



**Government of India**  
**Ministry of Communications and Information Technology**  
**Department of Telecommunication**  
**Office of the Dy. Director General,**  
**Telecom Enforcement, Resources & Monitoring Cell, Odisha**  
**4th floor, Door Sanchar Bhawan,**  
**Bhubaneswar – 751 022**

**Tender No. TERM/OR/Manpower Tender/2010-11/72/38 Dated 23.01.2012**

**BID DOCUMENT**

**For providing Services of  
Unskilled and Semi-skilled manpower to  
Telecom Enforcement, Resources &  
Monitoring Cell, ODISHA**

(Visit us at [www.dot.gov.in](http://www.dot.gov.in))

**Not transferable**

**Price of Bid Document: Rs.520.00**

## CONTENTS OF TENDER DOCUMENT

S. No.	Description of contents	Page Number
1	Tender Notice	3-4
2	Scope of work and general instructions for Tenderer	5-7
3	Technical specifications for the bidder	8
4	Terms and Conditions	9-13
5	Tender Application -Technical Bid	14-18
6	Tender Application - Financial Bid	19-20



**Government of India**  
**Ministry of Communications & IT**  
**Department of Telecommunications**  
**Office of Deputy Director General**  
**Telecom Enforcement, Resources & Monitoring Cell, Odisha**  
**4th floor, Door Sanchar Bhawan,**  
**Bhubaneswar – 751 022**

**No. TERM/OR/Manpower Tender/2010-11/72/38 Dated:23.01.2012**

**NOTICE INVITING TENDER**

1. Sealed bids on behalf of the President of India, are invited under **Two Bid System** i.e. Technical Bid and Financial Bid from reputed, experienced and financially sound manpower resources Companies /Firms /Contractors/Agencies for providing services of one un-skilled and two semi-skilled manpower in the office of DDG (TERM), Odisha, for a period of one year from the date of contract.
2. Desirous companies/firms/contractors/agencies may obtain tender documents with effect from Dt. **30.01.2012** on request in writing from Director TERM, forth floor, Doorsanchar Bhawan, Bhubaneswar – 751 022 (Phone No.0674-2542900) (on all working days between 10.30 hours and 15.30 hours) up to **dt.22.02.2012** on payment of Rs.520/- (non- refundable) by Demand draft from any of the scheduled bank drawn in the favor of Communication Accounts Officer, CCA, Odisha payable at Bhubaneswar.
3. Tender documents downloaded from the DOT web site - [www.dot.gov.in](http://www.dot.gov.in) are also acceptable provided the requisite tender fee i.e. Rs.520/- is enclosed in the form of Account Payee Demand Draft from any of the scheduled bank, drawn in favor of Communication Accounts Officer, CCA, Odisha payable at Bhubaneswar at the time of submission of bid document.

4. **Schedule :**

Limited Tender No.	Estimated Cost	Cost of Bid Document	Bid Security	Area of contract
TERM/OR/Manpower Tender/2010-11/72/38	Rs.200000/-	Rs.520/-	Rs.5000/-	DDG TERM ODISHA

Sale of bid Document : **30.01.2012 to 22.02.2012**  
(Time 10:30 hrs to 15:30 hrs)

Last date & time for receipt of bids : **23.02.2012( Time 15:00 hrs)**

Date & Time for opening of Technical Bid : **23.02.2012(Time 15:30 hrs)**

**Date & Time for opening of Financial Bids for technically qualified bidders : To be notified**

**Place of opening the bids : Office of Dy. Director General TERM, Odisha, 4th floor, Door Sanchar Bhawan, Bhubaneswar – 751 022**

**Validity of bid : 140 days from the date of Opening of tender**

**The bid shall not be accepted after this deadline under any circumstances whatsoever.**

5. The interested Companies/ Firms/ Contractors/ Agencies may put bid document complete in all respects along with Earnest Money Deposit (EMD) of Rs. 5,000/- and other requisite documents from **31.01.2012 to 23.02.2012 between 10.30 hours to 15:00 hours** in the Tender Box kept in the chamber of Director(TERM-II) O/o Dy. Director General(TERM), Odisha, 4th floor, Door Sanchar Bhawan, Bhubaneswar – 751 022.
6. This office reserves the right to amend or withdraw any of the terms and conditions contained in the Tender Document or to reject any or all tenders without giving any notice or assigning any reason. The decision of the DDG (TERM), Odisha, Department of Telecommunications, Govt. of India, in this regard shall be final and binding on all.

Director (TERM-II)  
Telecom Enforcement, Resources & Monitoring Cell, Odisha  
4th floor, Door Sanchar Bhawan  
Bhubaneswar – 751 022

## SCOPE OF WORK AND GENERAL INSTRUCTIONS FOR BIDDERS

1. The Office of Deputy Director General (TERM) Ministry of Communications & IT, Department of Telecommunications located at 4th floor, Door Sanchar Bhawan, Bhubaneswar-751022 requires the well established and financially sound manpower Companies / Firms / Contractor /Agency to provide services of unskilled and semi-skilled manpower to this office.
2. The contract is likely to commence from the date of agreement. The period of the contract may be further extended for a period of six months after the completion of contract provided there is requirement of this office for unskilled / semi-skilled manpower at that time or may be curtailed / terminated before the contract period owing to deficiency in service or substandard quality of the manpower deployed by the selected Company / Firm / Contractor /Agency. This office, however, reserves the right to terminate this initial contract at any time after giving one month's notice to the successful bidder.
3. This office has initial requirement for one unskilled and two semi-skilled manpower resources. The unskilled manpower should be able to read and write addresses and names written in Hindi and English. The semi-skilled manpower should be at least HSC pass from a recognized board.
4. The nature of service for the Unskilled/Semi-skilled manpower shall include but not limited to the following activities.
  - I) **For unskilled Manpower:**
    - a) Opening and closing of office.
    - b) Regular cleaning, dusting of furniture, instruments & tools etc. so as to maintain general cleanliness and hygiene in the office.
    - c) Attending the calls of the officer's viz. making/serving tea/water, etc.
    - d) Making sitting arrangements at the time of meetings.
  - II) **For Semiskilled Manpower:**
    - a) Photocopying, faxing, making sets of reports etc.
    - b) Dispatch and distribution of official letters/daks.
    - c) Assisting the office staff in maintenance of files and records.
    - d) Assisting the office in generating reports and other office works including data entry.
5. The interested Companies/Firms/Contractors/Agencies may put the tender document complete in all respects along with Earnest Money Deposit (EMD) of **Rs.5,000** in favour of Communication Accounts Officer, CCA, Odisha payable at Bhubaneswar and other requisite documents from **10:30 am of 31-01-2012 to 23-**

**02-2012 till 15:00 pm.** in the Tender Box kept in the chamber of Director (TERM-II), o/o DDG, TERM, 4th floor, Door Sanchar Bhawan, Bhubaneswar-751 022.

6. The various crucial dates relating to “**Tender for Providing Services of Unskilled/Semi-skilled manpower to TERM cell Odisha, Department of Telecommunications**” are cited as under :

<b>Sale of bid Document</b>	: <b>30-1-2012 to 22-02-2012 (Time 10:30 hrs to 15:30 hrs)</b>
<b>Last date &amp; time for receipt of bids</b>	: <b>23.02.2012 , Time 15:00 hrs</b>
<b>Date &amp; Time for opening of Technical Bid</b>	: <b>23.02.2012 , Time 15:30 hrs</b>
<b>Date &amp; Time for opening of Financial Bids for technically qualified bidders</b>	: <b>To be notified</b>
<b>Place of opening the bids</b>	: <b>Office of Dy. Director General TERM, Odisha, 4th floor, Door Sanchar Bhaawan, Bhubaneswar – 751 022</b>
<b>Validity of bid</b>	: <b>140 days from the date of Opening of tender</b>
<b>Likely date for deployment of manpower</b>	: <b>From the date of agreement.</b>

7. The bids have been invited under **two bid system i.e. Technical Bid and Financial Bid**. The interested agencies are advised to submit two separate wax/tape sealed envelopes super scribing “**Technical Bids for Providing services of unskilled and semi-skilled manpower to the office of DDG, Telecom Enforcement, Resources and monitoring Cell, Odisha, Department of Telecommunications**” and “**Financial Bids for Providing services of unskilled and semi-skilled manpower to the office of DDG, Telecom Enforcement, Resources and monitoring Cell, Odisha, Department of Telecommunications**”. Both sealed envelopes should be kept in a third sealed envelope super-scribing “**bid for Providing services of unskilled and semi-skilled manpower to the office of DDG, Telecom Enforcement, Resources and monitoring Cell, Odisha, Department of Telecommunications**”.
8. The Earnest Money Deposit (EMD) of **Rs.5,000** (Rupees five thousand only), refundable (**without interest**), should be necessarily accompanied with the Technical Bid of the agency in the form of Demand Draft / Pay Order from any of the Scheduled bank drawn in favour of Communication Accounts Officer, CCA, Odisha payable at Bhubaneswar valid for a period of 90 days. Offer not accompanied by earnest money of the requisite amount or without proper validity will be summarily rejected.
9. The successful bidder shall have to deposit a Performance Security Deposit for a sum of **Rs.15,000/-** (fifteen thousand only) subject to the revision at the time of

placing the work order within 15 days of the receipt of the formal order. The performance security will be furnished in the form of the Bank Guarantee drawn in favour of Communication Accounts Officer, CCA, Odisha payable at Bhubaneswar, Department of Telecommunications or Fixed Deposit Receipt (FDR) from a Scheduled Bank made in the name of the Company / Firm / Contractor /Agency **but hypothecated to the** Communication Accounts Officer, CCA, Odisha payable at Bhubaneswar. The performance security should remain valid for a period of 60 days beyond the date of completion of all the contractual obligations of the supplier.

10. The bidder is required to enclose photocopies of the following documents. All the pages of the tender document and certificates shall be duly signed by the bidder.
  - a. Registration certificate with Labour Department.
  - b. Copy of PAN / GIR card;
  - c. Copy of the IT return filed for the last one financial year;
  - d. Copies of EPF and ESI Registration certificates;
  - e. Copy of the Service Tax registration certificate;
  - f. Turnover certificate/balance sheet/IT return certificate
  - g. Work experience of similar work during the past one year.
11. The conditional bids shall not be considered and will be out rightly rejected in very first instance.
12. All entries in the bid form should be legible and filled clearly. If the space for furnishing information is insufficient, a separate sheet duly signed by the authorized signatory may be attached. **No overwriting or cutting is permitted in the Financial Bid Form. In such cases, the tender shall be summarily rejected.** However, the cuttings, if any, in the Technical Bid application must be initialed by the person authorized to sign the bid.
13. The envelope containing Technical Bid shall be opened first on the scheduled date and time at **15:30 hrs on 23.02.2012** in the office of DDG (TERM), 4th floor, Door Sanchar Bhawan, Bhubaneswar-751022 in the presence of the representatives of the Companies, Firms / Contractors/ Agencies, if any, who wish to be present on the spot at that time. Technical Bids shall be evaluated by the competent authority. Date and time for opening of the financial bids will be notified on latter date to the technically qualified bidders.
14. DDG (TERM) Cell, Odisha, Department of Telecommunications reserves the right to annul any or all bids without assigning any reason.
15. The bidder shall quote the technical (pages 14 to 18) & financial bids (pages 19 to 20) as per the formats enclosed.

## TECHNICAL REQUIREMENTS OF THE BIDDER COMPANY/FIRM/AGENCY

1. The bidder should fulfill the following technical specifications:
    - a) The Registered Office or one of the Branch Office's of the bidder should be located in Bhubaneswar;
    - b) The bidder Company / Firm / Contractor/Agency should be registered with the appropriate registration authority (Labour commissioner etc.).
    - c) The bidder Company / Firm / Contractor/ Agency should have at least one year's experience in providing manpower resources to Public Sector Companies / Banks / Government Departments or any registered company etc;
    - d) The bidder Company / Firm / Contractor /Agency should have its own Bank Account;
    - e) The bidder Company / Firm / Contractor/ Agency should be registered with Income Tax and Service Tax departments;
    - f) The Bidder Company / Firm / Contractor /Agency should be registered with appropriate authorities under Employees Provident Fund and Employees State Insurance Acts.
    - g) Minimum turnover of firm/bidder should be Rs 50000/
  2. The unskilled manpower should be able to read and write addresses and names written in Hindi and English. The semi-skilled manpower should be at least HSC pass from a recognized board.
  3. The nature of service for the Unskilled/Semi-skilled manpower shall include but not limited to the following activities.
    - I) **For unskilled Manpower:**
      - a) Opening and closing of office.
      - b) Regular cleaning, dusting of furniture, instruments & tools etc. so as to maintain general cleanliness and hygiene in the office.
      - c) Attending the calls of the officer's viz. making/serving tea/water, etc.
      - d) Making sitting arrangements at the time of meetings.
    - II) **For Semiskilled Manpower:**
      - a) Photocopying, faxing, making sets of reports etc.
      - b) Dispatch and distribution of official letters/daks.
      - c) Assisting the office staff in maintenance of files and records.
      - d) Assisting the office in generating reports and other office works including data entry.
- The manpower to be engaged should be between 18-40 years in age.**
4. His / her antecedents should have been got verified by the agency from the local police authorities.

## **TERMS AND CONDITIONS**

### **General**

1. The bidder shall be registered with appropriate authorities.
2. The contract shall commence from date of agreement and shall continue for a period of one year, unless it is curtailed or terminated by this office owing to deficiency of service, sub-standard quality of attendants deployed, breach of contract, reduction or cessation of the requirements of work.
3. The contract shall automatically expire after one year from commencement of the contract unless extended further by the mutual consent of contracting agency and Tendering authority.
4. The contract may be extended, on the same terms and conditions or with some addition / deletion / modification, for a further period not exceeding six months.
5. The bidder shall not be allowed to transfer, assign, pledge or sub-contract its rights and liabilities under this contract to any other agency.
6. The bidder will be required to pay minimum wages as prescribed under the Minimum Wages Act. The bidder will maintain proper record as required under the Law / Acts. The contract will remain valid for one year or the period specified in the letter communicating the acceptance, whichever is earlier, unless terminated earlier by the DDG (TERM) Odisha.
7. This office, at present, has requirement of workload equivalent to one unskilled and two semi-skilled manpower. The requirement of this office may further increase or decrease during the period of contract also and the bidder would have to provide additional attendants or reduce the attendants, if required on the same terms and conditions.
8. The bidder will be bound by the details furnished by him / her to this Department, while submitting the bid or at subsequent stage. In case, any of such documents furnished by him / her is found to be false at any stage, it would be deemed to be a breach of terms of contract making him / her liable for legal action besides termination of contract.
9. This office reserves right to terminate the contract during entire period after giving a one month's notice to the contracting agency.
10. The bidder shall ensure that the manpower deployed in the Office of DDG (TERM), Odisha, Department of Telecommunications confirms to the technical specifications of age and language skills as prescribed.

11. The manpower employed by the agency shall be required to work normally from Monday to Friday from 09:00 hrs to 18:00 hrs with a lunch break of ½ hour from 13.300 hrs to 14.00 hrs. The manpower may also be called upon to perform duties on Saturday, Sunday and other gazetted holidays, if required. No extra wages will be paid for attending the office on such holidays. The attendant, if deputed for any official work outside the office within Odisha area, shall not be entitled for any other emoluments except only the actual bus fare for the purpose.
12. The bidder shall furnish the following documents in respect of the individual Attendants who will be deployed by it in this Department before the commencement of work:
  - a. List of Attendants short listed by agency for deployment at the O/o DDG (TERM), Odisha, containing full details i.e. date of birth, marital status, address etc;
  - b. Bio-data of the persons.
13. In case, the person employed by the successful bidder commits any act of omission / commission that amounts to misconduct /Indiscipline/ incompetence / security risks, the successful bidder will be liable to take appropriate action as asked by tendering authority failing which it would be assumed as breach of contract which may lead to cancellation of contract.
14. The bidding company shall provide identity cards to the personnel deployed in this office carrying the photograph of the personnel and personal information as to name, DOB, age and Identification mark etc.
15. The Bidder shall ensure that any details of office, operational process, technical know-how, security arrangements, and administrative/organizational matters are not divulged or disclosed to any person by its personnel deployed in this office.
16. The Bidder shall ensure proper conduct of his personnel in office premises.
17. The person deployed shall be required to report for work at 09:00 hrs. in TERM Cell , Odisha and would leave at 18:00 hrs. In case, person deployed is absent on a particular day or comes late / leaves early on three occasions, one day wage shall be deducted. In case of repetition of such instances, clause 19 of terms and condition will be applicable.
18. The agency shall designate a coordinator, out of the deployed personnel, who would be responsible for immediate interaction with this office, so that optimal services of the persons deployed by the agency could be availed without any disruption.

19. The selected agency shall immediately provide a substitute in the event of any person leaving the job due to his / her personal reasons. **The delay by the Agency in providing a substitute beyond three working days shall attract liquidated damages @ Rs.200 per day (per such case) on the bidder, besides deduction in payment on pro-rata basis.**
20. For all intents and purposes, the bidder shall be the “Employer” within the meaning of different Labour Legislations in respect of attendants so employed and deployed in this office for contractual services.
21. The bidder shall be solely responsible for the redressal of grievances / resolution of disputes relating to persons deployed. This office shall, in no way, be responsible for settlement of such issues whatsoever. This office shall not be responsible for any damages, losses, claims, financial or other injury to any person deployed by service providing agency in the course of their performing the functions/duties, or for payment towards any compensation.
22. It will be the responsibility of the contractor to meet other transportation, food, medical and any other requirement of contractor’s manpower for carrying out the contract works. TERM cell will have no liability in this regard at any stage.
23. The man power deployed by the contractor shall not have any claims of Master and Servant relationship vis a vis TERM cell nor have any principal and agent relationship with or against the TERM cell.
24. The man power deployed by the contractor for the contract shall not be entitled for claim, pay, perks and other facilities which may be admissible to casual, ad-hoc regular / confirmed employees of this office, during the currency or after expiry of the contract. In case of termination of the contract also, the persons deployed by the contractor shall not be entitled to or / and will have any claim for absorption or relaxation for absorption in the regular / otherwise capacity in the TERM cell. The Contractor should communicate the above to all the manpower deployed in this office by the contractor.
25. Payment shall be made only to the contractor and on monthly basis as per actual services. The contractor has to raise invoices in the first week of the next month for the services rendered in the month.
26. Labour Record:
  - 1.1. The contractor shall maintain a Register of Persons employed on work on contract in form XIII of the Contract Labour(R & A) Central Rules 1971

**and same shall be submitted alongwith monthly bills to be submitted by contractor.**

- 1.2. The contractor shall maintain a muster roll register in respect of all workmen employed by him on the work under contract in form XVI of the CL( R & A) Rules.
- 1.3. The contractor shall maintain a Wage Register in respect of all work men employed by him on the work under contract in form XVII of the CL (R & a) Rules 1971.
- 1.4. The labourer deployed by the contractor for providing the services will have no claim whatsoever for absorption in DoT later on.

## **LEGAL**

27. The bidder will be responsible for compliance of all statutory provisions relating to Minimum Wages, Provident Fund, and Employees State Insurance etc. in respect of the persons deployed by it in this office.
28. Bidder shall also be liable for depositing all taxes, levies, Cess, etc. on account of service rendered by it to Ministry of Communications & IT to concerned tax collection authorities from time to time as per extant rules and regulations on the matter.
29. The bidder shall maintain all statutory registers under the applicable Law. The agency shall produce the same, on demand, to the concerned authority of this office or any other authority under the Law.
30. The Tax Deduction at Source (T.D.S.) shall be deducted as per the provisions of Income Tax Department, as amended from time to time and a certificate to this effect shall be provided to the agency by this office.
31. In case, the bidder fails to comply with any statutory / taxation liability under appropriate law, and as a result thereof this office is put to any loss / obligation, monetary or otherwise, this office will be entitled to get itself reimbursed out of the outstanding bills or the Performance Security Deposit of the agency, to the extent of the loss or obligation in monetary terms.

## **FINANCIAL**

32. The Technical Bid should be accompanied with an Earnest Money Deposit (EMD), refundable, of Rs.5,000/- (Rupees five thousand Only) in the form of Demand Draft / Pay Order drawn in favour of Communication Accounts Officer, CCA, Odisha payable at Bhubaneswar, **failing which the tender shall be rejected out rightly.**

33. The EMD in respect of the agencies which do not qualify the Technical Bid (First Stage) / Financial Bid (Second competitive stage) shall be returned to them without any interest. However, the E.M.D. in respect of the successful Tenderer shall be adjusted towards the Performance Security Deposit. **Further, if the agency fails to deploy manpower against the initial requirement within 15 days from date of placing the order, the EMD shall stand forfeited without giving any further notice.**
34. Bids, offering rates which are lower than the minimum wages (as applicable for Odisha) for the pertinent category, would be rejected.
35. The successful bidder will have to deposit a Performance Security Deposit for a sum of Rs.15,000/-(fifteen thousand only) subject to the revision at the time of placing the work order within 15 days of the receipt of the formal order. The performance security will be furnished in the form of the Account Payee Demand Draft or Bank Guarantee drawn in favour of **Communication Accounts Officer, CCA, Odisha**, payable at Bhubaneswar or Fixed Deposit Receipt (FDR) from a Scheduled Bank. Made in the name of the Company / Firm / Agency **but hypothecated to the Communication Accounts officer, CCA, Odisha, Bhubaneswar**. The performance security should remain valid for a period of 18 months from the date of agreement.
36. In case of breach of any terms and conditions attached to this contract, the Performance Security Deposit of the agency will be liable to be forfeited by this office besides annulment of the contract.
37. The agency shall raise the bill, in triplicate, along with payment particulars of EPF and service tax etc. for the previous paid bill.
38. The claims in bills regarding service Tax etc. should be necessarily accompanied with documentary proof pertaining to the concerned month bill. A requisite portion of the bill / whole of the bill amount shall be held up till such proof is furnished, at the discretion of this office.
39. Settlement of disputes will be as per Indian Arbitration and Conciliation Act-1996 under jurisdiction of Odisha High Court.

Director (TERM-II)  
Office of Dy. Director General (TERM)  
Telecom Enforcement, Resources & Monitoring Cell, Odisha  
4th floor, Door Sanchar Bhawan, Sahidnagar,  
Bhubaneswar – 751 022

**TECHNICAL BID**

(To be enclosed in a separate sealed envelope)

**For providing services of unskilled/ semiskilled Manpower to  
O/o DDG (TERM), Odisha, Department of Telecommunications**

1 Name of Tendering Company/ Firm / Agency :  
/Contractor (Attach certificate of registration)

2 Name of the Proprietor / Director of the :  
Company / Firm / Agency

3 Full Address of Registered Office :

Telephone :

FAX :

Email :

4 Full Address of Operating / Branch Office :

Telephone :

FAX :

Email :

5 Banker of Company / Firm / Agency/Contractor  
with full address (attach certified copy of the  
statement of turnover for the last three years)

Telephone :

6 PAN / GIR No. (attach attested copy) :

- 7 Service Tax Registration No. (attach attested copy) :
- 8 EPF Registration No. (attach attested copy) :
- 9 ESI Registration No. (attach attested copy) :
- 10 Give details of the similar contracts handled by the tendering Company / Firm / Agency/Contractor for Government Departments / PSUs during the last one year in the following format. Copies of work orders may also be attached.

