

SURVEY OF INDIA
SOUTHERN PRINTING GROUP
UPPAL, HYDERABAD – 500 039
Phone: 04027205663 Fax: 040 27205663

Quotations are invited from reputed and well established manpower supply agencies having valid Licence for providing the following categories of manpower initially for the period from **01.04.2015 to 29.02.2016** as per the details below:-

S.No.	Trade	Category	Approximate No. of persons
1.	TEA MAKER	Unskilled	01
2.	WASH BOY	Unskilled	01
3.	BEARER	Unskilled	03

2. Period of issue of Tender Document : 16-03-2015 to 27-03-2015
3. Date and time for submission of Tender Document : **From 10.00 AM to 01.00 PM** on all working days 16-03-2015 to 27-03-2015
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4. Date and time for opening of Tenders: At 3.00 PM on 30-03-2015
5. The Contractors having separate PF & ESI Code numbers with minimum two years of experience in supplying manpower to Govt. Offices / large Private Companies are eligible to participate in the Tendering process.
6. Tender Document fee: **Rs. 105/-** :
(Fee Rs. 100 + 5% VAT Rs. 5/-)
a) Name of the Nationalized Bank & Branch
b) Bankers Cheque/Pay order No.
Tender will be rejected if it is not accompanied by Tender Fee.
7. It may be ensured that all the pages of Tender Document are duly signed and submitted, otherwise the Tender is liable to be rejected.

II. TERMS AND CONDITIONS

1. **JOB DESCRIPTION** : Supply of manpower for various categories as mentioned in Para 1 of the document to work in the production Center Canteen Office of the Director Southern Printing Group, Survey of India, Uppal, Hyderabad.

2. The Earnest Money Deposit will have to be submitted in the shape of Demand Draft drawn in favour of “Regional Pay & Accounts Officer, Survey of India, Hyderabad “on any nationalized Bank at Hyderabad **separately for each service** as mentioned below. The EMD amount will be returned to the successful tenderer on receipt of the performance security in the form of Bank Guarantee Bond/Fixed Deposit Receipt. The EMD amount of the unsuccessful bidder will be returned at the earliest after the finalization of the bids.

S.No.	Trade /Service	Amount of EMD (Rs.)
1.	Tea maker	3000
2.	Wash boy	3000
3.	Bearer	9000

3. Tenders at variance with Southern Printing group, Survey of India conditions are liable for rejection.
4. The Contractor shall indemnify SOI, Southern printing Group to cover any cost, damages or loss whether direct, indirect or consequential as may be suffered or shall be suffered by Southern Printing Group, SOI due to any fault by the Contractor in complying with the provisions of applicable statutes.
5. The Contract is initially for a period from **01.04.2015** to **29.02.2016**. The period can be extended for one more year.
6. The Contractor shall have a valid labour Licence from the Competent Authority to engage contract labour under Contract Labour (R&A) Act. The copy of the licence should be enclosed with the tender.
7. The rates quoted shall be for the complete works including all Taxes, Duties and all statutory provisions of Government. No extra amount under any circumstances will be allowed under any of the terms over the rates quoted.
8. The Tenderer is advised to download the tender documents from SOI Website www.surveyofindia.gov.in. Tender forms can also be obtained from the Office of Director Southern Printing Group, Uppal, Hyderabad on payment of Rs. 105/- (including VAT of 5%).
9. Experience of more than 2 years in the line in large industries, preferably Government / PSUs, will only be considered failing which the tender is liable to be rejected. Proof of above experience should be enclosed with the Tender form.
10. After the expiry/cessation or termination of the contract, for any reason what-so-ever, it shall be the duty of the Contractor to settle the accounts of the persons engaged by him and Southern Printing Group SOI shall not be responsible nor liable to pay any amounts for any reason what-so-ever.
11. The relationship between Southern Printing Group, SOI and Contractor will be purely business relationship as that of Principal to Principal. For the purpose of clarity it is made clear that there shall be no relationship of employer and employee or master and servant between Southern Printing Group, SOI and the Contractor or between Southern Printing Group, SOI and the persons engaged by the Contractor. The persons engaged by the Contractor are the employees of the Contractor and they cannot claim any benefit / facility what so ever from Southern Printing Group SOI. They cannot claim permanency of job.
12. In the event of any damage or loss caused to the property of the Southern Printing Group, SOI due to acts of the persons engaged by the Contractor, the Contractor shall indemnify such losses.

