

RAJIV GANDHI NATIONAL INSTITUTE OF YOUTH DEVELOPMENT
Ministry of Youth Affairs & Sports, Government of India
Post Box No.6, Sriperumbudur P.O, Tamil Nadu- 602 105

No.RG/E-127/2017

Date: 06.07.2017

Notice Inviting Tenders / Bids for Manpower Services.

Rajiv Gandhi National Institute of Youth Development (RGNIYD), Sriperumbudur, Ministry of Youth Affairs & Sports, Government of India, invites Tenders /Bids under two bid systems, from duly registered Manpower Service Providers / Organisations for providing manpower services to the RGNIYD in the following categories.

- i) **Data Entry Operator**- (Present Requirement: 18) Candidates possessing Bachelor's Degree in any subject with working knowledge in Computer Applications from a recognized University / Institution. Experience of at least 2 years in similar Institute or a reputed private organisation.
- ii) **Accounts Assistant**- (Present Requirement: 02) Candidates with B.Com / M.Com and proficiency in Tally and other accounting software
- iii) **Driver** – (Present Requirement: 02) Candidates possessing valid license to drive heavy and light vehicles with working Experience of at least 10 years.

The actual requirement of manpower in the above categories may vary from time to time.

2. Standards / Benchmarks for the services sought are as under:

The man power provided should be qualified enough to do their jobs and should possess at least 2 years' experience for having worked in similar posts.

3. Schedule (Tentative)

i	Last date & time for deposit of tenders	21.07.2017, 2.30 PM
ii	Date & time for opening of Technical Bid	21.07.2017, 3.30 PM
iii	Place of opening the Tenders	RGNIYD Sriperumbudur 602105
iv	Date and Time for opening of Financial bids for technically qualified bidders	Will be intimated later
v	Validity of tenders	Two months

4. Requirements for Technical Bids:-

i) The manpower should be supplied by the selected agency within 15 days from the date of award of Contract, as per detailed Terms and Conditions mentioned in Annexure – I.

ii) Only those agencies, which fulfil the following minimum criteria, should submit their bids.

iii) The Service Provider / Agency / Firm should be registered with the Labour Department of Government of India or Government of Tamil Nadu for undertaking Manpower Services. A copy of the certificate of Registration with labour Department shall be attached with the bid.

I accept the above Terms & Conditions

(Full Signature of the Contractor)

iv) The Service Provider should be registered under EPF Act and a copy of the valid registration certificate issued by EPF organisation shall be attached with the bid.

v) The Service Provider should be registered under ESI Act and a copy of the valid registration certificate issued by the ESI Corporation shall be attached with the bid.

vi) The Service Provider should provide a copy of the PAN issued by the IT Department.

vii) The Service Provider should be registered with Service Tax Department/ GST and a valid copy of service tax registration/ GST regn issued to the Service Provider shall be attached with the bid.

viii) Annual Turnover of the Service Provider / Agency should not be less than Rs. 50 lakhs. (This has to be supported with audited Balance Sheets for the Financial Years 2013-14, 2014-15 and 2015-16 and IT Returns for the respective years.)

ix) The Service Provider / Agency must have proper mechanism for intake, verification of candidates' 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 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. Proof of identity like driving license, bank account details, proof of previous experience, proof of residence, recent photograph, and a certificate in proof of previous experience should be submitted to this Institute. The service provider will also ensure that the personnel deployed are medically fit. The Service Provider shall withdraw such employees, who are not found suitable by this Institute for any reasons immediately on receipt of such a request from this Institute.

x) Work experience of the Service Provider / Agency of providing skilled manpower, of similar nature, in other Ministries / Departments of Government of India Govt. of Tamil Nadu during last two years must be supported by copies of job orders and particulars of contact officer in the concerned Ministries / Departments / PSU must be furnished. The Service Provider should have completed at least one service contract of value not less than Rs.25 lakhs per annum or completed at least two service contracts of value not less than Rs.13 lakhs per annum in the last two years.

xi) The manpower supplying agency should have been in existence for not less than five years.

xiii) It should not have been blacklisted by any organization.

xiv) It should be willing to take up the Contract on the terms and conditions given at Annexure– I.

I accept the above Terms & Conditions

(Full Signature of the Contractor)

5. The Service Provider / Agency selected for awarding the job will be required to deposit with the RGNIYD an amount of Rs.1.50 lakhs, in the form of a FDR/TDR/Bank Guarantee drawn in favour of The Director, RGNIYD, as a security, which will be forfeited in the event of termination of job contract on account of violation of any of the above mentioned terms and conditions.

