

ADVERTISEMENT PUBLISHED

Govt. of India, Dept. of Space
Indian Space Research Organisation
Indian Institute of Remote Sensing
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Uttarakhand
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E-mail : pns@iirs.gov.in

Notice Inviting Tender

On behalf of President of India, Indian Institute of Remote Sensing, Dehradun invites sealed tender for the followings.

Sl. No.	Tender No	Description	Qty.
1.	GIPP2014000335-01	Rate Contract for Printing & Supply of various documents such as News Letters, Course Brochures, Course Reports, memoirs, Lecture Notes, Letter Head etc., (Detailed Specifications, Terms & Conditions as per tender documents)	01 Job.
2.	GIDI2014000336-01	Work Contract for Security arrangements at main gate of IIRS Campus round the clock. (Detailed Specifications, Terms & Conditions as per tender documents)	01 Job.
3.	GIDI2014000352-01	Work Contract for carrying out Data Entry/Computerization of records etc. (Detailed Specifications, Terms & Conditions as per tender documents)	01 Job.
Tender Fee		₹ 227/-	
Last date for issue of Tender Forms		05-01-2015 upto 12:00 hrs	
Due date for Receipt of Tender		06-01-2015 upto 14:00 hrs	
Date of opening of technical Bids		06-01-2015 at 15:00, 15: 30 & 16:30 hrs respectively	

Tender forms can be purchased from Purchase & Stores Section, IIRS on all working days on payment of ₹ 227/- in the form of DD drawn in favour of Pay & Accounts officer, IIRS Dehradun payable at Dehradun or can be downloaded from www.iirs.gov.in. When tender forms are downloaded, DD for ₹ 227/- drawn in favour of Pay & Accounts officer, IIRS Payable at Dehradun shall be attached with tender document.

निदेशक / Director

AMAR UJALA (HINDI), DATED : 10.12.2014
THE HINDU (NATIONAL) ENGLISH, DATED: 12.12.2014

GOVERNMENT OF INDIA
DEPT. OF SPACE, GOVT. OF INDIA
INDIAN SPACE RESEARCH ORGANISATION
INDIAN INSTITUTE OF REMOTE SENSING
No.4, KAIDAS ROAD, P.B.NO.135, DEHRADUN-248001

PURCHASE DEPARTMENT

Phone : (0135-252-4317/4318/4322

Fax : (0135)2748041

Email : pns@iirs.gov.in

NO.IIRS/P&S/GIDI-2014-000352-01/ PT-06/14-15

Date : 17/12/2014

M/s.

Dear Sirs,

Sub: Work Contract for Carrying out Data Entry / Computerization of Records at IIRS.

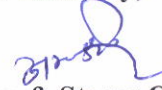
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The Purchase & Stores Officer, Indian Institute of Remote Sensing , Dehradun for and on behalf of the President of India (The Purchaser) invites sealed Tender in TWO PARTS for providing Data Entry Operator for Administrative Support Services at IIRS.

The due date for submission of quotation in Two Parts is 06/01/2014 @14:00Hrs.. Since late offers are not considered, please send your offer to reach us well within the due date and time.

Thanking you,

Yours faithfully,



Purchase & Stores Officer
For and on behalf of the President of India
[The Purchaser]

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PURCHASE DEPARTMENT

NO.IIRS/P&S/GIDI-2014-000352-01/ PT-06/14-15

Date : 17/12/2014

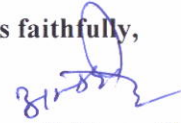
IMPORTANT NOTE

- (A) The rates should be quoted as per the highly qualified computer field & 1-1/2 to 2-1/2 years of experience in the relevant field candidature/worker basis. The charges of EPF, ESI, Contractor Profit and Service Tax etc. may also be indicated in a separate sheet for the workforce with qualification & experience of workforce to justify above rates.

