

SPORTS AUTHORITY OF INDIA

LNCPE – THIRUVANANTHAPURAM

TENDER

FOR

PROVIDING COMPLETE

&

COMPREHENSIVE STAFF OUTSOURCING

AT

LNCPE, THIRUVANANTHAPURAM

2015-16

1. A Pre –bid meeting will be held at 15.30 hrs on 16/11/2015 at LNCPE, Thiruvananthapuram.
2. Date of Receipt of sealed tender at LNCPE before 13.00 hrs on 17/11/2015.
3. Date & Time of opening of technical bid at LNCPE: 15.30 hrs on 17/11/2015.
4. Date & Time of opening of financial bid at LNCPE will be informed later.
5. Earnest Money Deposit Amount: Rs.1,00,000/- (Rupees One lakh only)
6. Cost of Tender Document: Rs.1,000/- (Rupees Thousand only)
7. Sealed tenders should be dropped in the Tender Box of Administration Section, LNCPE, Kariyavattom, Thiruvananthapuram or by post/courier.

**SPORTS AUTHORITY OF INDIA
LNCPE, THIRUVANATHAPURAM**

Tender Form for providing complete & comprehensive work outsourcing

1. INVITATION OF BIDS:

- 1.1 Sports Authority of India-LNCPE invites sealed tender from reputed agencies/ firms having minimum annual turnover of Rs.20 lakhs during last 3 financial years in providing complete & comprehensive work outsourcing arrangements.

The details of requirement are attached as Annexure – 1 to this form.

Format for submission of tender is placed at Annexure – II, III & IV and requisite documents referred thereof be enclosed along with the tender.

1. A Pre-bid meeting will be held at 15.30 hrs on 16 / 11 / 2015 at LNCPE, Thiruvananthapuram.
2. Date of Receipt of sealed tender at LNCPE before: 13.00 hrs on 17/11 /2015.
3. Date & Time of opening of technical bid at LNCPE: 15.30 hrs on 17 /11 /2015.
4. Date & Time of opening of financial bid at LNCPE will be informed later.
5. Earnest Money Deposit Amount : Rs. 1,00,000/- (Rupees One lakh only)
6. Cost of Tender Document : Rs. 1,000/- (Rupees Thousand only)
7. Sealed tenders should be dropped in the Tender Box of Administration Section, LNCPE, Kariyavattom, Thiruvananthapuram or by post/courier

Complete tender document can be obtained from Assistant Director (Infra), LNCPE, Karyavattom, Thiruvananthapuram. Tender Document can also be downloaded from SAILNCPE Web site www.lncpe.gov.in and Sports Authority of India Web site www.sportsauthorityofindia.nic.in and used for submitting the bids along with tender document fee of Rs. 1000/- in the form of demand draft from any nationalized bank drawn in favour of Principal LNCPE and payable at Trivandrum. Tenders received through e-mail, fax etc. will not be considered under any circumstances. Tender received without EMD and tender fee cost shall be rejected summarily.

1.2 The bidders are required to accept all terms & conditions mentioned in the Tender Document.

1.3 It is the responsibility of the bidders to read all terms & conditions of the Tender Document before filling the tender. Incomplete Tender Documents or bids are liable to be rejected.

1.4 Tender documents are neither transferable nor cost of tender documents is Refundable under any circumstances.

Dated: / / 2015

(SIGNATURE OF THE BIDDER)
with address and seal

1.5 Any tender received after the specified date, time, and place mentioned in the advertisement will not be entertained under any circumstances.

