

NATIONAL INSTITUTE OF FASHION TECHNOLOGY

(A statutory body governed by the NIFT Act 2006 and set up by the Ministry of Textiles,
Govt. of India)



राष्ट्रीय फैशन प्रौद्योगिकी संस्थान
NATIONAL INSTITUTE OF FASHION TECHNOLOGY

E-TENDER DOCUMENT FOR PROVIDING MANPOWER SERVICE

NIFT, Bengaluru.

NIFT Campus, No.21, 16th Cross Street, 27th Main Road, Sector -1, HSR Layout, Bengaluru – 102

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www.nift.ac.in/bengaluru

E- Tender No. 05/5410 (7)/Estt/MPS Payment/19-20

DATED: 06.05.2019

Time schedule for tender process:

Opening date of online tender	06.05.2019, 11.00 am onwards
Opening date of online submission of tender	06.05.2019, 4.00 pm onwards
Closing date for submission of online tender	03.06.2019, 2.30 pm
Date and Time of the opening Technical Bids	03.06.2019, 3.30 pm
Date and Time of the opening Financial Bids	will be notified to the technically qualified tenderers

Note: This tender document contains 18 pages (total no. of pages including annexures) and tenderers are requested to sign on all the pages.

Seal & Signature

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1. **INTRODUCTION:**

- 1.1 National Institute of Fashion Technology (NIFT) was set up by the Ministry of Textiles, Government of India in 1986 which has been accorded statutory status under the Act of Parliament in 2006 (NIFT Act 2006) for the promotion and development of education and research in field of Fashion Technology. NIFT provides fashion business education across the country through its network of 16 centers. It provides four years under graduate (UG) program in design and technology, two years post graduate (PG) program in design, fashion management & fashion technology and short duration education program to address the specialized needs of professional and students in the field of fashion. NIFT has its head office at New Delhi with its campuses located at Bengaluru, Bhopal, Bhubaneswar, Chennai, Gandhinagar, Hyderabad, Jodhpur, Kangra, Kannur, Kolkata, Mumbai, New Delhi, Patna, Raibareli, Shillong and Srinagar.
- 1.2 NIFT, Bengaluru centre was established in the year 1997 with undergraduate and post graduate programmes. NIFT, Bengaluru invites online tender from interested agencies with all necessary statutory registrations, having experience in providing MANPOWER SERVICE AT NIFT BENGALURU" having experience at least 3 years in the same field.

2. **NOTICE INVITING TENDER:**

- 2.1 NIFT BENGALURU Centre invites sealed tenders through e-portal under "**TWO BIDS SYSTEM**" for selection of an expert agency for the purpose of hiring Manpower Service at the Campus. Tenderer should take due care to submit the tender in accordance with requirement in sealed covers. Bids received shall be evaluated as per the Criteria prescribed in the tender document. NIFT will not entertain any modifications subsequent to opening of bids and bids not conforming to tender conditions shall be liable to be rejected. Therefore, bidders are advised to submit their bids complete in all respects as per requirement of tender document specifying their acceptance to all the clauses of Bid Evaluation Criteria, General terms and conditions and compliance to the Scope of Work requirement etc.

2.2 Closing date & time for submission of online bids: **03.06.2019, 2.30 pm.**

2.3 Online Technical bid opening on: **03.06.2019 at 3.30 pm.**

3. **SUBMISSION OF BIDS through E-Portal:**

- 3.1 The tender document is not transferable to any other person.
- 3.2 Applications to this tender will be accepted only through the online mode through the website <https://nifttenders.eproc.in>. **No other mode of application will be considered & application will not be accepted.**
- 3.3 The interested Agency should apply online and submit their tender and the bids along with scanned copies of all the relevant certificates, documents, etc. in support of their Technical & Financial Bids – all duly signed – on the <https://nifttenders.eproc.in>

from 06.05.2019 to 03.06.2019 up to 2.30 pm. Tender documents is also available for viewing on the “tenders” link of the NIFT Portal & NIFT website i.e. <https://nifttenders.eproc.in> & <http://www.nift.ac.in/bengaluru/tenders.html>.