6. The tender shall be submitted in two covers:

- (A) The first sealed cover should be superscribed "Technical Bid" and should contain:
- (i) The proforma at Annexure –II (Duly Filled in) with all attachments
 - (ii) Agency profile including previous experiences of supply of manpower to Government Departments etc.
 - (iii) Acceptance of terms and conditions at Annexure – I.
 - (iv) All other required documents.
 - (v) EMD in favour of the DIRECTOR, RGNIYD in the form of DD for Rs.75,000/-
- (B) The second sealed envelope superscribed "Price Bid" should contain only price bid in the form of Annexure III Rate should be quoted on monthly basis for normal duty of 8 hours per day per person for six days a week.
- (C) The "Technical Bid" and "Financial Bid" are to be kept separately in two sealed envelopes and thereafter both the envelopes placed in one bigger envelope duly sealed shall be dropped within 02.30 pm on 21.07.2017 in the Tender Box available at Administrative Section, RGNIYD, Sriperumbudur. The name of the tender subject and the address of the agency/ organization must be clearly mentioned on each of the sealed envelopes. Technical bids will be opened by the Committee at 03.30 P.M. on 21.07.2017. **Bids without EMD or incomplete bids without signature and seal in each sheet of the tender will be summarily rejected.**

7. Financial Bids of the technically qualified vendors shortlisted by a Committee constituted for this purpose will be opened on a later date and time which will be intimated to the short listed vendors.

8. For any queries or more information, the vendors may contact Shri A. Arumugham, Consultant (Mob.No.9444084957) during office hours.

9. RGNIYD reserves the rights to amend / withdraw any terms and conditions in the Tender document or to reject any or all tenders without giving any notice or assigning any reason. The decision of the Competent Authority, RGNIYD in this regard shall be final and binding on all.

10. Manpower agencies who have been awarded the contract of supply of manpower in other categories (e.g., Security staff, housekeeping staff, garden maintenance, and electrical equipment & AC maintenance) in RGNIYD are not eligible to participate in this tender. Tenders, if any, submitted by such agencies will not be considered.

Registrar
I accept the above Terms & Conditions

(Full Signature of the Contractor)

TERMS AND CONDITIONS

A. General

- i) The contract is likely to commence within 15 days from the date of finalization of Tender and it is valid for a period of one year, unless it is curtailed or terminated by the RGNIYD, owing to deficiency of service, sub-standard quality of persons deployed, breach of contract, reduction or cessation of the requirements of work.
- ii) The contract shall automatically expire on completion of one year from the date of commencement of the contract unless extended further by the mutual consent of contracting Agency and RGNIYD.
- iii) The contract may be extended, on the same terms and conditions with change in number of manpower needed according to requirement of the RGNIYD, for a further period not exceeding one year.
- iv) The tenderer is bound by the details furnished by it to RGNIYD, while submitting the tender or at subsequent stage. In case, any of such documents furnished by it is found to be false at any stage, it would be deemed to be a breach of terms of contract rendering the tenderer liable for legal action besides termination of contract and forfeiture of security deposit.
- v) Financial bids of only those tenderers who are declared qualified technically shall be evaluated.
- vi) The persons engaged by the Agency should not have any adverse Police records/criminal cases against 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 license, bank account details, in proof of previous experience, proof of residence, recent photograph, and a certificate in proof of past experience should be submitted to this Institute. The service provider will also ensure that the personnel deployed are medically fit. The Service Provider shall withdraw such persons, who are not found suitable by the Institute for any reasons immediately on receipt of such a request from this Institute.
- vii) The successful contracting company/firm/ agency shall, to the extent possible, deploy the existing persons, who are already on contractual assignment with the RGNIYD, provided they are otherwise suitable and fulfil the eligibility criteria

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(Full Signature of the Contractor)

viii) The contracting company/firm/ agency shall furnish the following documents in respect of the persons who will be deployed by it in this Institute before the commencement of work.

a) List of persons shortlisted containing full details i.e. date of birth, marital status, address, phone number, email, educational and professional qualifications, experience etc.

b) Bio-data of the person with photograph affixed

ix) All services shall be performed by persons qualified and skilled in performing such services as per the eligibility criteria.

x) The Agency shall depute a coordinator, out of the deployed personnel, who would be responsible for immediate interaction with the Institute authorities so that optimal services of the persons deployed by the agency could be availed of without any disruption.

xi) The service provider shall engage necessary persons as required by this Institute 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 i.e. before 6th day of every month. There is no master & servant relationship between the employees of the service provider and RGNIYD and further the person deployed by the service provider shall not have any claim whatsoever for regular employment in the RGNIYD.

