

**GOVT. AYURVEDIC PHARMACY MAJRA, TEH. PAONTA, DISTT. SIRMOUR (HP)
TENDER DOCUMENT NO. DATED -**

Tender for providing outsourced Skilled and Unskilled male labourer for Govt. Ayurvedic Pharmacy Majra, Teh. Paonta, Distt. Sirmour (HP) for the financial year 2018-2019.

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Department of Ayurveda
Manager, Govt. Ayurvedic Pharmacy Majra, Distt. Sirmour (HP)
Email ID:ayur-pharmacy-hp@nic.in **Tele fax: 01704-255122**

SECTION 1:

NOTICE INVITING TENDER

Sealed tenders are invited for outsourcing of male Un-skilled & skilled labour for manufacturing unit on contract through a registered contractor for Government Ayurvedic Pharmacy Majra, Teh. Paonta Sahib, Distt. Sirmour, H.P. for the financial year 2018-2019. The tender document along with terms & conditions can be downloaded from departmental website <http://hpayurveda.nic.in>. However, such bidder shall be required to pay cost of Tender document in form of demand draft Or can obtained from the office of the undersigned on payment of Rs 500/- only upto 23/04/2018 at 4 P.M.. Last date for submission of tender document is 26/04/2018 till 04.00 PM. Tender received after the above date/time shall be rejected. Department will not be responsible for any postal delay. The tender must be accompanied with an earnest money Rs 25,000/- only (Rs Twenty Five Thousand) only as specified in tender document. Conditional and incomplete tender will not be accepted and will be rejected straightway.

The technical bid will be opened on 27/04/2018 at 11.30 A.M. in the office of undersigned in the presence of tenderer or their authorized representatives who may wish to be present. Financial bid will be opened later on. The Chairman of committee reserves the right to accept or reject any or all the tenders without assigning any reason whatsoever and the decision of the chairman shall be final and binding on all the bidders.

In case any date mentioned above happens to be a holiday, the next working day will be considered as due date.

AMO/Manager

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-: Section 2:-

Tender Enquiry Document

Terms & conditions/ Instructions and Eligibility Criteria for Tenderer for participation in the tender for outsourcing of labour on contract in Govt. Ayurvedic Pharmacy Majra, Teh. Paonta, Distt. Sirmour (HP) during financial year 2018-2019.

JOB DESCRIPTION

- 1 Cleaning/separation/ peeling of Raw Herbs/medicinal materials etc.
- 2 Cleaning of utensils/drums/karahies/boxes and bottles etc.
- 3 Grinding/hammering/ sieving polishing of medicines etc.
- 4 Making of decoctions/Asav-Arishta, Ark, filling, packing, weighing, sealing, labeling etc. of medicines containers.
- 5 Carriage of medicines under manufacturing process from one section to the other and carriage of Raw Herbs from store to manufacturing section and finished product to finished store section.
- 6 Cutting and chopping of wood.
- 7 Working on machines.
- 8 Working in Bhatti-sections.
- 9 Sweeping & cleaning work in manufacturing sections, pharmacy premises, herbal garden and wash room etc.
- 10 Cutting of bushes, plantation, gardening and labeling of plot etc. in pharmacy premises and herbal garden.
- 11 Loading/unloading of raw herbs/medicines from vehicle/truck etc. to the respective stores.
- 12 Packing of prepared medicines in corrugated boxes/ Jute bags etc.
- 13 Dumping of the residue of decoction, wooden ash and other waste material to the herbal garden or any other suitable place.
- 14 Maintenance of raw herbs/medicines and other material in different stores.
- 15 Cleaning/dusting of writing tables, working tables, chairs, etc.
- 16 Cleaning of window panes.
- 17 Periodic cleaning of ceilings to remove cobweb's.
- 18 Maintenance of cleanliness of electric fans and light fittings of building.
- 19 Moving of articles like tables, chairs, Almirah, display boards, etc. as and when such shifting is necessary.
- 20 Keeping the drains around the building clean and clear from choking.

Terms & conditions/ Instructions and Eligibility Criteria

Schedule of Tender Enquiry is given below:-

Date of issue of Tender document	28/03/2018
Cost of Tender Enquiry	Rs 500/-only (Rs Five Hundred)
Last Date & time for submission of Tender	26/04/2018 till 04.00 PM.

