



**National Institute of Electronics and Information
Technology (NIELIT), Agartala Centre**

**Department of Electronics and Information Technology,
Ministry of Communications & IT, Govt. of India,
DIT Campus, ITI Road, Indranagar, Agartala, Tripura(w) -799006
Tel-0381-2350010, Fax: 0381-2350039. Website: www.agartala.nielit.gov.in**

NOTICE INVITING TENDER

Ref. No.: Tender Ref. No.: NIELIT/AGT/Outsourcing/16

Date: 19/05/2015

NIELIT Agartala Centre, Agartala invites sealed quotations in two bids i.e. technical bid and financial bid from reputed, experienced and financially sound manpower Agencies/Companies/firms for providing manpower- Multi-Tasking Staff (Attendant / Helper), Private Security Guards, etc. on Daily Wage Basis for a period of one year and may be extended based on the performance of the service provider and need of the institute. Details of the tender notice/documents and terms & conditions will be available at NIELIT's website www.agartala.nielit.gov.in from 19th May 2015. Last date of receipt of complete Tender is **8th Jun 2015 (11:30 A.M.)**.

Advt. No: 7/2015

Sd/-
Director In-Charge

14X8



**National Institute of Electronics and Information Technology
(NIELIT), Agartala Centre
Department of Electronics and Information Technology,
MOCIT, Govt. of India,
Directorate of Information Technology Campus, ITI Road,
Indranagar, Agartala-799006, West Tripura. Tel-0381-2350010**

**TENDER FOR PROVIDING MANPOWER ON OUTSOURCING BASIS
AT NIELIT AGARTALA CENTRE**

INDEX OF TENDER

Tender Ref. No.: NIELIT/AGT/Outsourcing/16

dated: 19/05/2015

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**TENDER NOTICE
FOR PROVIDING MANPOWER ON OUTSOURCING BASIS AT
NIELIT AGARTALA CENTRE**

NIELIT Agartala Centre, Agartala invites sealed quotations in two bids i.e. technical bid and financial bid from reputed, experienced and financially sound manpower Agencies/Companies/firms for providing manpower- Multi-Tasking Staff (Attendant / Helper), Private Security Guards, etc. on Daily Wage Basis for a period of one year and may be extended based on the performance of the service provider and need of the institute. Details of the engagement and terms & conditions are given as below:

| Sl. | Manpower | Qualification | Experiences/Skill | Desirable |
|------------|--|-------------------------------------|--|--|
| 01 | Multi-Tasking Staff (Attendant/Helper) | VIII or 10 passed or ITI equivalent | Enabled reading & writing in English and Bengali | Conversant with the duties of respective trade |
| 02 | Private Security Guard | VIII or 10 passed or ITI equivalent | Enabled reading & writing in English and Bengali | Conversant with the duties of respective trade |

The interested agencies/Companies/firms may download tender document from NIELIT's website www.agartala.nielit.gov.in. The cost of tender form is to be deposited by a Demand Draft for Rs. 500/- (Rupees Five Hundred only) **in favour of NIELIT Agartala Centre payable at Agartala** at the time of submission of tender documents.

The interested Agencies/Companies/Firms can submit the tender documents complete in all respects along with refundable interest free **Earnest Money Deposit (EMD) of Rs. 16,000/-** (Rupees Sixteen thousand only) by Demand draft/pay order/banker's cheque in favour of **NIELIT Agartala Centre payable at Agartala** along with other requisite documents.

The last date for submission of the tender documents is 08.06.2015 at 11.30 A.M. and the Technical bid will be opened at NIELIT Agartala Centre, DIT Campus, Indranagar, Agartala, Tripura West on 08.06.2015 at 12.30 P.M. The tenders will be opened in the presence of the tenderers or their representative who wish to be present on the occasion. Financial Bid shall be opened after acceptance of the Technical Bid. Financial bid shall be opened in respect of only those bidders whose technical bid gets qualified/accepted.

NIELIT reserves the right to amend or withdraw any of the terms and conditions contained in the tender document or to accept or reject any or all the tender(s) without assigning any notice or reason thereof. The decision of the NIELIT Agartala Centre in this regard shall be final and binding on all. Enclosed Brief Information, General Instruction for Bidders, Terms & Conditions of Contract (Annexure-I), Technical Bid (Annexure-II) & Financial Bid (Annexure-III).