2. **EARNEST MONEY DEPOSIT (EMD)**

- 2.1 Earnest money of Rs.1,00,000/- (Rupees One lakh only) by the bidder through demand draft in favour of Principal LNCPE, Kariyavattom, Trivandrum, Payable at Trivandrum from any nationalized bank. In case of downloading from website the bidder will have to submit tender cost in the form of demand draft separately along with EMD. Cheques are not acceptable. **OFFERS NOT ACCOMPANIED BY THE REQUIRED EMD WILL BE REJECTED**
- 2.2 The Earnest Money deposit will be returned to the unsuccessful bidders within one month. The EMD of the successful bidder will be liable to be forfeited, if he does not fulfill any of the following conditions of the tender.
- a. The successful tender will furnish SECURITY DEPOST equivalent to 10% (Ten percent) of total annual turnover rounded off to next Hundred Rupees Within seven days of the receipt of the award of contract.
 - b. Execution of the agreement on Stamp Paper worth Rs. 100/- (Rupees one Hundred only) within 7 days of the receipt of award letter.
 - c. To undertake services from specified date mentioned in the award letter.
- 2.3 The earnest money of the successful bidder will be refunded or adjusted against Security deposit after completion of the above-mentioned formalities.

3. **SCHEDULES OF TENDER**

- 3.1 The Tender Document will be available between 10.00 hours to 16.00 hours on all working days up to 12 / 11/2015. The intended bidders may purchase the same from the office of Sports Authority of India by making payment of Rs.1,000/- (Rs. Thousand only) through Account Payee Demand Draft/Pay Order drawn in favour of Principal,LNCPE,Kariyavattom,Thiruvananthapuram payable at Thiruvananthapuram or by cash.
- 3.2 The bidders who download the tender documents from given website are required to pay Rs. 1,000/- (Rs. Thousand only) in the form of separate Demand Draft as cost of tender documents. In case the bid is received without the cost of tender documents, the same would not be considered.

Dated: / /2015

(SIGNATURE OF THE BIDDER)
with address and seal

3.3 Technical & Financial bids shall be received up to 13 /11 /15 by 03.00 p.m.
The technical bids will be opened on 13 /11 /15 at 3.30 pm.

3.4 **Technical Bid will be opened, if the EMD along with tender cost(in case of Downloading from website) is found in order.** The financial Bid of only those bidders, whose Technical bid the Competent Authority accepts, will be opened. The date, time and venue for opening of Financial Bids shall be communicated to the qualified bidders. **However, SAI reserves the right for not inviting the unqualified bidders while opening the financial bids.**

3.5 Any tender received after the date and time given above will not be entertained under any circumstances.

3.6 The competent authority reserves the right to reject any or all tender without assigning any reason.

3.7 A pre bid meeting will be held as notified in the tender document, which can be attended by intended bidders in which the bidders can be allowed to clarify their relevant doubts.

4. **PROCEDURE FOR SUBMISSION OF BIDS**

The Bids shall be submitted in three separate sealed envelopes as under:-

4.1 a) **Envelop A-** Should contain the Bank Drafts for the EMD & Receipt/Bank Draft of Tender Cost along with details in (Annexure-II).

b) **Envelop B-** Should contain the Technical Bid Document, (Annexure-III). Tender Document duly signed by the bidder on each page and all necessary documents to be submitted along with the Technical Bid.

c) **Envelop C-** Should contain the Financial Bid Documents (Annexure-IV)

Dated : / / 2015

(SIGNATURE OF THE BIDDER)
With address and seal

- 4.2 All three envelopes along with covering letter (Format-Annexure-V) and declaration should be submitted in one single envelop duly sealed, addressed to Principal, LNCPE, Kariyavattom, Thiruvananthapuram and superscribed "Tender Form for providing complete & comprehensive work outsourcing the cover should also bear the name and address of the bidder including telephone number.
- 4.3 The bidder must put his seal and signatures on each page of the bid as well as supporting documents and also attest all cuttings or corrections etc., if any, under his seal and signatures.
- 4.4 The bid duly completed in all respect should be inserted in a sealed box placed in the office of Sports Authority of India, LNCPE, Kariyavattom, Thiruvananthapuram.

5. BIDDER QUALIFICATION

- 5.1 The bidder should have minimum three years experience of providing work outsourcing to reputed Organizations for awarding contract to provide complete & comprehensive work outsourcing. The bidder should enclose list of clients to whom services have been provided during the last 3 years in support to the experience.
- 5.2 The minimum annual turnover of the bidder (agency) should be Rs. 20.00 Lakhs Rupees Twenty Lakhs) per annum during the last three preceding years.

