

SURVEY OF INDIA
INDIAN INSTITUTE OF SURVEYING & MAPPING
UPPAL, HYDERABAD – 500 039
Phone: 04027201181 Extension: 262 Fax: 040 27200286

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 **01.06.2013 to 28.02.2014** as per the details below:-

S.No.	Trade	Category	Approximate No. of persons
1.	Security Guards (Civil, without arms)	Unskilled	27
2.	Firemen	Unskilled	12
3.	Fire Engine Driver-cum-pump operator	Unskilled	4
4.	Pharmacist	Skilled	3
5.	Dresser	Semi skilled	1
6.	Safaiwala	Unskilled	3
7.	Mali	Unskilled	2
8.	Clerk	Skilled	8
9.	Local Mazdoor	Unskilled	50 persons per month

2. Period of issue of Tender Document : **27.03.2013 to 15.04.2013**
3. Date and time for submission of Tender Document : **From 10.00 AM to 01.00 PM on all working days from 27.03.2013 to 15.04.2013.**
4. Date and time for opening of Tenders : **At 3.00 PM on 15.04.2013.**
5. The Contractors having separate PF & ESI Code numbers with minimum two years of experience in supplying manpower to Govt. Offices are eligible to participate in the Tendering process.
6. Tender Document fee: **Rs. 525/-** ;
(Fee Rs. 500 + 5% VAT Rs. 25/-)
 - 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 Office of the Additional Surveyor General, Indian Institute of Surveying & Mapping, Uppal, Hyderabad. The Local mazdoor may also be required to work at the Camp sites at Kondapur/Bhongir/Inamguda or any other place within 40 kms from the office.

2. The Earnest Money Deposit will have to be submitted in the shape of Demand Draft drawn in favour of “ E.& A.O., I.I.S.& M., 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.)	S.No.	Trade /Service	Amount of EMD(Rs.)
1.	Security Guards (Civil, without arms)	60,000/-	6.	Safaiwala	5,000/-
2.	Firemen	26,000/-	7.	Mali	3,000/-
3.	Fire Engine Driver-cum-pump operator	9,000/-	8.	Clerk	20,000/-
4.	Pharmacist	7,000/-	9.	Local Mazdoor	90,000/-
5.	Dresser	2,000/-	-	-	-

3. Tenders at variance with I.I.S.& M., Survey of India conditions are liable for rejection.

4. The Contractor shall indemnify SOI, Indian Institute of Surveying & Mapping to cover any cost, damages or loss whether direct, indirect or consequential as may be suffered or shall be suffered by I.I.S.& M., 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 01.06.2013 to 28.02.2014. The period can be extended for one more year.

6. The Contractor shall have a valid Licence from the Competent Authority to engage contract labour under Contract Labour (R&A) Act. The Contractors must have a valid Labour licence only from the office of Regional Labour Commissioner (Central), ATI Campus, Shivam Road, Hyderabad. The Labour Licence obtained from other agencies is not acceptable and the quotation will be rejected.

7. The Tenderers should have a valid licence for engaging manpower, failing which the tender is liable for rejection. Copy of the above licence should be enclosed with the tender form.

8. 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.

9. 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 Additional Surveyor General, Indian Institute of Surveying & Mapping, Uppal, Hyderabad on payment of Rs. 525/- (including VAT of 5%).

10. 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.

11. 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 I.I.S.& M., SOI shall not be responsible nor liable to pay any amounts for any reason what-so-ever.

12. The relationship between I.I.S.& M., 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 I.I.S.& M., SOI and the Contractor or between I.I.S.& M., 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 I.I.S.& M., SOI. They cannot claim permanency of job.
13. In the event of any damage or loss caused to the property of the I.I.S.& M., SOI due to acts of the persons engaged by the Contractor, the Contractor shall indemnify such losses.
14. The SOI, I.I.S.& M. 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.
15. The Tenderer is deemed to have read, understood and accepted all the conditions while signing on all pages.
16. The tender document is non-transferable and shall be submitted along with all other enclosures duly completed and signed on every page.
17. Income Tax as applicable will be recovered at source as per rules, from monthly payments made to the Contractor.
18. 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 (both Employer's and Employee's contribution) and then only 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.
19. 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 (PF & FP) for the full year have been made by the Contractor into the individual account of all personnel engaged by the Contractor during the previous year.
20. 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.
21. 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 during the period of contract.
22. The Tenderer should indicate the Licence Number issued by the Competent Authority and the number of employees / workforce for which the Licence is valid.

