender will be considered which is not as per the printed/typed form. **The bidders should ensure that each page of the tender is signed by the person authorized to sign the tender document, affixing the seal of the Bidder.**
- (2) All entries in the tender forms should be legible and filled clearly. If the space for furnishing information is insufficient, a separate sheet duly signed by the authorized signatory may be attached. Minor correction, if any, made in the form will be allowed only if the same is endorsed by the bidder with his signature. However, no such corrections including overwriting or striking out will be permitted in the Financial Bid. In such cases, the tender shall be summarily rejected.
- (3) If any bidder is found to have business or family relationship with any employee of office of the CIIL, Mysuru, the bid will be rejected. A declaration to this effect shall be provided by the bidder along with Technical Bid.
- (4) No modification or substitution of the submitted bids shall be allowed. The Director, CIIL, Mysuru, reserves the right to retain bids once submitted. It is clarified that bids once submitted will not be returned to the bidder.
- (5) Tender submitted without the cost (Tender fee & EMD) shall not be considered and incomplete or conditional bids shall also be not considered and will be outrightly rejected in the very first instance.
- (6) The Bids shall be opened on the scheduled date and time at the Office of the CIIL, Mysuru, in the presence of the representatives of the bidders, if any, who are present on the spot at that time. **No separate intimation shall be sent to bidders for the same.**
- (7) The bidders are required to enclose photocopies of the supporting documents, self-certified by the authorized representative of the bidder.
- (8) Tenders will not be accepted after the prescribed time and date as set out in the Tender Notice or subsequent extensions, if any, notified by the office.
- (9) The Office of the CIIL, Mysuru, takes no responsibility for delay, loss or non-receipt of the bid sent by post/courier. Bid sent through Fax or Email shall not be accepted.

## **6. EVALUATION METHODOLOGY**

### **(a) Technical evaluation:**

The Technical Evaluation will be done only for the proposals submitted by the service provider agency /firm fulfilling the eligibility and statutory requirements as mentioned in para 3 above. The capability and eligibility of the Bidder to render requisite services shall be determined based on the information provided by the Bidder i.e. experience in the field, presence of the Bidder at multiple locations, manpower strength, etc., the Financial bid of only those Bidders who are found fit by the Technical Evaluation committee shall be opened.

The criteria adopted for Technical Evaluation shall be as follows:

- Experience in the relevant field
- No. of Government /PSU clients for providing manpower
- No. of organizations of repute in private sector for providing manpower
- Total No. of candidates whose data is available with the firm.
- Any other parameter deemed fit to be considered by the Technical Evaluation Committee.

Note: In case on Technical Evaluation, minimum numbers of at least three bidders are not shortlisted for financial Evaluation, the evaluation criteria as mentioned above can be revised suitably by the Technical Evaluation committee without compromising on the capability of the Agency/ firm.

### **(b) FINANCIAL EVALUATION**

- a) Selection of successful bidder shall be based only on the comparison of financial proposal submitted by those qualified bidders in technical evaluation.
- b) Financial Evaluation shall be based purely on the percentage of Service charge quoted by the service provider agency/ firm as in Annexure-3 taking all aspects in to consideration.
- (c) Office will not make any other payment other than specified in Financial Bid.
- (d) The bidder shall neither quote for anything else than the above nor shall he claim any payment other than the above, after the contract is awarded. However, in case the taxes and central minimum wages are increased by the Government, the same shall be payable.
- (e) Payments shall also be subject to deduction of taxes at source as per applicable laws.
- (f) The total amount indicated in the Financial Bid shall be unconditional, unequivocal, final and binding on the bidder. If any assumption or condition is indicated in the Financial Proposal, it shall be considered as non-responsive and the proposal shall be rejected.
- (g) The Director, CIIL, Mysuru, reserves the right to cancel the tender at any time.