**Director-in-Charge
NIELIT Agartala Centre**

NIELIT AGARTALA CENTRE

TENDER FOR PROVIDING MANPOWER ON OURTSOURCING BASIS

BRIEF INFORMATION

| Sl. | Particulars | Brief Information |
|------------|--|--|
| 1 | Tender | Providing Manpower on Outsourced Basis |
| 2 | Tender Ref. No. & Date | NIELIT/AGT/Outsourcing/16 Dated: 19/05/2015 |
| 3 | Cadre of Manpower | Multi-Tasking Staff (Attendant/Helper or Cleaner/Sweeper), Security Guards, etc. on Daily Wage Basis. |
| 4 | Issuance of Tender documents | Tender documents may downloaded from the centre's website www.agartala.nielit.gov.in . |
| 5 | Estimated Cost | Rs. 8.00 lakhs per annum |
| 6 | Tender Fee (nonrefundable) | Rs. 500/- (Rupees Five hundred only) by DD/BC/PO |
| 7 | EMD (refundable) | Rs. 16,000/- (Rupees Sixteen Thousand only) by DD/BC/PO |
| 8 | Last date for submission of Tender Documents | 08-06-2015 (11.30 A.M.) at NIELIT Agartala Centre |
| 9 | Date of opening Tender Bids | 08-06-2015 (12.30 P.M.) at NIELIT Agartala Centre |
| 10 | Tender documents to be submitted at | Tender Box at NIELIT Agartala Centre, DIT Campus, Indranagar, Agartala, Tripura West, Tripura-799006 |
| 11 | Terms of Contract | One year (extendable on performance & need basis) |
| 12 | Type of Bids to submit | Technical Bid and Financial Bid (along with mandatory documents). |

GENERAL INSTRUCTIONS FOR BIDDERS

1. Sealed tender in the prescribed form complete in all respects duly filled in, along with Tender Fee of Rs. 500/- and EMD of Rs. 16,000/- and all requisite documents shall be deposited at NIELIT Agartala Centre in the Tender Box placed at NIELIT Agartala Centre, DIT Campus, ITI Road, Indranagar, Agartala, Tripura West-06 on **08.06.2015 upto 11.30 A.M.**
2. The tenders shall not be entertained after this deadline under any circumstances whatsoever.
3. The Technical bid of the tenders will be opened on 08.06.2015 at 12:30 P.M in the conference room by a Tender Processing and Opening Committee in the presence of tenderers or representatives of the Agency/Companies/Firms, if any, who wish to be present on the spot at that time.
4. The offers in the prescribed format should be addressed to the Director-in-Charge, under sealed cover should be superscribed as **“Quotation for Providing Manpower on Outsourcing Basis”**.
5. The Earnest Money Deposit (EMD) of Rs. 16,000/- (Rupees Sixteen Thousand only), refundable (without interest), should be accompanied with the tender of the agency in the form of Demand Draft/Banker’s Cheque/Pay Order in favour of NIELIT AGARTALA CENTRE payable at Agartala failing which the tender shall be rejected summarily.
6. The successful tenderer will have to deposit interest free Security Deposit of Rs. 40,000/- (Rupees Forty Thousand only) in the form of Bank Draft/Banker’s Cheque/Bank Guarantee from a nationalized Bank in favour of NIELIT AGARTALA CENTRE, payable at Agartala covering the period of contract. In case, the contract is further extended beyond the initial period, the Demand Draft/Banker’s Cheque/Bank Guarantee will have to be accordingly renewed by the successful bidder/tenderer. The amount of Security Deposit will not bear any interest whatsoever.
7. The tender form should be clearly filled in ink legibly or typed. If the space for furnishing information is insufficient, a separate sheet duly signed by the authorized signatory may be attached. The tenderer should quote the rates of service charge in figures as well as in words. No overwriting or cutting is permitted in the Financial Bid. In such cases, the tender shall be summarily rejected. However, the cuttings, if any, in the Technical Bid, application must be initialed by the person authorized to sign the tender bids. Alteration, unless legibly attested by the tenderer, shall disqualify the tender. If, there is any correction in figure, the amount as appeared in words will be considered. The tender form should be signed by the tenderer himself/themselves. The forwarding letter should be signed along with quotations.
8. Attested copies of the mandatory documents along with the Technical Bid are required to be enclosed failing which their bids shall be summarily/out-rightly rejected and will not be considered any further.
9. Conditional bids shall not be considered and will be rejected. Any alterations or changes in the rates in tender documents or any request to this effect will make the whole tender document invalid and liable to be rejected.
10. Every page including terms and conditions of the tender document should be signed by the tenderer with the seal of the Agency/Company/Firm.
11. The tenderer shall give an undertaking to the Centre not to charge any kind of fee from the persons to be sponsored for deployment in NIELIT Agartala Centre. Any complaint from the staff sponsored in this regard, the Centre reserves the right to initiate action.
12. The tenderer will undertake to pay the approved wages to the persons deployed in the NIELIT Agartala Centre or branch of the institute.
13. Payment to the Provider/Agency shall be made through online/cheque transfer for deployment of personnel. The Provider/Agency will disburse by 5th of each month in the following month without receipt of amount from the centre for previous month. The centre