13. The SOI, Southern printing Group shall be at liberty and shall have right and discretion to permit or prohibit any person or persons and in the event of such prohibition, Contractor shall make suitable alternative arrangements.
14. The Tenderer is deemed to have read, understood and accepted all the conditions while signing on all pages.
15. The tender document is non-transferable and shall be submitted along with all other enclosures duly completed and signed on every page.
16. Income Tax as applicable will be recovered at source as per rules, from monthly payments made to the Contractor.
17. The Contractor shall have separate PF/ESI codes and shall comply with the procedure laid down regarding remittances of statutory payments by Contractor. The Contractor will pay the wages to the contract labour and remittance towards ESI & PF contribution has to be done by the Contractor (both Employer's and Employee's contribution) and then only can claim the bills for payment along with the vouchers/ records for payments of wages and contribution. Along with the Bills of each month, details indicating PF remittance for the previous month in respect of each of the personnel engaged by the Contractor for carrying out the concerned jobs, in the first page of Form 6A, prescribed under the Employees PF & Misc. Provision Act 1952, need to be submitted by the Contractor, along with other necessary documents. The work carried out during the period shall be certified by the Section Head concerned. Bills will be cleared only after satisfying that applicable PF/ESI remittances in respect of all the concerned personnel have been made by the Contractor for the previous month.
18. In addition, in the month of May, the Contractor should submit the documents in Forms 12A, 6A & 3A prescribed under the PF Act, pertaining to the full year (previous Financial Year), along with his bill for the month of April of that year, and this bill should be cleared for payment only after verifying from these documents, that all the necessary deposits for the full year have been paid by the Contractor into the individual accounts of all personnel engaged by the Contractor, during the previous year.
19. The Contractor shall not, without the prior written approval of the Accepting Officer, assign or transfer the contract or any part thereof or any share, or interest therein to any other person / Firm.
20. All statutory changes must be ensured by the Contractor in line with the State / Central Government Laws, like ESI, PF, EDLI, Payment of Wages Act etc. as applicable during the period of contract.
21. The Tenderer should indicate the Licence Number issued by the Competent Authority and the number of employees / workforce for which the Licence is valid.

22. Only those Contractors having separate PF and ESI Code numbers are eligible for submission of quotation.
23. The persons who have attained the age of 60 years should not be engaged by the Contractor.
24. The Contractor shall comply with all the requirements of labour laws and ensure maintenance of the following registers:
- a) Payment of Wage Register
 - b) Attendance Register
 - c) Copies of ESI Challan
 - d) Copies of PF Challans
25. The tenure of the Contract will be initially upto 29/02/2016 and Southern Printing Group, SOI reserves the right to terminate the contract awarded at any time during the currency of the contract without assigning any reasons by giving one month notice in writing.
26. In the event of -
- a) Continuous non-supply of required Personnel as per the Terms and Conditions given above will entail termination of the contract permanently.
 - b) Breach of any of the Terms and Conditions herein contained or otherwise stipulated in the tender documents / agreements, the contract will be terminated without any compensation.
 - c) In case of the Contractor not adhering strictly to the terms and conditions of this contract, the contract will be terminated by southern Printing Group , SOI forthwith.
27. All disputes or differences whatsoever arising between the parties out of or relating to the construction, meaning and operation or effect of this contract or the breach thereof shall be settled amicably by the sole arbitrator i.e. the Surveyor General of India, Dehra Dun.
28. The Contractor shall submit the bill for each calendar month on monthly basis and payment will be made within fifteen days from the receipt of bill, provided the bill fulfills all the stipulated conditions. The payment should be made to all the contract workers by 7th of every month in the presence of an authorized Gazetted officer of Southern Printing Group. and a copy of Aquittance Roll should be submitted to this office on or before 15th of every month. Payment of ESI/PF challan for the current month should be submitted to this office for release of payment in the following month.
29. The Contractor shall enter into an agreement on stamp paper within ONE MONTH from the date of award of the Work Order.
30. The contract workers to be deployed should be on the rolls of the Contractor. The Supervisor of the contractor has to mark the daily attendance of manpower supplied while entering into office at security gate and get it countersigned by authorized representative of Southern Printing Group

