


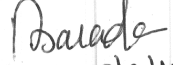
<p>भारत सरकार भारत मौसम विज्ञान विभाग, प्रादेशिक मौसम केंद्र, सं : 6, कालेज रोड, चेन्नै - 600 006. दूरभाष : 044-28246035/28271591 फैक्स : 044-28271581/28271591 ईमेल : admin.rmchennai@imd.gov.in.</p>		<p>Government of India India Meteorological Department Regional Meteorological Centre, No.6, College Road, Chennai-6. Telephone: 044-28246035/28271591 Fax : 044-28271581/28271591 Email: admin.rmchennai@imd.gov.in.</p>
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No. D-31016/1/13-AS

Dated 03.08.2017.

Notice Inviting Tenders/Bids for Manpower Services in Regional Meteorological
Centre, 06, College Road, Chennai-6.

Office of the Dy. Director General of Meteorology, Regional Meteorological Centre, India Meteorological Department, Ministry of Earth Science (MoES) invites Bid (in two Bid system i.e Technical and Financial in separate sealed envelopes) from registered Manpower service providers/organizations based in Chennai for providing skilled Office Boys at the Office located at No.06, College Road, Nungambakkam, Chennai-6. initially for a period of one year. The pre-qualification criteria along with Annexure I, II & III are published in the website <http://www.imdchennai.gov.in> Tenders in prescribed format supported by requisite documents must reach the administrative officer, RMC Chennai at the above address not later than 15 days in a sealed cover superscribed as Technical/Financial Bid for providing Manpower Services.


(R. SARADA 3/8/17)
Administrative Officer
For Dy Director General of Meteorology
Regional Meteorological Centre, Chennai.

1. Skilled Office Boys : 08 nos

2. Standard/Benchmark for the services sought are as under:

Qualification : Min. +2

Skills: a) Working knowledge in English.

b) Proficiency in computer operations for Office work.

Age: Between 18- 30 years.

3. Schedule:

a) Last date & Time for submission of quotation: 18.08.2017

b) Place for opening of quotation: Regional Met Centre, 06, College Road,
Chennai-6.

c) Validity of quotation: One month.

4. Requirements:

1. The manpower will have to be supplied by the agency within 10 days from the date of award of contract as per the detailed terms and conditions given in Annexure-I.

2. Only those agencies who fulfill the following criteria need to submit their quotations.

i) The service provider/Agencies firm should be registered with the Govt. Authorities for providing manpower services and a copy of the registration shall be attached with the quotation.

ii) The service provider should be registered with the following.

- a) PF authorities.
- b) ESI authorities.
- c) Labour Commissioner's Office.
- d) Income Tax authorities.
- e) Service Tax Dept.

A copy of the registration certificated/licences/PAN/Service tax registration etc. issued by the Concerned authorities shall be attached with the quotation.

- iii) The firm should not have suffered loss during the last three financial years. Supported documents with the balance sheets for the financial year 2013-14, 2014-15 & 2015-16 and IT returns for the last years should be attached with the Tender.
 - iv) The service provider/ agency must have the proper mechanism for intake, verification of candidate's character, and antecedents, management and placement of the skilled manpower. The persons engaged by the agency should not have any adverse police records/ criminal cases against them. The agency would be responsible for making adequate inquiries about the character and antecedents of the person before their engagement for the purpose. The character and antecedents of each personnel will be got verified by the service provider before their deployment through the local police. Proofs of identity like driving license, bank account details, previous work experience, proof of residence and recent photograph and a certification to this effect should be submitted to this department. The service provider will also ensure that the personnel deployed are medically fit and to this effect, medical certificate from Registered Medical Practitioner should be submitted. The service provider shall withdraw such employees who are not found suitable by the office for any reason whatsoever, immediately on receipt of such a request from this Dept.
 - v) The service provider/agency must have work experience of providing skilled manpower of similar nature in other Ministries/Dept. of Govt. of India during last two years. Copies of jobs orders and particulars of the Officer to be contacted in the concerned Ministries/Depts./PSU may be furnished for the purpose of verification.
 - vi) The manpower supplying agency should have been in existence for not less than three years.
 - vii) It should not have been blacklisted by any Organization.
 - viii) It should be willing to take up the contract on the terms and conditions given at Annexure-I.
3. The service provider/agency selected for awarding the job will be required to deposit an Earnest Money Deposit (EMD) amount of Rs.10,000/- in the form of DD in favour of Asst. Meteorologist (Cash & Accounts), RMC Chennai.
4. The quotations shall be submitted in sealed covers should be superscribed as "Technical/Financial Bid for providing of Manpower services" and should contain:

