

BY SPEED POST

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Indian Space Research Organisation
INDIAN INSTITUTE OF REMOTE SENSING
4, Kalidas Road, Post Box No. 135
DEHRA DUN-248 001

PURCHASE DEPARTMENT

Tender Enquiry No : IIRS/PandS/MPR- 26468

M/s *As per List Attached*

Date Monday, September 17, 2012

Due Date Thursday, September 27, 2012 at 1500 hrs.

Kindly submit your quotations in a sealed envelope superscribed on top of envelop with Enquiry No. due date for the supply of the following as per terms conditions mentioned below.

Sl No	Material Description	Unit	Qty
1	Temporary & Part time Service Contract for Deployment of Semi Skilled Workforce for carrying out the House Keeping Work. The Workforce to be deployed should have atleast 1 or 2 years experience in working to any Govt. Organisation. - Operation of Xerox Machine - Operation of FAX Machine - Rail Tickets Reservation - Logistics Support - Distribution of Dak.	Job	1

Workforce : 02 (Semi Skilled)

No. of Workforce should be increase or decrease, as per our requirement.

SPECIAL TERMS & CONDITIONS AS PER ANNEXURE ENCLOSED

CONTRACTOR SHOULD PROVIDE UNIFORM TO THE WORKFORCE DEPLOYED

Terms and Conditions :

AS PER ANNEXURE ENCLOSED

[Signature]
Purchase and Stores Officer
Indian Institute of Remote Sensing

Please See Our Web Site :- "www.iirs.gov.in" for all tenders

ok S. K. G. 19/9/12

DETAILS OF MANNER IN WHICH RAES SHOULD BE QUOTED/INDICATED

Workforce required	Minimum Wages		% of EPF and total amount	% of ESI and total amount	% of Service Charges	Uniform Charges		% of Service Tax	Grand Total
	Each Person	Total Wages				Per Day	Per Month		
Semi Skilled									

Note: The Minimum wages should be as per the latest Notification issued by the Asst Labour Commissioner (Central)

Signature of the Bidder

Name of the firm

Terms & Conditions of against MPR No.26468 for Part Time & Temporary Service Contract for deployment of Semi Skilled Workforce

1. Contracting Agency should deploy the workforce above 18 years of age and good health well mannered.
- 2.
3. Contracting Agency should follow all the labour rules and regulation applicable during the period of the contract.
4. Contractor shall pay EPF, ESI contributions regularly to the PF & ESI authorities and produce proof of such payments to the Administrative Officer or his nominee on monthly basis failing which IIRS will have the right to withhold the payment of bills until such proof is furnished to the Institute.
- 4 The Central Government Contract Labour (Regulation & Abolition) Act Rules 1971 shall apply to this work contract.
5. Contractor shall pay the minimum wages to the workforce as per the latest minimum wages structure.
6. The compliance with payment of minimum wages mentioned above and EPF, ESI etc. shall be the sole responsibility of the contractor and any violation or noncompliance 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 contractor is expected to equip them with necessary wage structure as well as should have the EPF, ESI code/coverage number before at the time of commencement of contract.
7. Contractor shall pay EPF, ESI contributions regularly to the PF & ESI authorities and produce proof of such payments to the Administrative Officer or his nominee on monthly basis failing which IIRS will have the right to withhold the payment of bills until such proof is furnished to the Institute.
- 8 The Central Government Contract Labour (Regulation & Abolition) Act Rules 1971 shall apply to this work contract.
- 9 **Mode of Payment** - Payment will be made on monthly basis on submitting the bill in duplicate and upon producing relevant documentary evidence. Income Tax at source as applicable will be recovered from the Running Account Bill.
10. Contractor shall pay the salary wages to the workforce by 7th of every month and any violation of these shall be viewed very seriously and necessary penal action shall be initiated. IIRS will process the bill of contractor only on receipt of proof of payment to workforce.
11. Service tax or any other statutory tax levied by the Government will be reimbursed upon production of documentary evidence of deposit thereof by the contractor, Minimum wages revised as and when by the Central Labour Commissioner will be payable subject to production of documentary evidence.
12. The entire workforce engaged by firm /contractor should wear uniforms as follow.

Male (for all workforce) Full pant and full sleeves shirt in Dark Bottle Green Colour with and black polish shoes (Make: Binny/Bombay Dyeing/Mafatlal)for uniform and Bata for shoe & shocks.

Female: Saree and Bluse of Dark Bottle Green colour: In case, if the workforce is found working without uniform a penalty of Rs. 10/- (Rupees ten only) per day per person be levied and deducted from the bill.
- 13 The Purchase reserves 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 tenderers.
 - (c) To terminate the contract by giving one month's time.

Purchase & Stores Officer