shall make the payment within 7 days from the date of receipt of the bill and/or other documents/proof of payment etc.

14. Reimbursement of amount on account of EPF will be made only after production of proof for having paid the said amount to respective authorities. A certificate to this effect is to be provided along with the claim by the provider/Agency. The Challan should pertain to the persons provided to the centre.
15. The tenderer should take care that the rates of **service charge and amount should be written in figure and words**. No blanks should be left which would otherwise make the tender liable for rejection.
16. The Centre will deduct Income Tax, and Educational Cess at source from the bill submitted by the successful tenderer as per the Income Tax Act, 1961 or instructions issued by Government of India from time to time.
17. The Service Tax as levied by the Government will be paid to the successful tenderer in the respective month/quarter. However, the second month/second quarter bill should have the proof of payment of service tax for the previous month/quarter.
18. Terms and conditions given in this tender document will have to be complied with by the successful bidder. The provider/Agency should affix his signature in token of his acceptance of all terms and conditions. Besides the successful bidder should have to execute the agreement.
19. The Institute reserves the right to have a panel made out of the tenders submitted and in case the tenderer selected fails to do the job successfully or leaves the job in middle of the contract period, the next tenderer will be offered the assignment for the remaining period/full contract period of the first award of the contract.
20. The Institute reserves the right to cancel/reject full or any part of the tender for which tenderers do not fulfill the conditions stipulated in the general instructions and terms and condition.
21. Tenderer submitting a tender would be presumed to have considered and accepted all the terms and conditions given in the tender document. The tenderer is required to return the "Terms and Conditions" to the Institute along with sealed tender after signing each and every page as token of acceptance of the same. No enquiries, either verbally or written, shall be entertained in respect of acceptance/rejection of the tender.
22. Any act on the part of the tenderer to influence anybody in the Institute or otherwise would render the tender liable for rejection.
23. The tenderer shall abide by the provisions of the laws/rules/act as applicable from time to time.
24. The successful tenderer shall not engage any sub-contractor or transfer the contract to any other person/agency/firm in any manner.
25. The Institute reserves the right to accept or reject any bid irrespective of its being the lowest in the interest of the centre. In awarding the contract, interest of the Institute shall be paramount and in this regard the decision of the Institute shall be final.
26. The selected bidder(s) shall be required to enter into a contract with 'NIELIT Agartala Centre' within 7 (Seven) days of the award of the contract or within such extended time period as may be specified.
27. The contract will be for a period of 1 (one) year which will be in force w.e.f. the date of award of contract. The contract may be extended for further periods depending upon the requirement and performance of the agency/service provider and same will be purely on discretion of the Director/Director-in-Charge, NIELIT Agartala Centre.
28. The agency/service provider shall start providing their services within 7 (seven) days of the signing of the contract or as per written intimation by NIELIT Agartala Centre.

29. The tendering manpower Agency/Company/Firm should fulfill the following technical specifications:
- a) The manpower Agency/Company/Firm should be registered with Service tax department;
 - b) The Agency/Company/Firm should have at least three years experiences in providing manpower to Private Companies, Public Sector Companies / Banks and Government Departments etc;
 - c) The Agency/Company/Firm should have its own Bank Account;
 - d) The Agency/Company/Firm should be registered with Income Tax departments; In case name of the Proprietor is registered with IT department, a separate certificate from authorized Chartered Accountant may be attached.
 - e) The Agency/Company/Firm should be registered with appropriate authorities under Employees Provident Fund.
30. **Documents to be provided with the Technical Bid:**
- a) Application for Technical Bid;
 - b) Attested copy of registration of Agency/Company/Firm;
 - c) Attested copy of PAN / GIR Card;
 - d) Attested copy of the latest IT return filed by agency/company/firm;
 - e) Attested copy of Service Tax registration certificate;
 - f) Attested copy of the P.F. and ESI registration letter/certificate;
 - g) Certified documents (Last 3 (three) years Audited Statement of Annual Accounts / Annual Turnover dully Certified by a Chartered Accountant) in support of financial turnover of the agency.
 - h) Certified documents in support of other entries of Technical Bid application;
 - i) Copy of the terms and conditions at **ANNEXURE-I** in Tender Document with each page duly signed and sealed by the authorized Signatory of the agency in token of their acceptance.
 - j) Any other mandatory documents duly signed and sealed by the authorized signatory of the agency.