## **7. PERIOD OF CONTRACT**

The contract shall be valid initially for a period of one year from the date of award of contract. This contract may be renewed for a further period of Two years on yearly basis on the terms and conditions mentioned in the tender document and the contract agreement, provided that the Director, CIIL, Mysuru, is satisfied with the services of the Bidder. Either party can terminate the contract at any time by giving three months prior notice in writing. However, for the manpower provided exclusively for on-going/time bound Schemes/projects the period of contract will be as above or the tenure of the project whichever is earlier.

## 8. SCOPE OF WORK

### I. Manpower requirements in the following area of work for assisting Allied activities of various Units at CIIL, Mysuru.:

#### Category: Skilled and Clerical

Sl no	Area of work	Manpower requirements
1	Clerical Assistance for Administrative, Finance, Purchase, Stores and other related activities.	14
2	Data input Operator / Data entry operator	2
3	Reception work at the main entrance of the Institute / Guest House	2
4	Book keepers for the Activities related to Publications.	2

Note: the manpower provided by the service provider may be assigned any other similar related works which are Skilled.

#### Category: Semi-skilled

Sl no	Area of work	Manpower requirements
1	Printer, Plate Maker, Binder , Packer and Book keeper & packer for printing, publishing and related activities	15
2	Multi-tasking staff to work in Office / units of CIIL, Mysuru.	2

Note: the manpower provided by the service provider may be assigned any other similar related works which are Semi- Skilled.

#### Category: Unskilled

Sl no	Area of work	Manpower requirements
1	Attender in office/units of CIIL, Mysuru	1

Note: the manpower provided by the service provider may be assigned any other similar related work which are Un-Skilled.

### II. Manpower requirements in the following area of work for on-going /time bound / schemes /projects at CIIL, Mysuru.:

#### Category: Skilled and Clerical

Sl no	Area of work	Manpower requirements
1	Data input Operator / Data entry operator	7

Note: the manpower provided by the service provider may be assigned any other similar related work which are Skilled.

**Category: Semi-skilled**

Sl no	Area of work	Manpower requirements
1	Multi-tasking staff to work in Scheme/projects office at CIIL, Mysuru.	1

Note: The manpower provided by the service provider may be assigned any other similar related work which are Semi- Skilled.

**Working Hours**

Normal working hours would be 9.00 A.M to 5.30 P.M (05days week) including half – hour lunch break. The personnel may be called on Saturday, Sunday and other Gezatted holidays, and asked to sit beyond normal working hours in case of exigency of office.

**ABSTRACT:**

**Requirement of Manpower Outsourced to be engaged through Service Providing Agency/ firm.**

SL NO	No of Contract Personnel Requirement	Category of contract Worker	Rate of Wages per day
<b>1</b>	<b>27</b>	Skilled/ Clerical	<b>Rs.579</b>
<b>2</b>	<b>18</b>	Semi-skilled	<b>Rs.494</b>
<b>3</b>	<b>1</b>	Unskilled	<b>Rs.437</b>

Note1 :The manpower as shown above may vary depending on requirements of the Institute.

Note 2: The service provider must ensure providing suitable manpower with Qualification and Experience as required for performing the aforesaid activities. The selection of manpower shall be done by CIIL, Mysuru as per functional requirements.

Note: 3 The wages per day indicated above is as per Central Government Minimum wages published in The Gazette of India vide **notification no.173 dated 19<sup>th</sup> Jan 2017.**

Note 4: Contribution towards ESIC and EPF (employer's contribution) will be in addition to the minimum wages as above.

Note 5: In case the minimum wages are increased due to grant of VDA, Etc., by the Government, the same shall be payable by the Institute.

Note 6: The Director, CIIL, reserves the right to accept or reject any or all tenders without assigning any reasons whatsoever and his decision in the matter shall be final and binding.

