

**SURVEY OF INDIA
DEPARTMENT OF SCIENCE AND TECHNOLOGY
GOVT. OF INDIA**

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

No. S- 201 / 5-N-Outsourcing

Dated: 30-01-2017

**TENDER DOCUMENT FOR THE SERVICES OF OUTSOURCED
MANPOWER**

The Director , M & G GDC, Survey of India , Phulenagar, Alandi Road, Pune-411006 , invites Sealed tender on prescribed proforma procuring the services of outsourced manpower for office duties of Survey of India as per details furnished below : -

1.0 PARTICULARS OF THE TENDER

- | | | |
|-----|--|--|
| (a) | Designation and address of the authority inviting tender | : The Director
M & G GDC, Survey of India
Phulenagar, Alandi Road,
Pune: 411006 |
| (b) | Last date and time of receiving tenders | : 23-02-2017 (4-00 pm) |
| (c) | Date and time for opening tenders | : 23-02-2017 (04-30 pm) |
| (d) | Total Number of pages of tender document | : 10 |
| (e) | Earnest money | : Rs. 2,500/- |

2.0 Scope of WORK

DETAILS OF REQUIREMENTS

Sl. No.	Description of Category	Criteria	Approx. Required No.	Approx. Period	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. And has to look after the job related to estate.	4	12 Months	1. Number 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. 2. Period may be further curtailed or extended depending on the requirement .
4.	Driver	He should posses a valid driving license , be able to drive Utility / 4X4 Jeep , able to carry out minor repairs and maintain the Vehicle. should be strong & stout ,not having any ill habits nor any disease.	1	12 Months	

5.0 TERM AND CONDITIONS

- (i) The outsourced manpower will be provided at the office for six days in a week from Monday to Saturday.
- (ii) 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.
- (iii) A copy of acquaintance showing the payment to each outsourced manpower should be furnished to us along with the bill.
- (iv) Tender (Annexure A ,B and C) duly filled in and signed by the tenderer must be addressed to “Director, M&G GDC. Survey of India, Phule Nagar, Pune -411006” and not to any individual by name and should be sent either by post or should be dropped in the Tender Box kept in the M&G GDC. Survey of India, Phule Nagar, Pune - 411006, latest **by 1600 (hrs) on 23 /02/2017**.
- (ii) Each page of the tender must be signed by the tenderer. The sealed cover containing tender should be superscripted “**Tender for outsourced manpower ..due on 23-02-2017**”. Tender to be sent under an outer sealed envelope duly marked as above, if sent by Post.
- (iii) Director, M&G GDC. Survey of India, shall not be responsible for any postal delay or non-receipt of tender by due date and time due to any reason whatsoever may be.
- (iv) If the due date of receipt/opening of Tenders falls on Holidays, the tenders shall be received/opened on the next working day at the same time as specified above. An

authorized representative of the Bidder/Firm may remain present during the opening of the tenders. They may enquire on phone (020-64008044 ext. 220) before they come.