TERMS AND CONDITIONS

1. The contract is awarded for a period of one year at the first instance and the date will be reckoned from the date of award of contract, unless it is curtailed or terminated by this Institute owing to deficiency of service, substandard quality of temporary personnel deployed, breach of contract, reduction or cessation of the job requirements etc. On expiry of the said period of Contract, the period of Contract may be extended on mutual consent on the same rates and terms and conditions up to a maximum period of two years.
2. The contracting Agency/Company/Firm shall not be allowed to transfer, assign, pledge or sub-contract its rights and liabilities under this contract to any other agency without the prior written consent of this Institute.
3. The tenderer will be bound by the details furnished by him / her to this Institute, while submitting the tender or at subsequent stage. In case, any of such documents furnished by him / her is found to be false at any stage, it would be deemed to be a breach of terms of contract making him / her liable for legal action besides termination of contract.
4. The Provider will introduce to the Institute a suitable Personnel to carry out work for the Institute of such Nature as the Institute shall notify to the Provider when placing its order for a Personnel on daily wage basis.
5. The Institute, at present, has requirement of 4 nos. of Multi-Tasking Staff (Attendant / Helper) and 4 nos. of Security Guard (without arm) on Daily Wage Basis. The requirement of the Institute may increase or decrease during the contract period also, and the tenderer would have to provide additional/other category of personnel, if required on the same terms and conditions.
6. The service provider shall ensure that the individual deployed in the Institute conform to the educational qualification/skill as under:

| Sl. | Manpower | Qualification | Experiences/Skill |
|-----|--|-------------------------------------|--|
| 01 | Multi-Tasking Staff (Attendant/Helper) | VIII or 10 passed or ITI equivalent | Enabled reading & writing in English and Bengali |
| 02 | Private Security Guard | VIII or 10 passed or ITI equivalent | Enabled reading & writing in English and Bengali |

7. All services shall be performed by persons qualified and skilled in performing such services as per the eligibility criteria indicated for each category.
8. The persons supplied by the agency/service provider should not have any police records/criminal cases pending against them. The agency/service provider should make adequate inquires about the character and antecedents of the person whom they are recommending. The agency/service provider should also ensure that the personnel deployed are medically fit & Certificate of their medical fitness is to be provided.
9. The agency/service provider shall withdraw/replace such employees who are not found suitable by the office for any reasons immediately, if such request is made.

10. The agency/service provider shall engage such number of required employees as required from time to time. The said employees engaged by the agency/service provider shall be the employees of the agency/service provider and it shall be agency/service provider's duty to pay salary every month. There is no master & servant relationship and further that the said person of the service provider shall not have any claim for absorption in NIELIT Agartala Centre.
11. The employees to be provided by the agency/service provider will have to work at any place in Tripura as per requirement.
12. The agency/service provider's personnel shall not claim any benefit/ compensation/ absorption/ regularization of services under the provision of the Industrial Disputes Act, 1947 or Contract Labour (Regulation & Abolition) Act, 1970.
13. The agency/service provider's personnel shall not divulge or disclose to any person, any details of office, operational processes, technical know-how, security arrangements and administrative/organizational matters.
14. The agency/service provider's personnel working should be polite, cordial, positive and efficient, while handling the assigned work so that their actions promote goodwill and enhance the image of office. The agency/ service provider shall be responsible for any act of indiscipline on the part of persons deployed by it.
15. The agency/service provider shall ensure proper conduct of his personnel in office premises, and enforce prohibition of consumption of alcoholic drinks, paan, smoking, loitering without work.
16. That the persons deputed shall not be below the age of 18 (eighteen) years.
17. The agency/service provider has to provide photo identity cards to the persons employed by it for carrying out the works under Rule 76 of the Contract Labour (Regulation & Abolition) Act 1970.
18. The agency/service provider shall provide suitable uniforms consisting of Shoes, Dress, and Sweater to all Multi-Tasking Staff/Grade IV employees and Security Guards. Such Employees without complete uniform will be treated as absent.
19. The transportation, food, medical and other statutory requirements in respect of each personnel of the service provider shall be the sole responsibility of the agency/service provider.
20. The personnel provided by the agency should follow the working hour of the centre or as notified from time to time. However, in exigencies of work, they may be required to sit late and the personal may be called on Saturdays, Sundays and other gazetted holidays, if required. The personnel will be required to follow holidays of NIELIT Agartala Centre.
21. That the agency/service provider will be wholly and exclusively responsible for payment of wages to the persons engaged by it in compliance of the statutory obligation under all related legislations as applicable to it from time to time including Minimum