- i) The proforma at Annexure-II (duly filled) with all attachements.
 - ii) Profile of Agency including previous experience of manpower supplied to Govt. Depts. Etc.
 - iii) Acceptence of terms and conditions at Annexure-I by signing the declaration format attached in this notification.
 - iv) All other required documents as specified in Serial No.4.
 - v) The rates should be quoted on monthly basis for normal duty of 8 hours per day per person for five days a week (Annexure-III).
5. This Dept. reserves the right to amend/withdraw any terms and conditions in the notification before last date for submission of quotation or to reject the notification without giving any notice or assigning any reason. The decision of the Competent Authoirty in this regard shall be final and biniding on all.

TERMS AND CONDITIONS:

1. General:
 - i) The contract should commence within 10 days of award of work order for a period of one year., unless it is curtailed or terminated by this Department owing to deficiency of service, inefficiency of the Office Boys deployed, breach of contract, reduction or cessation of the requirements of work.
 - ii) 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 Dept. and on satisfactory performance.
 - iii) 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.
 - iv) The service provider will be bound by the details furnished to this Dept., while submitting the quotation or at subsequent stage. In case, any of such documents, is found to be false at any stage, it would be deemed to be a breach of terms of contract making it liable for legal action besides termination of contract.
 - v) Quotations of only those contractors who are declared qualified technically shall be evaluated.
 - vi) The service provider should not change the personnel engaged as Office Boys at frequent intervals, preferably continue to work at least for six months.
 - vii) The Agency and the persons engaged by it should not have any adverse Police records/criminal cases against it/them. The agency would be responsible to make adequate enquiries about the Character and Antecedents of the persons before their engagement for the purpose. The character and antecedents of each personnel will be got verified by the service provider before their deployment through the local police. Proofs of identity like driving licence, bank account details, previous work experience, proof of residence and recent photographs and certification to this effect should be submitted to this Department. The service provider shall withdraw such employees who are not found suitable by the office for any reasons immediately on receipt of such a request from this Department.
 - viii) The contracting Company/Firm/Agency shall furnish following documents in respect of the persons who will be deployed by it in this Dept. before the commencement of work:

- a) List of persons shortlisted containing full details, i.e date of birth, marital status, address (both present and permanent), educational and professional qualifications, experience etc., duly attested by the Gazetted Officer.
 - b) Bio-data of each with latest photograph affixed (duly signed by the person and attested by the Agency).
 - c) Character certificate from a Gazetted Officer of the Central/State Govt.
 - d) Certificate of verification of Antecedents by local Police Authority.
- ix) All services shall be performed by persons qualified and skilled in performing such services as per the eligibility criteria.
- x) The service provider shall engage necessary persons as required by this Dept. from time to time. The said persons engaged by the service provider shall be the employee of the service provider and it shall be the duty of the service provider to pay their salary/wages in time. There is no master and servant relationship between the employee of the service provider and this Dept. and further the person engaged from the service provider shall not claim any absorption.
- xi) The service provider's personnel shall not divulge or disclose to any persons of any details of Office operation process, technical know-how, security arrangements, administrative/organizational matters as all are confidential/ secret in nature.
- xii) The service providers's personnel working should be polite, cordial, positive and efficient while handling the assigned work and their action shall promote goodwill and enhance the image of this Dept. The service provider shall be responsible for any act of indiscipline on the part of the personnel deployed by him/her.
- xiii) The service provider will have to remove from the office, any debarred persons, who is found incompetent or for his/her/their misconduct and the service provider shall forthwith replenish such requirements. The service provider shall replace immediately any of its personnel, if they are unacceptable, to the Dept. because of any security risk, incompetence, conflict of interest and breach of confidentiality or improper conduct upon receiving written notice from this Office.
- xiv) The service provider shall ensure proper conduct of his personnel in Office premises and enforce prohibition of consumption of alcoholic drinks, paan, smoking, hukhas, and should not be loitering around during the Office hours.
- xv) The transportation, food, medical and other statutory requirements in respect of each personnel of the service provider shall be borne by the Agency.