Please note that the service charge should be quoted / indicated in the manner as per the prescribed format Annexure –III

- (B) The contracting agency shall also supervise the work. The concerned contracting agency / representative of the firm will have to meet the Administrative Officer in token of his presence on the work and in turn Administrative Officer shall keep a watch on day-to-day performance of the work.
- (C) The Contractor should submit their quotations in two envelopes super scribing TECHNICAL BID & COMMERCIAL BID separately on each envelope.

Yours faithfully,



**Purchase & Stores Officer
For and on behalf of the President of India
[The Purchaser]**

**GOVERNMENT OF INDIA
DEPARTMENT OF SPACE
INDIAN SPACE RESEARCH ORGANISATION
INDIAN INSTITUTE OF REMOTE SENSING
NO. 4 KALIDAS ROAD, POST BOX NO. 135
DEHRADUN -248001**

Ref: No IIRS/P&S/MPR-GIDI2014000352/PT-06

Date : 17/12/2014

TENDER NOTICE

SUB: Work Contract for Carrying out Data Entry / Computerization of Records at IIRS.

IIRS invites sealed quotations in Two parts, i.e. Techno-Commercial Bid and Price Bid from eligible service providers registered/licensed with Labour Department of Central Govt., for Carrying out Data Entry / Computerization of Records etc. at IIRS on contract basis initially for a period of 1 year which shall be extendable for a further period of one more year.

Interested Service Providers may download the Tender documents from our website www.iirs.gov.in and submit offers along with a prescribed Tender fee of Rs.227/- (Rupees Two hundred & Twenty Seven Only) in the form of Demand Draft (DD) drawn in favour of Pay & Accounts Officer, IIRS payable at Dehradun. No other mode of payment for tender fee is acceptable. Service Provider's name and Tender No. shall be indicated on reverse side of the DD. DD shall not be dated prior to the date of advertisement and after Tender due date. DD shall be kept separately along with a Techno-Commercial Bid. Techno-commercial Bids without DD for tender fee shall be treated as incomplete and the same shall be rejected.

Tenders completed in all respect shall be submitted to the Purchase & Stores Officer, IIRS, Dehradun on or before 6th January-2015 by 14:00 Hrs. Techno-Commercial Bid(s) will be opened on 6th January-2014 at 16.30 Hrs. in the presence of Service Providers.

I. SUBMISSION OF BIDS

1. Submission of Techno-commercial Bid

- a) Service Provider shall submit Techno-commercial bid as specified in Annexure-II duly conforming all the parameters mentioned therein.
- b) All the points are to be properly responded instead of simply mentioning "compliant" or otherwise.
- c) In order to evaluate the eligibility of the Service Provider, all the conditions mentioned in the Annexure – II shall be considered. Techno-Commercial Bid without any supporting documents for the details provided therein shall not be considered. No correspondence in this regard shall be entertained.
- d) Earnest Money Deposit/ Bid Security: – Service Providers are required to submit Earnest Money Deposit (EMD) for an amount of Rs.50,000/- [Rupees Fifty Thousands only in the form of Demand Draft drawn in favour of Pay & Accounts Officer, IIRS payable at Dehradun along with their Techno-commercial bid. EMD/Bid Security of unsuccessful bidders shall be returned to them at the earliest after the finalization of the Tender without any Interest whatsoever. The EMD/Bid Security of the successful bidder would be returned, without any interest whatsoever, after the receipt of Performance Security from them as called for in the contract. **EMD/Bid security shall be exempted to those Bidders who are registered with the National Small Industries Corporation (NSIC) or Micro, Small Enterprises (MSEs) on submission of attested copy of Registration Certificate along with the Techno-Commercial Bid.** IIRS shall not entertain any correspondence in this regard after opening of the Tender. The EMD/Bid Security will be forfeited if the Service Provider withdraws or amends, impairs or derogates from the tender in any respect during the period between Tender Due date and tender finalization. No separate order or letter would be issued for forfeiture of EMD/Bid Security which follows on default and shall be credited at once to the Government Account.



- e) The documents mentioned at Annexure - II along with the Demand Drafts for Tender Fee & EMD /Security Deposit must be kept in a sealed envelope and superscribed as "Techno-Commercial Bid for Carrying out Data Entry / Computerization of Records etc. at IIRS.