Tender to remain valid till	For the financial year 2018-2019
Venue, Date & time for Tender Opening	Office of the Manager, Govt. Ayurvedic Pharmacy Majra, Distt. Sirmour (HP) PIN 173021 on 27/04/2018 at 11.30 A.M.
Tender System	Sealed tenders are invited in Single bid system
Contact officer for clarification	Manager, Govt. Ayurvedic Pharmacy Majra, Distt. Sirmour (HP) Ph. 01704-255122

The items are:-

Unskilled workers for manufacturing of Ayurvedic Medicines.

Skilled worker for operating boiler and machines.

2.1 The Tenderer must be an agency offering Skilled and Unskilled labourer. The tenderer should have at least preceding 3 (three) years i.e. financial years 2015 -16, 2016-2017 and 2017-2018 experience in similar work/service. For this, bidder shall submit authentic proof of performance certificate of contract for the preceding 3 years/copies of agreements entered into with various private/Government Deptt. Work/service contract satisfaction or commendation certificates from the establishments having out-sourced the services. A certificate in original from Chartered Accountant on the turn over from total IT solutions for the reference year shall be submitted.

2.2 Number of skilled/unskilled workers employed/engaged. The details are required to be furnished with tender by the bidder:-

Tentative number of Skilled and UN-skilled male labourer to be hired includes 10 (Ten) un-skilled and 1(One) Skilled to operate boiler/Machines etc. However, the aforesaid number is tentative only. Final number shall be decided at the time of formal placement of the contract. The number of labourer to be hired can marginally increase or decrease from the quantity specified above. Even if there is marginal change in the number of labourer to be hired on either side, the unit price quoted by the bidder shall remain unchanged.

The deployment of workers may be round the year or periodic i.e. need based. No offer of shorter than one year period on offered uniform tender rates shall be considered. The tenderer

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should be Registered Contractor and quote his Registration Number in addition to enclosing copy of Registration Certificate.

2.3 Although the labourer are being hired for maximum period of 220 days in a financial year, from the start date of contract with the selected bidder. The Purchaser reserves the right to extend the contract for a further period of one year subject to satisfactory performance of the contractor. The prices quoted will remain unchanged for the extended period of 1 year.

2.4 Tenders in sealed cover super scribed as Tender No. Dt. due for opening on 27-04-2018 at 11.30 A.M for Providing Outsourced male labourer for manufacturing/packing of Ayurvedic Medicines in Govt. Ayurvedic Pharmacy Majra, Distt. Sirmour (HP) as per “Schedule of Requirements & Conditions of Contract” as indicated in Section 4 in this tender and in accordance with instructions to Tenderer are to be submitted in duplicate in the office of the Manager, Govt. Ayurvedic Pharmacy Majra, Distt. Sirmour (HP)

2.5 Tender documents are not transferable.

2.6 The prices quoted should be on Indian Rupee basis and should include all the charges till the Project Completion date along with applicable taxes and duties. The taxes and duties, if any, shall be indicated clearly in the financial bid. The Purchaser does not bind itself to accept claims for extra payment for items not included in the Tender. Regarding statutory levies like duties, taxes etc., any revision (increase or decrease) to the taxes and duties during the contract period made by Government would be paid by the purchaser after receiving documentary evidence for such revisions against the information furnished in the Tender.

2.7 The format of financial bid is enclosed as Annexure “3”. The bidder shall quote the amount of salary payable to the labourer in Indian Rupees for each man per day and agency/overhead charges to be charged from the purchaser for rendering aforesaid services. The bids shall be evaluated based upon total amount payable to the bidder i.e. salary of the labourer plus the agency/overhead charges payable to the bidder inclusive of all duties and taxes. The bid with the lowest per unit cost shall be considered for award of contract, if otherwise eligible as per provision of the Tender Enquiry. Further the bids for labourer shall be evaluated independently i.e. while bidder ‘A’ may be awarded the contract for un-skilled labourer, the bidder ‘B’ may be awarded the contract for skilled labour in case bidder “A” has quoted lowest per unit price for un-skilled labourer while bidder “B” has quoted lowest price for skilled labour.