- xvi) Working hours would be normally from 9.15 AM to 5.45 PM during working days including 30 minutes lunch break in between.
- xvii) The service provider shall provide a substitute well in advance, if there is any probability of the persons leaving the job due to his/her own personal reason. The payment in respect of the overlapping period of the substitute shall be the responsibility of the service provider.
- xviii) The service provider shall be accessible at all times and message by Phone/Mail/Fax/Special Messenger from this Dept. to him/her shall be acknowledged immediately on receipt on the same day. The service provider shall strictly observe the instructions issued by the Dept. implementing the contract from time to time.
- xix) This Department shall not be liable for any loss, damage, theft, burglary or robbery of any personal belongings, equipment or vehicles of the engaged personnel.
- xx) The agency on its part and through its own resources shall ensure that the goods, materials and equipment etc., are not damaged in the process of carrying out the services undertaken by it and shall be responsible for act of commission or omission on the part of its staff or its employees etc. If this Department suffers any loss or damage on account of negligence, defaults or theft on the part of the personnel of the agency, then the agency shall be liable to reimburse the pecuniary value of the loss, as decided by this Department to this Department for the same. The agency shall keep this Department fully indemnified against any such loss or damage.
- xxi) This Department will maintain an attendance register in respect of the personnel deployed by the agency on the basis of which wages/ remuneration will be decided in respect of the staff at the approved rates.
- xxii) The successful firms will enter into an agreement with this Department for supply of suitable manpower as per the requirement on these terms and conditions. The agreement will be valid for a period of one year commencing from the date of signing of the agreement and shall continue to be in force in the same manner, unless terminated in writing. The service charges/rates quoted by the agency shall be fixed for a period of one year and no request for any change/modification shall be entertained before expiry of the period of one year. Any statutory increase in wages is to be absorbed by the Department. The contract/agreement is extendable for further period of one year subject to satisfactory performance of the agency.

- xxiii) On the expiry of the agreement as mentioned above, the agency will withdraw all its personnel and clear their accounts by paying them all their legal dues. In case of any dispute on account of termination of employment or non-employment by the personnel of the agency, it shall be the entire responsibility of the agency to pay and settle the same.

2. Financial:

- i) Quotations, offering rates which are lower than the minimum wages (as applicable for Labour act) for the pertinent category would be rejected.
- ii) The Agency shall raise the bill, in triplicate, along with attendance sheet to the concerned division of the Department under whom the outsourced personnel has been deployed in the first week of the succeeding month. The division concerned will send the bills duly verified to the concerned authority for passing and payment within 15 days from the date of receipt of bill in the Department.
- iii) Payments to the service provider would be strictly on certification by the Officer with whom personnel is attached that his services were satisfactory and attendance as per the bill preferred by the service provider.
- iv) No wage / remuneration will be paid to any staff for the days of absence from duty.
- v) The Department reserves the right to withdraw/relax any of the terms and conditions mentioned above so as to overcome the problem encountered by the contracting parties.

3. Legal

- i) The Service Provider shall be responsible for compliance of all statutory provisions relating to Minimum wages Act, Shops Establishment Act, etc., in respect of the persons deployed by it in this Department.
- ii) The Service Provider shall also be liable for depositing all taxes, levies, cess etc., on account of service rendered by it to this Department to the concerned Tax collection Authorities from time to time as per extent rules and regulations on the matter.
- iii) The Service Provider shall maintain all statutory registers under the applicable laws. The Agency shall produce the same, on demand, to the concerned Authority of this Department or any other Authority under Law.
- iv) The Agency shall be responsible for payment of wages to each worker employed by him as Contract Labour and such wages shall be paid every month and receipt as proof of payment of Salary/wages should be attached with the Bills to be preferred.