23. Only those Contractors having separate PF and ESI Code numbers are eligible for submission of quotation.
24. The persons who have attained the age of 58 years should not be engaged by the Contractor.
25. 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
26. The tenure of the Contract will be initially upto 28.02.2014 and I.I.S.& M., SOI reserves the right to terminate the contract awarded at any time during the currency of the contract without assigning any reasons by giving Three months notice in writing.
27. 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 performing the contract as per Terms and Conditions of this contract, the contract will be terminated by I.I.S.& M., SOI by giving ONE-MONTH notice, and the same will be binding on the Contractor.
28. 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.
29. 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 I.I.S.& M. and a copy of Acquittance 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.
30. The Contractor shall enter into an agreement on stamp paper within ONE MONTH from the date of award of the Work Order.
31. 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.
32. 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.

33. The Contractor shall provide details of experience in the following manner and attach copies of the purchase / Work orders of the organization, in which contract services of this nature were / are being provided.

Sl.No.	Name & Address of the organization.	Nature of work involved	No. of personnel engaged.	Period of Engagement.
1				
2				
3				
4				

34. The interested Manpower Service Providers may submit the tender document complete in all respects alongwith other requisite documents by 15.04.2013 upto 1300 Hrs. in the tender box kept in the ground floor, near the Library, in Indian Institute of Surveying & Mapping, Survey of India, Uppal, Hyderabad – 500 039.

35. The interested agencies are advised to submit their bids in a sealed envelope, superscribed by the statement “Providing Manpower Services to IIS & M on contract basis”, addressed to The Additional Surveyor General, Indian Institute of Surveying & Mapping, Survey of India, Uppal, Hyderabad – 500 039. The agency should submit their quote in a sealed envelope .

36. Merely submitting the tender with all the requirements does not bind this Institute to accept the lowest tender and the Competent Authority (Additional Surveyor General, IIS & M) 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.

37. All rates should be quoted as per the Proforma given in Para IV of the tender document.

38. 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 initialled by the person authorized to sign the tender bids.

39. The tenders shall be opened on the scheduled date and time at 1500 Hrs. on 15.04.2013 at IIS & M Board Room in the presence of the representatives of the Manpower Service Providers, if any, who wish to be present on the spot at that time.

40. The contract shall commence from 01.06.2013 and shall continue till 28.02.2014 extendable upto one year unless it is curtailed or terminated by this Institute owing to deficiency of service, sub-standard quality of manpower deployed, breach of contract etc or change in requirements of this Institute.

41. The contract shall automatically expire on 28.02.2014 unless extended further by the mutual consent of contracting agency and this Institute.

42. 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 Institute.

43. This Institute at present, has tentative requirement of Security Guards, Firemen, Fire Engine Driver-cum-pump operator, Pharmacist, Dresser, Safaiwala, Mali, Clerk & Local Mazdoor on urgent basis. The requirement of this Institute 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.

44. 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.

45. This Institute 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.

46. The Service Provider shall nominate a coordinator who would be responsible for immediate interaction with this Institute so that optimal services of the persons deployed by the agency could be availed without any disruption.

47. The entire financial liability in respect of manpower services deployed in this Institute shall be that of the service provider and this Institute will in no way be liable.

48. 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 Institute. **The persons deployed by the service provider in this Institute shall not have any claim whatsoever like employer and employee relationship against this Institute.**

49. The service provider shall be solely responsible for the redressal of grievances / resolution of disputes relating to persons deployed. This Institute shall, in no way, be responsible for settlement of such issues whatsoever.

50. This Institute 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.

51. 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 Institute during the currency or after expiry of the contract.

52. 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 Institute.

53. 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. Undertaking from the person to this effect will be required to be submitted by the service provider to this Institute.

54. 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 fulfilment of the conditions laid down in Rules 157, 158 and 160 of GFR, 2005 as amended from time to time.

55. 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.

56. The contractor shall at all times indemnify IIS&M, 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.

57. 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.