2.8 The Tender should be complete in all respects and if the Tender is incomplete the offer may be rejected.

2.9 Financial strength of the contractor shall be stated by him, which will be one of the eligibility criteria/ consideration for technical bid evaluation for which he will furnish details in support.

2.10 The contractor shall submit self statement on affidavit of his non-conviction under labour laws in the past.

2.11 The bidder shall submit certificate of service tax clearance or having filed the return for the previous year from appropriate authority or having filed the return.

2.12 The workers offered should have experience of working on drug manufacturing machines and they shall have to work in accordance with the work assigned, whether manual or on machines.

2.13 The working hours shall be in accordance with labour laws and double shift duties/ over time may also be required.

2.14 The labourers/workers shall be forbidden from criticism of institution/ department/ Govt., any activity subversive of discipline, indecent and immoral acts and resorting to participating in any strike.

2.15 No hostel/ residential/ uniform or transport facilities shall be provided by the Department.

2.16 The successful contractor shall furnish medical certificate of physical fitness of workers and in respect of their not suffering from any communicable/chronic infectious disease.

2.17 The successful contractor shall ensure insurance of his workers against any mechanical accident, while at work on machines.

2.18 All other statutory requirement under labour laws or otherwise shall have to be met out by the contractor, such as EPF contributions and medical cover (ESI) etc.

2.19 The tenderer shall furnish Earnest Money of Rs 25,000/- (Rs Twenty five thousand) only in shape of D.D. in favour of Manager, Govt. Ayurvedic Pharmacy Majra, Distt. Sirmour H.P. or directly in account no. 36225916374 with State Bank of India, Majra, IFS Code No. SBIN0002413 of Manager, Govt. Ayurvedic Pharmacy Majra, Distt. Sirmour H.P and proof thereof should be enclosed with the documents which shall be kept in separate envelop super scribing as “ Earnest Money Deposit” and should be submitted along with tender documents in cover-1.

2.20 The Earnest Money deposited (EMD) by the unsuccessful Tenderer will be refunded without any interest in due course i.e. after finalization of tender process. The successful Tenderer shall deposit Performance Security along with copy of agreement within 10 days after award letter.

It must be ensured that the name of the bidder (Name of the tenderer) remitting funds must appear in the bank statement of the pharmacy, so that remittance of funds could be correlated with enclosed documents.

EMD of the Tenderer would be forfeited if:-

- (a) He back-tracks after being declared successful.
- (b) The tenderer is not willing to abide by the terms and conditions after submission of tender.
- (c) The tenderer withdraws the tender before receipt of final acceptance.
- (d) The successful tenderer fails to furnish Performance Bank Guarantee as indicated in this tender within the stipulated time.

2.21 Performance Security:- The successful tenderer shall have to render performance security equal to 6% to 10% or minimum of Rs 25,000/- only. (Rs Twenty Five Thousand) only of the tentative projected amount of annual service contract at the time of signing the agreement with the Deptt. This may be pledged in form of fixed Deposit receipt (FDR). In case of non performance of contract agreement of any breach of the Performance Security will be forfeited.

2.22 The tenderer will have to provide such number of workers from time to time as per the requirements of the Pharmacy. The requirement shall have to be complied within 10 days and if any increase/decrease in number of labourer is contemplated, the Pharmacy management shall also inform the same to the contractor. In case, no workers are provided within stipulated notice period, and in view of exigencies of services, the department deploys such labourers from open market, an amount equal to payment liability so raised shall be deducted from the performance security deposit of the contractor.

2.23 The tenderer shall sign and stamp all pages of tender document and enclosures of the tender at the bottom himself or through his authorized signatory.

2.24 A copy of receipt towards cost of tender document deposited with the Deptt. be enclosed in cover-1.

2.25 The departmental committee will do the pre-bid document and technical scrutiny for requirements to short list qualifying bidders as per term & conditions required to be furnished in cover-1 (Before opening Financial bid contained in cover-II). Cover-II (Financial bids) shall be opened only in respect of such bidders, who have qualified technically.