6. PAYMENT PROCEDURE

6.1 The agency will pay the outsource persons on the 5th of each month and submit the bill for work outsourcing arrangement by the first week of every month for preceding month. The payment of the bills will be made within 10 days from the date of submission of the bill through Electronic Payment System, if services are found satisfactory and all required documents are enclosed.

Dated :

(SIGNATURE OF THE BIDDER)
With address and seal

- 6.2 The agency shall pay the wages strictly in accordance with statutory rules on monthly basis to the personnel deployed by him. He should ensure payment of prescribed minimum wages to his/her workers. All statutory requirements under the relevant Contract Labour Acts as applicable to these laborers including documentation, maintenance of records etc. shall be complied with and will be the sole responsibility of the contractor to the entire satisfaction of the Labour commissioner or other designated officers. Any liability /compensation disputes etc arising out the employment by the contractor under any act/Statutory provisions shall solely rest with the Contractor and SAI, LNCPE will not be liable or responsible for the same.
- 6.3 The agency shall pay the minimum wages prescribed by the Central or State Government as applicable from the time to time. Contractor is responsible for the deduction of the employer's and employee's contribution towards EPF and ESI from the wage payable to the workers and remitting the same with the respective authorities. The contractor is sole responsible for the payment of Leave Salary, Bonus etc if any, to the workers employed by him. Further the agency should issue a monthly wage slip to the workers engaged by him.
- 6.4 The agency shall adhere to all the statutory rules like payment of Minimum Wages, Payment of EPF and ESI etc. according to the State/Central Laws/Acts in respect of the staff engaged by the Contractor shall be the responsibility of the agency and he shall maintain all records up to date for verification by concerned authorities.

7. OTHER TERMS & CONDITIONS & DUTIES OF OUTSOURCING STAFF

- 7.1 The bidder should sign each page of the tender. Individual signing the tender papers must indicate whether he is the sole proprietor or/partner of the agency/firm constituted attorney of the firm.
- 7.2 The work outsourcing agency should have qualified and experienced work outsourcing staff/ Supervisory staff for deployment.
- 7.3 The work outsourcing personnel should be medically fit and the age be above 18 years and below 65 years.
- 7.4 The issuing of tender document shall not constitute that the tenderers are automatically qualified.
- 7.5 TDS etc. will be applicable as per rules.

Date: / /2015

(SIGNATURE OF THE BIDDER)
with address and seal

- 7.6 If, even after the award of contract, information/facts submitted by the tenders are found misleading/incorrect/false etc, SAI reserves the right to disapprove the contract.
- 7.7 In case of any dispute between the employees and successful tenderer, SAI will have no responsibility and shall not be responsible for any compensation in any form to such employment to any of such employees during the currency of and/or after the expiry of these agreements.
- 7.8 In case of any dispute, the matter shall be under the jurisdiction of the courts situated in Thiruvananthapuram.
- 7.9 The agency shall not be entitled to claim any additional amount for any reason whatsoever during the currency of contract period except the amount agreed as per agreement
- a. Payment of minimum wages to the personnel is mandatory.
 - b. The wages mentioned in the contract will be increased in accordance with the increase in notified minimum wages by Labour Department, Govt. of India provided that the change in wages will be limited only to the notified minimum wages.
- 7.10 The agency would give an undertaking that the staff deployed at the Centre during the terms of this contract at all time will be employees of the agency exclusively and they shall not be entitled to claim employment or permanency of job in SAI, and any other direct or indirect claim on SAI.
- 7.11 These terms and conditions mentioned herein are also proposed draft terms and conditions of agreement and can be modified, changed or added to at the time of finally concluding and the signing the agreement.
- 7.12 The Contract shall be valid for a period of one year. However if SAI, LNCPE is not satisfied with the performance of the agency it shall be at the sole discretion of SAI LNCPE to terminate the contract before the expiry of the one year, the decision of SAI LNCPE in this respect shall be final and binding on the agency. The Contract is likely to be extended for another one year on mutual agreement or short close the same by giving one month prior notice in writing without any financial obligation on either side.