31. The Tenderers are advised to take into account all factors including any fluctuations in revision of wages, Service taxes etc. that may take place due to Govt. orders. No claim will be entertained on this account after opening of tenders or acceptance of the tender or during the contract period.
32. The interested Manpower Service Providers may submit the tender document complete in all respects alongwith other requisite documents by **27-03-2015** upto **1300** Hrs. in the tender box kept in the Reception of Southern Printing Group Survey of India, Uppal, Hyderabad – 500 039.
33. The interested agencies are advised to submit their bids in a sealed envelope, super scribed by the statement “Providing Manpower Services to Southern Printing Group contract basis for the trade of **“Contract Labourer”**, addressed to The Director Southern Printing Group, Survey of India, Uppal, Hyderabad – 500 039. The agency should submit their quote in a sealed envelope.
34. Merely submitting the tender with all the requirements does not bind this Office to accept the lowest tender and the Competent Authority Director Southern Printing Group reserves the right to reject any or all of the tenders received without assigning any reason. Tenders not fulfilling any of the prescribed conditions or incomplete in any respect are liable to be rejected.
35. All rates should be quoted as per the Proforma given in Para IV of the tender document.
36. All entries in the tender form should be legible and filled clearly. **No overwriting or cutting is permitted in the Tender Form. In such cases, the tender shall be summarily rejected.** However, the cuttings, if any, in the Bid Application must be initialed by the person authorized to sign the tender bids.
37. The tenders shall be opened on the scheduled date and time at **1500** Hrs. on **30-03-2015** in chamber of Director, Southern Printing Group in the presence of the representatives of the Manpower Service Providers, if any, who wish to be present on the spot at that time.
38. The contract shall commence from 01.04. 2015 and shall continue till 29.02.2016 extendable upto one year unless it is curtailed or terminated by this Office owing to deficiency of funds, sub-standard quality of manpower deployed, breach of contract etc or change in requirements of this office.
39. The contract shall automatically expire on **29.02.2016** unless extended further by the mutual consent of contracting agency and this Office .
40. The contract may be extended, on the same terms and conditions or with some additions / deletions / modifications, for a further specific period mutually agreed upon by the successful service provider and this Office

41. This Office at present, has tentative requirement of Tea Maker, Wash Boy, Bearer on urgent basis. The requirement of this Office may further increase or decrease marginally, during the period of initial contract also and the tenderer would have to provide additional manpower services, if required, on the same terms and conditions within a week after placing the indent in writing.
42. The tenderer will be bound by the details furnished by him / her to this Office 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.
43. This Office reserves right to terminate the contract after giving a month's notice to the contracting agency for unsatisfactory performance of the work/services or for securing the tender by furnishing false information.
44. The Service Provider shall nominate a coordinator who would be responsible for immediate interaction with this Office so that optimal services of the persons deployed by the agency could be availed without any disruption.
45. The entire financial liability in respect of manpower services deployed in this Office shall be that of the service provider and this Office will in no way be liable.
46. For all intents and purposes, the service provider shall be the "Employer" within the meaning of different Labour Laws in respect of manpower so employed and deployed in this Office **The persons deployed by the service provider in this Office shall not have any claim whatsoever like employer and employee relationship against this Office.**
47. The service provider shall be solely responsible for the redressal of grievances / resolution of disputes relating to persons deployed. This Office shall, in no way, be responsible for settlement of such issues whatsoever.
48. This Office shall not be responsible for any financial loss or any injury to any person deployed by service provider in the course of their performing the functions/duties, or for payment towards any compensation.
49. The persons deployed by the service provider shall not claim nor shall be entitled to pay, perks and other facilities admissible to regular / confirmed employees of this Office during the currency or after expiry of the contract.
50. In case of termination of this contract on its expiry or otherwise, the persons deployed by the service provider shall not be entitled to and will have no claim for any absorption in the regular / otherwise capacity in this Office.
51. The Service provider's person shall not claim any benefit/compensation/absorption/ Regularization of services with office under the provision of Contract Labour (Regulation & Abolition) Act, 1970.

