



INDIAN INSTITUTE OF MILLETS RESEARCH

(Indian Council of Agricultural Research)

Rajendranagar, Hyderabad-500 030

Phone – 04024599300, Fax – 04024599304, Email – millets.icar@nic.in

INVITATION TO TENDER FOR MANPOWER SERVICES AT IIMR

F.No. 4(615)Admn/12

Dt. 25th July 2016

Sealed Tenders are invited for providing Manpower Services at Indian Institute of Millets Research, Rajendranagar, Hyderabad – 500 030 for one year initially. 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. All the communications must be addressed to the above officer by designation, and not by name.

2. The Manpower Services will be governed by the terms and conditions mentioned herein and as per different skills of work. Therefore, tenders may be submitted in the prescribed Tender Form attached as Schedule – I & II (**in two way bid system**) 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, IIMR, Hyderabad” payable at Hyderabad. Whoever availing exemption for submission of EMD must submit the certificate (along with the technical proposal) clearly mentioning the said exemption in the certificate.

The tenders must be submitted in the following way.

PROPOSAL SUBMISSION

Interested bidders should submit the tenders in two parts namely.

A. Technical Proposal

B. Financial Proposal

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 along with the technical proposal.

The firm must fulfill all the eligibility conditions as per check list and below mentioned eligibility conditions. The eligibility conditions will also be decided with the past performances with concerned organisations where such services have been completed or being rendered (details of all such organisations to be enclosed in the client list).

TECHNICAL PROPOSAL CONTENT

ELIGIBILITY CONDITIONS:-

The following documents

are required to be enclosed with the Tender form which is the terms and conditions of the Tender 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 (clients list must be enclosed with the technical bid).
3. Certified/Self attested copy of the balance sheet of the firm for the last five years of the service contract. **Turn over in any three years out of last five year must be equal to or more than 100 Lakh.**
4. The certificate of registration under ESI & EPF and existing labour license (If applicable).
5. Permanent Account Number (PAN) 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.
8. 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 quoted below the minimum wages or ignoring statutory obligations may not be acceptable to us. As the required Services are included non-agricultural activities thus, the rate should be quoted for non-agricultural category for all category of skill (as per Schedule – II) to avoid labour disputes.**

These rates must include Basic, VDA, EPF, ESI/WC, Bonus and service charges of agency as per the minimum wages as circulated by the Regional labour commissioner (C), Hyderabad. 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 category 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 IIMR, 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 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 placed 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:	08.08.2016 at 11:00 AM
Time and date of Submission of tenders:	16.08.2016 up to 02:00 PM
Time and date of opening of technical proposal:	16.08.2016 at 02:30 PM
Time and date of opening of financial proposal:	22.08.2016 at 11:00 AM

3. The total set of Tender Document consisting of pages from 1 to 15 in original should be returned intact after tendering the rates in attached form only and also affixing tenderers signature on all pages of the tender document. Pages should not be detached but when items are not being tendered, the corresponding spaces should be defaced by words such as “Not quoting” in the event of space on the schedule form is insufficient for the required purpose, additional pages must be added. Each such additional page must be numbered consecutively, bearing the tender number and full signature of the tenderer. In such cases, reference to the additional pages must be made in the tender form. If any modification of the schedule is considered necessary, you should communicate the same by means of separate letter sent with the tender.

4. First, Tenderers should note that their offer should remain open / valid for acceptance for at least 90 days from the date of opening of the financial proposal. If the firms are unable to keep their offer open for the specified period, they should specifically state in the Tender Form the period up to which they want their tenders to remain open for acceptance. In the absence of such mention in the tender, it will be assumed that their offers will remain open for acceptance for the period of 90 days from the date of opening of financial proposal. Tenders received by such vague and indefinite expressions such as “subject to immediate acceptance” will not be considered.

7. This offer does not pledge to accept the lowest or a tender and reserves itself the right to accept the whole or any part of the tender or portion of the tender offered and the Tenderer should execute the same at the rate quoted. The Tenderer is at liberty to state in the tender that the rate quoted shall apply only if the entire contract is executed.

8. 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 and Earnest Money Deposit will be forfeited.

9. In case of partnership firms, where no authority to refer disputes concerning the business of the partnership has been conferred on any partner, the Tenders and all other related documents must be signed by every partner of the firm. A person signing the Tender form or any other document forming part of the contract on behalf of another shall be deemed to warrant that he has authority to bind such other and if, on enquiry it appears that the person so signing had no authority to do so, the

IIMR shall without prejudice to other civil and criminal remedies cancel the contract and hold the signatory liable for all costs and damages. The Tenderer should sign each page of the Tender Document and the schedules to the Tenders and annexure, if any.