Wages Act, Employment Provident Fund, ESI Act etc. and we will not incur any liability for any expenditure whatsoever on the persons employed by the agency on account of the obligation. The agency will be required to provide particulars of EPF, ESI of its employees engaged under it.

22. No wage/remuneration will be paid to any staff for the days of absence from duty. This applies when there is no leave balance in account of the employee.
23. The agency/service provider shall provide replacement of any person leaving the job within 7 (seven) days at no extra cost. In case of delay, a penalty amount equals to 1 (one) month salary of the concerned employee will be deducted from the payment of bills.
24. In case of leave of the employees of agency/service provider, their applications should firstly be forwarded by the agency/service provider (either by written letter or by email or by FAX) and then it will be considered suitably by the Director/Director-in-Charge, NIELIT Agartala Centre. However, a long leave in excess of 7 (seven) days, suitable replacement should be provided by the service provider.
25. A penalty of Rs.100/- (One Hundred Only) per day per person upon the personnel of the service provider for availing any unauthorized leave not considered by the competent authority. This penalty will also be applicable in case replacement manpower is not provided against persons availing 7 (seven) or more days of leave.
26. The institute will not be liable for any loss, damage, theft, burglary or robbery of any personal belongings, equipment or vehicles of the personnel of the agency/service provider.
27. That the agency/service provider on its part and through its own resources shall ensure that the goods, materials and equipment etc. are not damaged in the process of carrying out the services undertaken by it and shall be responsible for acts of commission and omission on the part of its staff and its employees etc. If NIELIT Agartala Centre suffer any loss or damage on account of negligence, default or theft on the part of the employees/agents of the agency, then the agency/service provider shall be liable to compensate for the same. The agency/service provider shall keep fully indemnified against any such loss or damage.
28. The centre will maintain an attendance register in respect of the staff deployed by the agency/service provider on the basis of which wages/remuneration will be decided/paid in respect of the outsourced staff at the approved rates.
29. The agency/service provider shall conduct physical inspection of their staff and countersign the attendance register at the Centre or any branch where manpower is provided on monthly basis.
30. In the event of any dispute arising touching any of the clauses of the agreement, the matter will be referred to the Director/Director-in-Charge, of the Centre, whose decision shall be binding on both the parties.
31. The personnel of the agency/service provider shall not join any labour union or resort to strikes or demonstrations or any other agitation of this nature. The personnel shall

neither directly or indirectly join nor assist any commotion of civil nature. The personnel must not in any way act against interest of NIELIT Agartala Centre.

32. The Institute shall offer a fixed amount to the manpower engaged respectively. However, the Daily Wagers rate will be revised as and when the rate of Dearness Allowances is revised by the State Government with prospective effect from the date of issue of Office Order by NIELIT Agartala Centre.
33. That on the expiry of the agreement, unless extended formally, the agency will withdraw all its personnel and clear their accounts by paying them all their legal dues.
34. The Institute reserves the right to terminate the contract during the initial period also after giving *two months' notice* to the contracting agency.
35. The Contract shall be interpreted and have effect in accordance with the law of India and any suit or other proceeding relating to this contract lies within the jurisdiction of the Tripura High Court.