- (v) The rates quoted should be on monthly wages basis i.e per man per month. The rates quoted/offered should be firm and final and should be inclusive of all taxes as applicable. Service Tax, EPF, Employers Contribution Fund, Employers Contribution on ESIC should be indicated separately. Any other Tax imposed by the Govt. to be paid by the firm . Minimum Wages as per labour act shall be observed for each item of the rate quoted. EDL/EPF/PF/ESI/ESIC Administration or Agency Charges or any other Tax should be as far as possible mentioned clearly with percentage (wherever applicable). However the Board shall consider only the total amount for the purpose of acceptance of tender. The rates offered should be valid for one year from the date of opening of the tender and can be extended up to the one year depending on the services and requirements. Any offer falling short of the validity period is liable for rejection.
- (vii) Earnest money Rs 2,500/- (Rs two thousand five hundred only) in the shape of Demand Draft/Call Receipt of any Nationalized/ scheduled Bank in favour of **E&AO, M&G GDC, SURVEY OF INDIA, PUNE** should be furnished along with the tender.
- (vii) Security deposit @ 10% of the tender value (i.e approved rate per person per month X person X 10%) in the shape of Demand Draft /Call Receipt of any Nationalised Bank in favour of **E&AO, M&G GGDC, SURVEY OF INDIA, PUNE** is to be submitted by the successful tenderer.
- (viii) If the successful tenderer fails to furnish the security deposit then the whole earnest money shall be forfeited without any reference to the tenderer.
- (ix) Earnest money of all unsuccessful tenderer will be returned within 30 days of the award of Contract. EMD of the successful tenderer would be returned only after the receipt of security deposit.
- (x) All tenderes should enclose photocopies of the following documents along with the Tender Offer.
- i) Valid Registration Certificate & License from the Labour Commissioner.
 - ii) Valid EPF registration and Provident Fund A/C No.
 - iii) ESIC Registration.
 - iv) Copy of PAN/TAN
 - v) Service Tax Registration Certificate
 - vi) Certificate/Proof showing that the Service Tax has been paid up to March 2016.
 - vii) Income Tax return for last three years
 - viii) Agency detail as per Annexure 'C'.
 - ix) The tenderer with previous experience of having done a similar work for some other organization/offices etc. is desirable . The attested copies of job order and termination order is to be submitted along with the tender.
- (xi) The tenderer should furnish a certificate that all the terms and conditions of the tender document are understood by the tenderer and ready to abide by the same without any variation.
- (xii) The bidder is expected to examine all instructions forms, terms and conditions in the Tender Documents. Failure to furnish all information required by the tender documents

- may result in rejection of tender offer. Tender should be neatly filled in and the person signing the tender should duly authenticate any errors or corrections in the tender.
- (xiii) Evaluation of tender shall be done based on the information furnished by the tenderer. Responsiveness of the tender shall be determined based on the technical and financial capability of the tender to execute the contract. In case any information is found to be incorrect/false, the tender shall be considered as non-responsive.
 - (xiv) **Director, M&G GDC, Survey of India** reserves the right to use and interpret the bids as it may, in its discretion, consider appropriate. **Director, M&G GDC, Survey of India** may contact and verify tenderer's information; references and data submitted in the tender and may seek clarification in writing from tenderer by fax. Tenderer shall promptly reply by fax within the time limit specified in the clarification letter.
 - (xv) **Director, M&G GDC, Survey of India** reserves the right to reject any or all tenders without assigning any reasons thereof. Tender received after due date and time of submission of tender, as mentioned above shall be summarily rejected.
 - (xvi) The agency providing the service of outsourced manpower will furnish a certificate that none of the Personnel were discharged from the service on ground of criminal charges, theft and unreliability. Police verification of all personnel deployed will be responsibility of the service provider.
 - (xvii) The service provider shall ensure that the behavior of the outsourced Personnel deployed by them is decent. The service provider shall be fully responsible for misconduct and indecent behavior by the outsourced Personnel so deployed. Such outsourced Personnel, whose conduct is reported against, shall have to be immediately replaced.
 - (xviii) The service provider shall furnish an affidavit that none of their outsourced Personnel deputed to work under this contract will later ask for employment under the Government. If the services provided by the contractor are not found satisfactory, the contract can be terminated by Survey of India with immediate effect.
 - (xix) The agency shall deploy the full strength of personnel all the time and shall maintain a list of the reserve to provide the replacement and supplement the strength. Outsourced Personnel deputed to work under this contract in no case shall be treated as the employees to the Government and will not be entitled for any other facilities such as Leave, Medical etc and any other allowances of the Government at any point of time.
 - (xx) Payment to the Service provider for the manpower deployed will be made on monthly basis by the office after deduction of Tax at the rates in force. Payment will be made only after successful completion of services for that period.
 - (xxi) Payment to the outsourced manpower should be made by depositing in individual Bank account and a copy of acquaintance showing the payment to each Personnel should be furnished to our office. In no case any payment shall be made by our office directly to the personnel so hired.
 - (xxii) In case of payment of hiring charges to be made for a period of less than one month, in that case payment will be made on pro-rata basis.
 - (xxiii) The Service Provider shall not press a claim for any pecuniary compensation in case the payment for any particular month is delayed as a result of administrative and financial reasons.