10. An amount of Rs. 2,00,000/- (Rupees Two lakhs only) as security deposit for the contract, in the form of DD/BG/STD in favour of “ICAR Unit IIMR, Hyderabad” payable at Hyderabad is to be deposited by the Selected Agency / Successful Tenderer only after receiving a communication from the IIMR, ICAR, Hyderabad. In the event of non-deposition of the same, the Earnest Money Deposit will be forfeited.

11. Any other tax which is as per the rules shall be the liability of the agency to deposit in concerned department & TDS shall be deducted at source from bill of the successful Tenderer as per the rules.

12. The Tenderer is at liberty to be present or to authorize a representative to be present at the opening of the tender. The name and address of the representative 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.

13. Acceptance of the tender 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.

14. Director, IIMR reserves the right to accept or reject any or all tenders without assigning any reason.

ADMINISTRATIVE OFFICER

[SIGNATURE OF THE TENDERER]

Terms and Conditions:-

- 1) This contract is for a period of 1 year initially and liable to be extended for one more year on mutual understanding 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 without the notice and in such a case the security deposit will be forfeited.
- 3) The item of works being taken at IIMR involves skills of different category i.e. of HIGHLY SKILLED / SEMI SKILLED / SKILLED / UNSKILLED which 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 and properly equipped skilled persons are engaged for attending those works**. Documents in support of professional / technical skills shall have to be obtained from the deployed person and to be submitted to the office whenever asked. **All the above skilled persons will be of Multi Tasking in nature and will have to attend the different nature of works as and when asked by this office. Thus, the agency will have to ensure the criteria before deployment of workers.**
- 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 strictly 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, UIN / EPF No. and also ESI card. **A list consisting the details of the identity card no., UIN/EPF No, and ESI Card No of the worker will have to**

be submitted to the office just after the start of work.

- 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 disputes.
- 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 by online transfer only and in the 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/BG/STD in favour of "ICAR Unit IIMR 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 adjusted against 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) etc.
- 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 representative to be present at the opening of the tender. The name and address of the representative 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, Pr.Scientist may be contacted.
- 24) Director, IIMR has the right to accept or reject the tenders without assigning any reason.
- 25) Contractor is responsible for payment of EPF, ESI of the workers deployed by him and service tax as applicable.
- 26) The agency / contractor shall employ good and reliable persons with robust health of age group of 18 to 60 years.

Administrative Officer

**TERMS AND CONDITIONS OF CONTRACT FOR PROVIDING MAN POWER SERVICES
TO “IIMR, Hyderabad”**

1. Tender Form submitted without Tender Form Cost and EMD is liable for rejection
2. The Man Power Agency submitting tender should be registered under Central / State Government and documentary proof thereof should be furnished along with tender documents.
3. The Agency should be a registered Firm as per Registration Act.
4. The Agency must possess Service Tax Registration.
5. The Agency must have ESI / EPF Registration.
6. The Agency must possess PAN number allotted by the income tax authorities.
7. The contractor shall make security deposit of Rs. 2,00,000/- (Rupees Two Lakh only) with IIMR through a Demand Draft from a Nationalized Bank in favour of “ICAR Unit IIMR, Hyderabad” before taking charges of the duty. Such security deposit will become refundable to the contractor only after the expiry of contract period or extended period and after IIMR certified that the terms of this agreement are full and properly carried out by the contractor and the dues if any, payable to IIMR are cleared by the contractor.
8. Necessary enlisting / police verification of the firm and its workers is also required.
9. The Contractor shall not sub-let the contract under any circumstance.
10. No interest on Security deposit and Earnest Money Deposit shall be paid by IIMR to the Contractor.
 14. The Agency shall carry out the manpower services at the IIMR as per the requirements and instructions given to them by the IIMR authorities from time to time for a period of one year or extended periods as per instructions.
11. The Agency shall render the services on the job contract basis at the mutually agreed rates, which includes **EPF contribution, ESI contribution (not applicable to ex-serviceman), Bonus** and any other statutory provisions and liabilities to be discharged by the Agency.
12. The agency shall employ good and reliable persons with robust health and clean record preferably within the age group of 18 to 60 years. In case any of the personnel so provided is not found suitable, the IIMR shall have the right to ask for their replacement therefore and the agency shall, on receipt of a written communication will have to replace such persons immediately.
13. The rates to be quoted should include cost of each and every item including transportation cost, stationary charges, manpower cost, statutory liabilities, contractor benefits etc.
14. The contractor will discharge all his legal obligations in respect of the workers / personnel to be employed / deployed by him for the execution of the work in respect of their wages and service conditions and shall also comply with all 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 the Director, IIMR shall be final and binding on the contractor.