3.4 For applying online, the Agency should get itself registered at <https://nifttenders.eproc.in> by paying

- Annual Registration Charges of Rs.2,000 + Rs.360 (GST 18%) = Rs.2,360/- (Two Thousand three Hundred and sixty Only - non-refundable).
- Bid Processing Fee charges of Rs.5,000 + Rs.900 (GST 18%) = Rs.5,900/- (five thousand nine hundred only non-refundable) through Online Payment Only.
- For more enquires/ Help Desk:- Mr. Sandeep Bhandari,
E-Mail:sandeep.bandari@c1india.com Phone: 0124-4302033 & 36.

3.5 The **TECHNICAL BID ENVELOPE** must contain the technical bid in prescribed Performa along with

- i. Tender form is free of cost, if downloaded from website – Rs.750/- plus 18 % GST if collecting at NIFT.
- ii. **Earnest Money Deposit (Demand Draft for Rs.2,00,000/-).** If Demand Draft, the original DD should be reached to NIFT, on or before the opening date and time of the Tender to the following address - THE DIRECTOR, NIFT Campus, No.21, 16th Cross, 27th Main Road, Sector – 1, HSR Layout, Bengaluru – 560 102. DD in favour of NIFT, Payable at Bengaluru.
- iii. If RTGS / NEFT, the transaction ID should be given. (NIFT, Gen. Account No 546202055013, IFSC Code – UBIN0568864, Union Bank of India – NIFT Campus Branch, HSR Layout, Bengaluru – 560 102).
- iv. Original Tender Document (except Financial Bid) Duly signed & Stamped on all pages of tender documents as acceptance of tender conditions along with Technical Bid form with all relevant documents with self-attestation to be enclosed
- v. Technical Bid document **Annexure -I**
- vi. Checklist for submission of bid in the format attached as **Annexure- II**
- vii. Copy of Audited Balance Sheets and Profit & Loss Statements for last two years (2016-2017, 2017-2018).
- viii. Evidence of successful completion of at least 3 (three) orders
- ix. Letters of reference from the previous organizations with regard to work done with complete contact details of concerned officials in those projects with telephone numbers, address, email, etc. along with scope of work.
- x. Copy of partnership deed for partnership firm or Memorandum of understanding (MOU) and Article or Association (AOA) including Certificate of Incorporation for change in name, if any, for limited/ private limited company.
- xi. PAN Number in Agency's letter head and Copy of income tax return filed by agency during last 3 financial years indicating PAN number.
- xii. Copy of PF A/c No. and ESI No. In case Agency's establishment is not registered with PF & ESI Authorities, the Agency shall furnish an undertaking that in the event their establishment falls under the purview of PF & ESI Act during the execution of Contract, then the Agency shall get their establishment registered under PF & ESI

and they shall also be solely responsible to fulfill the obligation of PF & ESI at no extra cost to NIFT.

- xiii. Copy of valid registration certificate / license with Labour Department under Contract Labour (Regulation & Abolition) Act, 1970.

3.6 The **FINANCIAL BID ENVELOPE** must contain

- Financial Bid form with Competitive quotes for “TENDER FOR MANPOWER SERVICE AT NIFT BENGALURU” in figures as well as word in the stipulated format without any condition.
- The financial bid shall include all the charges (with Break up) including all taxes etc., to complete the work in all respect. NIFT will not accept any claim other than mentioned in financial bid.
- No overwriting or use of correction fluid shall be accepted. Any corrections shall be legible and signed by the authorized signatory.

3.7 In case of any clarification required relating to this tender, the same can be sought from the following officials of NIFT:

- Mr. M. Ramasamy, Asst. Director, 09945165569, admin.bengaluru@nift.ac.in
- Mr. G. Thirumalaikumaran, Research Assistant, 09739644773, thirumalaikumaran.govindarajan@nift.ac.in

4. **GENERAL TERMS AND CONDITIONS:**

Man Power Requirement

The current requirement is around 29 persons in the following categories; and the number may increase or decrease depending on requirement

Sl. No.	Category	No. of persons	Category
1	Assistant Warden	2	Highly Skilled/Skilled
2	Jr. Assistant / Jr. Assistant (Accts) / Library Assistant / Lab Assistant	11	Highly Skilled/Skilled/ Clerical
3	Plumber	1	Highly Skilled/ Skilled
4	Multi skill Staff (Driver, Data entry operator, Photocopy machine operator, ITI, etc.,)	13	Highly Skilled/ Semi-Skilled
5	Gardener	2	Un Skilled

- The Agency shall provide Manpower Service as per NIFT's requirement with specified qualification and experience in accordance with conditions laid down by NIFT.
- The contractor shall be responsible for the payment of wages and allowances as per **Govt. of India – Minimum Wages Act and variance in VDA will be applicable as and when the central government notifies it** and all other statutory dues to the persons employed by him for providing the maintenance services.