Dated:- / /2015

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- 7.13 The work outsourcing agency will monitor regularly, control and check the work allotted by the competent authority from time to time.
- 7.14 The work outsourcing agency will bring to the notice of in-charge of the centre, the suspicious activity of any person noted during or after office hours on working and non-working days.
- 7.15 The work outsourcing agency should familiarize itself with all the rules and regulations regarding the premises and its belongings.
- 7.16 The work outsourcing personnel should be properly turned out during working hours.
- 7.17 The work outsourcing staff deployed by the agency shall be on duty as per details mentioned in the enclosed Annexure or as directed by the competent authority from time to time. The Principal, SAI LNCPE reserves the right to direct work outsourcing agency to remove any work outsourcing staff for their unsatisfactory performance while on duty. Further if at any time of checking, any work outsourcing staff is found not alert and/or attentive and/or missing, then by way of penalty, the payment in respect of such number of persons for the day (calculated on the basis of minimum Wages Act) shall not be paid to the agency. As and when there is any change in the work outsourcing personnel deployed on duty, it should be informed by the Agency to the In-charge at least one day in advance along with the reasons thereof.
- 7.18 The work outsourcing agency will be responsible for their personal preserving good order, discipline and decorum in and around the premises, on day to day basis, and also at the time of any special functions/events.
- 7.19 The work outsourcing agency shall be solely responsible for observing and complying with all employment regulations, Labour laws as applicable from time to time and laid down in this behalf in respect of all its employees during the period of work outsourcing contract including any additional obligations that may arise on account of the contract being performed at SAI premises.
- 7.20 In case of theft, pilferage and otherwise loss or damage to stores and property in the premises, the work outsourcing agency will be fully responsible and they shall undertake to make good the losses/damages in financial terms as may be decided by the competent authority or the officer designated for the purpose.

Dated / /2015

(SIGNATURE OF THE BIDDER)
With address and seal

- 7.21 On special functions and need the work outsourcing agency will provide additional staff services on receipt of written order from the officer designated for the purpose at a short notice and ensure that they are properly briefed and turned out as required by the In-charge. The payment of the additional deployment will be paid on prorata basis calculated on the basis of monthly rates as quoted by the tenderer.
- 7.22 The entire financial liability in respect of Man power services deployed in SAI shall be that of the service provider and the SAI will in no way liable.
- 7.23 The persons deployed by the service provide shall not claim nor shall be entitled to pay perks and other facilities admissible to regular employees of SAI during the currency or after expiry of the contract.
- 7.24 In case of termination of this contract on its expiry or otherwise, the persons deployed by the service provider shall not be entitled to and will have no claim for any absorption in the regular/ otherwise capacity in SAI.
- 7.25 The contract shall be for a period of one year. The contract shall be terminated by either side on one month notice or payment in lieu thereof without assigning any reasons.
- 7.26 In case, any work outsourcing staff are found to be not properly covered their area during the working hours or any staff or personnel is found to be neglecting duty or showing improper demeanor or and/or bearing, or found including in misbehavior or unruly improper conduct or poor quality or shabby performance of duty, then for each such incident there may be a fine of Rs. 200/- per each instance as per the discretion of competent authority which will be without prejudice to the right of the SAI to terminate the contract for unsatisfactory work and execution of the clause no.7.17 above.

Dated : / /2015

(SIGNATURE OF THE BIDDER)
With address and seal

7.28 The successful bidder will have to give an undertaking that the character and antecedents of each individual outsourced by the agency in the premises of SAI have been verified from the concerned authority and record maintained to this effect and that it will ensure that all outsourcing personnel provided by them to the SAI are duly verified by the Police Authorities and so far their character and antecedents are concerned. Besides, successful bidder shall provide a list of particulars of all such outsourcing personnel provided by them, including additions or deletions, well in time to SAI in the following format for the purposes of identifications and security purpose.

- a) Full Name
- b) Father's Name
- c) Permanent Address
- d) Local Address
- e) Identity card copy
- f) Phone No residence
- g) Mobile no

7.29 In case of any injury /mishappening of any employee of the agency or any third party, the tenderer shall be responsible to compensation and/or damages as per law. In case of any court case or challan by the police or any local authority or any other party competent to take such action, the tenderer shall be solely responsible for defending the cases in a court of law and /or to ensure compliance with the summons or challan so served on this behalf.

7.30 The Principal SAI LNCPE reserves the right to withdraw/ relax any of the terms and conditions mentioned above so as to overcome the problem encountered at a later stage.

Certificate to be given by the Tenderer:

Certified that I/We have gone through the above terms & conditions and undertake to abide by these.

Dated : / /2015

(SIGNATURE OF THE BIDDER)
With address and seal

Sd/-
Deputy Director
SAI LNCPE, Thiruvananthapuram

Requirements:

Sl.No	Nature of work	Place of work/ Area	Basic prescribed Emoluments per month (Rs)	Minimum Requirement of personnel to be deployed.
1	Cleaning	Administrative building	*Minimum Wages	2
	Do	Sports Science Block	*Minimum Wages	1
	Do	Elite Men Hostel	*Minimum Wages	2
	Do	LNCPE Boys Hostel	*Minimum Wages	1
	Do	Swimming pool	*Minimum Wages	1
	Do	Health and fitness Centre	*Minimum Wages	1
	Do	LNCPE Girls Hostel	*Minimum Wages	1
	Do	LNCPE Jr. Boys hostel	*Minimum Wages	1
	Do	LNCPE Jr. Girls hostel	*Minimum Wages	1
	Do	Guest House	*Minimum Wages	1
	Do	Elite Women Hostel	*Minimum Wages	2
	Do	Medical Centre	*Minimum Wages	1
	Do	Cleaning STC girls hostel and office	*Minimum Wages	4
	Do	Cleaning STC boys hostel	*Minimum Wages	2
	Do	Cleaning and helping of STC boys hostel mess	*Minimum Wages	2
2	Internal road cleaning	Internal roads	*Minimum Wages	3
3	Ground maintenance	Athletic/Football/ hockey/ Cricket stadiums	*Minimum Wages	3
4	Jungle Clearance	Whole campus	*Minimum Wages	2
5	Horticulture	Administrative building	*Minimum Wages	1
	Do	Elite men & Women hostels and other areas	*Minimum Wages	1
6	House keeping	Elite men & women / Guest house	*Minimum Wages	1
	Do	Store (Library)	*Minimum Wages	1
	Do	Conditioning hall	*Minimum Wages	1
	Do	Modern fitness/ H& F CENTRE	*Minimum Wages	1
7	Life guarding	Swimming pool	Rs.15,123/-	2
8	Chiefsecurity supervision/ Mess managing	Over all security supervision and college mess managing	Rs.20,000/-	1
9	Nursing assistance in Health centre	Medical Centre	Rs.17,240/-	1
10	Sports relation/ Liaison work	SAI LNCPE/STC Trivandrum	Rs.20,000/-	1

11	Driving	Bus/ Car SAI LNCPE	Rs.15,123/-	1
12	Multi task work(Clerical)	Academic	Rs.15,123/-	2
	“	Scheme	Rs.15,123/-	3
	“	Infrastructure	Rs.15,123/-	1
	“	Establishment	Rs.15,123/-	1
13	Field Supervising	All fields and infrastructure	Rs.15,000/-	1
14	Cooking	LNCPE College Mess	Rs.12,141/-	2
	Do	STC Boys hostel mess	Rs.12,141/-	2
	Do	STC Mess	Rs.12,141/-	2
15	Supply & bearer Mess	LNCPE College Mess	*Minimum Wages	2
16	Cleaning mess	LNCPE College mess Men & Women	*Minimum Wages	3
	Do	Cleaning STC Girls hostel/ vessels in the mess	*Minimum Wages	1
	Do	Cleaning vessels at STC boys hostel and mess/ trolley pulling	*Minimum Wages	2
	Do	Trolley pulling and helping of STC boys hostel mess	*Minimum Wages	2
17	Yoga Instruction	Yoga hall & H & F Centre	Rs.15,000/-	1
18	Fitness Instruction	Health & fitness Centre	Rs.23,220/-	1
19	Kalari Instruction	Health & fitness Centre	Rs.15,000/-	1
20	Mess Managing	STC Mess	Rs.15,123/-	1
21	Hindi Translating	Office	Rs.23,220/-	1
22	Pharmacy	Medical Centre	Rs.13,760/-	1
			Total	73

N.B. * The present minimum wage as per G.O.(P).No.466/2014/Fin dt.28.10.2014 for Group 'D' staff is Rs.350/- per day.

Dated: / /2015

(SIGNATURE OF THE BIDDER)
With address and seal

**SPORTS AUTHORITY OF INDIA
LNCPE, KARYAVATTOM, THIRUVANANTHAPURAM**

To

The Principal
LNCPE, Kariavattom,
Thiruvananthapuram

**Sub: Tender for providing complete & comprehensive staff outsourcing at
LNCPE, Karivattom, Thiruvananthapuram.**

EARNEST MONEY DEPOSIT& TENDER COST

(TO BE SUBMITTED IN ENVELOPE "A")

In response to the tender published in the On....., I am enclosing herewith demand draft no..... dated.....for Rs... (RupeesOnly) drawn on.....Bank in favour of Principal, LNCPE, Kariavattom, Thiruvananthapuram payable at Thiruvananthapuram on account of Earnest Money Deposit(EMD).The Tender form has been purchased in payment of Rs 1,000/- by way of Demand Draft no..... dated...../cash Receipt No..... dated.....

AND

* In response to tender floated on website www.SportsauthorityofIndia.nic.in/www.lncpe.gov.in I have downloaded the tender document and depositing herewith Demand Draft of Rs.....(Rupees.....only)drawn on Bank in favour of Principal, LNCPE, Kariavattom, Thiruvananthapuram payable at Thiruvananthapuram on account of Cost of Tender.

Dated :

(SIGNATURE OF THE BIDDER)
With address and seal

*Strike off if not applicable

**SPORTS AUTHORITY OF INDIA
LNCPE, KARYAVATTOM, THIRUVANANTHAPURAM**

**Tender for providing staff outsourcing at LNCPE, Thiruvananthapuram
TECHNICAL BID FORM**

(TO BE SUBMITTED IN ENVELOP "B")

1	Name of the Firm/ Agency	
2	Full Postal Address with Tel. No.& Fax No.	
3	Name, Address & Tel. No. of the Director / Proprietors& Chief Executive of the firm.	
4	Registration No. of Firm(Copy of Certificate to be enclosed)	
5	Income Tax return Certificate of the last three Years i.e.F.Y 2012-13, 2013-14,2014-15.	
6	PAN,TAN Number (Copies to be enclosed)	
7	Service Tax No. (Copy to be enclosed)	
8	EPF Registration No.(Copy to be enclosed)	
9	ESI Registration No.(Copy to be enclosed)	
10	Certified / Audited Balance Sheet by CA of last three financial years confirming turnover of minimum Rs.20 lakhs per annum.(2012-13 ,2013-2014& 2014-15)	
11	Details of other clients to whom the security services were provided by the agency along with copies of award letter as per Profoma given on next page.	

Dated :

(SIGNATURE OF THE BIDDER)
With address and seal

Proforma containing details of other organization where, such or similar contracts were Undertaken

Sl. No	Name & Address of the organization, contact no.	No of Personal Supplied	Period of Contract	Whether Govt/ Semi Govt./Autonomous bodies/PSUs/industries etc(PI specify)	Amount of Contract Reason for termination (if any currently not valid)
1					
2					
3					

This information to be given in "Envelope No. 'B' Technical Bid

Dated :

(SIGNATURE OF THE BIDDER)
With address and seal

**SPORTS AUTHORITY OF INDIA
LNCPE, KARYAVATTOM, THIRUVANANTHAPURAM
Tender for providing staff outsourcing at LNCPE, Thiruvananthapuram**

FINANCIAL BID FORM (TO BE SUBMITTED IN ENVELOPE "C")