58. 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 Institute or any other authority under Law.

III. APPLICATION – BID

For Providing Manpower Services to Indian Institute of Surveying & Mapping

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) ATI Campus, Shivam Road,
Hyderabad. Licenses Obtained from other agencies
is not acceptable and the quotation will be rejected.
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. 525/- :
(Fee Rs. 500/- + 5% VAT Rs. 25/-)
(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: In case 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 Indian Institute of Surveying & Mapping, 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. 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.
3. 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.
4. 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 Institute for leave period except for weekly off.

RATES OF WAGES

1. Name of tendering Manpower Service Provider :
2. Trade : **Security Guards (Civil, without Arms) – (UnSkilled)**
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		Bonus amount to be given by the agency @ Rs. 3500/- p.a.
5.	TOTAL (1+2+3+4)		
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.	Tax deducted at source @ 2.04% of Sl.No.7		TDS as applicable will be deducted from the payment made to the Contractor.
9.	Service Tax 25% of 12.36% of (7-8)		Amount to be stated (NOTE: 75% of 12.36% will be borne by the Department)
10.	TOTAL AMOUNT QUOTED (in Rupees) (7-8+9)		
11.	Total amount per month		

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

**Signature of the owner/authorized
representative**

RATES OF WAGES

1. Name of tendering Manpower Service Provider :
2. Trade : **Firemen** – (UnSkilled)
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		Bonus amount to be given by the agency @ Rs. 3500/- p.a.
5.	TOTAL (1+2+3+4)		
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.	Tax deducted at source @ 2.04% of Sl.No.7		TDS as applicable will be deducted from the payment made to the Contractor.
9.	Service Tax 25% of 12.36% of (7-8)		Amount to be stated (NOTE: 75% of 12.36% will be borne by the Department)
10.	TOTAL AMOUNT QUOTED (in Rupees) (7-8+9)		
11.	Total amount per month		

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

**Signature of the owner/authorized
representative**

RATES OF WAGES

1. Name of tendering Manpower Service Provider :
2. Trade : **Fire Engine Driver cum-pump-operator – (UnSkilled)**
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		Bonus amount to be given by the agency @ Rs. 3500/- p.a.
5.	TOTAL (1+2+3+4)		
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.	Tax deducted at source @ 2.04% of Sl.No.7		TDS as applicable will be deducted from the payment made to the Contractor.
9.	Service Tax 25% of 12.36% of (7-8)		Amount to be stated (NOTE: 75% of 12.36% will be borne by the Department)
10.	TOTAL AMOUNT QUOTED (in Rupees) (7-8+9)		
11.	Total amount per month		

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

**Signature of the owner/authorized
representative**

RATES OF WAGES

1. Name of tendering Manpower Service Provider :
2. Trade : **Pharmacist** – (Skilled)
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		Bonus amount to be given by the agency @ Rs. 3500/- p.a.
5.	TOTAL (1+2+3+4)		
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.	Tax deducted at source @ 2.04% of Sl.No.7		TDS as applicable will be deducted from the payment made to the Contractor.
9.	Service Tax 25% of 12.36% of (7-8)		Amount to be stated (NOTE: 75% of 12.36% will be borne by the Department)
10.	TOTAL AMOUNT QUOTED (in Rupees) (7-8+9)		
11.	Total amount per month		

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

**Signature of the owner/authorized
representative**

RATES OF WAGES

1. Name of tendering Manpower Service Provider :
2. Trade : **Dresser** – (Semi Skilled)
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		Bonus amount to be given by the agency @ Rs. 3500/- p.a.
5.	TOTAL (1+2+3+4)		
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.	Tax deducted at source @ 2.04% of Sl.No.7		TDS as applicable will be deducted from the payment made to the Contractor.
9.	Service Tax 25% of 12.36% of (7-8)		Amount to be stated (NOTE: 75% of 12.36% will be borne by the Department)
10.	TOTAL AMOUNT QUOTED (in Rupees) (7-8+9)		
11.	Total amount per month		