2. Submission of Price Bid:

- a) The price Bid shall be submitted in Annexure – III to this Tender Notice.
- b) Minimum Wages, EPF & ESI contribution & Service Tax element in the Price Bid are fixed and Service Provider shall quote only Service Charges applicable for per day per person.
- c) Service Charges shall only be in terms of fixed amount per person per day and the same shall be firm and fixed during the entire currency of the contract. No additional Service charge shall be payable in case of Revision of Wages for next year.
- d) IIRS reserves the right to reject any unreasonable/conditional offer without assigning any reasons.
- e) Price must be shown in figures and words. In case of difference in amounts mentioned in words and figures, the amount mentioned in words shall prevail over the amount mentioned in figures.
- f) Duly filled Annexure – III must be kept in a sealed envelope superscribed as "Price Bid for Carrying out Data Entry / Computerization of Records etc. at IIRS.

3. Both the separate sealed covers of Techno-commercial bid and Price bid shall be placed in a bigger sealed envelope superscribed as

"Tender for Carrying out Data Entry / Computerization of Records etc. at IIRS Containing Part-I and Part-II bids individually sealed"

4. Instructions to Service Provider:

- a) Quotations received unsealed, without Tender Fee/EMD or in any manner after the due date & time shall not be entertained under any circumstances other than 3 above.
- b) The documents attached with the quotation are sacrosanct for considering any offer as a complete offer. It is, therefore, important that all documents duly completed and signed, failing which the quotation is liable to be treated as incomplete and ignored.
- c) IIRS reserves the right to accept or reject any/all quotation(s) in part or full without assigning any reason.
- d) IIRs shall not be responsible for non-receipt of tender documents / offers due to postal delay / loss in transit.
- e) Quotation shall be valid for a period of 120 days from the date of opening of Techno-Commercial bid.
- f) If tender opening date happens to be a public holiday, the tender shall be opened on the next Working day. Interested Service Providers who have participated in this Tender may depute their Representative to attend the Public Tender opening with an authorization letter on their firm's Letter Head along with an Identity Proof. However, participation of Service Providers or their representative in the Tender opening shall be subject to a Security Clearance from concerned Authorities. IIRS reserves the right to disallow any Service Provider or their representative from participation in the Tender Opening in the absence of Security Clearance.
- g) No request for the extension of the due date for any reason shall be considered.

- h) Service Providers who do not utilize the website, can also purchase the Tender documents from Purchase and Stores Officer, IIRS, Dehradun on payment of Non-refundable Tender fee in the form of Demand Draft for Rs.227/- drawn in favour of Pay & Accounts Officer, IIRS, Dehradun on all working days (till Tender Due Date) between 1000Hrs to 1600 Hrs.