- 3) The agency shall be paid service charge on the total remuneration payable to the personnel.
- 4) Personnel provided by the agency will have to attend their duties at specified timings on all working days at NIFT, Bengaluru. Late coming, leaving early, absenteeism shall not be accepted.
- 5) NIFT reserves the right to cancel the contract at any stage without assigning any reason.
- 6) Service provider shall provide substitute to any of its staff deployed, if they are unacceptable to the office because of security risk, incompetence, conflict of interest and breach of confidentiality or improper conduct upon receiving written notice from the authority of NIFT, Bengaluru. NIFT, Bengaluru may require the service provider to immediately remove from the place of work any such staff deployed by the service provider and service provider shall forthwith comply with such requirements.
- 7) The service provider shall not assign, transfer, pledge or subcontract the performance of service.
- 8) The service provider shall provide substitute well in advance if there is any probability of the staff deployed leaving the job due to his / her own personal reasons. The payment in respect of overlapping period of the substitute shall be the responsibility of the service provider.
- 9) Staff deployed by the service provider shall not divulge or disclose to any person, any details of office, operational process, technical know-how, security arrangement, administrative / organizational matters etc.
- 10) Any person deployed by the service provider will be employee of the Man Power Agency cannot claim any master & servant relationship with NIFT. Also, the service provider's staff shall not claim any benefit / compensation / absorption / regularization of service with NIFT under the provisions of Industrial Disputes Act, 1947 or Contract Labour (Regulation & Abolition) Act, 1970 or any other similar enactment or order. Undertaking obtained from the person to this effect shall be submitted by the service provider to the Director.
- 11) The service provider shall ensure proper conduct of staff of the service provider in office premises and avoidance of any undisciplined act on their part and strictly enforce prohibition of consumption of alcohol drinks, pan and smoking.
- 12) The service provider should quote service charges in percentage only in the place schedule. The basic minimum wages, PF subscription, ESI contribution, Professional Tax, GST are fixed as per Government notifications, subject to revision from time to time.

- 13) The normal working time is 9.00 am to 5.30 pm of all working days. The reporting time for duty and closing time shall however vary according to the nature of duties assigned. In case, person is absent on a particular day or comes late /leaves early on three occasions, one day wage shall be deducted. In case resignation, 07 days prior notice should be given by the Agency or 07 days wages (pay) will recovered from Agency. The penalty charges will be recovered from the present bill under intimation to the Agency.
- 14) Before deploying the outsourced staff the successful contractor shall arrange for the interview of the suitable candidates by the Director / Joint Director, NIFT, Bengaluru. The photocopies of the documents of the selected candidates will be retained for the record of NIFT Bengaluru.
- 15) Statutory deductions shall be promptly remitted to the statutory agencies as per law. Service charges alone shall be retained by the service provider for provision of services to NIFT.
- 16) The decision of the Director, NIFT, Bengaluru in any matter relating to this contract shall be final.
- 17) NIFT reserves the right to accept or reject any tender without assigning any reason thereof. It is open to NIFT to alter the conditions of the tender in appropriate cases in the interest of NIFT.
- 18) The agency shall be responsible for their conduct and observance of normal discipline at NIFT. The contractor shall also provide its workers **photo-identity cards** which shall be checked by the NIFT as and when necessary.
- 19) The personnel will not be provided any transport facilities or conveyance allowance for attending their duties at NIFT, Bengaluru. However, if anyone is sent out for official work during their office hours, NIFT will provide transport or local conveyance on actual basis.
- 20) Any violation of discipline or irregularity in attendance or indulgence in misconduct on part of personnel deployed shall be immediately withdrawn as per instruction of Director, NIFT, Bengaluru.
- 21) Even though you have been asked to depute personnel for one year period, Director-NIFT, Bengaluru reserves the right to discontinue the services of personnel engaged through your agency without assigning any reason thereof.
- 22) No remuneration is payable for unauthorized leave /absence. The agency will inform NIFT of paid leave the agency has allowed to employees.
- 23) Agency would be fully responsible for its personnel for their termination, discharge or for any legal action or liabilities and/or payment of legal duties like salary or wages,

EPF / ESI contribution. The agency shall be also responsible to keep all records required by law i.e. Contract Labour (Regulating & Abolition) Act, The Employees Provident Fund Act, Central Government Minimum Wages Act, The Payment of Wages Act 1956, Payment of Bonus Act, E.S.I. Act, or any such Act applicable to carry out the work assigned by NIFT.