- v) It is obligatory on the Contractor to ensure that wages paid should not be less than the minimum wages fixed by the Government, from time to time and all statutory requirement such as Provident Fund, Employees State Insurance and Bonus etc., must be incorporated in salary.
- vi) That the person deployed shall not be below the wage of 18 years and not more than 30 years.
- vii) The service provider shall not assign, transfer, pledge or sub-contract the performance or services without prior written consent of the Department.
- viii) In case, the Agency fails to comply with any statutory / taxation liability under appropriate law and as a result thereof, the Department is put to any loss / obligation, monetary or otherwise, the Department will be entitled to get itself reimbursed out of the outstanding bills.
- ix) The service provider's personnel shall not claim any benefit / compensation / regularization of services from this Department under the provision of Industrial Dispute Act, 1947 or Contract Labour (Regulation and Abolition) Act,1970. Undertaking from the persons to this effect shall be required to be submitted by the service provider to this department. IMD is not liable to make any payments other than the quoted value under any circumstances to the supplier.
- x) For all intents and purposes, the service providing Agency shall be the "Employer" within the meaning of different Labour Legislations.
- xi) In respect of Office Boys so employed and deployed in this department, the persons deployed by the Agency in this Department shall neither have claims of any Master and Servant relationship nor have any principal and agent relationship with or against office of the DDGM, RMC Chennai-6.
- xii) The agreement can be terminated by either party giving two month's notice in advance.
- xiii) All disputes or difference whatsoever arising between the parties out of or relating to means, operation of this contract or the breach thereof shall be settled by Arbitration in terms of "The arbitration and Reconciliation Act,1996" with all statutory modifications and award made in pursuance thereof shall be binding on the parties.
- xiv) The Courts at Chennai will have exclusive jurisdiction for any issue/dispute arising out of or in connection with this contract.

ANNEXURE - II

S.NO	PARTICULARS	To be filled in by the Agency
1	Name of the Agency	
2	Date of establishment of the agency. (attach a copy of Registration of certificate)	
3	Detailed office address of the Agency with office telephone number, fax number and Mobile number and the name of th contact person(s)	
4	Whether registered with all concerned Government authorities (PF/ESI etc.,) (copies of all certificate of registration to be enclosed)	
5	PAN / TAN Number (copy to be enclosed)	
6	Service Tax Registration Number (copy to be enclosed)/GST	
7	Labour Licence (copy to be enclosed)	
8	Whether the firm is blacklisted by any Govt. Department or any criminal case is registered against the firm or its owner/partner anywhere in India. Please attach an Affidavit stating that the agency is / has not been black listed by Centre / State Government / PSU etc.	
9	Length of experience in the field	
10	Experience in dealing with Government departments. (indicate the names of the departments and attach copies of contract orders placed on the agency valuing more than Rs.25.00 lakhs in a year.	
11	Whether a copy of the terms and conditions (Annexure-I) duly signed in token of acceptance of the same is attached?	
12	Whether agency profile is attached?	
13	List of other clients. (Attach photo copies of contract agreement in the following order. Sl.No., Name of the organization, Contract period, Value of the Contract)	
14	Declaration about fraud and corrupt practices (duly signed and attested as given in the document.	

Signature of the authorized signatory
of the Agency with seal of the Firm.

PROFORMA FOR FINANCIAL BID

S.No	Component of Rate	Per Office Boy	Total in 8 persons
1	Monthly rate per person		
2	Employees Provident Fund @ 13.61% of S.No.1 above		
3	ESI @ 4.75% of S.No.1 above		
4	Administrative / Service charges		
5	Service Tax liability		
	Total (column 1 to 5)		

Signature of the authorized signatory
of the Agency with seal of the Firm.

Note:

1. The wages structure should be in conformity with the latest Minimum wages notified by Labour Department, Government of Tamil Nadu.
2. Statutory liabilities as per applicable rates.

DECLARATION

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 document;

I have carefully read and understood all the terms and conditions of the quotations and undertake to abide to them;

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 quotation at any stage besides liabilities towards prosecution under appropriate law.

Signature of the authorized Person.

Date:

Place:

Full Name:

Seal