2.26 Part of tender document set should also be filled properly, exhaustively and requisite documents be attached.

2.27 The tender document issued in the name of a bidder shall not be further transferable to other tenderer. The rates filled in are to be expressed in figures as well as in words

in respect of per working day per worker. They will be allowed to one holiday on Sunday after six working days. Over writing if any, shall be duly attested.

2.28 The tenderer shall enclose a check list/index of documents enclosed, indicating page numbers and as per succession of requirements in the tender document.

2.29 Incomplete and conditional offers shall not be entertained.

2.30 The increase/decrease in number of workers may be ordered at any time during validity period of the tender/agreement, but as per prior/advance notice provided for clause No. 2.22 of tender document (Section-2).

2.31 It is made clear that no suit, prosecution or any legal proceedings shall be lie against the Department of Ayurveda/Govt. for anything, that is done in good faith or intended to be done in pursuance of the tender document term & conditions.

2.32 In case of any dispute, the same will be resolved through a reference of the matter to an Arbitrator to be appointed by the Principal Secretary (Ayurveda) to the Govt. of Himachal Pradesh, Shimla. All disputes concerning this tender shall be subject to the Civil Jurisdiction of Paonta Sahib, Distt. Simour (HP)

2.33 The Purchaser does not bind itself to recommend for acceptance of the lowest or any tender or to assign any reason for non-acceptance.

2.34 Offers received through Telegraphic/Fax/ E-Mail shall be treated as defective, invalid and rejected.

2.35 Only detailed complete offers received prior to closing time and date of the Tenders will be taken as valid.

2.36 **Award of Contract:-** After evaluation of the bids received, the Purchaser would award of Contract to the lowest bidder, whose bid is technically acceptable and meets the eligibility requirement.

2.37 The Purchaser reserves right to modify the terms and conditions to the contract, during the Project execution, so as to meet contingency situations, which can arise from time to time. Such modifications would be discussed and agreed upon by the successful tenderer taking into consideration the cost, time and other implications. After finalization of modification, the Contract agreement may be suitably amended, if required.

2.38 The Purchaser may extend the contract period for another 1 year after mutual consultation with the bidder by giving notice of at least 15 days prior to the expiry of the contract. The prices (inclusive of taxes) shall remain firm and unchanged for the extended period. In case of extension of contract, the Performance Bank Guarantee shall be required to be extended accordingly for another extended period.

Section 3:- Educational Qualification and Experience

For the Skilled Labourer (Mechanic to operate machines etc.):-

- (a) The skilled labourer should have diploma from Govt. recognized institute i.e. ITI in technical trade.
- (b) The skilled labourer who has obtained the aforesaid diploma through distance education programme shall not be considered.

Experience:-

- (a) The skilled labourer should possess minimum one year work experience to operate the machines etc. Fresher's shall not be considered.

Section 4 Schedule of Requirement & Conditions of Contract

4.1 The selected bidder shall be responsible for making available such number, as shall be stipulated in the contract, of skilled labourer with requisite qualification and experience, as has been detailed in Section – 3 above, for a maximum period of 220 days for Govt. Ayurvedic Pharmacy Majra, Distt. Sirmour (HP).

4.2 The labours are proposed to be hired initially for a maximum period of 220 days from the start date of contract with a selected bidder. However, contract, at the option of the purchaser, may be extended for a further period of 1 year based upon performance of the contract. The price quoted will remain unchanged for the extended period. If contractor agreed for extension, then he shall sign the agreement of extended period within 15 days after receiving the approval from competent authority, failing which results in cancellation of contract and blacklisted.

4.3 The successful bidder shall forward the list of eligible candidates to the purchaser within 7 days of award of contract. The purchaser shall select the candidates for deployment on the project. The contractor shall post the selected candidates on the project within stipulated time after receiving approval from the purchaser.

4.4 For the manpower deployed, the contractor will keep with them their present and permanent address (with proof), attendance record, educational and technical qualification details, specimen signatures and one passport size photograph and produced the same as and when required.

4.5 It is the responsibility of the contractor to obtain performance/attendance report from the purchaser within first week of the succeeding month. As and when required by the purchaser, the contractor shall submit documents to the purchaser establishing that the salaries as stipulated in the contract have been paid to the laboures.