- 24) Agency should submit acknowledged photocopy of EPF/ESI/PT etc. remittance monthly challans (ECR) / Annual returns along with the following monthly claim bill.
- 25) Reimbursement of amount of EPF/ESI/PT etc., will be made only after production of proof for having paid the said amount to respective authorities. A certificate to this effect is to be provided along with the claim by the Agency. The Challan should pertain to the persons provided to NIFT Bengaluru. The tenderer will undertake not to charge any registration fee from the personnel which will be reimbursement on production of attested copy of receipt.
- 26) The contractor shall maintain Attendance and Wages registers for all employees engaged under the contract at NIFT, Bengaluru and will also take out workmen's compensation insurance policy.
- 27) The service provider will submit the bill in duplicate in the first week of the month for payment after releasing the salary to the employees. Bills will be settled within 21 working days of its submission. Agency shall make all payment in to respective bank accounts or payment should be made by cheque directly to the employees on or before 7th of every month along with pay slip to individual employees.**
- 28) Payment to the service provider would be strictly on the certificate by the Department of Establishment, NIFT, Bengaluru on satisfactory provision of the services and attendance of staff deployed by the service provider.
- 29) TDS will be deducted at source as per Income Tax rules & regulation in force from time to time.
- 30) The rate offered by the tenderer for Service charges for providing of Personnel shall be valid up to 90 days from the date of opening of Commercial Bid.
- 31) The Contract shall be valid initially for a period of one year only from the date of award of the contract. The contract could be renewed maximum two years only in writing on yearly basis on the same rate. Either party can terminate the contract once awarded, after giving two months notice to the other party. Nevertheless, NIFT may terminate the contract of the contractor without any notice in case of breach of the contract. NIFT's decision that a breach has occurred will be final and shall be accepted without demur by the contractor.

- 32) In case of any dispute arises during the process, the decision of Director, NIFT, Bengaluru shall be binding to both the parties.
- 33) No amount should be collected or deducted from the employees' salary apart from statutory deductions. If this clause is violated, the contract is liable to be cancelled.
- 34) The contractors who are involved in court cases/Labour office cases are not eligible for participation in the tender process. If anyone found involved in such cases at any stage of tender process, their tender will be summarily rejected. No further correspondence in this regard will be entertained.
- 35) In case of L-1 is more than one, the selection criteria (viz., the past performance, etc) would be at the discretion of the service contract committee, and the decision of Director, NIFT, Bengaluru shall be final in all respect and will be acceptable to all the Tenderers.
- 36) Any Company/Agency/Firms that have provide any contract services to NIFT, Bengaluru for continuously 3 years (prior to this contract) are not eligible to participate in this process and it will not be considered for any subsequent contract.
- 37) **No agencies will be awarded more than one contract (Security Service, House Keeping Service or Manpower Service) at a time.** "In order that no vested interests are developed in the campus, it is felt imperative that companies/firms/any other service providers who have rendered services previously for any three continuous years or more and more shall be barred from participation".
- 38) **Earnest Money Deposit** : The tenderer shall be required to deposit an interest free amount of **Rs 2,00,000/-** (Rupees two lakhs only) towards **Earnest Money Deposit (EMD)** along with the Technical Bid in the form of Demand Draft in favour of "NIFT" payable at Bengaluru. The EMD of unsuccessful tenderers shall be refunded within a reasonable time after finalization of the contract.