## TERMS & CONDITIONS

1. The Prospective Tenderers shall acquaint themselves about the requirements before submitting their tender.
2. The **Service provider** shall present himself or deploy a supervisor at the site for supervision and execution of the work during working hours at no cost to CIIL. The name, age, qualification etc. of the supervisor so deployed should be intimated to CIIL in writing.
3. The **Service provider** shall engage qualified, trained, loyal and honest personnel for the work. The number of personnel required is 46 consisting of Unskilled, Semi-skilled, Skilled/Clerical and Highly Skilled as mentioned in Scope of work. The minimum requirement ranges from 35 to 40 . However, the actual requirement may vary as per the requirement of the Institute from time to time. Any increase or curtailment in manpower will be intimated in advance by the Institute to the contractor/agency. The service to be performed with utmost care, diligently and without causing any damages to the properties of the principal employer.
4. **The successful Tenderer** should submit a Bank Guarantee (BG) issued by any Scheduled Bank in favour of Director, CIIL, Mysuru towards security deposit for an amount of Rs 500000/- (*Rupees Five Lakhs only*). The BG shall be returned only on satisfactory completion of the contract. However, the EMD submitted along with the tender document shall be returned on submission of the BG.
5. Tenderers should quote the service charges which is viable taking all aspects into consideration. The tenderers should quote the service charges only in percentage. No enhancement in service charges on any ground will be allowed during the period of contract.
6. The Tenderer shall quote the rates both in figures and in words. He shall also work out the amount for each item of work and write both in figures and in words. On check, if there is any differences between the rates quoted by the Tenderer in words and in figures or in the amount worked out by them / him, the following procedure shall be followed.
  - I. When there is a difference between rates in figures and in words, the rates which correspond to the amount worked out by the Tenderer shall be taken as correct.
  - II. When the Tenderer does not work out the amount of an item or it does not correspond with the rate written either in figures or in words, the rate quoted by the Tenderer in words shall be taken as correct.
  - III. When the rate quoted by the Tenderer in figures and in words tallies but the amount is not worked out correctly then the rate quoted by the Tenderer shall be taken as correct and not the amount.
7. The EMD is liable to be forfeited if the contractor selected for the work fails to sign the formal agreement or fails to start the work on the date stipulated. Tenders without EMD and incomplete tenders will be summarily rejected.
8. Payment will be made for the services rendered by the successful Tenderer for which the contractor has to submit a pre-receipted bill in duplicate after due certification by **the concerned Heads of the Schemes / Projects/ Units**.
9. **Necessary documentary** evidence of wages paid and proof of remittance of ESI / EPF contributions etc. to the concerned authorities for the previous month has to be produced every



month along with the bill failing which the claim of the contractor for payment will not be entertained.

10. **In case of damage** caused to the property / equipments of the Institute. by the workers of the contractor, the value of the damage, as assessed by the Officer deputed by the Director, CIIL for the purpose, shall be recovered from the contractors claim after due notice.
11. **The workers** engaged by the contractor are the employees of the contractor and as such they have no right to claim any compensation or regular appointment in CIIL whatsoever.
12. **The Contractor** should ensure safety of his workmen during execution of the work at the Institute. If the contract worker happens to meet with an accident, injury or loss of life etc. the responsibility for payment of compensation under Workman's Compensation Act rests with the Contractor and this Institute shall be free from all such encumbrances.
13. The selected contractor should obtain necessary license from the Assistant Labour Commissioner (Central) within one month from the date of award of the contract and submit a copy of the same to the Institute. failing which, no further payment will be released until submission of license copy.
14. Income tax will be recovered from the bills of the contractor as applicable as per the Government of India's orders and necessary TDS certificate will be issued.
15. Service Tax as applicable from time to time shall be paid to tax authorities or reimbursed, against documentary evidence of remittance as per rules on subject.
16. **The Contractor** should execute an agreement, as per the enclosed format, on non-judicial stamp paper of `200/- before taking up the contract.
17. The Tenderers while quoting the rates on the printed format of the tenders obtained, should refrain from making any changes, additions, alterations and modifications to the tender.
18. The contract personnel engaged for the purpose shall work as per the working hours of the Institute. Due to exigencies of work the contract personnel may be required to work on holidays also.
19. The total tenure of the contract is for a period of one year from the date of award of contract extendable by Two years on yearly basis subject to satisfactory performance and by mutual consent on the same terms and conditions. However, the engagement of contract personnel for ongoing / time bound project/ scheme will be as above or tenure of the project/scheme whichever is earlier. In case of additional requirement of work force during the tenure of the contract, the contractor should be able to provide additional manpower as may be required on similar terms and conditions from time to time.
20. All contract workmen deputed to work in the Institute. should be issued with necessary identity cards by the contractor and the same shall be worn on their person and strictly comply with the security regulations of the Institute.
21. The Contractor will provide efficient/experienced and required number of workers for the services and the workmen should have good knowledge and experience in this respective field. The Contractor is required to provide all the information as per Annexure-I.
22. The contractor must withdraw all his labour force on expiry/termination/cancellation of the contract. The Contractor must ensure that the labourers engaged by him do not create any dispute/problems to the Institute on expiry/termination/ cancellation of the contract.

