



प्रसार भारती | PRASAR BHARATI
भारत का लोक सेवा प्रसारक | India's Public Service Broadcaster
आकाशवाणी, मदुरै | All India Radio, Madurai 625 002



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सं./No.14(1)2019-S

दिनांक/Date : 11/07/2019

To

Tender for providing Manpower Services

Sealed Tenders are invited from the registered and, reputed Manpower Service Providers/Outsourcing agencies for providing personnel on temporary/outsourcing basis to All India Radio, Madurai through the agency on the terms & conditions mentioned in Annexure I there under:-

1. Scope of work :

S.No.	Category	Essential	No. of persons required	Remarks
1	Clerical Assistant	10+2 with computer knowledge + Typing Skill.	3 Nos.	No. may vary as per requirement
2	Stenographer	10+2 with speed of 80 words/minute in Shorthand & 40 words/min in Type Writing in English.	1 No.	No. may vary as per requirement
2	MTS	8 th Std.	4 Nos.	No. may vary as per requirement

2. Manpower Providing Agency, who are providing manpower to the reputed organizations and having registered with concerned authorities and having a valid licence, PAN/TAN and GST and Labour Act Registration Number, may apply in the proforma given in Annexure II.
3. The quotation should be sent in a sealed cover addressed to the Deputy Director(Engineering), Prasar Bharathi, All India Radio, LDC Road, Chokkikulam, Madurai – 625002 so as to reach before 03.00 p.m. on 24.07.2019

4. The cover should be superscribed with the following details:
- [a] Work for which quotation enclosed/ Enquiry letter No / Due date of opening of quotation.
 - [b] The quotations will be opened in the office of the undersigned at **03.30 p.m. on the same day (24.07.2019)** in the presence of such tenderers or their agents as may choose to attend.
 - [c] The quotation submitted should remain open for acceptance for a period of 90 days from the date of opening.
 - [d] The undersigned reserves the right to reject the lowest quotation or all quotations without assigning any reason.
 - [e] Incomplete quotations will be rejected and no correspondence in this regard will be entertained.
 - [f] The firm should sign the agreement before the award of work.
- THIS INFORMATION IS ALSO AVAILABLE IN THE WEBSITE www.ceszaidd.org.in/tenders

5. Instruction to the Bidders:

The tender is called on Two Bid System.

- (i) Technical Bid consists of all details along with the required documents mentioned in the Technical Bid.
- (ii) Financial Bid indicating category wise price.
- (iii) The technical bid and price bid should be sealed by the bidder / service provider in separate covers duly superscribed and both these sealed covers are to be put in a bigger cover which should also be sealed and duly superscribed.
- (iv) The technical bids are to be opened by the competent committee at the first instance and evaluated by the committee.
- (v) At the second state price bid of only those technically acceptable offer will be opened.


Deputy Director (Engg.)

Copy forwarded with a request to display on Notice Board to attract the attention of tenderers.

1. The Collector, Madurai Collectorate, Madurai-20
2. The Post Master, Head Post Office, Madurai-2.
3. The Superintending Engineer, P.W.D., Tallakulam, Madurai-2.
4. The Regional Commissioner, Provident Fund Office, Madurai-2.
5. The Commissioner, Income Tax Office, Madurai-2.
6. Notice Board, All India Radio, Madurai-2.

ANNEXURE I

Terms & Conditions:-

- 1] The Service Provider/Agency/Firm should be registered with the Government authorities for providing Manpower Services and with Income Tax Authorities and a copy of the PAN issued by the authorities shall be attached with the bid.
- 2] The Service provider should be registered with the GST department and a copy of the GST Registration certificate issued to the Service provider shall be attached with the bid.
- 3] The Service Provider/Agency has to take all efforts to verify the qualification, fitness, character and antecedents of the candidates.
- 4] 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.
- 5] The details of staff deputed to this office are to be given in writing along with integrity certificate issued by the competent authority. Changing of any staff is to be done with the consent of service receiver i.e., The Head of Office, AIR, Madurai.
- 6] Proofs of Identity like bank account details, previous work experience, proof of residence and recent photograph and a certification to this effect should be submitted to this Office.
- 7] The service provider will also ensure that the personnel deployed are medically fit.
- 8] The Agency may provide a list of manpower among whom the candidates will be selected by a Selection Committee formed by this office.
- 9] The service provider shall remove any person who is found incompetent or for his 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 Office because of any security risk, incompetence, conflict of interest and breach of confidentiality or improper conduct upon receiving communication from the Office.
- 10] The service provider shall ensure proper conduct of its personnel in office premises, and enforce prohibition of consumption of alcoholic drinks, paan, smoking, loitering around without work.
- 11] The transportation, food, medical and other statutory requirement in respect of each personnel of the service provider shall be borne by the service provider.
- 12] Working hours would be normally from 9.30 A.M. to 06.00 P.M. including 30 minutes lunch break for five working days in a week for Clerical Assistants, Stenographer and MTS have to attend office for six days in a week for 8 hours daily as per the timings decided by the office.
- 13] The agency shall raise the bill, in triplicate, along with the attendance sheet.
- 14] The bill shall accompany the details amount paid to each person along with service charges and GST etc. separately.
- 15] Service Provider to ensure the disbursement of remuneration in the presence of the authorized representative of this Office.
- 16] No wage/remuneration will be paid to any staff for the days of absence from duty.
- 17] The undersigned reserves the right to withdraw or relax any of the terms and conditions mentioned above so as to overcome the problem encountered by the contracting parties.
- 18] The service provider/agency firm shall be responsible for compliance of all statutory provisions relating to Minimum Wages Act, Provident Fund Act, Employees State Insurance Act, Payment wages Act, Shop & Establishment Act, etc in respect of the persons deployed in this Office.
- 19] The service provider/agency/firm shall also be liable for depositing all taxes levies/cess etc. on account of service rendered as per extant rules and regulations on the matter.
- 20] The service provider shall maintain all statutory registers/records under the applicable laws. The agency shall produce the same, on demand, to the concerned authority of this Office or any other authority under law.
- 21] **The service provider/agency/firm shall be responsible for payment of wages/remuneration to each worker employed by him as Contract Labourer and such wages/remuneration shall be paid on or before 7th of every month and details of remittance of ESI / PPF/ Service Charge and any other deductions may be furnished to this office along with the Bills.**
- 22] It is obligatory on the Service Provider to ensure that wages/remuneration paid should not be less than the minimum wages fixed by the Central Government, from time to time and all statutory requirements such as Provident Fund, Employees State Insurance and Bonus etc. must be incorporated in remuneration.
- 23] The Service Provider shall execute the work by positioning / deputing qualified personnel within the age group of 18 to 35 years for Clerical Assistance and between 18 to 50 years for MTS staff.
- 24] The service provider shall be solely responsible for the redressal of grievances/resolution of disputes relating to person deployed. This office shall, in no way, be responsible for settlement of such issues whatsoever. This office shall not be responsible for any damages, losses, claims, financial or other injury to any person deployed by service providing agency in the course of their performing the functions/duties, or for payment towards any compensation.
- 25] TDS-(GST) 2% will be deducted for the assessable value of the bill(s) as per norms.
- 26] Biometric attendance for all the staff should be provided by the agency.


