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No:CSB/NSSO/BSF/HH/DI/2017-18/

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### **NOTICE INVITING QUOTATION**

Sub: Quotation for Providing Services of Motor Vehicle Driver on Contract basis-reg.

Sealed quotations are invited from reputed agencies who have registered/authorized by Government of India/ State Government for **Providing Services of Motor Vehicle Driver on Contract basis at BSF, Kotevuru, Near foothills of Horsley hills** who fulfills the following terms & conditions laid below

1. Terms and Conditions:-

1. **The quotations duly filled in the enclosed Proforma (Annexure –1) supported by the agency letter head signed and sealed should reach this** office on or before **06/06/17** up to 1330 hrs and will be opened same day at 1530 hours in the presence of the supplier or their authorized representatives whom so ever will remain present at their own cost at the time of opening. Only one representative of each firm will be allowed.
2. The sealed cover should be super scribed with words **“Quotation for Providing a Motor Vehicle Driver on Contract basis.**
3. The Contract for Driver will be for 1 year or appointment & posting of a regular MV Driver whichever is earlier.
4. The Driver shall have to work at **BSF, Kotevuru, Near foothills of Horsley hills** and should be ready to perform duty at any where under the jurisdiction of Central Silk Board Organization.
5. Bidders have to furnish Bid security (EMD) of Rs 1000/- (rupees One thousand) should be deposited along with the quotation in DD. The Bid security for unsuccessful bidder will be given back in the shape of DD/cheque as desired by the bidders
6. Performance security @ 10% of the total value of the bid amount for the whole

- period of offer will have to be deposited by successful bidder at the time of agreement & the bid security will be adjusted with this performance security and will be released after completion of the contract period beyond 3 months.
7. **The agency should register** themselves in the Labour enforcement Departments and should deal with the Labour Department directly and see that they shall meet the Central Labour (Regulation & Abolition) ACT 1970, Contract Labour (Regulation & Abolition) Central rules 1971 and Child Labour (Prohibition & Regulation) ACT 1986. Nothing extra will be paid on this account. And certificates with this effect should be produced along with quotation and their **registered Numbers should be highlighted so as to enable.**
  8. This office reserves the right to reject any or all the quotations without assigning any reasons thereof.
  9. **Rates** should have a valid time for **1 year** from the date of engagement of driver
  10. The **rates** should be quoted for wages, % of PF, ESI, Service charges & Service tax etc separately so that the employees of the firm should get benefit as per labour rule. Quotations received quoting rates less than the labour rates, % of PF, ESI, & Service tax etc as fixed by the Department of Labour will be rejected (**Latest Daily wages rates issued by the Department of Labour, New Delhi under Central Sphere-Agriculture Skilled category of 'C' Zone- should be enclosed**)
  11. The rates including benefits to the employee should be quoted **in terms of the complete period of month.**
  12. The driver provided by the agency will be paid minimum daily allowances as per the govt. rules on tour as applicable. No separate allowances will be paid in accordance to the night halt at outstation.
  13. Basic calculation sheet for arriving the rates of daily wages should be enclosed
  14. **No labour /Staff** engaged by the Agency shall be paid **less than the minimum wages** as fixed by the government from time to time. All labourers/Staff should be allowed weekly rest, National holidays as prescribed in Labour rules. No claim will be entertained for increase in wages during the current contract.
  15. **The agency should ensure &** furnish a certificate supported documentary proof while claiming the bill every month that they are paying at least minimum wages to the engaged person and **also deposited the PF, ESI, Service tax etc** to the concerned as fixed by the Department of Labour.