5. Evaluation of Bids

- a) The techno-commercial bid shall be opened first and prior to the detailed technical evaluation, IIRS shall determine the substantial responsiveness of each bid to the Bidding Documents. For the purpose of these Clauses, a substantially responsive bid is one which confirms to all the terms and conditions of the Bidding Documents without any deviations.
- b) A bid determined as not substantially responsive shall be rejected by IIRS.
- c) The Techno-Commercial Bid evaluation shall be done on the basis of bidder's response to "Techno-Commercial Bid Format" given in Annexure – II.
- d) During the evaluation of the bids, IIRS shall ask any Service Provider to produce the Originals of the documents attached for verification. Any failure in this regard by the Service Provider shall be entitled for gross rejection of their Technical Bid.
- e) The representatives from IIRS shall visit the premises of Service Provider's client who are availing similar services. Service Provider shall arrange permission from their clients for such visits. Any failure on the part of service provider to arrange such permission, such experience(s) shall not be considered for evaluation of their bid.
- f) After evaluation of the Techno-Commercial bids, the Price bids of those found technically suitable as per the tender requirements of the IIRS shall only be opened.
- g) Comparison of all the bids shall be done on the basis of Total Service Charges quoted by the Service Providers as all other elements in the Price Bid are fixed.
- i) In case of any exigencies like termination/short closing of any of these Contracts or any other reason before its expiry, IIRS shall award a parallel contract to the next Service Provider in the panel for remaining period of the contract or any period as decided by IIRS. This arrangement shall be at the discretion of IIRS & No Service Provider can make any claim in this regard as a matter of right.
- j) In case of a tie in the Service Charges between two or more Service Providers, seniority shall be decided by taking lots.
- k) NOT WITH STANDING ANYTHING STATED ABOVE, IIRS RESERVES THE RIGHT TO ASSESS SERVICE PROVIDER'S CAPABILITY AND CAPACITY TO PERFORM THE CONTRACT. SHALL THE CIRCUMSTANCES WARRANT, SUCH ASSESSMENT IN THE OVERALL INTEREST OF IIRS & DECISION OF IIRS IN THIS REGARD SHALL BE FINAL. IIRS RESERVES THE RIGHT TO REJECT ANY OR ALL TENDERS OR CANCEL/WITHDRAW THE NOTICE INVITING TENDER IN WHOLE/PART WITHOUT ASSIGNING ANY REASON WHATSOEVER AND DECISION IN THE MATTER SHALL BE FINAL & BINDING. IN SUCH CASE NO SERVICE PROVIDER SHALL HAVE ANY CLAIM ARISING OUT OF SUCH ACTION.

Yours faithfully,



Purchase & Stores Officer
For and on behalf of the President of India
[The Purchaser]

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PURCHASE DEPARTMENT

NO.IIRS/P&S/GIDI-2014-000352-01/ PT-06/14-15

Date : 17/12/2014

GENERAL TERMS & CONDITIONS

1. The contractor may visit the site of work place and acquaint himself with the nature of work involved, assess the actual working mechanism that may be required in order to deploy suitable member/type of workforce required, for carrying out the works stipulated in the contract and to carry out the instructions of Administrative Officer.
2. IIRS reserves the right not to consider the offer of those bidders whose services against any other contract have been found unsatisfactory and submission of false information. The bids of these firms / contractors will not be considered who have not been provided satisfactory services in the past to IIRS or any other Govt. Offices and also imposed penalty by IIRS or any other Govt. Services due to any reason during the earlier contract period.
3. The contractor should have an established office in Dehradun with telephone / Mobile facility landline to enable us to contact in person as well as on telephone. He should also have telephone/cell phone facility at his residence to contact during odd hours also.
4. The contract will be for a period of one year, which is extendable by one more year on the completion of work satisfactorily on the same terms and conditions except the wages which shall be fixed by DEPARTMENT. However, the institute reserves the right to cancel the contract in between without assigning any reason by giving one month's prior notice.
5. In the event of not deploying the committed number of work force or if the works envisaged in the specification are suffered due to either less quantity or poor quality. IIRS shall recover such amounts from the bills of the contractor, which shall be worked out to Rs. 500/- per day each labour. The contracting agency has to submit the monthly attendance and proof of payments along with the bill. The contractor shall have no other claims whatsoever in this matter and the decision of the Department shall be final and binding.
6. The contractor should follow the labour rules and regulations during the period of contract. The wages as fixed by the Department from time to time has to be paid to work force. The contractor shall produce documentary evidence having paid the wages, failing which suitable action will be taken for payment due to the workforce by deducting the amount from the contractor bill. The contractor shall obtain a valid License under the Contract Labour (R & A) Act Rules 1970 and 1971 within 15 days from the date of the commencement of work.
7. The contracting agency shall pay the wages as per the work order to the respective Workforce and any violation of these shall be viewed very seriously and necessary penal action shall be initiated. On or before 7th of every month, the contractor shall make the payment to workforce on the prescribed format certifying the relevant rules of Labour Act to the workforce in the presence of Administrative Officer or his authorized departmental representative on the working day and Administrative Officer shall ensure it by making his endorsement on the same. Subsequently, the contractor shall submit the bills enclosing all relevant papers including proof of payment, reimbursement of ESI & EPF contribution of the contractor.