**TECHNICAL BID
FORMAT FOR PROVIDING MANPOWER ON OUTSOURCING BASIS**

| Sl. | Particulars | Relevant Information with documents |
|-----|--|-------------------------------------|
| 1 | Name of tendering Agency/Company/Firm | |
| 2 | Name of Proprietor/Managing Partner/Director of Company | |
| 3 | Full Address of the Office | |
| 4 | Full Address of the Regd. office | |
| 5 | Telephone No. & Mobile No. | |
| 6 | FAX No | |
| 7 | E-Mail Address | |
| 8 | Certificate of registration of the Agency/Co./Firm | |
| 9 | Trade Licence & Labour Licence | |
| 10 | Banker of Company / Firm / Agency with full address (Attached attested copy of Pass Book/Statement) | |
| 11 | PAN/GIR No. (Attached attested copy) | |
| 12 | Service Tax Registration No. (Attached attested copy) | |
| 13 | EPF Registration No (Attached attested copy) | |
| 14 | ESI Registration No (Attached attested copy) | |
| 15 | Please specify whether the firm is a Sole proprietorship/Partnership Firm/Company also specify the name, address and Telephone nos. of Directors/partners of the Firm | |
| 16 | Annual Turnover of last three financial years (Attached balance sheets and Income and Expenditure Statements/ Annual turnover duly certified by Chartered Accountant). | |
| 17 | Attached certified copy of Income Tax Returns for last 3 years, other relevant statement / papers. | |
| 18 | Details of Tender Fee: | |
| | a. Amount Rs. 500/- (Rupees in words Five Hundred only) | |
| | b. Bank Draft/PO/BC No. | |
| | c. Date of Issue | |
| | d. Name of the Bank | |
| | e. Validity | |
| 19 | Details of Earnest Money Deposit | |
| | a. Amount Rs. 16,000/- (Rupees in words Sixteen Thousand only) | |
| | b. Bank Draft/PO/BC No. | |
| | c. Date of Issue | |

| | | |
|----|--|--|
| | d. Name of the Bank | |
| | e. Validity | |
| 20 | Non relation certificate with the employees of NIELIT Agartala Centre | |
| 21 | Non blacklisted Certificate of the Agency/Co/Firm | |
| 22 | List of major clients (including reputed company/PSU/Govt) with details of manpower provided. (Attach a separate sheet for the list.) | |
| 23 | An Undertaking by the agency for Acceptance & Compliance of all terms & conditions mentioned in this tender documents and to mention that the agency/services provider will be fully liable for all statutory obligations to the principal employer and for all obligations during and after the period of Contract. | |
| 24 | Additional information, if any (Attach separate sheet, if required) | |

DECLARATION

1. I, Son/Daughter/wife of Shrisignatory of the agency/firm, mentioned above is competent to sign this declaration and execute this tender document.
2. It is certified that the information furnished above is correct.
3. I/We have gone through the terms and conditions stipulated in the Tender Document and confirm to abide by the same. Disagreements and solution proposed has been listed in a separate sheet and being attached with this Bid. A copy of the Tender Document with its each page signed, in token of acceptance of the Terms and Conditions, is enclosed.
4. The information/documents furnished along with the above application are true and authentic to the best of my knowledge and belief. I/we am/are well aware of the fact that furnishing of any false information/fabricated document would lead to rejection of my tender at any stage besides liabilities towards prosecution under appropriate law.
5. We understand that the decision of the NIELIT to accept/reject “the points of disagreements and proposed solution provided by us” would be final and binding.

Date:

Place:

Signature of authorized person

Full Name:

Designation:

Seal:

**FINANCIAL BID
FORMAT FOR PROVIDING MANPOWER ON OUTSOURCING BASIS**

1. Name of tendering Agency/Company/Firm.....
2. Address:
3. Agency/Company/Firm's quotation will be for the following component(s) only
4. Wages for Manpower to provide (As per applicable rate of wages):

| Sl. No. | Categories of manpower | Basic Minimum rates of Wages per day (per head) | VDA per day (per head) | Total of Minimum Wages per head (Basic Minimum Wages + VDA) per day | No. of days | Total Wages per month (monthly rate) |
|---------|------------------------|---|------------------------|---|-------------|--------------------------------------|
| A | B | C | D | E = (C+D) | F | G = (ExF) |
| 1 | Attendant/Helper | | | | | |
| 2 | Sweeper/Cleaner | | | | | |
| 3 | Security Guard | | | | | |

5. Agency's Service/Commission charges:

| Sl. No. | Service/Commission Charges of the Agency/Co/Firm: (Inclusive of all Expenses/statutory dues/obligations/ Employer's contribution to PF/ESI, etc) as % of total remuneration/wages payable to outsourced staff. | |
|---------|--|--------------|
| | @ % (In Figure) | % (In Words) |
| 1 | | |

Declaration

It is certified that I/we before signing this tender document have read and fully understood all the terms and conditions contained in the Tender Document and undertake myself/ourselves to abide by them. I/We fully agree and accept with the present rate and the changed rate from time to time and all taxes as per government norms with terms and conditions mentioned in the tender documents.

Date:.....

Place:

Signature of the Tenderer

Name:

Designation:

Seal: