

TENDER NOTICE
SURVEY OF INDIA

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Office of the Director
Maharashtra & Goa GDC
Phule Nagar, Alandi Road
Pune -411 006.

No.S- 1600 / 5-N-Outsourcing

SPEED POST

Dated: 1st October 2014

To

M/s

List attached

SUB: QUOTATION FOR DEPLOYMENT OF COMPUTER TYPIST ON CONTRACT BASIS DURING 2014-2015

Dear Sirs,

We are interested to deploy Computer Typist on contract basis as per our requirement (list enclosed). You are, therefore, requested to quote your lowest rates :-

- 1.1 Quotation should be submitted under sealed cover only mentioning the quotation letter No., Date and the item quoted for.
- 1.2 All quotations should be addressed to the **Director M&G GDC** and **NOT BY NAME AND NOT TO ANY OTHER ADDRESS.**
- 1.3 Quotation should reach within the specified time and date to the addressee by **16 00 hrs.**, on **20-10-2014**. The quotations will be opened on **21-10-2014** at **11- 30 hrs.** The envelopes containing quotation must be inscribed with **"QUOTATION FOR SAFAIWALA & WASH BOY . DUE ON 20-10-2014"**.
- 1.4 Work Order will be placed to the approved firms only when all the terms and conditions have been fulfilled by the tenderer. Income & Sales Tax clearance Certificates will have to be shown before the Work Order is executed / complied with.
- 1.5 Earnest money ₹ 1,000/- in the form of account payee Demand Draft , Fixed Deposit Receipt of any Nationalized Bank in favour of **E & AO, M & G GDC, Survey of India, Pune**, should be furnished along with the tender.
- 1.6 Security deposit @ 20% of the tender value in the form of Demand Draft /Call Receipt of any Nationalized Bank in favour of **E & AO, M & G GDC, Survey of India, Pune**, is to be submitted by the successful tenderer.
- 1.7 Payments will normally be made within 20 days on the basis of employment after every month in the presence of our representative . For broken period of employment , the payment will be made on pro-rate basis.

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1.8 **No corrections or over writings in the quotation will be accepted.**

2. Contractors if so desire may be present on the date and time of opening quotations. They may enquire on phone (020-26615043) before they come.
3. The tender acceptance form must be signed, dated and returned to this Office in token and acceptance of the above tender with photocopies of following documents:-
 - a) Registration Certificate No. & License No. from the Regional Labour Commissioner (Central / State)
 - b) P.F. A/C No.
 - c) E.S.I. No.
 - d) PAN.
 - e) Service Tax No.(15 digits service tax No. to be obtained from the Central Excise Dept.)
4. The computer typist will be provided at the office for six days in a week from Monday to Saturday.
5. They should be available for work for the period from 09.00 hrs. to 17.30 hrs. every day at office or as per our requirement.
6. A copy of acquaintance showing the payment to each Computer Typist , should be furnished to us along with the bill.
7. The certificate of Registration shall be to the extent of number of contract labours supplied ,as per provisions of the act.
8. The quotation must be very specific and shall not contain any evasive terms contrary to our terms and conditions.
9. **No request of escalation of rates will be entertained after approval of rates, which shall be valid for one year from the date of opening of tenders. In case of increase / decrease of service tax by the Govt. applicable service tax will be paid.**
10. Replacement to be provided within 24 hrs. from time of intimation as and when required during illness / absent of safaiwala and wash boy .
11. A list of man power along with the photographs & addresses to be submitted with the certificate of good character by the approved Contractor.
12. The firm should be in position to provide computer typist at very short notice as and when requisitioned by this office.
13. An agreement is to be executed by the successful tenderer at his cost.
14. The agreement will be valid for a period of one year from the date of commencement. However, in the event of service rendered being found unsatisfactory or due to any other unpalatable reasons, the contract can be short closed on serving a one months notice from the either side. The contract period can also be extended for another year with the mutual consent of both the parties on the same terms and conditions.
13. The Director, M&G GDC, Survey of India, Pune, reserves the right to reject or accept any quotations without assigning any reasons thereof.

LIST OF REQUIREMENTS

Sl. No.	Description of Category	Criteria	Approx. Required No.	Remarks
1.	Computer Typist	He/She should be well conversant in maintenance (Diary, Docketing of letters etc) of office file and well conversant in English and Hindi typing with Computer knowledge ,not having any ill habits nor any disease.	3	

14. No. of requirement mentioned above are only on approximate basis. It may be reduced or increased subject to prevailing conditions at the time of placing Work Orders.

15. The enclosed form must be filled in and submitted along with the quotation.

16. Quoted rate should be furnished on annexure 'A' enclosed herewith . Rate should be on Minimum Wages Act of state/ Central Govt. Structures. Breakup of wages to be furnished in details with total amount per month in respect of each category . Service tax to be mentioned separately.

17. TDS will be deducted from total amount as applicable.

(U. N. GURJAR)
Director
Maharashtra & Goa GDC
SURVEY OF INDIA

(TO BE FILLED IN BY THE TENDERER ONLY)

Acceptance of the terms and conditions of tender submitted by

M/s _____

1. Name of the contractor :-
2. Address:-
3. i) Whether agree with the terms & conditions of the tender No. _____
Date _____ Yes/No.
ii) If 'NO' give specific reasons.
4. Whether agreeable to submit Sales Tax/Income Tax clearance/ EPF /ESI documents as and when called for _____ Yes/No.
7. Please mention the concerned cell of Income Tax Office, dealing with your case.
8. Have you got your Income Tax Assessment verified and certified for the year 2013 -2014.
9. Please mention the name telephone No. of your authorized representative who will contact us for supply of computer typist and any other correspondence if any.