16. The employees of the agency should be registered with ESI & a certificate with this affect should be submitted along with quotation.
17. Withdrawal of quotations will not be entertained after opening the same, in case it is found they will be black listed.
18. The agency should submit a list of customers for whom they are providing such type of services in support of their experience.
19. All cuttings / omissions on the rates should be sealed and signed by the representative agencies who is authorized to sign quotation.
20. The terms & conditions if any should be clearly mentioned by the agency.
21. Payment will be released only after the completion of every month beginning from the date of acceptance after satisfaction of work **on producing the bill** in duplicate along with advance receipt by the agency in the mode of Cheque payable at SBI Angallu/ or by DD unless specified. **No advance payment will be made under any circumstances.**
22. Intimation of unsuccessful tender / quotation will not be given to concerned firms and the tender/ quotations shall have no claim of any nature on this office.
23. The Department will not be responsible for any injury sustained to the workers during the performance of their duties and also any damage or compensation due to any dispute between the agency & workers. In case any expenditure incurred by the department to face the situation arising out of act of his workers the agency should bind for payment of the same expenditure.
24. In case it is noticed that the person engaged on the work is not discharging his duties satisfactory the agency will be asked to replace the person by giving 24 hours notice to the agency for which no correspondence should be entertained.
25. The agency should make arrangement for their **person uniform & badge /shoes/torch** etc., and **they should always wear uniform.**
26. The Driver should attain **age of 21 years** at the time of Contract and should have **professional LMV/HMV License** issued by competent authority.
27. The agency shall be responsible for the conduct, behavior of the person who is engaged for this work by the agency on contract .The driver who will be engaged by the agency for providing the services with vehicle to us should **produce police verification certificate** about their conduct within **15 days from the date of Order.**

28. The driver should have a basic knowledge to find out the minor problems of the vehicle and should be able to attend them at his own.
29. Under emergency condition the Motor Vehicle with Driver should be ready to work at **any time** during the day whenever found necessary.
30. In case of any disputes arises the undersigned decision is final and agency should bind for it.
31. This office reserves rights to reduce /extend the contract period without assigning any reasons.
32. The agency shall be responsible for any loss /damage/theft of any type of vehicle due to irresponsible/negligent driving by the driver provided by agency during their duty period and the undersigned have right to recover full lose of such amount from the agency.
33. The agency should provide an alternate arrangement for the person who is engaged for driving the vehicle **if proceeds on leave** for an emergency nature of his work, or otherwise twice the amount of the bill for the willful absent will be deducted.

**Scientist-D**

To

**QUOTATION PROFORMA FOR PROVIDING MOTOR VEHICLE DRIVER FOR BSF,  
HORSLEY Hills**

Agency EPF NO:

Agency ESI NO:

Agency Registration NO:

Agency Service tax Allotment NO:

| S no | Description   | Qty                      | Unit             | Rate | Amount | Remarks |
|------|---|--------------------------|------------------|------|--------|---------|
| 1    | Providing <b>Motor Vehicle Driver</b> on Contract basis for a period of <b>one year</b> or up to the appointment of a W/c Motor Vehicle Driver on regular basis which ever is earlier as detailed below | 8 hours duty/<br>per Day | <b>Per Month</b> |      |        |         |
|      | 1. Minimum Salary including paid holiday For Driver under Skill category for  | 8 hours duty/<br>per Day | <b>Per Month</b> |      |        |         |
|      | 2. Provident fund Contribution rate @   | <b>Per Month</b>         |                  |      |        |         |
|      | 3. ESI contribution rate  |                          | <b>Per Month</b> |      |        |         |
|      | 4. Service Charges @ on   |                          | <b>Per Month</b> |      |        |         |
|      | 5 Service Charges @ on  |                          | <b>Per Month</b> |      |        |         |
|      | 6. Service tax to be paid on bill<br>a) on salary @<br>b) on any other account @  |                          | <b>Per Month</b> |      |        |         |
|      | <b>Total</b>  |                          |                  |      |        |         |

Note

- The agency should submit the copy of latest labour wages as fixed by the Government**
- The agency should submit details of their present customers list in support of their experience.
- All details in the above format should be filled up (incase "not applicable" it should mentioned as "**NA**" and reason there should be mentioned.