4.6 If the performance of any of the labourer deployed on the project is not found satisfactory and/or the labourer leaves the assignment in between, it shall be the responsibility of the contractor to provide replacement of the labourer within a stipulated time period.

4.7 Provident fund, Medical Allowance, Transport Allowance, House Rent Allowance etc. shall not be borne by the purchaser. All these allowances and/or any other allowances legally/statutorily payable to the laboures shall be borne by the contractor only. The purchaser shall pay the consolidated amount as indicated in the contract.

4.8 During the term of the contract, the laboures shall be working/ using on Machinery, Network components, Hardware, Software and/or other information technology infrastructure of the Purchaser and other facilities used by them. They shall take reasonable and proper care of the entire. They shall keep all the tangible assets in good and serviceable condition.

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They shall use the assets exclusively for purpose of carrying out legitimate business of the purchaser and will not be put into any other use. The contractor shall be responsible for any damage to the equipment, property and third party liabilities caused by acts on part of its deployed manpower at purchaser's premises. For any established damage, the extent of damage as decided by the purchaser will be final and binding on the agency.

4.9 The contractor will indemnify Department of Ayurveda, Govt. Ayurvedic Pharmacy Majra, Teh. Paonta, Distt. Sirmour (HP) of all legal obligations of its laborers deployed on project.

4.10 Department of Ayurveda, Govt. Ayurvedic Pharmacy Majra shall also stand absolved of any liability on account of death or injury sustained by the Labourer during the performance of this contract and also for any damages or compensation due to any dispute between the contractor and its labourer.

4.11 The contractor will not disclose the contents of the subject contract with any other agency without the prior permission from the Purchaser. During the course of execution of project, the contractor and/or its labourer might acquire certain details/information related to Govt. Ayurvedic Pharmacy Majra project. e-procurement application and/or other internal data/details pertaining to Govt. Ayurvedic Pharmacy Majra project. Kindly note that all these details are the Intellectual properties of Department of Ayurveda i.e. Govt. Ayurvedic Pharmacy Majra and no such details shall be divulged /shared with any other person during and/or after the expiry of contract period except with the prior permission of the authority concerned. Any violation of the above will be treated as violation of Intellectual Property Rights and shall be prosecuted as per law of the land.

4.12 No holidays/leave shall be permissible to the deployed persons. It will be 6 days working with Sunday weekly off. Working hours shall be as per labour law. Medical or any other losses to the labourer deployed will not be borne by purchaser and it will be the responsibility of the vendor only. In case, the labourer abstains from duty during the particular month, the amount payable to the contractor shall be proportionately reduced for the corresponding month.

4.13 **Arbitration:** - In the event of any dispute relating to the import or meaning of any terms and conditions which could not be solved amicably by the parties, may refer the matter to the Sole Arbitrator to be appointed by Principal Secretary (Ayurveda) to the Govt. of HP Shimla. in consonance with the provisions of the Arbitration and Conciliation Act, 1996 (Act 26 of 1996), on the designated reference in dispute.

4.14 **Governing Laws & regulation.** All legal proceedings shall be under the jurisdiction of courts situated in the Municipal Limits of Paonta Sahib Distt. Sirmour (HP). This agreement shall be covered and construed in accordance with Laws of India including without limitation, the relevant Central Acts and Rules, Regulations and Notifications issued and amended there under from time to time.

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Section 5: Contract Termination

5.1 Termination for Default:- Manager, Govt. Ayurvedic Pharmacy Majra. may, without prejudice, to any other remedy for breach of contract, by written notice of default sent to the contractor, **terminate the contract in whole or in part if:-**

(i) The qualified Bidder fails to deliver any or all of the obligations within the time period(s) specified in the contract, of any extension thereof granted by Manager, GAP Majra.

(ii) The qualified Bidder fails to perform any other obligation(s) under the contract. In case of termination for default, Manager, GAP Majra reserves the right to forfeit the Performance Security submitted by the Bidder for successful execution of project.

5.2 Termination for Insolvency, Dissolution etc. Manager GAP Majra. may at any time terminate the contract by giving written notice to the Contractor without compensation to the Contractor, if the Contractor becomes bankrupt or otherwise insolvent or in case of dissolution of firm or winding up of company, provided that such termination will not prejudice or effect any right of action or remedy which has accrued thereafter to GAP Majra.

5.3 Termination for Convenience. Manager GAP Majra reserves the right to terminate by prior written notice, the whole or part of the contract. The notice of termination shall specify that termination be for GAP Majra convenience, the extent to which performance of work under the contract is terminated and the date on which such termination becomes effective.

5.4 No Claim Certificate:- The qualified Contractor shall not, be entitled to make any claim, whatsoever, against purchaser under or by virtue of or arising out of this contract nor shall purchaser entertain or consider any such claim after the contractor shall have signed a "**No Claim Certificate**" in favour of purchaser in such forms as shall be required by purchaser after the works are finally accepted.

5.5 Suspension. Manager GAP Majra may by a written notice of suspension, suspend all payments to the contractor under the contract, if the contractor failed to perform any of its obligations under this contract, (including the carrying out of the services) provided that such notice of suspension shall specify the nature of the failure and shall request the Contractor to remedy such failure within a specified period from the date of issue of such notice of suspension.

5.6 Force Majeure: Notwithstanding the provisions of the contract, the contractor shall not claim for forfeiture of its performance guarantee, liquidated damages or termination for

default, if and to the extent that, it's delay in performance or other failure to perform its obligations under the contract is the result of an event of standard purchaser force Majeure.

5.7 The contractor (the "Indemnifying Party") undertakes to indemnify purchaser (the "Indemnified Party") from and against all losses, claims for damages on account of bodily injury, death or damage to any tangible assets during the Contract period.

5.8 Payment Terms & Schedule: The bills shall be prepared by the contractor and submitted to purchaser. Payment shall be made on following conditions:-

All payments to the contractor shall be made subject to deduction of TDS (Tax deduction at Source) as per the Income -Tax Act 1961 and other taxes if any as per the Government of India Rule.

Payment will be made to on monthly basis after availing service and bills i.e. after satisfactory completion of services in the preceding month.

Payment shall be made after making recoveries on account of penalties for short fall in performance as detailed in Service level Agreement (SLA) and also after making recoveries for the period for which the labourer availed leave during the period.

Purchaser can convey specific observations to any incorrect/wrong-invoiced amounts by written notice to the contractor.

5.9 Service Level Agreement & Penalties. In case the contractor fails to deploy the personnel within the time period stipulated in the contract, a penalty @ Rs.300/- per day per person will be levied subject to maximum of 5% of the contract value. Notwithstanding above, in case of failure of the contractor in providing the manpower beyond 10 days of the stipulated period in the contract, the purchaser also reserves right to cancel the contract and obtain the man power from alternate sources at the risk and cost of the contractor. In case, any man power leaves and/or is removed from service for reason whatsoever, suitable substitute shall be provided within 10 days failing which penalty as prescribed above shall be levied.

5.10 Nodal Officer: Director Ayurveda shall be the Nodal Officer for dealing all matter relating to this contract.

5.11 In charge: Joint Director/Dy. Director (Ayu.) shall officiate as the In-charge for dealing matter relating to this contract.

(ANNEXURE-I)

CHECKLIST OF DOCUMENTS SUBMITTED

S. No.	Documents to be submitted	Submitted	Not submitted	Remark
1	Copy of Registration of firms			
2	Copy of Registration certificate of EPF			
3	Copy of Registration certificate of ESI			
4	Copy of Labour license			
5	Copy of Income Tax Return for last 2 years			
6	Copy of Service Tax Registration/ clearance			
7	No claim Certificate			
8	Copy of PAN/TAN Card			
9	List of clients indicating quantum of work executed with them.			
10	Proof of experience			
11	Details of EMD deposited			
12	Details of Cost of Tender document			
13	Copy of VAT clearance Certificate.			
14	Last 2 years audited statement from Chartered Accountant			
15	Rate quoted complies with the Minimum Wages Act of Govt. of India (HP Govt) with all other statutory provisions			
16	Self statement on affidavit of his non-conviction under labour laws in the past.			
17	Undertaking by the Bidder			

Signature of Bidder Seal of Establishment

Full Name of Bidder with address & Date

ANNEXURE- II
PROFORMA FOR TECHNICAL BID

S.No.	Particulars	To be filled by the tenderer
1	Name of the Agency	
2	Cost of Tender Document	
	(i) Amount	
	(ii) Draft No.	
	(iii) Date	
	(iv) Issuing Bank	
3	Details of Earnest Money Deposit (EMD)	
	(i) Amount	
	(ii) Draft No.	
	(iii) Date	
	(iv) Issuing Bank	
4	Date of establishment of the agency	
5	Detailed office address of the Agency with Office Telephone Number, Fax Number and Mobile Number and name of the contact person.	
6	Whether registered with and holding license from all concerned Government Authorities including registration under Contract Labour (Regulation & Abolition) act 1970.(Copies of all certificates of registration to be enclosed.)	
7	PAN/TAN Number(copy to be enclosed)	
8	Labour License Number (copy to be enclosed)	
9	Service Tax Registration Number (copy to be enclosed)	
10	EPF Registration Number (copy to be enclosed)	
11	ESI Registration Number (copy to be enclosed)	
12	Whether the firm is blacklisted by any Government Department or any criminal case is registered against the firm or its owner/partners anywhere in India. (If no, a certificate is to attached in this regard.)	
13	Length of experience in the field	
14	Experience in dealing with Govt. Departments (Indicate the names of the Departments and years of dealing with those Departments and attach copies of contracts orders placed on the agency.)	
15	Whether a copy of the terms and conditions (Annexure-I), duly signed, in token of acceptance of the same, is attached.	
16	Whether agency profile is attached	

17	List of other clients	
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ANNEXURE- III

Performa for Financial Bid (Un-Skilled Labour)

S. No	Description of Services	Salary Payable to the labourer in INR/ Man-per day.	Agency Charges Rate in (%)	(S. Tax/ GST etc.) (%)	Duties/Taxes/ESI/PF			Total Cost of the Purchaser /Man-per day inclusive of all Duties/Taxes/ESI/P F (INR)	
					ESI (%)	PF (%)	Employer contribution (%)	Employee contribution (%)	Total
--	--	--	--	--	Employer contribution (%)	Employee contribution (%)	Employer contribution (%)	Employee contribution (%)	
1	Outsourcing of Un-Skilled labourer								

Amount in Words

Total Cost of “Un- Skilled labourer /Man per day inclusive of all Duties/Taxes/ESI/PF etc. (INR)

Additional Information w.r.t. persons engaged to perform the said work:-

Any other point to be mentioned:-

Certified that the above quoted rate complies with minimum wages act and all the statutory provisions & rules as applicable. The above rate is inclusive of all taxes payable to Govt.

Signature of Bidder Seal of Establishment

Full Name of Bidder with address & Date

ANNEXURE-IV

Performa for Financial Bid (Skilled Labour)

S. No.	Description of Services	Salary Payable to the labourer in INR/ Man-per day.	Agency Charges		Duties/Taxes/ESI/PF			Total Cost of the Purchaser /Man-per day inclusive of all Duties/Taxes/ESI/PF (INR)	
			Rate in (%)	(S.Tax/ GST etc.) (%)	ESI (%)	PF (%)			
--	--	--	--	--	Employer contribution (%)	Employee contribution (%)	Employer contribution (%)	Employee contribution (%)	Total
1	Outsourcing of Skilled labourer								

Amount in Words

Total Cost of "Skilled labourer /Man per day inclusive of all /Taxes/ESI/PF etc. (INR)

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**Additional Information w.r.t. persons engaged to perform the said work:-
Any other point to be mentioned:-**

Certified that the above quoted rate complies with minimum wages act and all the statutory provisions & rules as applicable. The above rate is inclusive of all taxes payable to Govt.

Signature of Bidder Seal of Establishment

Full Name of Bidder with address & Date

ANNEXURE-V

UNDERTAKING BY THE BIDDER

This is to certify that I/we before signing this tender have read and fully understood all the terms and conditions contained herein and undertake myself/ourselves to abide by them.

Signature of the Tenderer with Seal

Name:

Designation:

Address:

Phone No.

Date:

Place:

Sign. of the Contractor of the company/firm
with seal/stamp & Registration Number

Name:

Designation: