

Government of India
Ministry of Communications and Information Technology
Department of Telecommunication
Office of the Dy. Director General,
Telecom Enforcement, Resources & Monitoring Cell, Orissa
7th floor, IDCO Tower, Bhubaneswar – 751 022

Tender No. DDG/TERM/OR/Manpower Tender-02/09-10 Dated 06.10.2009

BID DOCUMENT

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

(Visit us at www.dot.gov.in)

Not transferable

Price of Bid Document: Rs.500.00

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**Government of India
Ministry of Communications & IT
Department of Telecommunications
Office of Deputy Director General
Telecom Enforcement, Resources & Monitoring Cell, Orissa
7th floor, IDCO Tower, Bhubaneswar – 751 022**

No. DDG/TERM/OR/Manpower Tender-02/09-10 dated: 06.10.2009

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 /Agencies for providing services of one un-skilled and two semi-skilled manpower in the office of DDG (TERM), Orissa, for a period of one year from the date of contract.
2. Desirous companies/firms/agency may obtain tender documents w.e.f. **06.10.2009** on request in writing from ADG, TERM, 7th floor, IDCO Tower, Bhubaneswar – 751 022 (Phone No.0674-2540704) (on all working days between 10.30 hours and 15.30 hours) up to **27.10.2009** on payment of Rs.500/- (non- refundable) by Demand draft from any of the scheduled bank drawn in the favor of Communication Accounts Officer, CCA, Orissa payable at Bhubaneswar.
3. Tender documents downloaded from the DOT web site - www.dot.gov.in are also acceptable provided the requisite tender fee i.e. Rs.500/- is enclosed in the form of Account Payee Demand Draft from any of the scheduled bank, drawn in favor of Communication Accounts Officer, CCA, Orissa 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 |
|--|----------------|----------------------|--------------|-----------------------|
| DDG/TERM/OR/Manpower Tender-02/2009-10 | 160000 | 500 | 5000 | DDG TERM ORISSA |

Sale of bid Document : **06.10.2009 to 27.10.2009**
(Time 10:30 hrs to 15:30 hrs)

Last date & time for receipt of bids : **28.10.2009, Time 15:00 hrs**

Date & Time for opening of Technical Bid : **28.10.2009, Time 15:30 hrs**

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

Place of opening the bids : **Office of Dy. Director General TERM, Orissa, 7th floor, IDCO Tower, Bhubaneswar – 751 022**

Validity of bid **90 days from the date of Opening of tenders**

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

5. The interested Companies/ Firms/ Agencies may put bid document complete in all respects along with Earnest Money Deposit (EMD) of Rs. 5,000/- and other requisite documents from **10:30 AM on 06.10.2009 up to 28.10.2009 till 15:00 hours** on in the Tender Box kept in the chamber of ADG, TERM, O/o Dy. Director General(TERM), Orissa, 7th floor, IDCO Tower, 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), Orissa, Department of Telecommunications, Govt. of India, in this regard shall be final and binding on all.

Assistant Director General
Telecom Enforcement, Resources & Monitoring Cell, Orissa
7th floor, IDCO Tower
Bhubaneswar – 751 022

Copy to:

1. M/s P.R.Associates Prop- Lingaraj routray Plot No 2097, Rameswar Patna Old Town Bhubaneswar-02
2. B.P Dash FR-104/11 Sailashree Vihar Bhubaneswar 751021
3. Mr Gyanjit Pattnaik, At PO Boinda Dist: Angul
4. Orissa Computers & Communication Pvt Ltd Shed no D2/10 Sector –A, Zone-D Industrial estate Mancheswar, BBSR-751010
5. Oriental Security Services, Plot No.65, Saheed Nagar, Bhubaneswar-751007
6. Shri Banshidhar Parida, Flat No.03, Krishnakunj Apartment, Road No.08, Unit-IX, Bhubaneswar
7. Shri Rashmi Ranjan Dash, House No.-05, Royal Garden, At/PO- Patia, Bhubaneswar
8. Blaze Securities & Services, C/o Sh. R.C.Samantaray, State Jawahar Bal Bhavan, Main Road, Pokhariput, Bhubaneswar-751020
9. Hosted in office website : www.dot.gov.in

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 7th floor, IDCO Tower, Bhubaneswar-751001 requires the well established and financially sound manpower Companies / Firms / Agency to provide services of un-skilled and semi-skilled manpower to this office.
2. The contract is likely to commence from November-2009 and would continue till October-2010. The period of the contract may be further extended for a period of one year 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 /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/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, Orissa payable at Bhubaneswar and other requisite documents from **10:30 am of 06.10.2009 to 28.10.2009 till 15:00 pm.** in the Tender Box kept in the chamber of ADG, TERM, o/o DDG, TERM, 7th floor, IDCO Tower, Bhubaneswar-751 022.

