

GOVERNMENT OF INDIA

Telephone: 2287- 6950 (Direct)
Office: 2287-5732/33/34 &
2287- 2155 (EPABX)
Tele Fax: (033) 2283-4694
Fax: 033 - 2283-4694
E-mail: epg.kol.soi@gov.in



SURVEY OF INDIA
Eastern Printing Group
14, WOOD STREET
KOLKATA - 700 016.
(West Bengal) - INDIA

No. EPG- 376 / 13-A-14(1)

Dated : 16 -03-2015

SUB : QUOTATION FOR DEPLOYMENT OF SAFAIWALA , COOK & HALWAI ON CONTRACT BASIS DURING 2015-2016 AND ONWARDS – FLOATING OF TENDER THEREOF .

Dear Sir,

Sealed Tenders are invited from reputed Labour Contract Agencies for deployment of the following personnel on contract basis. You are, therefore, requested to quote your rate (with detailed break-ups) based on minimum Wages Act of the Govt. of India/West Bengal.

LIST OF REQUIREMENTS

Sl. No.	Description of Category	Criteria	Approx. Requirement	Remarks
1.	Safaiwala	She/he should be able to clean office rooms, Toilet & Office premises in a hygienic way.	1 No.(One)	Un-skilled
2.	Cook	She/he should be able to cook Indian dish, Breakfast generally require for canteen purpose.	1 No.(One)	Skilled
3.	Halwai	She/he should be able to cook Snacks, Sweets etc. and also able to cook Indian dish generally require for canteen purpose.	1 No.(One)	Skilled

1.1 Quotation should be submitted under sealed cover only mentioning the quotation letter No. and Date and the item quoted for.

1.2 Quotation should be addressed to the Director, Eastern Printing Group, Survey of India, 14, Wood Street, Kolkata-700016 and **NOT BY NAME OR NOT TO ANY OTHER ADDRESSEE.**

1.3 Quotation should reach within the specified time and date to the addressee i.e. by **14.00 hrs. on or before 07.04.2015.** The quotation will be opened on **07.04.2015** at 15.00 hrs. The envelope containing quotation must be inscribed with “**QUOTATION FOR DEPLOYMENT OF SAFAIWALA, COOK & HALWAI DUE ON 07.04.2015**”.

1.4 Earnest Money Deposit (EMD) of **Rs. 3000/- (Rupees Three thousand only)** should be deposited alongwith the tender in the shape of Demand Draft in favour of E & A.O., Eastern Printing Group, Survey of India, Kolkata, failing which tenders will not be accepted.

1.5 Earnest Money will be returned to the unsuccessful tenderers on next working day and no interest will be paid for the same.

Contd....P/2.

1.6 Successful bidder has to submit Security Deposit for 10% value of the supply order as BG in the form of Bank Draft on any Nationalized Bank in favour of E & A.O., Eastern Printing Group, Payable at Kolkata.

1.7 The labour supply Agency /Contractor should have valid license and a copy of the same should be attached alongwith the quotation, failing which quotation will not be considered.

1.8 Quotation duly typed to be sent in Firm's letter pad with No. & date duly signed by authorized representative. Hand written quotation may not be accepted.

1.9 Work Order will be placed to the approved firms only when all the terms and conditions have been fulfilled by the tenderer. Income & Sales Tax clearance Certificate will have to be shown before the Work Order is executed/complied with.

1.10 Payments will normally be made within 15 days on the basis of actual days worked every month in the presence of our representative. For broken period of employment, the payment will be made on pro-rata basis. Mandatory Govt. deductions / contributions in respect of each person deployed have to be deposited by the Agency and proof submitted to the office.

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

1.12 Quoted rate should be furnished on Minimum Wages Act of Govt. and guide lines issued by Government. Structures of wages to be furnished in details with total amount per month in respect of each personnel in figure as well as in word. Wages should not be less than minimum wages for employment Skilled/un-skilled personnel as per notification of Govt. of West Bengal Labour Department. Copy of notification of Govt. of West Bengal Labour Department must be submitted with Tender.

1.13 The rate quoted should be valid up to one year and may be extended for another one year if so required. No change of rate will be accepted during the contractual period except where minimum Wages are revised by Govt. authorities.

2. Contractors, if so desire may be present on the date and time of opening quotations with prior intimation to the Chairman over telephone at least one hour before their arrival at Eastern Printing Group, Survey of India, 14, Wood Street, Kolkata-700016.

3. The quotation must be very specific and shall not contain any evasive terms contrary to our terms and conditions which may be a ground for rejection.

4. The tender acceptance form being enclosed as Annezure 'A'. It must be signed with date and return to this office as taken and acceptance of the above tender alongwith photocopies of the following documents :-

- a) **Registration Certificate No. & License from the Regional Labour Commissioner (Central/State)**
- b) **P.F A/C No. Registered with competent authority.**
- c) **E.S.I. No. Registered with competent authority.**
- d) **Service Tax No. (15 digits Service Tax No. from Central Excise Department).**
- e) **PAN of Agency.**

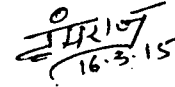
5. Replacement to be provided within 24 hours from time of intimation as and when required during illness/absence of Cook/Safaiwala/Halwai.

6. The personnel deployed by the Contractor :-

- a) Should be an Indian nationality.
- b) Age should not be less than 18 years.
- c) At least 8th standard passed desirable.
- d) Bio-data with two copies photographs to be supplied with police verification certificate of individual.
- e) Agency will be solely responsible for the conduct of the deployed personnel.
- f) Persons will have to work in Kolkata jurisdiction only for 8 hours/day.
- g) The authority reserves the right for removal of any person through the Agency if his/her conduct is found objectionable.
- h) The persons so deployed by the Agency will have no claim for regular Govt. job.
- i) The successful tenderer will have to furnish an agreement on Rs. 100/- stamp paper at his/her own cost.
- j) Office will not take any responsibility in case of any injury due to accident etc.

7. The Director, Eastern Printing Group, Survey of India, Kolkata reserves the right to accept/ reject any quotation without assigning any reasons there of.

Encl : Tender Acceptance Form.


16.3.15

(HANS RAJ SONKAR)
Manager(Jr.)
For Director, E.P.G., Kolkata

Note :- Tender document can also be downloaded by the tenderer from Survey of India

Web Site www.surveyofindia.gov.in/tenders

www.surveyofindia.gov.in/recruitments

(TO BE FILLED IN BY THE TENDERER ONLY)

Acceptance of the terms and conditions of tender submitted by

M/s _____

1. Name of the Contractor :-

2. Address :-

3. i) Whether agree with the terms & conditions of the tender No. _____
Date _____ Yes/No.

ii) If 'NO' give specific reasons.

4. Whether agreeable to submit Sales Tax/Income Tax clearance documents as and when called for _____ Yes/No.

5. Please mention the concerned cell of Income Tax Office dealing with your case.

6. Have you got your Income Tax Assessment verified and certified for the year 2013-14.

7. Please mention the name, telephone No. of authorized representatives who will contact us for supply of security guards etc. and other correspondence if any.

Tenderer Seal alongwith
the Signature of the
authorized representative
of the tenderer