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

Signature of the owner/authorized representative

RATES OF WAGES

1. Name of tendering Manpower Service Provider :
2. Trade : **Safaiwala** – (UnSkilled)
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		Bonus amount to be given by the agency @ Rs. 3500/- p.a.
5.	TOTAL (1+2+3+4)		
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.	Tax deducted at source @ 2.04% of Sl.No.7		TDS as applicable will be deducted from the payment made to the Contractor.
9.	Service Tax 25% of 12.36% of (7-8)		Amount to be stated (NOTE: 75% of 12.36% will be borne by the Department)
10.	TOTAL AMOUNT QUOTED (in Rupees) (7-8+9)		
11.	Total amount per month		

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

**Signature of the owner/authorized
representative**

RATES OF WAGES

1. Name of tendering Manpower Service Provider :
2. Trade : **Mali** – (UnSkilled)
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		Bonus amount to be given by the agency @ Rs. 3500/- p.a.
5.	TOTAL (1+2+3+4)		
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.	Tax deducted at source @ 2.04% of Sl.No.7		TDS as applicable will be deducted from the payment made to the Contractor.
9.	Service Tax 25% of 12.36% of (7-8)		Amount to be stated (NOTE: 75% of 12.36% will be borne by the Department)
10.	TOTAL AMOUNT QUOTED (in Rupees) (7-8+9)		
11.	Total amount per month		

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

**Signature of the owner/authorized
representative**

RATES OF WAGES

1. Name of tendering Manpower Service Provider :
2. Trade : **Clerk** – (Skilled)
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		Bonus amount to be given by the agency @ Rs. 3500/- p.a.
5.	TOTAL (1+2+3+4)		
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.	Tax deducted at source @ 2.04% of Sl.No.7		TDS as applicable will be deducted from the payment made to the Contractor.
9.	Service Tax 25% of 12.36% of (7-8)		Amount to be stated (NOTE: 75% of 12.36% will be borne by the Department)
10.	TOTAL AMOUNT QUOTED (in Rupees) (7-8+9)		
11.	Total amount per month		

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

**Signature of the owner/authorized
representative**

RATES OF WAGES

1. Name of tendering Manpower Service Provider :
2. Trade : **Local Mazdoor** – (UnSkilled)
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		Bonus amount to be given by the agency @ Rs. 3500/- p.a.
5.	TOTAL (1+2+3+4)		
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.	Tax deducted at source @ 2.04% of Sl.No.7		TDS as applicable will be deducted from the payment made to the Contractor.
9.	Service Tax 25% of 12.36% of (7-8)		Amount to be stated (NOTE: 75% of 12.36% will be borne by the Department)
10.	TOTAL AMOUNT QUOTED (in Rupees) (7-8+9)		
11.	Total amount per month		

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

**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 agency but hypothecated to the E & AO, Indian Institute of Surveying & Mapping, 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 Institute 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 IIS & M in respect of the persons deployed and submit the same to E & AO, IIS & M 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 of 2% of estimated value of services provided by way of Demand Draft drawn at any nationalized Bank in favour of the E.& A.O., Indian Institute of Surveying & Mapping, Survey of India, Uppal, 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.

12. The rates quoted per month shall be all inclusive and is to be arrived by multiplying the per day wages with 26 (kept as number of working days per month).

I. Eligibility & Duties For Security Guards

1. The security personnel will be deployed for round the clock service in the restricted area of CST & MP Campus at Uppal, Hyderabad comprising of 5 Directorates, Hostels, Guest House etc and at the open lands of Kondapur, Bhongir. The security personnel should work in 3 shifts i.e. from 0600 Hrs. to 1400 Hrs. (1st Shift), 1400 Hrs. to 2200 Hrs. (2nd Shift) and 2200 Hrs. to 0600 Hrs (3rd Shift) at the main entrance which is having entry and exit gates and at wicket gate which will be operational only for pedestrians and two & four wheelers (officers & Staff of SOI) only during the 0830 Hrs. to 0930 Hrs., 1245 Hrs. to 1400 Hrs. and 1700 Hrs. to 1800 Hrs.

2. The required qualifications for Security Guards should be as under :

- a) They should complete at least minimum Xth standard and will be reasonably literate who can read, write and speak in Hindi / English.
- b) They should be physically fit .
- c) They should not be more than 50 years of age.
- d) They should be able to maintain registers, gate passes and other records.
- e) They should be having supervisory ability and investigative aptitude.

