



INDIAN INSTITUTE OF MILLETS RESEARCH
(Indian Council of Agricultural Research)
Rajendranagar, Hyderabad-500 030
Phone – 04024599300, Fax – 04024599304

No. 4(533)Admn/08

dt. 08.05.2015

TENDER NOTICE

On behalf of the Director, **Indian Institute of Millets Research**, Rajendranagar, Hyderabad, sealed tenders are invited for providing Manpower Services in the form attached (Schedule – II) for one year. The manpower Services will be governed by the terms and conditions mentioned herein. Therefore, tenders may be submitted in the prescribed Tender Form (Schedule – I & II) attached along with a Demand Draft of Rs.50,000/- towards EMD and Rs. 200/- towards Tender form cost drawn on any Nationalized Bank in favour of “**ICAR Unit, DSR, Hyderabad**” payable at Hyderabad. The envelope containing the tender as well as subsequent communications should be addressed / delivered to: The Director, **Indian Institute of Millets Research**, Rajendranagar, Hyderabad – 500 030 in a sealed cover. Tenders received without EMD or Tender form Cost will not be considered in any circumstances. In the case of successful bidders, the amount of EMD may be adjusted towards security deposit. All the communications must be addressed to the above officer by designation, and not by name.

The tenders must be submitted in the following way.

PROPOSAL SUBMISSION

Interested bidders should submit the tenders in two parts namely.

- A: Technical
- B: Financial

The technical and financial proposal must be submitted in two separate sealed envelopes indicating clearly on envelopes as “**TECHNICAL PROPOSAL**” and “**FINANCIAL PROPOSAL**”. Financial proposal to indicate a warning “**DO NOT OPEN WITH THE TECHNICAL PROPOSAL**”. The envelopes containing the Technical and Financial Proposals shall be placed into an outer envelope and sealed. This outer envelope shall bear the title of the assignment “*Tender for manpower services at IIMR*”.

Technical Proposal should be prepared considering all the eligibility criteria detailed below and as per the Schedule – I. On the basis of detailed technical aspects a check list is attached as Schedule – I which is must be submitted only along with the Technical proposal duly signed and sealed. All the documents in support of technical eligibility must be submitted only alongwith the technical proposal. Break – up of wages to be paid to the labour alongwith the EPF, ESI, Bonus, Overtime allowance etc. may also be submitted alongwith the technical proposal.

TECHNICAL PROPOSAL CONTENT

ELIGIBILITY CONDITIONS:-

The following documents/vouchers are required to be enclosed with the Tender form which is the terms and conditions of the Tenders document.

1. A valid registration certificate of the firm under work contract of the Appropriate Authority
2. Experience of the firm in the field of providing such services in Central Govt. establishment/Autonomous bodies of Govt. of India/Corporates of Govt. of India/reputed public or private organizations (client lists).
3. Copy of the Income Tax Return for the last three years or certified balance sheet of the firm for the past three years of the service contract by the Chartered Accountant.
4. The certificate of registration under ESI & EPF and existing labour license (If applicable).
5. Income Tax Permanent Account Number allotted by the Income Tax department.
6. If Labour License is not available with the firm, the contractor shall obtain the labour license under the Labour Act within 30 days after assigning the job contract.
7. A certificate to the effect that the firm has not been black-listed by any Govt. Office/ Institute / ICAR for any reason. If nothing is submitted in support of this, it will be assumed that the firm is not black listed and if later, it is found any adverse report the contract will be terminated.
9. Only those firms who qualify in the Technical Bid will be considered for financial bid.

NOTE:- All the pages of tender document must be numbered, signed and all the blanks in tender forms must be filled.

FINANCIAL PROPOSAL CONTENT

Financial proposal (In Indian Rupees) should be in the attached form (Schedule – II) only. No other documents will be considered in this regard.

The estimated cost/rate quoted by the contractor is to be worked out on the basis of minimum manpower requirement, provisions of Minimum Wages Act, EPF,ESI, Bonus and all statutory liabilities. **Hence, the rate quote below the minimum wages or ignoring statutory obligations may not be acceptable to us.** Rates should be quoted unit basis as per detail given in schedule - II. These rates must include Basic, VDA, EPF, ESI/WC, Bonus and service charges of agency as per central labour commission act. It is also to mention that the Contractor has to fulfill all the terms and conditions as applicable to the Labour Act, ESI / EPF / Service Tax / IT, etc., and IIMR will not have any responsibility on this account. The Contractor will be the employer for the labourers who are deployed for undertaking the works given in Schedule – II and IIMR will not have Employee – Employer relationship with the workers.

In case the above terms and conditions are acceptable, the Schedule – I & II may be downloaded and submitted to this office duly quoting the rates for each item in a sealed cover to the Director, IIMR, Hyderabad along with an EMD of Rs. 50,000=00 and Rs. 200=00 towards tender form cost in the form of DD drawn in favour of “ICAR Unit DSR, Hyderabad” for our consideration. This contract is for a period of 1 year initially and liable to be extended for one more year subject to the satisfactory services and on the same terms and conditions. On the expiry of the contract or its termination, the Director IIMR reserves the right to renew the contract on monthly/yearly basis on the terms and conditions that may then be mutually agreed upon. The contractor is advised to have a complete survey of this Office campus before offering rates and also attend the pre bid meeting.

The tender documents which are to be submitted to the Director, IIMR must be numbered beginning with 1 to the last page and accordingly Technical proposal may be filled. In the technical Proposal all documents which are asked will have to be submitted by the tenderer and the page number at which these documents are attached will have to be written in the technical proposal / check list (Schedule – I).

The decision of the Director, IIMR will be the final and binding on the Contractor.

Time and date of pre-bid meeting:	19.05.2015 at 11:00 AM
Time and date of Submission of tenders:	25.05.2015 up to 02:00 PM
Time and date of opening of technical proposal:	25.05.2015 at 02:30 PM
Time and date of opening of financial proposal:	29.05.2015 at 11:00 AM

[Saroj Kumar Singh]
Administrative Officer

Terms and Conditions:-

- 1) This contract is for a period of 1 year initially and liable to be extended for one more year subject to the satisfactory services and on the same terms and conditions and will be commencing from the date of signing the agreement.
- 2) The contract can be terminated by giving one month's notice on either side and that any notice required to be served shall be sufficiently served on the parties if delivered to them personally or dispatched by the address herein given under registered post. IIMR will have no responsibility for any loss/damage caused to them. If any point of time the services of the firm are not found satisfactory the Director, IIMR reserves the right to terminate the contract immediately and the security money will be forfeited.
- 3) The item of works shown in the Schedule – II from S.No. 1 to 35 are HIGHLY SKILLED / SKILLED nature of works and will be awarded on “Work Contract” basis only and will have to be carried out in consultation with the respective in-charges. Hence, the contractors should ensure that the educated persons are engaged for attending the work.
- 4) The Seasonal nature of the work has to be given top priority.
- 5) The workers deployed by the contractor will not have any employee - employer relation with Director or any staff of this Institute.
- 6) Workers are to be paid strictly as per the minimum wages act circulated by the RLC(C) Vidyanagar, Hyderabad. As and when the wages are revised by RLC (C), Hyderabad, the revised rate shall be paid by the contractor and the same can be claimed from the Institute.
- 7) The contractor will be the employer for the manpower deployed at this Institute and, accordingly, the contractor needs to complete all legal formalities.
- 8) The workers are to be issued with identity card and also ESI card.
- 9) The workers have to display Identity card as and when they enter into IIMR Campus.
- 10) This Institute will not be responsible for any Labour dispute.
- 11) The ‘work contract’ is given and will be carried out in our campus, IIMR will be the Principal employer. Accordingly, the payments made to the workers will be watched over by the designated Officers of IIMR.
- 12) The payment to the workers is to be made on or before 7th of the following month as per the labour law, in presence of the nominated officer of IIMR.
- 13) The contractor has to furnish a security deposit of Rs. 2,00,000/- in the form of DD in favour of “ICAR Unit DSR Hyderabad” payable at Hyderabad. In the event of non-deposition of the same, the earnest money will be forfeited. The Performance

Guarantee/security money shall be refunded to the contractor only after satisfactory completion of the contract or adjust any damages or loss of property etc. caused by the personnel deputed by the agency. No interest will be paid on the security money and earnest money deposited with this Office. The amount of EMD can be adjusted against Security Deposit.

- 14) The contractor needs to enter into an agreement on non-judicial stamp paper of Rs.100 on receipt of this contract at his own cost.
- 15) The rates quoted by the contractor are inclusive of EPF, ESI, Service Tax, Bonus and Service Charges (benefit of the contractor).
- 16) Proof of payment of statutory obligations such as EPF, ESI along with a copy of relevant form indicating details of amount deposited against each individual in all categories and also service tax and any other applicable tax needs to be submitted.
- 17) The agency agrees to get all the staff members and their employees insured against any liability arising under the workman's compensation act.
- 18) In case of any accident/ Loss of life of the workers during discharging duties compensation to be given to the workers, the same shall be borne by the firm.
- 19) The Tenderer / Contractor will discharge all his legal obligations in respect of the workers deployed by him for the execution of the work in respect of their wages and service conditions and shall also comply with all the rules and regulations and provisions of law in force that may be applicable to them from time to time. The contractor shall indemnify and keep indemnified the IIMR from any claims, loss or damages that may be caused to it on account of any failure to comply with the obligations under various laws. In case of any dispute, the decision of IIMR shall be final and binding on all contractors.
- 20) If Tenderer does not accept the offer, after issue of letter of award by, IIMR (ICAR) within 15 days, the offer made shall be withdrawn & earnest money will be forfeited.
- 21) The Tenderer is at liberty to be present or to authorize a representation to be present at the opening of the tender. The name and address of the representation who would be attending the opening of the tender on the tender on your behalf should be indicated in the tender. Please also state the name and address along with telephone Nos. of your permanent representative, if any.
- 22) Acceptance by the IIMR will be communicated by Speed Post / Fax /e-mail or any other

form of communication. Formal letter of acceptance of the tender will be forwarded as soon as possible, but the earlier instructions in the Speed Post / Fax / e-mail etc. should be acted upon immediately.

- 23) For any clarifications, the Director, IIMR and Dr. D. Balakrishna, Sr.Scientist may be contacted.
- 24) Director, IIMR has the right to accept or reject the tenders without assigning any reason.
- 25) Since the different works as mentioned in Schedule - II will be awarded on 'Work Contract' basis only, the workers deployed by the contract do not have any right to demand / claim their wages and statutory obligations directly with this Director.
- 26) Contractor is responsible for payment of EPF, ESI of the workers deployed by him and service tax as applicable.
- 27) The agency / contractor shall employ good and reliable persons with robust health of age group of 21 to 45 years.

Administrative Officer



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Technical Proposal / Check List

Schedule – I

Technical Bid for manpower services at IIMR

Following documents must be submitted for the technical qualification. Tenderers are advised to put page numbers in the all the pages of the documents submitted to the IIMR for consideration and the page numbers of the concerned documents may be filled in the below column (Page No. Column).

S. No.	Description	Proof Attached (YES / NO)	Page No.
1	Name of the Firm/Agency		
2	Full address with Contact No. and Email id, if any.		
3	For partnership firm, whether registered or not registered under the Indian partnership act, 1932 please state further whether by the partnership agreement, authority to refer disputes, concerning the business of the partnership to arbitration has been conferred on the partner who has signed the tender. I. If answer to the above is in negative whether there is any general power of attorney executed by all the partners of the firm authorizing the partner who has signed the tender to refer disputes concerning business of the partnership arbitration. II. If the answer to above is in point one and two the affirmative, please furnish a copy of either the partnership agreement or the general power of attorney as the case may be.		
4	Registration No. of the Firm (copy to be attached)		
5	Copy of Licence		
6	ESIC No. of firm		

7	EPF No. of firm		
8	PAN Number		
9	Service Tax Registration No.		
10	Experience in no of years (Clients list to be attached)		
11	Turnover of last three year (IT return of the previous three years to be attached)		
14	Earnest Money Deposit (Yes or No) Details of the EMD:-Draft No._____Date_____		
	Drawn on Bank _____ _____		
15	Tender Form Costs (Yes or No) Details of the Tender form cost:-Draft No._____Date_____		
	Drawn on Bank _____ _____		
16	Statement showing the breakup of the wages (the break-up of wages to be paid to the labourers i.e. Basic rate, VDA, EPF / ESI Contribution, Bonus, Service Charges etc.) to be attached with the technical proposal.		

Date : -
Place : -

Signature of the Firm with Seal
Phone No. -
Email id –



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Financial Proposal

Schedule – II

Financial Bid for Manpower Services at IIMR, Hyderabad.

Outsourcing Requirement for 2015-2016								
Job No	Title of Job	Job description with quantification of work	Suggested Skill level	Approx. Total Quantity of work in 2015-2016	Unit of work (to be completed in a month)	Source of Funding/Project	Approx. no. of Units	Rate
1	Assistance in crop raising recording pre-and post-harvest data	Crop raising, field data collection, harvesting & threshing, drying of seed, collection of data on yield attributes-panicle characters. 100 grain count, grain and fodder yields	Highly skilled	106840 plots (2 rows plot of 4 meters) + 49500 data points + 400 genotypes + 30000 plants	20 plots (4.5m x 5m each) or 500 plots (2 rows plot of 4 meters) or 300 acc for 33 sorghum descriptor traits or 5000 plants	IIMR/DUS/NF/NFSM-SS/ACIAR/NFS M-A	116	
2	Assistance in Laboratory chemical/physical analysis	Sample collection, processing, preparation of grain/stalk /leaf/plant/food /soil etc. samples for chemical quality analysis (Strach, protein , brix, pH, total sugars, sucrose, reducing sugars , NPK, etc).	Highly skilled	2400 samples (1200 stalk samples + 1200 juice samples) + 1800 samples for different parameters + 2400 samples (1200) stover, grain, leaf samples + 1200 bagasse samples) + 1200 samples + 500 samples (soil,plant and grain) + 1200 for amylase/ amylopectin: phytates + 200 grain samples	200/250 or 25 plant/stalk/juice/leaf/soil or grain samples/month	NFSM-SS/NF/IIMR/NFSM-M	71	
3	Assistance in conducting pot experiments	Soil filling, watering, maintenance of pot cultures, cleaning after harvest, spraying, insect resistance screening etc.	Skilled	10100 pots; maintenance	100/200 pots	IIMR/NPTC/A CIAR/AICSIP Sp Project	50	

4	Assistance in data collection, enumeration, entry and analysis	Field survey and enumeration, Entry of AICSIP Agronomy data in computer for statistical analysis, Assistance for data entry on insect pests of sorghum in rice fallows during rabi situation/conducting workshop on rice fallows at Ag. College, Bapatla during Oct. 2011/1. Data entry of schedules of Nanded dist. Each Schedule of 20 pages 120 Nos/day 50 schedule/month / Data enumeration Collection of data from village/taluk/district/city Schedule of 20 pages in formation independently	Highly skilled	12 trails/Assistance in typing and workshop related materials + 4100 schedules + 20000 data points + 100 data prints	6 trials or 90/50 schedules or 5000 data points + 10 data prints	NFSM-M/ IIMR	32	
5	Assistance for Different Extension activities	Seeds collection, packing and dispatch for kharif and rabi FLDs through transport, and for sorghum trails in rice fallows in Guntur district. Maintenance of demonstration plot at DSR during kharif and rabi for visitors, logistics arrangements in organization frequent meetings of the visitors and professional meetings at DSR	Skilled	450 FLDs, demo of 55 genotypes at DSR, 20 meetings	25 days	IIMR	12	
6	Air entrainments of sorghum genotypes	Assistance in air-entrainments of 250 samples	Highly skilled	Air entrainments from 250 genotypes	20 samples	IIMR	12	
7	Assistance for monitoring of shootbug nymphs and adults	Assistance for monitoring of shootbug nymphs and adult population during kharif 2011, pot experiments to estimate phenols in leaf samples.	Skilled	600 genotypes/1200 leaf samples	150 genotypes/300 leaf samples	IIMR	4	

8	Assistance in conducting salinity screening in pots and microplots	Maintenance of required salinity levels in post and microplots and assistance in growing plants and recording observations on growth parameter.	Skilled	200 pots + 12 microplots (2m x 3m 1.5) (312 days).	200 pots + 12 microplots (2m x 3m 1.5) (26 days).	IIMR/AICSIPS P Project	10	
9	Assistance in food processing unit and products preparation	Ensuring Maintenance and proper functioning of machinery in Grain and Food processing lab 2. Assisting in grading, packing and Logistics. 3. Organizing popularization programmes Road shows and exhibitions at Malls Public parks. Assisting in Product development and Recipe development. Standardization of recipes and new products developed in the Lab	Highly skilled		1 recipe per day	NFSM-M/ IIMR	24	
10	Culture of sorghum pests in vitro	Assistance in culturing and maintaining of sorghum shoot fly/ stem borer/ mites/ aphids/ other insect pests, predators, etc. and data collection	Highly skilled	1. Aphids in 1200 caged plants 2. Predators/parasitoids in 300 vials/jars 3. Culturing mites in 300 caged plants 4. Culturing predators and parasitoids in 300 jars 5. Maintaining a homogenous insect culture (6000 nos) 6. Culturing of 25,20,000 stem borer neonates. Egg collection, rearing, Assistance in artificial infestation in field studies.		IIMR/NPTC	51	
11	DNA isolation and PCR work	Plant analysis by DNA isolation and PCR	Highly skilled	9500 DNA samples + 88000 PCR	DNA isolation samples 200 /PCR 2000 samples	IIMR/NPTC/AI CSIP Sp Project	30	

12	DUS Characterisation	Assistance in recording observations on seedling, growth, floral and seed traits, excision of floral parts, recording their quantitative and qualitative attributes as per DUS guidelines, including verification with RHS colour charts	Highly skilled	3740 samples/genotypes for 33 DUS traits as per guidelines (123420 data points)	About 3000 data points	IIMR/DUS	34	
13	Emasculation/crossing/ Selfing work	Emasculation, crossing and selfing work	Highly skilled	86000 selfing + 116500 crossing + 5400 emasculations	Crossing (3000)/selfing(1000)/emasculations (75)	IIMR/DBT/NFSM	45	
14	Genotyping work	Polymorphism test between panel of parents, fragment analysis with polymorphic markers, data scoring and tabulation	Highly skilled	Polymorphism test with 1500 markers and genotyping with approx 400 markers	Polymorphism test with 150 markers, genotyping with 25 markers	IIMR/NFBSRA	10	
15	Glass/Plastic ware cleaning and upkeep of laboratory	Cleaning, drying and arranging in racks and lab cleaning. Cleaning of desks, chairs, tables and other furniture in laboratory. And other miscellaneous jobs; Cleaning of used up diet containers etc.	Skilled	1. Daily lab cleaning 315 days. 2. Assisting in engg collection (180 days), hatching of neonates + Cleaning of Approx. 70600 bis + 86100 small glasswares / culture vials and 9000 tissue culture boxes small sized glasswares	1. cleaning of lab 26 days, Cleaning and disinfecting rearing jars (200 jars/ month), Assisting in egg collection; or Cleaning of Approx. 1200 big + 1200 small + 3000 small sized glass ware every month.	IIMR/NFSM/AI CSIP Sp Project	56	
16	Maintenance of Transgenic glasshouses and general assistance	Cleaning filters, floor, tanks and maintaining the control and maintenance of pot cultures, filling pots, cleaning after harvest, watering plants, spraying weakly	Skilled	For 160 + 108 days- Maintenance of 1 glasshouses with a floor space of 1200 sft each and filters (600 sft), 6 tanks of floor space of 1200 sft, Fan and/pad systems (4) (6 months)	Maintenance of 1 glasshouses with a floor space of 1200 sft each and filters (600 sft), 6 tanks of floor space of 1200 sft, Fan and/pad systems (4) (26 months)	NPTC/NFBSRA	10	

17	Operation of cane crusher, distillation unit, grain grinder, etc.	Crushing sweet stems, grinding grain for analysis, grinding bagasees for analysis, autoclaving samples	Highly skilled	Crushing 5000 stems, grinding 2000 grain samples, autoclaving 500 times	Crushing 400 stems, grinding 150 grain samples, autoclaving 50 times	BFBSRA		
18	Processing of stover and fodder samples	Drying and weighing, chopping and grinding the samples into powder using grinding machine and packeting, set-up the samples for quality analysis in lab.	Skilled	1600 samples	150/200 samples	IIMR	10	
19	Raising and maintaining sorghum & other millets nursery	Raising and maintaining sorghum & other millets nursery for shoot fly culture; data collection.	Skilled	Raising and/or maintaining 160 beds (each 18 rows of 10mt. Length)	Raising and/or maintaining 60 beds (each 18 rows of 10mt. Length)	IIMR	3	
20	Microscopic observation on chromosomes/trichomes/Apomixis	Fixing, excision and clearing/ staining of embryo sacs/ reproductive tissues/ observation and processing of slides/ sectioning, photography/ processing for trichome analysis/ counting	Highly skilled	26000 slides/7250 samples	200 slides/250 samples	NFBSRA/IIMR/ AICSIP Sp Project	30	
21	Roti and snacks preparation	Preparation of rotis and snack, assisting in product development	Skilled	60000 rotis	100 rotis per day	NFSM/ IIMR	24	
22	Secretarial assistance to NAIP- Millets Cons./PME cell	Secretarial Assistance to PME cell: Filling, documents, compiling, maintenance of all records related to project management, PIMS-ICAR, liaisoning with finance and administration units of institute and any other duty assigned by PME cell/ Documentation, diary and dispatch work, maintenance of all records necessary for diary and dispatch work and any other duty assigned by Office in charge.2.	Highly skilled	Assisting in coordination of project internally & with partners & PIU, Delhi (300 days)+ Assist the incharge in compilation and filling of all reports from 38 scientists. (200 days in whole year)	Assist the incharge in coordination/ compilation and filling of all reports from 38 scientists. (25 days).	NFSM/IIMR	20	

		Responsible for typing and drawing graphs and pie charts using MS-Excel, any other duty assigned by Office in charge.						
23	Seed multiplication of progenies/ RILS/ parents/ genetic stocks, etc.	Selfing, Crossing, seed increase and advancing generations.	Skilled	Seed increase of 600 crosses/ 3640 RILS/540 parents/ 840 genetic stocks	Seed increase of 40 crosses/ 120 RILS/ 20 parents/ genetic stock 2kg each	NF/IIMR/DBT	19	
24	Seed packeting and Maintenance, record keeping	Harvesting SPP selections, threshing and seed processing/Seed preparation for sowing/storage/distribution/ exchange/ assisting in record keeping	Highly skilled	80000 seed packeting along with SPP threshing/ seed processing and record keeping	2000/8000 seed packets & record Maintenance	IIMR	14	
25	Seed production	Monitoring, processing, packing and accounting and labeling of lots/Arrangements for sowing at seed production plots in Adoni, Nandyal for Rabi.	Highly skilled	25 sorghum genotypes, 100 tons of seed to be processed and packers and 50 acres of sowing to be arranged and monitored.	25 days	BSP/ICAR seed project	12	
26	Tissue culture/maintenance of interspecific or intergeneric hybrids	Assisting in preparation of another culture media, collection, sterilization and plating of another/ Maintenance of interspecific and generic hybrids	Skilled	12000 anthers/ 5000 plants	3000 anthers/ 700 plants	IIMR	10	
27	Assistance for Library work	Issue of books, entry of books in library register, processing library bills.	Skilled	Entry of 240 books, Issue of 240-300 books, Processing 24 bills	Entry of 20 books, Issue of 20-30 books, Processing two bills/month	IIMR	12	
28	Building and toilet cleaning	Sweeping, cleaning & scavenging of Adm. Building, approach road to the Admn. Building, cleaning of toilets, messenger help, delivery of letters, etc.	Skilled	2500 sq. ft. area in Building, 500 sq.ft. road cleaning of 3 toilets and misc. work (312 days)	2500 sq.ft. area in Building, 500 sq.ft road cleaning of 3 toilets and misc. work (26 days)	IIMR	12	

29	Clerical assistance to O/I Farm/ AO/AAO/FAO	Farm contract labour indent collection, preparation and processing	Highly skilled	Total 4800; (Making 2400 entries, 2400 work order, sanction order, bills preparation etc.)	150 bills entries daily in the register and 100 bill verification, 100 entries, receiving and distribution of letters (12 months)	IIMR	36	
30	Driving and general assistance	Driving Jowar rath /office vehicle to various parks/institutes / other specified locations; Driving tractors in the field preparation, leveling, outstation driving for VIPs and DSR staff for daily routine duties	Highly skilled	Driving and general assistance duties (312 days) x 4	Weekly 5 visits to various institutions/public parks. Driving and general assistance duties (26 days) x 3	NSFM/IIMR	48	
31	Electrical and Plumbing jobs	Regular maintenance of electrical installations in the DSR complex and farm/ water pipe line, drainage line, plumbing of water to the tank, Cleaning of tank	Highly skilled	Regular maintenance of 200 electrical installations, 3 server/ LAN room services, 30 Acs, seminar lab repair and services 100 points, assisting the electrician in day to day work/ Regular maintenance of 2000 meter water + drainage pipe line., Tank Filling two times in a day. Cleaning of tank weekly, (300 days)	Regular maintenance of electrical installations/water+ drainage pipe line/ Tank filling two times in a day, cleaning of tank weekly (25 days).	IIMR	24	
32	Gardening	Watering of trees / seeding / mulching, Pit making, secondary jungle removal, stump removal & clearing , removal of weeds on field bunds, borders.	Skilled	Watering of 100 trees twice a week, making about 100 pits, cleaning of fields from weed, stumps etc and miscellaneous jobs (300 days).	Watering of 50 trees twice a week, making about 50 pits, cleaning of fields from weed, stumps, miscellaneous jobs (300 days)	IIMR	12	
33	House keeping and maintenance of canteen/guest house	House keeping and maintenance of canteen and guest house, including entertaining guests house, including	Highly skilled	NA	NA	IIMR	12	

		entertaining guests by requested facilities.						
34	Preparation of foods and catering in the canteen/guest house	Preparation of tea, snacks and sorghum food in the canteen and serving, Guest house and utensils cleaning, upkeep of toilets and rooms in tidy condition, including surrounding areas	Skilled	NA	NA	IIMR	24	
35	Supporting services to FAO/AO/AAO/ DDO/ Director's Office	Carrying of files, cleaning and maintenance etc. in A&A Section/Estt/Stores / Attending the supporting services in director's office under PA to Director	Skilled	300 days in an year x 3	25 x 3 days	IIMR	48	

Certified that the rates quoted in the above column are as per the minimum wages act and inclusive of all statutory obligations & service charges.

Date : -
Place : -

Signature of the Firm with Seal
Phone No. -
Email id –