23. The Director of the Institute or any other person authorized by him shall be at liberty to carry out surprise check on the persons so deployed by the contractor in order to ensure that persons deployed by him are doing their duties.
24. In case any of the workman/workmen found not up to the mark or do not perform their duties properly or indulges in any unlawful activities, riots or disorderly conduct, the contractor shall immediately withdraw such persons on the report of the Institute. Further, the contractor should ensure immediate replacement of that particular person.
25. Bonus to be paid to the workers as per prevailing Contract Labour Act by the contractor.
26. In case any contract worker is leaving in the middle of the month, sufficient intimation to be provided to the Institute to safeguard the system.
27. The contractor shall pay to his employees through a duly opened Bank Account and ensure payment of Minimum Wages as per Central Government Minimum Wages Act by 7<sup>th</sup> of every month and if 7<sup>th</sup> happens to be a holiday; it should be paid on the previous day.
28. The contractor should remit all statutory remittances such as ESI, PF, etc. to the appropriate authorities and produce the proof of remittance along with his monthly claims for reimbursement.
29. Conditional Quote shall not be accepted.
30. The Director, CIIL, reserves the right to accept or reject any or all tenders without assigning any reasons whatsoever and his decision in the matter shall be final and binding.
31. The terms & conditions of the tender, as above, shall form part of the agreement.

DECLARATION

I/We..... (Name of the Tenderer) fully agree to the above terms and conditions of the tender document.

Date:  
SEAL

SIGNATURE OF THE TENDERER WITH

CHECK LIST

**Information to be provided by the Service provider agency/ firm:-**

1. Tender fee paid : Yes / No
2. EMD furnished : Yes / No
3. Registration of the Agency /Firm Under relevant Act : Yes / No
4. Licence Number from the competent Authority : Yes / No
5. EPF/ESI : Yes / No
6. I T Clearance Certificate / Professional Tax Certificate : Yes / No
7. PAN Number : Yes / No
8. Experience Certificate : Yes / No
9. List of Organization the service provider Agency / firm is associated / presently Engaged in with particular reference to the scope of work indicated in the tender document. : Yes / No
10. A declaration to the effect that the service Provider has no business or family Relationship With any employee of CIIL, Mysuru. : Yes / No
11. Financial turn-over of the agency / firm During the last 3 years : Yes / No

<b>Financial year</b>	<b>Turnover (Rs. Lakhs)</b>	<b>Remarks ( if any)</b>
2016-17		
2015-16		
2014-15		

(Attach certified copy of the Balance sheet )

Note: Self certified copies as proof are to be attached.

It is certified that the information furnished above is true and correct to the best of my knowledge. In case, it is found that the information submitted is wrong or there has been a misrepresentation of facts, I shall have no objection for my proposal to be rejected, or the Contract to be terminated if the Contract has been signed

Date :

SIGNATURE OF THE TENDERER WITH SEAL

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**TECHNICAL BID**

From:

To: The Director  
**Central Institute of Indian Languages**  
Manasagangotri, Mysuru – 570 006

Subject : Providing manpower for on-going / time-bound Schemes/projects/Allied activities of various Units at CIIL-Mysuru.