1. Name of the Tenderer :.....
2. Address of the Tenderer :

NOTE

1. TOTAL RATES QUOTED FOR A MONTH per category SHOULD BE INCLUSIVE OF ALL CHARGES, TAXES (Eg. EPF, ESI, etc...) (excluding service tax), for providing comprehensive staff outsourcing at SAI-LNCPE, Kariyavattom, Trivandrum. The Service Tax is exempted being SAI, LNCPE is an educational institution.
2. **The rate quoted for minimum waged employee should be in the tune of minimum wage + employer contribution of EPF & ESI + other perks if any.**
3. The agency is liable to pay the rate quoted and approved to each category of employee outsourced without any deduction. The agency commission will be paid separately over and above the total charges of outsourced work.
4. The income tax will be deducted at source from the total charges and it should not be levied to the outsourced employees.
5. The Certified amount of wages shall be inclusive of all statutory/taxation liabilities in force at the time of entering into the contract and as per the minimum wages as fixed by Labour Department Govt. of India /state govt. from time to time.
6. In case of discrepancy in the amount quoted in figure and words, the amount written in words will be taken into consideration

Dated.....

(SIGNATURE OF THE BIDDER)
With address and seal

ANNEXURE: IV-B

FINANCIAL BID FORM

SI NO	Particulars	Minimum Requirement of personnel (quantity)	Rate per month (inclusive of all taxes & statutory Liabilities) in Consolidated monthly amount (inclusive of EPF,ESI, Minimum wages as fixed by Govt. from time to time) ie, minimum wages + employer contribution of EPF& ESI + other perks if any.		Total charges (Quantity x Rate) ie, Col.3 x col.4 In Rupees
1	2	3	4	5	6
			In figure	In words	
1	Cleaning, Maintenance, Housekeeping, Food supply, Horticulture work and mess cleaning.	47			
2	Life guarding	2			
3	Chief security supervision/ Mess managing	1			
4	Nursing assistant in Health centre	1			
5	Sports relation/ Liaison work	1			
6	Driving	1			
7	Multitask Work	7			
8	Field Supervising	1			
9	Cooking	6			
10	Yoga Instruction	1			
11	Fitness Instruction	1			
12	Kalari Instruction	1			
13	Mess Managing	1			
14	Hindi Translating	1			
15	Pharmacy	1			
TOTAL		73			

The breakup of the monthly charges of staff outsourcing is as follows:

- a) Grand total of wages per month as on Col.6 above -
b) Agency Commission per month –(including the liability of Income Tax) -
c) Others, if any (specify) -

GRAND TOTAL -

(Rupees.....)

Certified that, the rates quoted above are as per Minimum Wages Act fixed by the Labour Dept. Govt. of India. And further certified that I/ We have studied site, read, and understood all clauses of the tender and in case of award of contract, undertake to abide by all the terms and conditions mentioned in the same.

Dated.....

(SIGNATURE OF THE BIDDER)
With address and seal

COVERING LETTER BY THE BIDDER ON LETTER HEAD

1. Please refer to your advertisement for outsource services published in daily/website.....dated 2015.
2. I/we hereby submit following documents for the tender.
 - (a) EMD.....
 - (b) Technical bid with all relevant documents
 - (c) Details of past experience with supporting documents
 - (d) Financial bid
 - (e) Tender document duly signed by the bidder and all necessary documents
3. I have carefully read and understood all the terms -and conditions of the tender and hereby convey my acceptance of the same.
7. The information / documents furnished along with the above declaration 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 vague / false information / fabricated document would lead to rejection of my tender at any stage besides liabilities towards prosecution under appropriate law.

Date :

Place:

Signature of authorized person
Full Name:

Company's Seal:

N.B. The above covering letter duly signed and affixed with seal by the Bidder/Agency in token of acceptance should be attached with the Tender submitted.

DECLARATION

1. I.....Son/ Daughter/ Wife of
.....Shri.....Proprietor Director/
authorized signatory of the Service Provider, mentioned above, am
competent to sign this declaration and execute this 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
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 the authorized person

Name

Seal

Date

Place

N.B: The above declaration duly signed and affixed with seal by the Bidder/Agency in
token of their acceptance should be attached with the Tender submitted.