8. The compliance with payment of wages mentioned above and EPF, ESI etc. shall be the sole responsibility of the contractor. Any violation or non-compliance shall be viewed very seriously resulting in penal action as well as termination of the contract depending on the seriousness of the violation. Hence, the contracting agency is expected to equip them with necessary wage structure fixed by the Department as well as should have the EPF, ESI code/coverage number before submitting the Tender.
9. The contractor shall pay EPF, ESI contributions regularly to the EPF & ESI authorities and produce proof of such payments show the individual-wise breakup of payment towards EPF and ESI with regard to staff deployed as contract terms and conditions in IIRS campus on monthly basis along with the monthly bill failing which the Institute will have the right to withhold the payment of bill(s) until such proof is furnished to the Institute.
10. The Service Provider shall guarantee faithful execution of the contract in accordance with the terms and conditions specified herein. As a performance security, the Service Provider shall furnish a Security Deposit for 10% (Ten per cent) of the total contract value within 15 days from the date of commencement of contract in the shape of Demand Draft or Bank Guarantee valid for entire contract period with a claim period of six months beyond the validity of the Bank Guarantee. The Security Deposit shall not carry any interest and shall be returned after satisfactory completion of all the contractual obligations.
11. Any loss or damages caused to the item/material etc. inside the IIRS premises or to the institute's property by the work force engaged under this contract must be made good by the contracting agency at their own cost, failing which cost thereof, shall be recovered from the running bills of the contracting agency. In this event of non-recovery from running bills for any reason whatsoever, the same can be adjusted / recovered from the security deposit etc. also.
12. It is to emphasis here that this contract is purely a work contract intended for carrying out all the works enshrined in the abstract appended to this and at no stage this should be constructed / interpreted as a Labour Contract.
13. The Central Government Contract Labour (Regulation & Abolition Act Rules 1971) shall apply to this work contract.
14. Acts framed from time to time by the Government shall be binding on the Contracting agency in so far as this contract is concerned and as applicable to them. The contracting agency will be wholly and solely liable and responsible for fulfilling and carrying out their contractual obligations as per this contract.
15. The character and antecedents of all workers to be deployed by the contracting agency will be subject to appropriate verification. Clearance and satisfaction of the contracting agency and intimated to the Administrative Officer, IIRS.
16. The workforce, once approved for the service, shall not be changed without the prior concurrence of DEPARTMENT.
17. Services shall be required during the normal working hours of DEPARTMENT for 8 hours from 0900 hrs to 1730 hrs from Monday to Friday. Depending upon work requirement of the concerned Division/Sections, the workforce shall work on Saturday, Sunday & Public Holidays for duration not less than 8 hours per day and such work force shall be paid with the wages for the day. Wages for one Paid Holiday per week has been included in the wages fixed for a day. In case of exigencies of work, services shall be provided beyond office hours and No remuneration shall be paid for such work. However, the same may be compensated suitably.

18. In case of any revision of wages during the currency of the contract, there shall be no change in the Service charge/ Profit margin payable to the Service Provider. No additional Service charge shall be payable in case of Revision of Wages for next year.
19. The workforce deployed are not authorized to communicate any official information they may come across during & after their working period in DEPARTMENT.
20. DEPARTMENT, being a High Security Zone, the persons deployed by the Service Provider shall be required to follow the security requirements such as possessing a valid Pass/ ID card while entering the campus, maintaining high order of discipline while on duty.
21. In case any issue of Access Control Identity Card is issued by DEPARTMENT to the persons deployed by the Service Provider, expenditure involved for the same shall be borne by the Service Provider.
22. For security reasons the successful tenderer shall furnish the names and residential address of workforce they intend to deploy for the works immediately after receiving the Work Order. If there is any addition or alteration awareness during the contract period, their names and addressed also shall be furnished in advance.
23. **Mode of Payment - Payment** will be made on monthly basis on submitting the bill in duplicate and upon producing relevant documentary evidence relating to the requirement mentioned at Sl. No. 6, 7 & 8. Income Tax at source as applicable will be recovered from the Running Account Bill.
24. The wages for Data Entry Operators shall be fixed by DEPARTMENT. The details of minimum wages applicable during the currency of contract shall be as detailed hereunder:

