

**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- 1746 / 5-N-Outsourcing

Dated: 03 -09-2015

**TENDER DOCUMENT FOR THE SERVICES OF UNSKILLED  
PERSONNEL**

The Director , M & G GDC, Survey of India , Phulenagar, Alandi Road, Pune-411006 , invites Sealed tender on prescribed proforma procuring the services of Unskilled Personnel for field 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 | : <b>The Director<br/>M &amp; G GDC, Survey of India<br/>Phulenagar, Alandi Road,<br/>Pune: 411006</b> |
| (b) | Last date and time of receiving tenders                  | : 28-09-2015 (4-00 PM)   |
| (c) | Date and time for opening tenders                        | : 28-09-2015 (4-30 PM )  |
| (d) | Total Number of pages of tender document                 | : <b>10</b>  |
| (e) | <b>Earnest money</b>                                     | : <b>Rs. 5,000/-</b>   |

**2.0 SCOPE OF WORK**

The Unskilled Personnel will be employed for field duties in Nagpur, Wardha, Chandrapur & Yavatmal District of Maharashtra state as per requirement . The Unskilled Personnel shall have to work for 8 hours per day during day time (With half hour lunch break) for six days in a week from Monday to Saturday . If felt necessary service provider will be asked to provide the personnel at field site during field work.

### **3.0 PERIOD OF CONTRACT AND NUMBER OF UNSKILLED PERSONNEL**

- i) No. of Unskilled Personnel required - 15 (Fifteen) approximately (Male only)
- ii) Period of Contract – maximum 5(Five) months.

**The above noted number of Unskilled Personnel and the period of hiring may vary according to the actual requirement.**

### **4.0 ELIGIBILITY, QUALIFICATION AND EXPERIENCE FOR UNSKILLED PERSONNEL**

- (i) **Educational Qualification** : Preferably passed upto 5<sup>th</sup> standard.
- (ii) **Age** : Must be 18 years of age or older.
- (ii) **Languages** : Individual able to read, write and speak Hindi/Marathi will be preferred
- (iv) **Experience** : Individual with minimum 1 year in field work will be preferred.
- (v) **Health** : Must be in a sound health condition to carry out the field work at field sites. Not having any ill habits nor any disease.

### **5.0 TERM AND CONDITIONS**

- (i) 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 28 /09/2015**.
- (ii) Each page of the tender must be signed by the tenderer. The sealed cover containing tender should be superscripted “**Tender for Unskilled Personnel...due on 28-09-2015**”. 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 ( 020-26615043 ) 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. 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. Any offer falling short of the validity period is liable for rejection.
- (vi) No accommodation / lodging will be provided by Survey of India. Contractor are advised to recruit unskilled personnel locally or make necessary arrangement .
  - (vii) Earnest money Rs 5,000/- (Rs five thousand only) in the shape of Demand Draft/Call Receipt of any Nationalized 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 15 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 2015.
    - 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. will be preferred. 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) The family members or close relatives of serving Survey of India employee shall not be offered the service (i.e. Unskilled Personnel).

- (xiv) 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.
- (xv) **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.
- (xvi) **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.
- (xvii) The agency providing the service of Unskilled Personnel will furnish a certificate that none of the Unskilled 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.
- (xviii) The service provider shall ensure that the behavior of the Unskilled Personnel deployed by them is decent. The service provider shall be fully responsible for misconduct and indecent behavior by the Unskilled Personnel so deployed. Such Unskilled Personnel, whose conduct is reported against, shall have to be immediately replaced.
- (xix) The service provider shall furnish an affidavit that none of their Unskilled 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.
- (xx) 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. Unskilled 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.
- (xxi) 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.
- (xxii) Payment to the Unskilled Personnel should be made in the presence of representative of Survey of India and a copy of acquaintance showing the payment to each Unskilled Personnel should be furnished to our office. In no case any payment shall be made by our office directly to the Unskilled Personnel so hired
- (xxiii) 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.

- (xxiv) 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.
- (xxv) 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.
- (xxvi) This tender is meant only to finalize the rates for the services of Unskilled Personnel. The successful tenderer will have to enter into further Agreement with the Director, M&G GDC on the Terms & Conditions listed in this Tender Document.
- (xxvii) **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.
- (xxviii) If successful tenderer fails to provide the services of Unskilled Personnel 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 FORM**

(The Firm may furnish the requisite information on their  
Letter Head on proforma given below)

Unit Prices/Rates (To remain valid for a period of one year from the date of signing of the  
contract)

Ref: M&G GDC's Tender No. /5-N-outsourcing dt.

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 month is to be given )		
2.	ESI Contribution @ 4.75% of Sl. No.1		
3.	PF Contribution @ 13.61% of 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 14% of (7)		
9.	TOTAL AMOUNT QUOTED ( 7+8)		

**Rate per month for one Unskilled Personal**

Rate (in figures) Rs. \_\_\_\_\_

Rate (in words) Rupees \_\_\_\_\_

Place:

Date:

Signature of Contractor \_\_\_\_\_

Name  
Postal Address :

Phone/Fax No:  
Email Address:

**TENDER OFFER**

To,

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

Ref: Tender No. S- / 5-N-Outsourcing dt.

After having examined the tender documents including all Annexure, we offer to provide services of **Unskilled 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 \_\_\_\_\_ 2015.

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 ALONGWITH 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**



**AGREEMENT**

This agreement is made on this -----day of -----2015(Two Thousand fifteen ) 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 **unskilled personnel** 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 **unskilled personals** will be provided by Agency at the following monthly rates:-
  - (a) **unskilled personnel** :                      Nos. @ **Rs.**                      ( including 14 % Service tax )  
       ) per month per **unskilled personal**
2. The period of entrustment /contract of above Personnel to the Principal Employer shall be for a period of        months from \_\_\_\_\_ to \_\_\_\_\_. 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 or two month more with the mutual consent of both the parties on the same terms and conditions.
3. The **unskilled personnel** 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 **unskilled personnel** should be furnished to us along with the bill every month .
6. That the Agency will furnish a certificate stating that the **unskilled personnel** 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 unskilled personnel 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 **unskilled 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 : -

1<sup>st</sup> Witness

1<sup>st</sup> Witness

Address

Address

2<sup>nd</sup> Witness

2<sup>nd</sup> Witness

Address

Address