5. **Security Deposit** :

- a) **Rs.7,00,000/-** (Rupees seven lakhs only) **as Performance Security Deposit** immediately on issue of Work Order in the form of Demand Draft of Nationalized/Scheduled Bank only in favour of NIFT, Bengaluru, payable at Bengaluru. No interest shall be paid on such security deposit, which shall remain with Institute during the continuance of the contract and it shall be released only after the expiry / termination of the contract, subject to clearance of all dues by the contractor.
- b) The whole amount of the security deposit shall be liable to forfeiture in case of breach of any of the terms agreed upon by the contractor. The security deposit shall also be liable to appropriation against dues payable to the NIFT, under the agreement or damage or expenses that may be sustained by NIFT as a result of negligence or

such acts and omissions on the part of the contractor or the persons deployed by him at NIFT.

c) The whole amount of the security deposit shall be liable to forfeiture in the event of the Contractor unable to continue the agreed contract period on the same terms and condition. Further contractor can choose the option to give two months' notice in writing to the institute for termination of the contract.

6. **ARBITRATION:** All disputes arising between the parties shall be referred to and settled through Arbitration conducted in accordance with the provisions of the Arbitration & Conciliation Act, 1996 and the rules framed there under. Such Disputes shall be adjudicated by an arbitral tribunal comprising of three arbitrators, one to be appointed by each party and the two appointed arbitrators shall jointly appoint the third arbitrator for the purposes of constituting the arbitration tribunal. The arbitrators shall have powers to award only such remedy as is contemplated by this Agreement, including as appropriate, injunctive relief. The place of arbitration shall be Bengaluru. The language of arbitration shall be English.

7. **JURISDICTION:** Notwithstanding any other court or courts having jurisdiction to decide the question(s) forming the subject matter of the reference if the same had been the subject matter of suit, any and all actions and proceedings arising out of or relating to the contract (including any arbitration in terms thereof) shall lie only in the court of competent civil jurisdiction in this behalf at Bengaluru and only the said courts shall have jurisdiction to entertain and try such action(s) and/or proceedings to the exclusion of all the other courts.

8. **SCOPE OF WORK : MAN POWER SERVICE CONTRACT**

The Agency / Firm / Company shall provide Manpower at NIFT Bengaluru by deploying adequately trained and well-discipline personnel having fair command on Hindi & English in respect categories as per the details given below:

ELIGIBILITY CONDITIONS AND QUALIFICATIONS:

The Designation/ Educational Qualification/ Experience/ Job Description etc., as given in the as per NIFT Establishment Policy. These may be amended/ changed by Authority as per requirement/updated. With regarding to age No Maximum age limit for contract, however, maximum age would be at par with Retirement age at NIFT

The manpower requirement may vary depending upon the volume of work, functional requirements etc. during the course of the contract.

The remuneration indicated above is the remuneration payable by NIFT excluding Employer's share of EPF/ESI which would be paid in accordance with instructions issued by the GOI from time to time. Service Tax as applicable shall also be paid. However, employee's share of EPF / ESI contribution shall be deducted and paid to EPF and ESI authorities by the Agency. Income Tax shall be deducted as per rule.

The Agency shall ensure that the engaged manpower, as per the description, The Agency will be held responsible to any illegal action by the deployed personnel. Their deployment will be in general shift. The Agency will provide to all deployed personnel identity Cards. The Agency will also ensure that engaged manpower should maintain vigil and remain alert on respective official performances. The requirement of manpower in above defined categories or in additional categories may increase or decrease during the period of contract also.

Any staff deployed by the Manpower Agency cannot claim any master & servant relationship with NIFT. Also, the service provider's staff shall not claim any benefit/ compensation/ absorption/ regularization of service with NIFT or its Centre under the provisions of Industrial Disputes Act, 1947 or Contract Labour (Regulation & Abolition) Act, 1970 or any other similar enactment or order. Undertaking obtained from the person to this effect shall be submitted by the service provider to the Director, NIFT, Bengaluru.

If at any time any of the personnel deputed are found to be guilty of misconduct in any manner, the agency shall be asked to replace that person immediately.

The person assigned duties at the NIFT, should deal with staff, students and visitors, politely and courteously, while enforcing discipline. In case any staff is found to misbehave or indulges in misconduct of any nature, the agency shall be asked to replace that person.

The agency shall verify character, attendance of Man Power personnel before deployment in NIFT, Campus. The particulars of staff (Name, age, address, qualifications, previous service experience etc., engaged by the Agency should be submitted to the NIFT authorities. NIFT reserves the right to verify the antecedents of the person engaged on duty through local police officials. For this purpose, the agency should submit requisite detailed information and passport-size photographs and extend co-operation in getting the verification done.

The deployed person shall not be changed by the agency on their own until and unless so warranted and the same time no person will repeat more than one year unless performance satisfaction from office.