- (xxiv) If any dispute or difference shall arise including this contract the settlement of which is not hereinbefore provided for the same shall be referred to the arbitration of the Surveyor General of India or if he is unable or unwilling to act as arbitrator to the arbitration of any person nominated by him in writing and the decision of such arbitrator shall be final and binding on the parties to this contract.
- (xxv) This tender is meant only to finalize the rates for the services of outsourced manpower. The successful tenderer will have to enter into further Agreement with the Director, M&G GDC according to Terms & Conditions mentioned in the enclosed Annexure "D" and involved expenditure should be borne by the tenderer.
- (xxvi) **Director, M&G GDC, Survey of India** shall consider only the consolidated/total rate quoted by the tenderer without going into the item wise details. The rates should be firm & final. No request for increase in rates due to any reason whatsoever shall be entertained. Further, the tender shall themselves be responsible to ensure compliance with the Minimum Wages Act/Rules and statutory provisions of the Labour Act.
- (xxvii) If successful tenderer fails to provide the services of outsourced manpower at the accepted rates on the scheduled date & time, the contract awarded to him shall be cancelled & Security deposit will be forfeited. The contract shall thus be awarded to such firm whose rates are found next subject to other conditions stipulated in the tender document.

8. COMPLIANCE WITH LABOUR REGULATIONS

During continuance of the contract, the contractor shall abide at all times by all existing labour enactments and rules made there under, regulations, notifications and bye laws of the State or Central Government or local authority and any other labour law (including rules), regulations, bye laws that may be passed or notification that may be issued under any labour law in future either by the State or the Central Government or the local authority. The contractor shall keep the **M&G GDC, Survey of India** indemnified in case any action is taken against the **M&G GDC, Survey of India** by the competent authority on account of contravention of any of provisions of any Act of rules made there under, regulations or notifications including amendments. If the **M&G GDC, Survey of India** is caused to pay or reimburse, such amounts as may be necessary to cause or observe, or for non observance of the provisions stipulated in the notification/bye laws/Acts /Rules/Regulations including amendments, if any, on the part of the contractor, **M&G GDC, Survey of India** shall have the right to deduct any money due to the contractor including his amount or Security deposit. **M&G GDC, Survey of India** shall also have right to recover from the contractor any sum required or estimated to be required for making good the loss or damage suffered by the him.



(N. R. BISWAL)
Director
Maharashtra & Goa GDC

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

Name of the Firm with address :

Description of Documents	Details	
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	₹ 2,500/- vide DD No.	dt.
7) Terms & Condition		

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

QUOTED RATES

(Quoted 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.)

Sl.No.	Details	Computer Typist	Driver
1.	Actual Basic + VDA As per the category of the trade (The amount for one month is to be given)		
2.	EPF @ 13.61% on Sl. No. 1		
3.	ESI @ 4.75% on Sl. No. 1		
4.	Any other charges / allowances		
5.	TOTAL (1+2+3+4)		
6.	Service charges/ Administrative charges of agency .		
7.	TOTAL (5+6)		
8.	Service Tax 15% of (7)		
9.	Total amount quoted (7+8)		

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

Date :
Place :
Phone No. :

TENDER OFFER

To,

The Director,
Maharashtra and GoaGDC.
Survey of India
Phule Nagar,
Pune 411006.

Ref: Tender No. S- 201 / 5-N-Outsourcing dt. 31-01-2017

After having examined the tender documents including all Annexure, we offer to provide services of **outsourced Personnel** in accordance with the said tender document.

We undertake, if our tender offer is accepted, to commence the services within _____
(Number) days from the date of signing of the Contract Agreement.