[SIGNATURE OF THE TENDERER]

15. The engagement and employment of personnel and payment of wages to them as per existing provisions of various labour laws and regulations is the sole responsibility of the contractor and any breach of such laws or regulations shall be deemed to be breach of this contract.
16. All Wages allied benefits such as leave, ESI, EPF, Gratuity, **Bonus** etc., shall be paid by the contractor and client shall not incur any liability or additional expenditure whatsoever for the personnel deployed.
17. The contractor will be required to maintain all the records and documents under labour laws. The contractor shall make a copy of such records maintained by him available to IIMR.
18. In compliance to Rule 78 of the Contract Labour (Regulation and Abolition) Central Rules 1971, the contractor shall maintain the (a) Muster Roll (b) Wage Register (c) A register of deduction for damage or loss (d) Register of Fines (e) Register of advances (f) Register of Overtime, (g) Wage Slip.
19. In compliance to Rule 81 of the Contract Labour (Regulation and Abolition) Central Rules, 1971, the contractor shall also display notices showing rates of wages, hours of work, wage period, dates of payment, names and addresses of the Inspector.
20. In compliance to Section 12 of the Contract Labour (Regulation and Abolition) Act and Rules 21 of the Contract Labour (Regulation and Abolition) Central Rules, 1971, the contractor shall obtain a license for deployment of his personnel at the premises of the client.
21. In compliance to section 21 of the Contract Labour (Regulation and Abolition) Act and Rules 25 of the Contract Labour (Regulation and Abolition) Central Rules, 1971, the contractor shall pay timely and shall ensure the disbursement of wages in the presence of Nominated Officer of IIMR. Rate of wages shall not be less than that of the minimum wages as declared by the Regional Labour Commission (Central), Hyderabad. As and when the wages are revised by the **Regional Labour Commission (Central), Hyderabad** , the revised wages shall be paid by the agency, and the same can be claimed from the IIMR. The contractor should ensure payment of wages to his workmen by online transfer on or before 7th of every succeeding month. The wages shall be paid to workmen without any deduction except those under the payment of wages Act and Minimum Wages Act.
22. In compliance to Rules 75, 76, 77 of the Contract Labour (Regulation and Abolition) Central Rules, 1971, the contractor shall maintain a register of workers in Form XIII and issue Employment card to each worker in Form XIV and shall also issue service certificate to every workman on his termination in form XV.

[SIGNATURE OF THE TENDERER]

23. In compliance to provisions of the Employees Provident Fund & Miscellaneous Provisions Act, 1952, and the Employees State Insurance Act, 1948, the contractor shall provide each workman the Identity Card as received from ESIC for enabling him and the members of his family to avail the medical services from ESIC dispensary. The contractor shall provide other details also. The contractor shall provide each workman the UIN/PF number allotted to him and the Contribution Card.
24. The Client reserves the rights to withhold bills, if the contractor fails to produce proof for having remitted the ESI / EPF dues in respect of the persons deployed at IIMR. **The proof of remittance in respect of EPF & ESI should be particularly for the persons deployed at IIMR.** The payment for successive months will be released on receipt of the evidence of deposition of ESI / PF in the workers accounts for the previous month. If the contractor does not produce satisfactory evidence regarding deposition of EPF and ESI dues, the client shall withhold payment of the component of EPF and ESI.
25. The contractor shall submit his monthly bill with the following: (a) A detailed wages sheet showing list of workmen with their name, no. of days worked during the month, wages admissible, EPF / ESI deductions, Net amount payable to each employee, statement showing that the wages have been transferred to the bank account of the workmen, counter-signature of Nominated Officer or any other authorized representative of the client on this statement as a token of proof that the wages as shown in the wages sheet have been transferred to the bank account of workmen in his presence (b) copy challan of deposition of EPF / ESI(for previous months) in respect of the workers of this institute separately.
26. The amount as shown in the challan of EPF / ESI must tally with the total deductions, failing which the payment on this account is liable to be withheld for which the sole responsibility shall rest with the contractor.
27. The contractor shall be liable for any legal dispute / case / claims that arises or may arise during currency of the contract due to non-compliances of labour or other related laws.
28. The contractor shall be responsible for compliance of all the laws rules / regulations and Govt. instructions that are / will be applicable to and aimed to protect the interest of the employees / worker engaged by the contractor and shall ensure payment of all the statutory dues / liabilities as may have arisen during the past 'or' may arise during the course of performance of contract.
29. The Director, IIMR (ICAR) reserves the right to reject any or all Tenders in whole or in part without assigning any reasons thereof. The decision of the Director, IIMR (ICAR) shall be final and binding on the contractor / agency in respect of any clause covered under the contract.
30. The Agency shall discharge all their legal obligations of their employees as may be required for the purpose of execution of the work which shall be subject to the approval of the IIMR authorities.
31. The Agency shall discharge all their legal obligations of their employees in respect of their wages and other 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, viz., statutory obligations under Contract Labour (Regulation and abolition) Act, 1970, Minimum Wages Act, Workman's compensation Act, EPF and MP Act, Industrial Dispute Act, etc. The agency shall indemnify and keep indemnified the IIMR authorities from any claims, loss or damages that may be caused to IIMR on account of the agencies failure to comply with their obligations under the various laws towards their staff / employees employed by them or any loss or damage to IIMR due to acts / omissions of the agency.