52. The firms should have allotment of PF/ESI code number under the provisions of EPF and Misc provisions Act 1952 and ESI Act 1948 Scheme. The service provider shall comply with all the legal requirements for obtaining Licence under Contract Labour (Regulations and Abolition) Act, 1970 if any, at his own part and cost. The award of Contract will be subject to the fulfillment of the conditions laid down in Rules 157, 158 and 160 of GFR, 2005 as amended from time to time.

53. The service provider shall provide a substitute well in advance if there is any probability of the person leaving the job due to his/her own personal reasons.

54. The contractor shall at all times indemnify Southern Printing Group SOI against all claims, damages or compensations and compliance laid down under the provisions of payment of Wages Act 1936, Minimum Wages Act 1948, Employer's Liability Act 1938, Workmen's Compensation's Act 1923, Industrial Disputes Act 1947, Maternity Benefit Act 1961, Contract Labour(Regulation & Abolition) Act 1970 or any modifications thereof or any other law/statutes relating thereto and Rules thereunder from time to time.

55. The contractor shall be liable to pay its contributions and Employee's Contributions to the State Insurance Scheme and the Provident Fund/Employee's Pension Fund in r/o all Employees employed by them for the execution of the work / service in accordance with the provisions of "The Employees State Insurance Act 1948" and the "Employees Provident Fund and Miscellaneous Provisions Act 1952", Employees Deposit Linked Insurance Scheme, Employees Pension Scheme etc. respectively, as amended from time to time and within the period prescribed in the respective statutes/rules made there under.

56. The service provider shall maintain all statutory registers under the Law. The agency shall produce the same, on demand, to the concerned authority of this Office or any other authority under Law.

III. APPLICATION – BID

For Providing Manpower Services to Southern Printing Group

1. Name and address of the firm with Phone
No. _____ :
2. Person / persons to be contacted _____ :
3. PAN Number (Proof to be submitted) _____ :
4. Experience (proof to be submitted) _____ : No. of Years _____
(Furnish details as per para 33 of
Terms & Conditions)
5. PF Code No. (Proof to be submitted) _____ :
6. ESI Code No. (Proof to be submitted) _____ :
7. Income Tax Returns for the previous three _____ :
Years
8. Copy of Labour Licence to be obtained from _____ :
the Office of Regional Labour Commissioner
(Central)
9. Service Tax Regn No. _____ :
(Proof to be submitted)
10. EMD as mentioned in sub-para (2) of Para II _____ :
of terms & conditions to be enclosed. (Tender
shall be considered as invalid and rejected if it
does not accompany the appropriate EMD.
Separate DD's should be remitted for each trade)
 - a) Name of the Nationalized/ Scheduled
Bank & Branch _____ :
 - b) Bankers Cheque/Pay Order/Demand
Draft No. _____ :

11. Tender document fee Rs. 105/- :
(Fee Rs. 100/- + 5% VAT Rs. 5/-)
(to be enclosed)
- a) Name of the Nationalized/Scheduled :
Bank & Branch
- b) Bankers Cheque/Pay Order/ Demand :
Draft No.

Tender will be rejected if it is not accompanied by Tender fee.

Certified that all Terms and Conditions of Tender have been read understood and acceptable to us. All pages of Tender form are duly signed and submitted herewith. Further certified that all the information provided is true and correct.

NOTE: Incase all columns are not filled up, the tender is liable to be rejected.

Encl: Terms & Conditions.

SIGNATURE OF THE TENDERER
(With Rubber Stamp)

Station: Hyderabad.

Date:

IV. RATES FOR WAGES - PROFORMA

For Providing Manpower Assistance to Southern Printing Group rates are to be quoted showing the details of wages as per the Proforma.

Important points :

1. **A Tender with rates quoted less than minimum wages will be summarily rejected.**
2. **A Tender with service charges less than the TDS will be summarily rejected.**
3. Under the Column 'Details of wages', rates are to be quoted only for the components mentioned under the column. In case any agency quotes for any other or additional component, the quote of that agency will be rejected.
4. The rates quoted by the tendering agency should be inclusive of all statutory/ taxation liabilities in force at the time of entering into the contract.
5. The payment shall be made on conclusion of the calendar month only on the basis of no. of working days for which duty has been performed by each manpower. No payment will be made by this office for leave period except for weekly off.