If our tender offer is accepted we will submit a Security deposit for a sum of Rs _____/- (Rs _____ only) for the due performance of the contract.

We hereby agree to abide by this Tender offer for one year and the same shall remain binding upon us and may be accepted at any time before the expiry of that period.

We are aware that you are not bound to accept the lowest or any offer you may receive.

Dated this _____ day of _____ 2017.

Signature: _____

(_____)

Duly authorized to sign the tender offer for and on behalf of

AGENCY DETAILS

NAME OF AGENCY :

OWNERS NAME :

REGISTRATION No. :

SERVICE TAX PARTICULARS :

PAN NUMBER :

CONTRACT LABOUR LICENSE CERTIFICATE No. :

E.P.F. CODE No. :

ESI Code No.

TELEPHONE Nos. :

RESIDENTIAL ADDRESS :

BANKER'S NAME & ADDRESS :

EXPERIENCE (YEARS) :

**LIST OF MAJOR CLIENTS (ENCLOSE COPY
OF ORDERS/CONTRACTS ALONG WITH WORK,
WORK DETAILS, PERFORMANCE REPORT**

**ANY OTHER INFORMATION/DOCUMENTS
WHICH MAY HELP SOI IN ASSESSING
TENDERER'S CAPABILITIES FOR AWARD
OF CONTRACT**

Signature of the tenderer with seal & date

Draft AGREEMENT

This agreement is made on this -----day of -----2017(Two Thousand seventeen between the **Director , Maharashtra & Goa GDC, Survey of India, Pune**, hereinafter called as PRINCIPAL EMPLOYER, and the M/S XX (hereinafter called as Agency)

Whereas Agency have agreed to provide out sourced manpower to the Principle Employer who have agreed for utilizing the Services of Agency on contract under the terms and conditions in succeeding paras.

1. The **outsourced manpower** will be provided by Agency at the following monthly rates:-
 - (a) Computer Typist : xx Nos. @ Rs. (including 15 % Service tax) per month per **Computer Typist**
 - (b) Driver : xx Nos. @ Rs. (including 15 % Service tax) per month per **Driver .**
2. The period of entrustment /contract of above Personnel to the Principal Employer shall be for a period of 12 months from **01-03-2017 to 28-02-2018** . However, in the event of service rendered being found unsatisfactory or due to any other unpalatable reasons, the contract can be short closed by Principal Employer with immediate effect . The contract period can also be extended for one year more with the mutual consent of both the parties on the same terms and conditions.
3. The **outsourced manpower** will be provided by Agency should be available for work for 8 hours (With half hour lunch break) for six days in a week from Monday to Saturday every day at field or as per requirement of Principal Employer.
5. A copy of acquaintance showing the payment to each outsourced manpower should be furnished to us along with the bill every month .
6. That the Agency will furnish a certificate stating that the outsourced manpower are trained and none of them was discharged from any service on the ground of criminal charges, theft & unreliability.
7. That the personnel provided by Agency 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 Principal Employer or any other officer authorized by him.
- 10.. That the **unskilled personnel** 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 **unskilled personnel** 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 whose services are provided by the Agency who is not considered to be orderly in discharge of his duties.
12. That the outsourced manpower provided by the agency 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) as security for compliance with the terms and conditions of this contract.
15. The names of the personnel whose services are provided by the agency shall be made known to Principal Employer 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 **personnel** as per Minimum Wages Act in the premises of Survey of India , and in the presence of authorized representatives of Principal Employer 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 PF, ESI in details and service tax to Director every month along with the bill.
18. The personnel provided by the Agency for this purpose shall conduct as per orders of the officer authorized by Principal Employer in case of any sort of lapse, misbehavior and misconduct of any person so provided , 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 14% on the total billing,
21. TDS as per Govt. of India notification shall be deducted from raised bill.
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 contractor

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

in the presence of : -

in the presence of : -

1st Witness

1st Witness

Address

Address

2nd Witness

2nd Witness

Address

Address