II. Eligibility For Firemen

- (a) They should be 10th Class Pass from a recognized Board and should be able to read and write in English/Hindi.
- (b) Their height without chappals, should not be less than 5'5", Chest 33" with a minimum expansion of 2", weight 110 Lbs. (50Kgs.). They should be able to run a distance of 100 Yards with a load of 64 Kgs., in 1 minute and should be capable of climbing a rope or a vertical pipe to a height of 0.91 to 3.05 meters (3 to 10 feet) from the ground.
- (c) They should have the basic knowledge of handling of fire equipments & fire fighting skills.
- (d) They will have to work in shift duties of eight hours each.
- (e) They should be between 18 to 40 years of age.

III. Eligibility for Clerk / Typist / Computer Operator

- (a) Educational Qualification : Graduate
- (b) Skill : Typing in English & Hindi/Stenography and should be conversant with M.S. Office Software, Math's Formula writing, preparation of Excel sheets, Report etc.
- © Age should be between 20 to 35 years of age.
- (d) They should have a typing speed of 30 words per minute.
- (e) They will be required to work eight hours per day and 6 days in a week.

IV. Eligibility and duties for Pharmacists

Qualifications :

- (a) HSC. (XIIth Class) or 10 + 2 + Diploma in Pharmacy
- (b) Must be registered with Pharmacy Council
- (c) 2 Years' work experience in a reputed private hospital or Govt. Hospital as Pharmacist.
- (d) Should be between 22 to 40 years of age.
- (e) They will be required to work eight hours per day and 6 days in a week.

Duties of Pharmacist :

- (a) Dispensing Medicines as per MO's prescription.
- (b) Maintenance of Daily Medicine issue register / monthly register / store.
- (c) Updating the store ledger
- (d) Maintaining the inventory of Dispensary equipment surgical items etc.
- (e) Any other duties assigned by the MO I/c
- (f) Administering injections to patients under MO I/c guidance.

V. Eligibility for Fire Engine Driver

Essential :

- (a) Should be below 45 years of age.
- (b) should possess a valid civil Driving Licence for heavy vehicles without any adverse entry. Should be able to drive TATA 1210 Fire Tender.
- (f) should have sound idea of working of main parts of a motor vehicle in general.
- (g) should be in a position to attend to and rectify minor defects developing in a running vehicle independently.
- (h) 10th Class Pass from a recognized Board.
- (i) They will have to work in shift duties of eight hours each.

Desirable :

- (a) Knowledge in elementary principles of Fire Fighting and the use and maintenance of fire fighting appliances and first aid.

- (b) knowledge of drill employed in operation of a small Fire Engine and ability to carry out the task allotted to any member of fire crew.
- (c) should be able to read and write in English and any other regional language preferably Hindi, Urdu or Telugu.

VI. Eligibility for Safaiwala

- 1. That the Safaiwala provided by the contractor will work for eight hours a day and six days in a week from Monday to Saturday.
- 2. That the Safaiwala provided by the contractor should be aged between 18 to 30 Years.
- 3. 2 Years work experience.

VII. Eligibility for Mali

- 1. That the Mali provided by the contractor will work for eight hours a day and six days in a week from Monday to Saturday.
- 2. That the Mali provided by the contractor should be aged between 18 to 35 Years.
- 3. 2 Years work experience.

VIII. Eligibility for Local Mazdoor

- 1. That the local mazdoor provided by the contractor should be aged between 18 to 35 Years.
- 2. He / She should be ready to work in CST & MP Campus, Hyd. and Kondapur / Bhongir / Inamguda Camp / or any other site within 40 kms from office.
- 4. That the local mazdoor provided by the contractor will work for eight hours a day and six days in a week from Monday to Saturday in case field camps and five days a week in case of deployment in SOI Hyderabad Campus. Shift duties can also be assigned. Local mazdoor can also be assigned duties in the SOI camp sites where the working hours at times can extend beyond 8 hours as per the work required.

IX. Eligibility for Dresser

- 1. They should be 10th class pass with experience in bandaging, dressing of wounds, suturing of wounds and nursing orderly.
- 2. Training in First aid and administering of IM/IV injections is preferred.
- 3. They will have to work 6 days in a week.