xii) 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.

xiii) The service provider's personnel working nature should be polite, cordial, positive and efficient while handling the assigned work and their action shall promote goodwill and enhance the image of RGNIYD. The service provider shall be responsible for any act of indiscipline on the part of the personnel deployed by him.

xiv) The service provider will have to remove from the RGNIYD, any deployed person(s), who is / are found incompetent or for his/her/their misconduct and the service provider shall forthwith replace them. The service provider, upon receiving written notice from RGNIYD, shall replace immediately any of its personnel, if they are unacceptable, to the RGNIYD, because of security risk, incompetence, conflict of interest, and breach of confidentiality or improper conduct.

xv) The service provider shall ensure proper conduct of his personnel in the RGNIYD campus, and enforce prohibition of consumption of alcoholic drinks, paan, smoking and loitering without work.

xvi) The transportation, food, medical and other statutory requirement in respect of each personnel of the service provider shall be borne by the service provider.

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xvi) Working hours would be normally from 9.30 AM to 6.00 PM, including 30 minutes lunch break in between, **on six days of the week**, except Sundays, However, in exigencies of work, they may be required to attend to the assigned work beyond 6.00 PM and all or any of the deployed personnel may be called on Sunday and other Gazetted Holidays, if required. They may be paid extra wages by the Service Provider on the basis of a certificate provided by the RGNIYD as per the rates provided in the relevant Act.

xvii) The service provider will provide the required number of personnel for a shorter period also, in case of any exigencies as per the requirement of this Department.

xviii) 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.

xix) The service provider shall be contactable at all times and message by phone/mail/Fax/Special Messenger from this Institute to him/her shall be acknowledged immediately on receipt on the same day. The Service Provider shall strictly observe the instructions issued by the Institute in implementing the Contract from time to time.

xx) RGNIYD shall not be liable for any loss, damage, theft, burglary, or robbery of any personal belongings, equipment, or vehicles of the engaged personnel.

xxi) 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 RGNIYD 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 RGNIYD for the same. The agency shall keep RGNIYD fully indemnified against any such loss or damage.

xxii) Finger prints of the employees of the agency will be stored in the Bio-metric attendance machine. All employees of the agency shall register their attendance in the finger printing machine while entering and leaving the office. Wages is payable to the employees on the basis of his/ her attendance record in the Bio-metric attendance.

xxiii) The successful bidder will enter into an agreement with RGNIYD for supply of suitable manpower. The agreement will be valid for a period of one year from the date of deployment of labour 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/DA etc. will be admissible, subject to production of notification issued in this regard by the competent statutory authority. The contract/agreement is extendable for further period subject to satisfactory performance of the agency and such amendments as mutually agreed to.

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(Full Signature of the Contractor)

xxiv) 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 of the personnel of the agency, it shall be the entire responsibility of the agency to pay and settle the same.

B. Financial

i) **Bids, offering rates, which are lower than the minimum wages for the pertinent category of jobs, as mentioned in Annexure III to the tender notice, would be summarily rejected.**

ii) The successful bidder shall furnish a Security Deposit equivalent to Rs.1,50,000/- (Rupees One Lakh Fifty Thousand only) in the form of FDR/TDR/Bank Guarantee in favour of the Director, RGNIYD. The security deposit will be forfeited in case if supply of manpower is delayed beyond the period stipulated by the RGNIYD or for noncompliance of the terms of agreement by the service provider or frequent absence from duty/misconduct on part of manpower supplied by the agency. The Security Deposit will be released within three months of expiry of the contract period including extended period, if any, subject to the condition that the contractor has cleared all statutory dues in respect of all the employees.

iii) The agency shall submit, in the first week of the succeeding month, the bill, in duplicate, along with attendance sheet, to the RGNIYD for passing and payment, within 15 days from the date of receipt of bill in the RGNIYD.

iv) The bill shall be accompanied by copies of PF/ESI challans, attendance sheet, service tax / GST challan etc. failing which a portion of the bill amount shall be held up till the proof is furnished, at the discretion of RGNIYD. The payment will be released by the third week of the following month after deduction of taxes at source under the laws in force.

v) Payments to the service provider would be strictly on certification by the officer with whom personnel are attached that their services are satisfactory and their attendances are as per the biometric attendance machine.

vi) The wages to the employees should be paid through bank in electronic mode. A statement indicating the name of the employee name of the Bank, account number of each employer and wages credited to the account of the each employee should accompany the monthly bill and such statement should bear the signature and office seal of the Bank Officer concerned.

vii) No wage/remuneration will be paid to any staff for the days of absence from duty.

viii) The RGNIYD 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.

ix) Statutory deduction towards income tax and goods & services Act will be made from every monthly bill.