S.No	Details of client along with address, telephone and FAX numbers	Amount Contract (Rs. in lacs)	Duration of Contract	
			From	To
1				
2				
3				

(if the space provided is insufficient, a separate sheet may be attached)

- 11 Additional Information, if any (Attach separate sheet, if required) :

Date

Signature of Authorized Person

Place :

Name :

Seal :

**DECLARATION**

1. I, \_\_\_\_\_ Son / Daughter /  
Wife of \_\_\_\_\_ Shri \_\_\_\_\_  
Proprietor/Director/authorized signatory of the agency/Firm, mentioned above, is  
competent to sign this declaration and execute this tender document;
  
2. I have carefully read and understood all the terms and  
conditions of the tender and undertake to abide by them;
  
3. The information / documents furnished along with the above  
application are true and authentic to the best of my knowledge and belief. I / we, am  
/ are well aware of the fact that furnishing of any false information / fabricated  
document would lead to rejection of my tender at any stage besides liabilities  
towards prosecution under appropriate law.

Signature of authorized person

Date:

Full Name:

Place:

Seal :

**DECLARATION REGARDING DOWNLOADED DOCUMENT**

I / We Proprietor/ Partner(s)/ Director(s) of M/s. -----  
hereby declare that I / We has/have not tampered the tender document No:  
TERM/OR/Manpower Tender/2010-11/72/38 Dated 23.01.2012 downloaded from the  
website www.dot.gov.in.

Signature -----  
Name -----  
Name & address of the firm: -----  
-----  
-----  
-----  
-----  
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**ORDER FOR ARRANGEMENT OF DOCUMENTS WITH THE TECHNICAL  
BID**

1. Application – Technical Bid;
2. Attested copy of registration of agency;
3. Copy of Turn over statement of agency for the last two years certified by CA.
4. Attested copy of PAN / GIR Card;
5. Attested copy of the latest IT return filed by agency;
6. Attested copy of Service Tax registration certificate;
7. Attested copy of the P.F. registration letter / certificate;
8. Attested copy of the E.S.I. registration letter / certificate;
10. Experience certificate (for details of similar contracts handled by the tendering Company / Firm / Agency/Contractor for Government Departments /PSUs during last one year).
11. Documents (if any) in support of the entries made against sl.no.11 of the technical Bid Application;
12. Copy of the terms and conditions at pages 9-13 in Tender Document with each page duly signed and sealed by the authorized signatory of the agency in token of their acceptance.
13. Signed declaration as given on page-16 in the tender document.
14. Declaration regarding down load of the document as given on page-17 in the tender document (if applicable).

**FINANCIAL BID**  
(To be enclosed in a separate sealed envelope)

**Rates Sheet**  
**(For providing services of unskilled/ semiskilled Manpower to  
O/o DDG (TERM), Odisha, Department of Telecommunications)**

To  
The DIRECTOR(TERM),  
O/o The DDG (TERM), Odisha, Bhubaneswar.

Subject: Our Financial Bid for providing services of unskilled/ semiskilled Manpower to  
O/o DDG (TERM), Odisha, Department of Telecommunications

Ref: No. TERM/OR/ManpowerTender/2010-11/72/38 dated .23.01.2012.

Dear Sir,

Having examined the Bid documents, terms and conditions stipulated therein, specifications of work etc., we the under signed offer to execute the services of unskilled/semi-skilled works in conformity with the said specifications and conditions of contract at rates quoted below:

SNo	Type	Consolidated rate per month for the work inclusive of all kinds of taxes (including Service tax if payable), duties, levies, cess etc. In Rs.
1.	Un Skilled worker	In Figure ..... In Word ..... ..... .....
2.	Semi Skilled Worker	In Figure ..... In Word ..... ..... .....

Notes:

- The rates quoted are inclusive of all statutory/taxation liabilities in force at the time of submission of bid.

Date.....  
Place.....

Signature & Seal of the Tenderer  
Name.....

S.NO.	Component of Rate	For Unskilled Worker (in Rs.)	For Semiskilled Worker (in Rs.)
1	Monthly Rate (As per Minimum Wages Act) as applicable for Bhubaneswar		
2	Employees Provident Fund contribution as applicable		
3	Employees State Insurance contribution as applicable		
4	Service Tax liability as applicable		
5	Any other liabilities (Please name)		
6	Contractors Admin./Service charge		
	Total		

Date.....  
Place.....

Signature & Seal of the Tenderer  
Name.....