Deputy Director (Engg.)

**PRASAR BHARATI
(INDIA'S PUBLIC SERVICE BROADCASTER)
ALL INDIA RADIO
MADURAI - 625002**

Technical Bid

Tender No.MDU-14(1)2019-S/MAN POWER/

Dated 11.07.2019

Description of Works

Hiring of Manpower - 08 Persons(Approximate)

Name of the bidder

Tenderer's Quotation No & Date

Complete Postal Address

E-Mail

Phone/Cell

Information of Tenderer

S.No	Description	Tenderer's Compliance
1	Name, Address with Telephone Number of the Company/ Society/Agency/Contractor.	
2	Name, Designation, Address and Telephone Number of Authorised person of the Company/ Society/Agency/ Contractor.	
3	Please specify as to whether Tenderer is sole Proprietor/ Partnership firm.	
4	PAN number & Income tax Returns for the three Years.	
5	Validity of Contract	One Year
6	GST Registration No. & Certificate	
7	Employer Provident Fund Registration Number	
8	ESI Registration Number	
9	Licence number under Contract Labour(R&A) Act	

10	Details of experience in the relevant field with full Details of the organisation/clients where such services were provided alongwith copies of satisfactory report. (Please attach copies of work order)		
11	Proof showing Commercial capability(attach copies of audited turn over, balance sheet certified by Chartered Accountant for the last three years		
	BILL OF MANPOWER (without Price)		
S.No.	CATEGORY	Minimum Qualification	Tenderer's Compliance (Yes/No)
1	CLERICAL ASSISTANT	10 + 2 with Computer knowledge + Typing Skill	
2	STENOGRAPHER	10+2 with speed of 80 words/minute in Shorthand & 40 words/min in Type Writing in English.	
3	MTS	8th Std.	

DECLARATION BY THE CONTRACTOR

- i We also know that DD(E), All India Radio, Madurai 625 002 reserves the right to disqualify the Societies/Companies/manpower supply Agencies/contractors who do not meet the required expertise as per the terms and conditions.
- ii We hereby enclose all the documentary evidences to prove our expertise/ competence/ performance in providing manpower and Commercial soundness. We understand that DD(E), All India Radio, Madurai 625 002 reserves the right to disqualify societies/companies/manpower supply agencies/contractors who do not enclose all the documentary evidences as required in the tender.
- iii This is to certify that I/we signed this tender have read and fully understood all the terms and conditions therein and undertake myself/ourselves abide by them.

Date:
Address and Mobile No.

(Signature of Authorized signatory with seal)

PRASAR BHARATI
INDIA'S PUBLIC SERVICE BROADCASTER
ALL INDIA RADIO
MADURAI - 625002.

Price Bid

Tender No	No. MDU-14(1)2019-S/MAN POWER/		Date: 11.07.2019	
Descripton of Works	Hiring of Manpower - 8 Persons at O/o DD(E), AIR, Madurai - 625002.			
Quotation No and date				
Name of the Firm				
Phone/Cellphone No				
Taxes (addl. Information, if any)				
Validity for one year				
Period of Work	One year from the date of Agreement			
Any other information				

SL No.	CATEGORY	No. of person required	Man Power Required	Minimum Qualification	BASIC WAGE (As per Ministry of Labour and Employment Minimum Wages Act) in (Rs.) Per person	EPF	ESI	OTHER ALLOWANCES IF (IN AMOUNT)	SERVICE CHARGE in %	TOTAL WAGE
1	CLERICAL ASSISTANTS	3	Persons	10 + 2 with Computer knowledge		13% (12% + 1% Admin Charges)	4.75%			0.00
2	Stenographer	1	Person	10+2 with speed of 80 words/minute in Shorthand & 40 words/min in Type Writing in English.		13% (12% + 1% Admin Charges)	4.75%			0.00
3	MTS	4	Persons	8 Std		13% (12% + 1% Admin Charges)	4.75%			0.00
TOTAL										0.00
TOTAL IN WORDS										

1. Service Taxes as applicable as per GST norms
2. Price Bid should be filled only through given format.
3. The service provider may refer the Circular No: 1/8(3)2019-LS-II dated 23.03.2019 of The Chief Labour Commisioner (Central), Ministry of Labour and Employment, New Delhi for fixing minimum wages.