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

| | | |
|--|---|--|
| Sale of bid Document | : | 06.10.2009 to 27.10.2009 (Time 10:30 hrs to 15:30 hrs) |
| Last date & time for receipt of bids | : | 28.10.2009, Time 15:00 hrs |
| Date & Time for opening of Technical Bid | : | 28.10.2009, Time 15:30 hrs |
| Date & Time for opening of Financial Bids for technically qualified bidders | : | To be notified latter |
| Place of opening the bids | : | Office of Dy. Director General TERM, Orissa, 7th floor, IDCO Tower, Bhubaneswar – 751 022 |
| Validity of bid | : | 90 days from the date of Opening of tenders |
| Likely date for deployment of manpower | : | November 2009 |

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, Orissa, 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, Orissa, 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, Orissa, 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, Orissa 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, Orissa payable at Bhubaneswar,

Department of Telecommunications 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, Orissa 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 certificates;
 - e. Copy of the Service Tax registration certificate;
 - f. Extracts of the Bank Account containing transactions during last three years.
 - 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 28.10.2009** in the office of DDG (TERM), 7th floor, IDCO Tower, Bhubaneswar-765001 in the presence of the representatives of the Companies, Firms / 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, Orissa, Department of Telecommunications reserves the right to annul any or all bids without assigning any reason.
15. The bidder shall quote the technical & financial bids as per the format enclosed at **Annexure I & II.**

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 / Agency should be registered with the appropriate registration authority (labour commissioner etc.).
 - c) The bidder Company / Firm / 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 / Agency should have its own Bank Account;
 - e) The bidder Company / Firm / Agency should be registered with Income Tax and Service Tax departments;
 - f) The bidder Company / Firm / Agency should be registered with appropriate authorities under Employees Provident Fund and Employees State Insurance Acts.

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:**
 - e) Opening and closing of office.
 - f) Regular cleaning, dusting of furniture, instruments & tools etc. so as to maintain general cleanliness and hygiene in the office.
 - g) Attending the calls of the officer's viz. making/serving tea/water, etc.
 - h) Making sitting arrangements at the time of meetings.
 - II) **For Semiskilled Manpower:**
 - e) Photocopying, faxing, making sets of reports etc.
 - f) Dispatch and distribution of official letters/daks.
 - g) Assisting the office staff in maintenance of files and records.
 - h) 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 November-2009 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 this office.
4. The contract may be extended, on the same terms and conditions or with some addition / deletion / modification, for a further period not exceeding one year.
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 without the prior written consent of this office.
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) Orissa.
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), Orissa, Department of Telecommunications conforms 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 Saturday from 0900 hrs to 17:30 hrs with a lunch break of ½ hour from 1300 hrs to 1330 hrs. The manpower may also be called upon to perform duties on 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 Orissa 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), Orissa, containing full details i.e. date of birth, marital status, address etc;
 - b. Bio-data of the persons.
 - c. Character certificate from a Gazetted officer of the Central / State Government.
 - d. Certificate of verification of antecedents of persons by local police authority.
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 disciplinary action against such persons, including their removal from site of work, if required by this office within 2 days of being brought to their notice, 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 service provider 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 service provider shall ensure proper conduct of his personnel in office premises, and enforce prohibition of consumption of alcoholic drinks, paan, smoking, loitering without work.
17. The person deployed shall be required to report for work at 09:00 hrs. to ADG, TERM Cell , Orissa and would leave at 17:30 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 service providing agency, 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.

LEGAL

26. 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.
27. 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.
28. 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 Law.
29. 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.
30. 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

31. 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, Orissa payable at Bhubaneswar, **failing which the tender shall be rejected out rightly.**
32. 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.**
33. Bids, offering rates which are lower than the minimum wages (as applicable for Orissa) for the pertinent category, would be rejected.

34. 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, Orissa**, 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, Orissa, 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.
35. 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.
36. The agency shall raise the bill, in triplicate, along with attendance sheet [duly verified by ADG (TERM) in respect of the persons deployed and submit the same to DDO(TERM) in the first week of the succeeding month. As far as possible the payment will be released by the second week of the succeeding month.
37. 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.
38. Settlement of disputes will be as per Indian Arbitration and Conciliation Act-1996 and venue will be decided by the Department of Telecommunications, Ministry of Communications & IT.
39. The Deputy Director General (TERM), Orissa, DoT, Ministry of Communications & IT reserves right to withdraw / relax any of the terms and conditions mentioned above so as to overcome the problem encountered by the contracting parties.

Asst. Director General
Office of Dy. Director General (TERM)
Telecom Enforcement, Resources & Monitoring Cell, Orissa
7th floor, IDCO Tower
Bhubaneswar – 751 022

Annexure-I
TECHNICAL BID

(To be enclosed in a separate sealed envelope)

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

- 1 Name of Tendering Company/ Firm / Agency :
(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 with full :
address (attach certified copy of the statement of
A/C 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 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:
DDG/TERM/OR/Manpower Tender-02/09-10 Dated 06.10.2009 downloaded from the
website www.dot.gov.in.

Signature -----
Name -----
Name & address of the firm: -----

**ORDER FOR ARRANGEMENT OF DOCUMENTS WITH THE TECHNICAL
BID**

1. Application – Technical Bid;
2. Attested copy of registration of agency;
3. Certified copy of the statement of bank account of agency for the last three years.
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 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).

ANNEXURE-II(A)
FINANCIAL BID

(To be enclosed in a separate sealed envelope)

Rates Sheet

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

To

The ADG (TERM),
O/o The DDG (TERM), Orissa, Bhubaneswar.

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

Ref: No. DDG/TERM/OR/ManpowerTender-02/09-10 Bhubaneswar dated 06.10.2009.

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 |
| | | |
| | | |

Please indicate how the above rate was arrived at in Annexure-II(B)

Notes:

1. The rates quoted are inclusive of all statutory/taxation liabilities in force at the time of submission of bid.
2. **These are fixed rates and no variation shall be acceptable from these rates.**

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

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

ANNEXURE-II(B)

| 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.a | Any other liabilities (Please name) | | |
| 5.b | | | |
| 6 | Contractors Admin./Service charge | | |
| | Total | | |