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C. Integrity pact against Fraud and Corrupt Practices

i) The applicant and their respective officers, employees, agents and advisers shall observe the highest standard of ethics during the bidding process. Notwithstanding anything to the contrary contained herein, the RGNIYD may reject an application without being liable in any manner whatsoever to the Applicant if it determines that the Applicant has, directly or indirectly or through an agent, engaged in corrupt practice, fraudulent practice, coercive practice, undesirable practice or restrictive practice in the bidding process.

ii) Without prejudice to the rights of the RGNIYD under condition (i), hereinabove, if an Applicant is found by the RGNIYD to have directly or indirectly or through an agent, engaged or indulged in any corrupt practice, fraudulent practice, coercive practice, undesirable practice or restrictive practice during the Bidding Process, such Applicant shall not be eligible to participate in any tender issued by the Institute.

iii) For the purpose of the condition at (i) above, the following terms shall have the meaning hereinafter respectively assigned to them.

a) "Corrupt practice" means (i) the offering, giving, receiving, or soliciting, directly or indirectly, of anything of value to influence the actions of any person connected with the Bidding Process or (ii) save and except as permitted, engaging in any manner whatsoever, whether during the Bidding Process or after the issue of the LOA or after the execution of the Agreement, as the case may be, any person in respect of any matter relating to the Project or the LOA or the Agreement, who at any time has been or is a legal, financial or technical advisor of the Authority in relation to any matter concerning the Project;

b) "Fraudulent practice" means a misrepresentation or omission of facts or suppression of facts or disclosure of incomplete facts, in order to influence the Bidding Process;

c) "Coercive practice" means impairing or harming or threatening to impair or harm, directly or indirectly, any person or property of the Institute to influence any person's participation or action in the Bidding Process;

d) "undesirable practice" means (i) establishing contact with any person connected with or employed or engaged by the Authority with the objective of canvassing, lobbying or in any manner influencing or attempting to influence the Bidding Process; or (ii) having a Conflict of Interest; and

e) "Restrictive practice" means forming a cartel or arriving at any understanding or arrangement among Applicants with the objective of restricting or manipulating a full and fair competition in the Bidding Process;

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D. Legal

- i) The Service Provider shall be responsible for compliance of all statutory provisions relating to Minimum wages Act, Provident Fund Act, Employees State Insurance Act, Payment of wages Act, Shop & Establishment Act, etc. in respect of the persons deployed by it in this Institute.
- ii) The Service Provider shall also be liable for depositing all taxes, levies, cess etc. on account of service rendered by it to the RGNIYD to the concerned tax collection authorities from time to time as per extant 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 RGNIYD or any other authority under Law.
- iv) The agency shall be responsible for payment of wages to each worker employed by him as Contract Labourer and such wages shall be paid on or before 6th of every month.
- 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 requirements such as Employees' Provident Fund, Employees' State Insurance, and Bonus etc. must be incorporated in salary
- vi) That the personnel deployed shall not be below the age of 18 years and they shall not interfere with the duties of the employees of RGNIYD.
- vii) The service provider shall not assign, transfer, pledge, or subcontract the performance or services without the prior written consent of the Institute.
- viii) In case, the tendering Agency fails to comply with any statutory/ taxation liability under appropriate law and as a result thereof the Institute is put to any loss/ obligation, monetary or otherwise, RGNIYD 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.
- ix) The service provider's personnel shall not claim any benefit/compensation/regularization or services from RGNIYD under the provision of Industrial Dispute Act, 1947 or Contract Labour (Regulation & Abolition) Act, 1970.
- x) In case of breach of any terms & conditions stipulated in the contract, the performance security deposit of the Agency will be liable to be forfeited, besides annulment of the contract.
- xi) For all intents and purposes, the service providing Agency shall be the "Employer" within the meaning of different Labour Legislations in respect of persons so deployed in the RGNIYD. **The persons deployed by the Agency in the RGNIYD shall not have claims of any Master and Servant relationship nor have any principal and agent relationship with (or) RGNIYD.**

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xii) The agreement can be terminated by either party giving one month's notice in advance. If the agency fails to give one month's notice in writing for termination of the agreements then one month's wages etc. and any suitable amount due to the agency from RGNIYD shall be forfeited.

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 conciliation Act, 1996" with all statutory modifications and award made in pursuance thereof which 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.