Ref : Tender No.CIIL/1 / 11 -199/2017/Estt. Dated 25-05-2017

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Sl No	Particulars	To be filled by the Tenderer
1	Name of the Contractor /Firm	
2	Full Address of Registered Office:	
	Telephone Number:	
	Fax Number:	
	Email address	
	Website, if any.,	
3	Approximate Annual Turnover	
4	No. of workmen employed and facilities	
5	Labourlicence No. as per the Contract Labour (R&A) Act 1970. Indicate Licence No., date & other Particulars & Registration as per labour contract Act	
6	Name & Address of your Bankers	

Sl No	Particulars	To be filled by the Tenderer
7	Details of major contracts completed in the last 3 to 5 years (Experience certificate to be enclosed)	Please furnish the information in the enclosed format
8	Are you on the approved list of any Govt./Public Sector Organization. If so, furnish particulars	
9	Human Resource (Number of contract employees on tenderers pay roll)	
10	Whether Income Tax/VAT up to latest assessment- year is finalized and paid, with PAN Code	
11	Service Tax Registration / Licence No. (copies to be enclosed)	
12	ESI & EPF Registration Certificate Nos. (Copies to be enclosed)	
13	Prof. Tax code No.	
14	Any other relevant information	

I/We certify that the above information is true to the best of my/our knowledge and I /We do not have any relative working in CIIL.

Demand Draft No. \_\_\_\_\_ dated \_\_\_\_\_ drawn on \_\_\_\_\_ Bank, for Rs. 50000/- (Rupees Fifty thousand only) in favour of the Director, CIIL towards EMD is enclosed.

Place:

SIGNATURE OF THE TENDERER WITH SEAL

Date:

**FINANCIAL BID**

Annexure – III  
(in separate cover)

From:

To: The Director  
**Central Institute of Indian Languages**  
Manasagangotri, Mysuru – 570 006

Subject: Providing manpower for on-going / time-bound Schemes/projects/Allied activities of various Units at CIIL-Mysuru.

Ref: Tender No.CIIL/1 / 11-199/2017/Estt dated 25-05-2017

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In response to the above and in full agreement of the terms and conditions as stipulated in the tender documents provided for the purpose, we offer our service charges for providing manpower for assisting on-going/time-bound schemes/projects / allied activities of various units at CIIL, Mysuru.

Sl. No.	Minimum Rates of Basic Wages per day as published in The Gazette of India on 19/01/2017				Maximum number of manpower
1	Category	Basic	VDA	Total	
a	Unskilled	437	-	437	<b>1</b>
b	Semi-Skilled/ Unskilled supervisory	494	-	494	<b>18</b>
c	Skilled / clerical	579	-	579	<b>27</b>
<b>Total</b>					<b>46</b>
2	<b>Service charges payable on Basic + VDA (please quote in percentage only)</b>				_____ %

(Percentage in words \_\_\_\_\_ )

SIGNATURE OF THE TENDERER

**Note:**

1. The contract employee performing the duties on all the working days in a month shall be entitled for Monthly Wages. The Monthly Wages shall be calculated by multiplying the daily wage rate with 26 days.
2. VDA to be paid to the contract personnel manpower as and when notified by the Chief Labour Commissioner (Central) at an interval of every six months on 1<sup>st</sup> Oct and 1<sup>st</sup> April of every year based on average consumer price index.
3. Statutory Payments of Bonus/ESI/EPF to be remitted to the appropriate authorities as per Govt. of India instructions on the subject from time to time and to get reimbursed from the Principal Employer by producing proof of remittance.
4. Service Tax as applicable from time to time shall be paid to tax authorities or reimbursed, against documentary evidence of remittance as per rules on subject.

If contract is awarded to us, we undertake to furnish Bank Guarantee of **Rs.500000/-**(*Rupees Five Lakhs only*)

Date:

SIGNATURE OF THE TENDERER WITH SEAL