Sl. No.	Description	Rate per day per person
1.	Wages per day per person initially for 01 Year	Rs. 500/-
2.	Wages per day per person after 01 Year	Rs. 560/-

25. The above periodical hike as mentioned by considering an average annual hike of wages by 12% every year after satisfactory completion of 12 Months. The same rate of hike will be considered in case of further extension if any beyond the period mentioned above.
26. Payment shall be made on monthly basis based on submission of bills. However, it is binding on contractor to make the payment to workforce in time every month without depending on receipt of payments from department.
27. Service tax or any other statutory tax levied by the Government will be reimbursed upon production of documentary evidence of deposit thereof by the contracting agency.
28. The contracting agency will be required to execute an agreement with the institute separately incorporating the herein above contained terms and conditions. The institute reserves the right to add to, alter, delete or amend any of the above mentioned terms and condition in the agreement. For this purpose the agency is required to submit one non-judicial stamp paper amounting to Rs. 100.00 (Rupees One Hundred) only in their name to the institute.
29. No DOS/IIRS employees and their members should be related in any manner either directly or indirectly with the firm and workforce engaged under this Contract.
30. No claim, whatsoever, either for loss of contractor's property, tools etc. or accident to workman during the course of work will be entertained or loss made good by the department on any such account. The contractor shall take all precautionary steps to avoid any accidents resulting in damages to man and property.



31. **No. of Workforce :**

- (a) The requirement of Data Entry Operators as on date shall be a maximum of 22. The numbers may vary depending upon the workload in IIRS. Administrative officer (GA) shall intimate the Service Provider for the required number of Data Entry Operator from time to time.
- (b) The number of workforce shown above is indicative only. However, the number of requirement may increase/decrease as per the requirement and the Service Provider shall provide required number of workforce as and when requested.
- (c) IIRS reserves the right to increase or decrease or withdraw workforce in part/full without assigning any reasons.

32. **Arbitration:**

In the event of any dispute or difference relating to the interpretation and application of the contract, such dispute or difference shall be settled amicably by mutual consultations of the good offices of the respective parties. If such a resolution is not possible, then unresolved dispute or difference shall be referred to the Sole Arbitrator appointed by Director, IIRS in accordance with the rules and procedures of Indian Arbitration and Conciliation Act 1996 or any modification thereof. The decision of the Arbitrator shall be final and binding on both the parties. The expenses for the Arbitration shall be paid as may be determined by the Arbitrator. The Arbitration shall be conducted in Dehradun.

33. **Jurisdiction:**

The Courts within the Dehradun city shall have jurisdiction to deal with and decide any matter arising out of this contract.

34. Director, IIRS reserve the right:-

- (a) To enter into parallel rate contract simultaneously or at any time during the period of the rate contract within one or more tenderers.
- (b) To place ad-hoc contract or contract simultaneously or at any time during the period of the rate contract within one or more tenderes.
- (c) To terminate the contract by giving one month's time.

Yours faithfully,



Purchase & Stores Officer
For and on behalf of the President of India
[The Purchaser]