E. Penalty:

For non-compliance of the above conditions penalty shall be levied at the rate mentioned against each condition

Sl.No	Condition to be fulfilled	Penalty levelled
1.	Xerox copy of challan for remittance of Employee's contribution to ESI for a month deducted at 1.75% of the wages from the wages of all employees for a month should be produced along with the bill for the succeeding month.	Rs. 25/- per employee for such employees for whom contribution to ESIC was not remitted.
2.	Xerox copy of challan of for remittance Employer's contribution to EPF for a month deducted at 4.75% of the wages from the wages of all employees for a month should be produced along with the bill for the succeeding month.	Rs. 100/- per employee for such employees for whom contribution to ESI was not remitted.
3.	Xerox copy of challan for remittance of Employee's contribution to EPF for a month deducted at 12% of the wages from the wages of all employees for a month should be produced along with the bill for the succeeding month.	Rs. 1800/- per employee for such employees for whom employer's contribution to EPF was not remitted.
4.	Xerox copy of challan for remittance of Employer's contribution to EPF for a month deducted at 12% of the wages from the wages of all employees for a month should be produced along with the bill for the succeeding month.	Rs. 1800/- per employee for such employees for whom employer's contribution to EPF was not remitted.
5.	Payment of wages for a month should be disturbed to all the employees on or before 5 th of the succeeding month.	Rs. 10,000/- per day for each day of delay in disbursement of wages from 6 th of the succeeding month subject to a maximum of Rs. 50,000/- for a month.

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(Full Signature of the Contractor)

ANNEXURE – II

Sl. No	Particulars	To be filled in by the tenderer
1	Name of the Agency	
2	Date of establishment of the agency. (Attach a copy of Registration certificate)	
3	Detailed office address of the Agency with office telephone number, Fax number and Mobile number and the name of the 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 Number (Copy of PAN card to be enclosed)	
6	Service Tax Registration Number (Copy of Regn. Certificate to be enclosed)	
7	Labour Licence (copy of Regn. Certificate to be enclosed.)	
8	Whether the firm is blacklisted by any Govt. Institute 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 Institutes. (Indicate the names of the Institutes and attach copies of contract orders placed on the agency valuing more than Rs.25 lakhs in a year)	

**Signature of the authorised signatory of
the Tenderer with seal of the Firm**

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 photocopies of contract agreement in the following order. Sl.No., name of the organisation, contract period, value of the contract, orders should be kept as proof)	
14	Declaration about Fraud and corrupt practices (duly signed & attested as given in the tender document)	
15	Financial Status (Audited Balance Sheet and IT Returns must be attached)	Year
		Amount Turn over (Rupees in lakhs)
		2013-14
		2014-15
		2015-16

**Signature of the authorised signatory of
the Tenderer with seal of the Firm.**

PROFORMA FOR FINANCIAL BID

To

The Registrar
Rajiv Gandhi National Institute of Youth Development,
Sriperumbudur-602 105

Subject: Quotation for providing Manpower Services.

Sir,

With reference to your tender dated on the subject mentioned above, I/we quote my/ our service charge, for the above mentioned work as under:

Amount (in Rupees)

Sl. No	Component of Rate	Data Entry Operator/ Account Assistant/ Driver
1	Monthly rate per person Minimum basic wages as on 01.04.2017	693
2	VDA as on 01.04.2017	17
3	Total	710
4	Wages payable per month	18,460/-
5	Employer's contribution to Employees Provident Fund @13.36% of Sl.No.4 above (Limited to Rs.1800/- per month)	1800
6	ESI @4.75% of Sr.no.4 above	877
7	Administrative/ Service charges in rupees	
8	Total	
9	Goods and Service Tax applicable on the amount at sl.no 8 above	
10	Total amount payable per employee per month (Total of column 1 to 9)	

Note:

1. Minimum wages applicable with effect from 01.04.2017 has been adopted for getting bids. Whenever minimum basic wages or VDA is increased by Central Labour Commissioner the employees should be paid the increased wages/ VDA. The Institute will reimburse the payment of minimum wages at the rates applicable from time to time.
2. Administrative change/ service charges should be quoted in rupees. It should not be quoted as zero or in negative percentage.

**Signature of the authorized signatory of
the Tenderer with seal of the Firm**

3. The administrative / service charges quoted per employee should be constant through out the contract period, including extended period, if any

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 to 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.
4. I have not been blacklisted by any of the central or state government authorities while providing manpower services.

Signature of authorized person

Date:

Full Name:

Place:

Seal