

	<p style="text-align: center;">Central Silk Board Ministry of Textiles, Govt. of India Silk Mark Organisation of India 4th Floor, Kuralagam, N.S.C Bose Road, Chennai - 600 108. Phone. No.044-25344774</p>	 <p style="text-align: center;"><i>Your Assurance of Pure Silk</i></p>
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CSB/CH/20/SMOI/2019-20

18th November 2019

To

Sir,

Sub:– Inviting quotations for supply of Manpower on contract basis - _Reg

The Silk Mark Organisation of India,(SMOI) Chennai,Central Silk Board, Ministry of Textiles, Government of India invites sealed tenders from reputed and experienced agencies for '**SUPPLY OF MANPOWER ON CONTRACT BASIS**' at the above address. The interested agencies/firms are required to submit the bid separately along with the duly filled profile letter found with the tender letter.

1. Clerk cum Administrative staff –

Qualification: Degree holder or equivalent certificate with accounting knowledge and banking operation with working knowledge of English, operating computer typing and record maintenance.

2. Multi Task Staff:

Qualification: HSC with limited knowledge of read and write English

You are requested to follow the instructions strictly as given in the terms and conditions enclosed here with and send your lowest competitive rate quotation inclusive of GST separately for supplying the above said manpower and to reach this office **on or before 10th Dec 2019, 2.00.P.M** in a sealed cover super scribed as quotation for "Quotation for supply of manpower")

The quotations so received well within the stipulated time shall be opened at **4.00 PM** on the same day in the presence of the quotationer or their representative at the Office.

For further details contact '**The Deputy Director(Insp), Silk Mark Organisation of India, Central Silk Board, 4th Floor, Kuralagam, NSC Bose Road , Chennai -600 108**

Yours faithfully

[P.M.Pandi]
Deputy Director(Insp.)

S.No.	Description Particular	Particular
1	Constitution & Nature of firm (Whether sole proprietor / partnership firm/ private/Public limited company) Name of the Firm	
2	Year of establishment	
3	Registration Number under applicable Act with a copy of registration certificate	
4	Registration Postal address and communication Address	
5	a. Telephone No b. Fax No. c. Mobile No. d. E-Mail address e. Website No.	
6	Addresses of Branches, if any	
7	a. Name and address of Directors, in case of Pvt Ltd/ Ltd Company b. Name and address of Sole Proprietor c. Name and address of partners, in case of partnership firm	
8	a. PAN No. b. GSTIN No. c. PF Code allotted by PF Commissioner d. ESIC Registration with photo copy of certificate	

Profile of the Company (Compulsorily to be attached with the quotation)

I hereby declare that the above given details are true and correct to best of my knowledge.

Yours faithfully

(Signature of Authorised
Person with Stamp)

Terms and Condition

1 (a) Bidder/s providing similar service to other Government Departments will be given preference.

(b) Bidder shall be duly registered with ESIC, Provident Fund, Service Tax and other relevant statutory authorities dealing with employment/supply of workers/ labour/ manpower.

All existing statutory regulations of both the State as well as the Central Government shall be adhered to by the contractor and all the records maintained thereof shall be available for scrutiny by this office. Any failure to comply with any of the above regulations or any deficiency in service will render this contract liable for immediate termination without any prior notice. Contractors not registered under the ESIC and Provident Funds Act and other relevant statutory enactment dealing with employment of labour need not apply.

(c) Bidders should be **paying minimum wages** to his employees as prescribed by the State Government.

(d) Employing local youths will be given preference.

(e) The person employed should work on all working days of the office .

(f) The working hours will be from 9:00 to 18:30 hrs daily except office holidays.

(h) Bidder should not indulge in employing child labour.

2. **The Deputy Director (Insp), Silk Mark Organisation of India, Central Silk Board Chennai** reserves the right to postpone and / or extend the date of receipt/ opening of Rates / Quotation or to withdraw the same, without assigning any reason thereof.

3. The Contractors are required to submit the complete Rates / Quotations only after satisfying each and every condition laid down.

4. All the rates must be written both in figures and in words. Corrections, if any, are to be made by crossing out, initiating, dating and rewriting. In case of discrepancy between the words and figures the rates indicated in figures shall prevail. All overwriting / cutting, insertions shall be authenticated and attested.

5. Rates / Quotations should be submitted and signed by the contractor or his authorized representative with its current business address.

6. The Contractors must comply with the Rates / Quotations, specification and all terms and conditions of contract. No deviation in the Terms & Conditions of the Contract shall be entertained unless specifically mentioned by the contractor in the Rates / Quotations and accepted by the Department.

7. Notwithstanding anything contained herein, the Department reserves the right to terminate the contract by giving 1 (one) month's notice in writing without assigning any reason.

8. The service recipient shall not entertain any claim arising out of mishap, if any, which may take place. In the event of any liability / claim falling on department, the same shall be reimbursed / indemnified by the Contractor. Insurance cover protecting the agency against all claims applicable under the Workmen's Compensation Act, 1948, shall be taken by the contractor. The contractor shall arrange necessary insurance cover for all persons deployed by him for short duration.

9. Contractor shall in no case lease / transfer / sublet or appoint care taker for services.

10. No other person except Contractor's authorized representative shall be allowed to enter the office premises for providing the contracted services.

11. Contractor shall be solely responsible for payment of wages / salaries other benefits and allowances to his personnel that might become applicable under any Act or Order of Government. The Department shall have no liability whatsoever in this regard and the Contractor shall indemnify the Department against any / all claims which may arise under the provisions of various Acts, Government Orders etc.

12. Contractor shall be fully responsible for theft, burglary, fire or any mischievous deeds by his staff.

13. It is made clear that the engagement of the service provider does not in any way confer any right to the service provider or the persons that may be deployed by him in this office for claiming any regular or part time employment in this office or any other Government Office.

14. Photographs, full address and telephone number of all workers / personnel engaged on contract should be provided for records.

15. After awarding a contract, the Contractor should furnish performance security amount of 2% of the total contract value to the Department, in the form of an Account Payee Demand Draft, Fixed Deposit Receipt or Bank Guarantee from a Commercial Bank.

The sealed tenders should be addressed to:-

The Deputy Director(Insp), Silk Mark Organisation of India, Central Silk Board, 4th Floor, Kuralagam, NSC Bose Road , Chennai -600 108

The bidders are required to submit the bid in their letter with the GST and other charges separately against the posts along with the duly filled Profile format .

- (i) Details of his PAN number, Service Tax registrations and details of ESIC, PF etc. (Photo copy to be attached).
- (ii) Details about his experience in the field, and the other organizations for which he is providing such services.
- (iii) Details regarding compliance of statutory laws, number of persons proposed to be deployed, etc.

In the bid, he will submit the quotation for his charges. It should be written in bold letter on top of the envelope as **"QUOTATIONS FOR SUPPLY OF MANPOWER"** should be submitted in sealed cover duly addressed and superimposed with words on top.

THE LAST DATE FOR RECEIPT OF SEALED TENDER IS INDICATED IN THE COVERING LETTER. Bids received later than the stipulated date and time will not be considered under any circumstances. **The tenders will be opened on last date of submission of the tender at 4:00 P.M by the Tender Evaluation Committee.** Whether the representative of the bidder(s) are present or not, this office reserves the right to reject any tender, even the lowest one or all the Tenders, without assigning any reasons thereof.

TERMS OF PAYMENT:

- (i). The Contractor will submit the monthly bill in duplicate for reimbursement along with certificate of completion of works by the officer in charge. The bill will be paid after making recovery, if any.
- (ii). The contractor shall make regular and full payment to its personnel as per the law and furnish necessary proof in this regard as and when required.

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AGREEMENT TO BE SUBMITTED BY SUCCESSFUL BIDDER FOR SUPPLY OF MANPOWER ON CONTRACT BASIS (ON NON-JUDICIAL STAMP PAPER OF Rs.100/-)

THIS AGREEMENT is made at Bangalore on this _____ day of _____ 2019 by and between

Silk Mark Organisation of India, a registered Society under the Central Silk Board, Ministry of Textiles, Government of India having its Head Office at Central Silk Board, Madivala, Bangalore 560068 hereinafter referred to as "SMOI", which expression shall unless it be repugnant to the context or meaning thereof be deemed to mean and include its successors, assignees or representatives of the One Part

and

M/s. _____ having its registered office at _____ hereinafter referred to as the **"Manpower contractor"** which expression shall unless it be repugnant to the context or meaning thereof include its successors, assignees, representatives or partners as the context may admit of the Other Part.

WHEREAS:

- 1. The **SMOI** has placed an work order with _____ the Manpower Contractor, for supply of manpower for office work of SMOI.

2. The Manpower Contractor has agreed to supply the manpower at the conditions given in work order No. _____ dated _____ placed at **(Order Details)**.
3. The contract is for a period of two years from the date of issuing the work order.
4. Security Deposit: A deposit @2% over the total cost of the quote should be submitted in the form of a demand draft/pay order in favour of "Silk Mark Organisation of India" payable at Bangalore. A Bank Guarantee for an equal amount from the Nationalized Bank is also acceptable.
5. ADVANCE PAYMENT: No advance shall be paid.
6. NON-PERFORMANCE: In case of non-performance, the Security Deposit will be forfeited and the firm black-listed accordingly.
7. Project Monitoring: The committee or the representative assigned by the committee shall call for documents verification. The party should submit a regular report with attendance details at the end of every month for claiming the payment to be paid to the contracted employees.
8. The Supplier shall abide by the terms and conditions as set out in work Order
9. Except in the case of deliberate negligence on the part of the **SMOI**, for which SMOI hereby indemnifies the Manpower Contractor, the SMOI shall not be liable for any loss or damage sustained by the Manpower Contractor due to the act of omission whatsoever and howsoever for itself, during the contract proceeds.
10. Both the parties shall bear with the force-majeure, which could not be reasonably foreseen.
11. If any dispute or difference of any kind whatsoever shall arise between the Contractor and the SMOI in connection with or arising under this Agreement, such dispute or difference shall first be attempted to be resolved by mutual discussion/consultation and if such resolution is not possible then shall be referred to and settled by a Single Arbitration. Accordingly the parties hereby agree to submit that dispute to Arbitration under the International Centre for Alternative Dispute Resolution (ICADR) Arbitration Rules, 1996, as amended from time to time. The place of Arbitration is Chennai. The authority to appoint the Arbitrator shall be ICADR. The Language of Arbitration proceedings shall be English. Subject to the Arbitration as said therein, the Chennai Court shall have jurisdiction in respect of any matter, claim or dispute arising out of or in any way relating to this Agreement.

Signed:
Authorised Signatory of
Name and Designation
Seal of SMOI

Signed:
Authorised Signatory
Name and Designation
Seal of the Manpower Contractor