Tenderer Seal along with
the Signature of the
authorised representative
of the tenderer.

TENDER SUBMISSION FORM
(To be submitted along with documents & EMD)

Name of the Firm with address :

<u>Description of Documents</u>	<u>Detail No. etc</u>	
1) Registration/Licence No.	No.	Valid up to
2] ESI Code No.		
3) PF Code No.		
4] Service Tax No.		
5] PAN No.		
6) Earnest Money Deposited	₹ 1,000/- vide DD No.	dt.
7) Terms & Condition		

(Photocopy to be attached for Sl. No. 1,2,3,4,and 5.)

QUOTED RATES

Sl. No.	Description	Rates in Details (Breakup) on Minimum wages Act	
1.	Computer Typist	Basic Salary	
		Spl. Allowns	
		HRA	
		EPF	
		ESI	
		Uniform	
		Bonus	
		Leave	
		S. Charge	
	Total : ₹		
	Service Tax	%	

Tenderer Seal along with
the Signature of the
authorised representative
of the tenderer. :
Date :
Place :
Phone No. :

AGREEMENT (Draft copy)

This agreement is made on this -----day of -----2014(Two Thousand fourteen) between the **Director , Maharashtra & Goa GDC, Survey of India, Pune**, hereinafter called as PRINCIPAL EMPLOYER, and the Manager, M/S (hereinafter called as XXX

Whereas XXX have agreed to provide **Safaiwala and wash boy** to the Principle Employer who have agreed for utilizing the Services of XXX on contract under the terms and conditions in succeeding paras.

1. The safaiwala will be provided by XXX at the following monthly rates:-
 - (a) Computer Typist : 3 (Three) Nos. @ **Rs.** (Excluding 12.36 % Service tax) per month per Comp. typist
2. The period of entrustment /contract of above Personnel to the Principal Employer shall be for a period of 12 (Twelve) months from **15-05-14 to 14-05-15**. However, in the event of service rendered being found unsatisfactory or due to any other unpalatable reasons, the contract can be short closed on serving a Two months notice from the either side. The contract period can also be extended for a year or two more with the mutual consent of both the parties on the same terms and conditions.
3. The safaiwala & wash boy will be provided at the office for six days in a week from Monday to Saturday .
4. They should be available for work for the period of 8 hours from 08.30 hrs. to 17.00 hrs. every day at office or as per our requirement.
5. A copy of acquaintance showing the payment to each safaiwala & wash boy should be furnished to us along with the bill every month .
6. That the Agency will furnish a certificate stating that the safaiwala and wash boy are trained and none of them was discharged from any service on the ground of criminal charges, theft & unreliability.
7. That the Agency staff shall be available all time at the place of their duties as per duty roster and they shall not leave their place of duty without prior permission of the authorized Officer.
8. That the Agency shall deploy the full complement of the personnel all the time and shall maintain a list of the reserves to provide the replacement and supplement the strength. No compensation for leave reserve will be provided .

9. That the Agency staff shall work under the overall supervision and direction of the Director or any other officer authorized by him.
- 10.. That the computer typist , whose services are provided by the Agency shall at all times and for all purposes be regarded as employees of the contracting Agency which shall also be responsible for necessary service benefits due to the Safaiwala and wash boy as per rules/Laws applicable in such cases.
11. That Survey of India Authorities shall have the right to ask for the removal of any person of the Agency who is not considered to be orderly in discharge of his duties.
12. That the Agency staff shall carry out such other legitimate duties as are entrusted to them from time to time.
13. That the Agency shall not engage any sub-contractor or transfer the contract to any other person.
14. That the contractor will deposit a sum of Rs. /-(Rupees only) as security for compliance with the terms and conditions of this contract.
15. The names of the workers appointed / employed by the security agency shall be made known to Director before commencing deployment. Frequent changes in the manpower deployed will not be allowed, the changes will be allowed only with the specific approval of Director , M&G GDC, Pune , or an officer authorized by him.
16. The Agency shall make the payment to their safaiwala & Wash boy as per Minimum Wages Act in the premises of Survey of India , and in the presence of authorized representatives of Director and the necessary certificates in this regard will be submitted by the Agency every month.
17. The Agency shall submit the proof of deposit of EPF, ESI in details and service tax to Director every month along with the bill.
18. The staff appointed by the Agency for this purpose shall conduct as per orders of the officer authorized by Director in case of any sort of lapse, misbehavior and misconduct of any person so appointed, the responsibility shall be upon the Agency.
19. In case of any loss/theft of Survey of India property, the Director . or any officer authorized by him will consider the circumstances leading to the loss/theft and if the responsibility's fixed upon the agency by the above mentioned officer, the agency will make good the loss within a specified period or else deduction of the cost will be made from the following month's bill.
20. Service Tax liability as per Govt. of India notification shall be the responsibility of the Principal Employer. Present Service Tax is 12.36% on the total billing,
21. TDS as per Govt. of India notification shall be the responsibility of the Agency , where the aggregate of the amounts paid/credited or likely to be paid/credited to Agency exceeds Rs.75,000 during the financial year, TDS has to be deducted at the rate of 2% of total bill under section 194C of Income Tax
22. This agreement shall be terminated by either parties by giving one month advance notice in writing .

23. In case of any dispute shall be jurisdiction of Pune Court.

Signed by the said contactor _____

In the presence of :-

1st Witness : _____

Address : _____

2nd Witness: _____

Address: _____

Signed by the said for and on behalf of the
President of India

In presence of : -

1st Witness : _____

Address : _____

2nd Witness: _____

Address: _____