RATES OF WAGES

1. Name of tendering Manpower Service Provider :
2. Trade: Tea Maker , Wash Boy, Bearer
3. *Rate per person per month: Rs. _____

PROFORMA

S.No.	Details of wages	Amount (in Rs.)	Remarks/Explanation
1.	Actual Basic+ VDA As per the category of the trade (The amount for one day is to be given)		To be paid by the Contractor to the labourers after deducting the employees share of PF (12%) & ESI (1.75%)
2.	ESI Contribution @ 4.75% of Sl. No.1		To be paid by the Contractor to the PF & ESI authorities along with the employees contribution deducted as at (1) above.
3.	PF Contribution @ 13.61% of Sl. No.1		
4.	Bonus	9.41	Bonus amount to be given by the agency @ Rs. 3500/- p.a.
5.	TOTAL (1+2+3+4)		P
6.	Service charges (in Rupees)		Amount to be stated (No change in service charges is allowed in the middle of Contract)
7.	TOTAL (5+6)		
8.	Service Tax 12.36% of (7)		Amount to be stated (NOTE: 75% of 12.36% will be remitted directly to the Govt. by the Department)
9.	TOTAL AMOUNT QUOTED (in Rupees) (7+8)		
10.	Total amount for month (i.e. 30 days)		

***Rates are to be quoted in accordance with the Minimum Wages Act as applicable**

***TDS @ 2.04% will be calculated on Col.7 and deducted from the payment made to the Contractor**

**Signature of the owner/authorized
representative**

V. FINANCIAL

1. The successful tenderer will have to deposit performance security amount of **5% of yearly estimate for the services contracted** in the form of Fixed Deposit Receipt (FDR) made in the name of the E & AO, Southern Printing Group, Survey of India, Uppal, Hyderabad covering the period of contract. In case, the contract is further extended beyond the initial period, the FDR will have to be accordingly renewed by the successful tenderer.
2. In case of breach of any terms and conditions attached to this contract, the Performance Security Deposit of the agency will be liable to be forfeited by this In Office besides annulment of the contract.
3. **No intermittent revision of rates will be made during the period of contract.**
4. The agency shall raise the bill, in duplicate, along with attendance sheet duly verified by concerned reporting Officer of Southern Printing Group in respect of the persons deployed and submit the same to E & AO, SOUTHERN PRINTING GROUP in the first week of the succeeding month. As far as possible the payment will be released by the second week of the succeeding month.
5. The claims in bills regarding Employees State Insurance, Provident Fund, Service Tax and Professional Tax etc. should be necessarily accompanied with documentary proof clearly showing the names of each personnel engaged by the agency, pertaining to the concerned bill month. A requisite portion of the bill / whole of the bill amount shall be held up till such proof is furnished, at the discretion of this Institute.

VI. INSTRUCTIONS TO TENDERERS

1. A company /Firm shall submit not more than one tender for a single trade.
2. Tenderers are advised to inspect, examine the nature of work & requirement of work and satisfy themselves before submitting their tenders.
3. A tenderer shall be deemed to have full knowledge of nature and area work, whether they inspect it or not and no extra charges consequent on any misunderstanding or otherwise shall be allowed.
4. Submission of a tender by tenderer implies that the tenderers have read this notice and all other contract documents and have made themselves fully aware of the scope of work, Terms and conditions, rates etc. and local conditions and other factors bearing on the execution of the works.
5. The sealed tender shall be accompanied by Earnest Money Deposit as mentioned in Para 2 of Terms & Conditions by way of Demand Draft drawn at any nationalized Bank in favour of the “ Regional Pay & Accounts Officer, Survey of India, Hyderabad “.
6. The tender without accompanying EMD shall be liable for rejection.
7. The successful tenderer will be required to furnish performance security deposit for the fulfillment of the contract, which shall be 5% of the contract.

8. The Contractor shall deposit the performance security money within 30 days of acceptance of work or before commencement of work whichever is earlier.

9. Any delay in depositing the security deposit as above shall attract a penal recovery for the delay period on the security deposit amount @ 2% p.m.

10. The EMD will be returned to the unsuccessful bidders on finalization of tenders. However, no interest shall be paid on the EMD.

11. The contractor has to make his own arrangements for transportation/conveyance of his employees to the respective work spots, etc. for works.

Sd/-
(Joy Kongari)
Director
Southern Printing Group
Uppal
Hyderabad -500 039.