[SIGNATURE OF THE TENDERER]

32. The stationary items like registers, scales, writing pads, pencils, staplers etc., will not be provided by IIMR. IIMR has to pay only the amount which has been agreed to.
33. The agency shall submit their bills after the completion of each month during the first week of the following month of the services rendered in previous month to the Director, IIMR. In case, the services provided are not up to the satisfaction of the authorities, suitable deduction will be made from the payment at the discretion of the Director, IIMR whose decision shall be final and binding on the agency.
34. The agency shall get all the staff members insured against any liability arising under the Workman's Compensation Act or under the common law. The agency shall indemnify against any claim that IIMR may have to meet in respect of their staff members and / or workmen / employees on account of any accident or for any other reason.
35. Under no circumstances, the staff members and / or the workmen / employees of the agency shall be treated, regarded or considered or deemed to be the employees of IIMR and the agency alone shall be responsible for their remuneration, wages and to their benefits and service conditions of all their employees deployed by the agency and shall indemnify and keep indemnified IIMR against any claim that may have to meet towards the employees deployed by the agency. The agency will ensure the payment to the staff / employees are made through **bank transfer only.**
36. IIMR at its sole discretion will terminate the agreement in case of following contingencies.
 - a. If the agency fails to execute the work entrusted to the satisfaction of IIMR of which IIMR shall be the sole judge.
 - b. If the agency fails to discharge their legal obligations towards the employees / personnel employed at IIMR premises.
 - c. If for any reason whatsoever, the agency is not able to perform their part under the agreement for continuous period of 10 days or more.
37. The contract is liable for termination by one month's notice in writing by either side.
38. The Director, IIMR reserves the right to accept or reject any or all the tenders without assigning any reasons thereof.
39. All disputes arising out of the contract are subject to the jurisdiction of Courts at Hyderabad only.

[SIGNATURE OF THE TENDERER]



भाकृअनुप -भारतीय कदन्न अनुसंधान संस्थान
ICAR – INDIAN INSTITUTE OF MILLETS RESEARCH
(ज्वार अनुसंधान निदेशालय-DIRECTORATE OF SORGHUM RESEARCH)
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Phone: 040-24599300.Faxno.040-24599304.www.millets.res.in



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 on 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). **Self-Attested copy of the documents must be submitted as proof.**

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		
5	Copy of Licence		
6	ESIC No. of firm		

7	EPF No. of the firm		
8	PAN Number		
9	Service Tax Registration No.		
10	Experience in no of years (Clients list to be attached)		
11	<p>Turnover of last five year (certified/self attested copies of balance sheet to be attached). Turn over must be more than 100.00 Lakh in any of the three years out of five years.</p> <p>For the year 2015-16 : Rs. _____ 2014-15 : Rs. _____ 2013-14 : Rs. _____ 2012-13 : Rs. _____ 2011-12 : Rs. _____</p>		
12	<p>Earnest Money Deposit Details of the EMD:-Draft No. _____ Date _____ Drawn on Bank _____</p>		
13	<p>Tender Form Costs Details of the Tender form cost:-Draft No. _____ Date _____ Drawn on Bank _____</p>		

Date : -

Place : -

Signature of the Firm with Seal

Phone No. -

Email id –

INDIAN INSTITUTE OF MILLETS RESEARCH,
 RAJENDRANAGAR, HYDERABAD – 500030
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Schedule – II

Financial Bid for Manpower Services at IIMR

Sl. No.	Category of Manpower	Basic Rate (Per Month)	VDA (Per Month)	Monthly Basic (Col.3+4)	EPF (on Col.5)	ESI (on Col.5)	Bonus	Total Cost per person (col.5+6+7+8)	Service charges all inclusive	Service Tax	Total monthly cost (col. 9+10+11)
1	2	3	4	5	6	7	8	9	10	11	12
	Un Skilled										
	Skilled										
	Semi Skilled										
	Highly Skilled										

Any other charges may be quoted here itself separately. Whitening /Cutting/overwriting should be avoided.

The bidder should ensure that the amounts are written legibly in such a way that manipulation is not possible. No space should be kept blank.

Certified that I have gone through all the terms and conditions in the tender and accordingly the rates hereinabove are quoted.

Date : -

Signature of the Firm with Seal

Place : -

Phone No. -

Email id –