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PURCHASE DEPARTMENT

NO.IIRS/P&S/GIDI-2014-000352-01/ PT-06/14-15

Date : 17/12/2014

**TECHNO COMMERCIAL BID
TECHNICAL TERMS & CONDITIONS**

Sl. No.	Requirement of Documents	To be filled up by the Service Provider	
1.	Name of the Agency		
2.	Nature of Ownership		
3.	Details of Tender Fee & EMD: 1) Amount 2) Demand Draft No 3) Date 4) Issuing Bank		
4.	Agency Registration Date & its validity (Proof to be enclosed)		
5.	Any other Registration (if any), (Copy to be enclosed)		
6.	Whether the Agency of the service provider has been blacklisted by any Govt. Organization / any Organization (Declaration Certificate to be enclosed)		
7.	Names and designation of Authorized persons eligible to enter into contract. (Power of Attorney/ Affidavit in favour of person signing the papers to be enclosed)		
8.	Name of contact person for conveying any information along with telephone numbers in absence of authorized person mentioned		
		ENCLOSED	
		YES	NO
09.	Copy of EPF Number and certificate of registration issued by EPF authority in Dehradun jurisdiction only.		
10.	Copy of ESI number and certificate of registration issued by ESI authority in Dehradun jurisdiction only.		

NOTE :-

1. **The above required document duly attested by notary should be enclosed with the technical bids failing which the tender shall not be accepted.**
2. **The original documents need to be submitted - in - person whenever called for by the department.**
3. **Bidders who will not fulfill all the above technical terms & conditions shall not be considered for opening the Commercial Bids.**

Place:
Date:
Office Seal:

(Signature of Authorized Person)

Name :

Designation:

Business Address:

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PURCHASE DEPARTMENT

NO.IIRS/P&S/GIDI-2014-000352-01/ PT-06/14-15

Date : 17/12/2014

PRICE BID FORMAT

SUB: Work Contract for Carrying out Data Entry / Computerization of Records etc. at IIRS, Dehradun

1. Name of Tendering Company/ Firm / Agency:

Sl. No.	Description	<i>Rate per day per person Rs.</i>
1.	Minimum wages per day	500.00
2.	Employer's contribution payable towards EPF @ 13.61% on Sl. No. 1 above.	68.05
3.	Employer's contribution payable towards ESI @ 4.75% on Sl. No. 1 above.	23.75
4.	Service charges/profit of the Contracting Company / Firm / Agency. [Indicate both in NUMBERS & WORDS]	

Service Tax @ 12.36% shall be extra on total of all the above 4 components.

Signature of authorized person

Date:

Full Name:

Place:

Seal :

Note:

1. Service Provider shall quote only Service Charges at Sl.No.4. All other components are fixed.
2. Service Charges shall only be in terms of fixed amount per person per day and the same shall be firm and fixed during the entire currency of the contract. The Contractor shall not quote Service Charges in terms of percentage or in any other manner. **No additional Service charge shall be payable in case of Revision of Wages for next year.**
3. The Minimum wage includes the factor towards the wage for one paid holiday i.e., Sunday per week.
4. Employer contribution towards EPF shall be paid on actual minimum wages prescribed by IIRS & it shall NOT be limited to Rs.15000/-.
5. The annual increase of minimum wages shall be 12%.
6. Any increase/decrease in statutory levies such as EPF, ESI, Service Tax etc shall be incorporated during the currency of the contract.

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PURCHASE DEPARTMENT

NO.IIRS/P&S/GIDI-2014-000352-01/ PT-06/14-15

Date : 17/12/2014

DECLARATION

(On Original Letter Head of the Bidder)

1. We have carefully read and understood all the terms and conditions of the tender for providing Data Entry Operators to IIRS and undertake to abide by them;
2. The information / documents furnished along with this Tender (Technical and Commercial bid) are true and authentic to the best of my knowledge and belief. We are well aware of the fact that furnishing of any false information / fabricated document would lead to rejection of our tender at any stage besides liabilities towards prosecution under appropriate law.
3. We shall not assign the contract nor shall we sublet any portion of the contract except with IIRS written consent.
4. We accept that you are neither bound to accept the lowest tender nor bound to assign any reason for rejecting or returning of our Tender.
5. We hereby Undertake that our Company/Firm do not have any legal suit/criminal case either pending against us/proprietor or any of our Directors (in the case of Company) or being contemplated and have not been earlier convicted on the grounds of moral turpitude or for violation of laws in force.
6. We are not black-listed by any Central/State Government/Public Sector Undertakings/ Autonomous Bodies under Central/State Government/ Any Other Organization.

Signature of authorized person

Date:

Full Name:

Place:

Seal :