NIFT will not be responsible to provide any residential accommodation, Transport Allowance or any other allowance to person deployed by Agency.

9. **PENALTY:** If any delay in providing a suitable Man power / substitute for the period beyond one week by the Agency a penalty of ₹. 200/- per day per person shall be deducted from the monthly bill of the service provider.

DECLARATION

1. I Son / Daughter/ Wife / of
Shri Signatory of the service provider,
mentioned above, am competent to sign this declaration and execute this tender
document.

2. I/We having our office as mentioned below and declare that I/we have never been
blacklisted by any State Government/Central Government or any State/Central PSU.

3. I have carefully read and understood all the terms and conditions of the tender and
undertake to abide by them.

4. The information / documents furnished along with the technical and financial bid 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.

Seal & Signature of the tenderer

Date :

Name :

Place:

Seal :

UNDERTAKING

I /We kindly undertake to provide / sponsor persons (personnel) as required in the Tender Document as per the terms and conditions specified therein.

I /We kindly undertake not to charges any administrative expenses form the personnel deployed to NIFT Bengaluru.

Seal & Signature of the tenderer

Date :

Name :

Place:

Seal :

TECHNICAL BID**FOR PROVIDING MANPOWER SERVICE AT NIFT - BENGALURU**

This Technical Bid for providing Manpower Services shall be filled in by the tendering party, duly signed, stamped and sealed along with an EMD of ₹.2,00,000/- in the form of Demand Draft in favour of NIFT, Bengaluru in a separate cover superscripted with "**Technical Bid**".

S.No.	Particulars	Details
1	Name of the Tenderer	
2	Address of the Firm	
3	Phone No. : Fax No:	E-mail address:
4	Agency/Firm Commenced on	
5	State status whether firm is Proprietary / Partnership firm / Company	
6	Name(s) of the Director / Proprietor / Partners of the firms	
7	Details of the EMD	
	Amount in Rupees	Rs. 2,00,000/-
	DD No. and Date	
	Issuing Bank	
8	Copy of Tender Fee Receipt / Challan	

9. Registration under various statutes:

S.No.	Registration under	Registration No.
a.	Shops & Establishment Act	
b.	License under the Contract Labour Act	
c.	Provident Fund Number (PF)	
d.	Employee State Insurance (ESI)	
e.	Professional Tax No.	
f.	GST Registration No.	.
g.	Permanent Account (PAN) No. / General Index Register (GIR) No:	
h.	Any other	

(Attested copy of above registration of the firm under various Statutes must be attached)

10. Give details of major similar contracts handled by the tendering manpower service provider during the last three years in the following format (if the space provided in insufficient, a separate sheet may be attached):

S. No	Name of Client, address, telephone no. & fax No.		Manpower service provided		Amount of contract (Rs. Lacs)	Duration of Contract	
	Name & Address	Tel / Fax No.	Types of manpower provided	No .		From	To

(Copies of the work order for the above contract must be attached)

11. Letters of satisfactory performance from the client (s) must be attached.

12. Financial turnover of the tendering manpower service provider for the last 3 years (if the space provided is insufficient, a separate sheet may be attached):

Financial Year	Amount (Rs. in lakhs)	Remarks
2016-17		
2017-18		
2018-19		

13. Additional Information, if any :

(attach separate sheet, if required)

Place

Seal & Sign of the Tenderer

Date :

Address:

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.....

.....

Phone No.

Seal & Signature

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FINANCIAL BID

For Providing Manpower Service (Govt. of India – Minimum Wages Act)

- This Financial Bid should be filled in by tendering party duly signed, stamped and sealed and must be submitted in a separate cover, superscripted with "**Financial Bid**".
- After opening of technical bid the capability and suitability of the tenderers shall be evaluated and Financial Bid of the qualified tenderers shall be opened later on and the date will be informed accordingly.

1. Name of the Tenderer :

2. Address of the Tenderer :

.....

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3. Phone No Fax No Email.....

4. Whether proprietary / partnership firm or company:

5. Charges for providing the services:

S.No.	Particulars	Per month charges
1	Service Charges (in percentage) for providing manpower service per month (as % of total amount payable to the agency towards salaries of the personnel) (%)
		(percentage in words)
	

Date :

Seal & Signature of the tenderer
Name

Mobile No.

Seal & Signature