



AN ISO 9001: 2008 CERTIFIED UNIT  
**SILKWORM SEED PRODUCTION CENTRE**

National Silkworm Seed Organization  
**Central Silk Board, Government of India**  
Plot No.95, SIPCOT Industrial Complex  
**HOSUR - 635 126 (Tamil Nadu)**

**Phone: (04344) 276686**

**Email I.D: sspchos.csb@nic.in**

No. CSB/NSSO/SSPC/HSR/LABOUR/2017-2018/

Date: 08/01/2018

To,

Sir,

Sub: Inviting quotations from Registered Labour Contractors for the supply of contract workers -reg.

Silkworm Seed Production Centre (SSPC), Hosur is a unit under Central Silk Board, Ministry of Textiles, GOI involved in production of quality silkworm seed for the supply to the farmers. The center desires to engage workers on contract basis through Registered Labour Contractors for the year **2018-2019**.

The contract workers are engaged for cocoon cutting and allied works associated with silkworm seed production for a period of 8 hours per day during day / night shift only as and when there is work and number of persons such engaged per month varies depending upon quantum of work. Labour contractors should be in a position to supply the required number of workers, which would be informed to him well in advance. The total number of man-days required per year is approximately **9000 to 11000**. The terms conditions of the quotation are given below:

**TERMS AND CONDITIONS:-**

<b>Validity</b>	Valid for a period of one year from the date of acceptance / award of contract.
<b>Rate</b>	Rate quoted should not be lesser than the minimum wages fixed by the Chief Labour Commissioner©, New Delhi for the workers engaged in agriculture under <b>unskilled category</b> , which is valid for one year from the date of contract. You may also refer ( <a href="http://www.labour.nic.in">www.labour.nic.in</a> under wage cell-minimum wages – Central Sphere) for minimum wages details for different sectors. However the rate of VDA will change as and when Central Govt. revises rates and notifies for unskilled category under agricultural sector or as considered by Central Silk Board from time to time.
<b>Supply</b>	As and when indented orally, telephonically, through messenger on day-to-day basis.
<b>Payment</b>	Will be settled once in a month on disbursement of the wages to the concerned labourers through bank only [online transfer to the respective labourers savings bank account] and on submission of bill along with copies of acquaintances, proof of payment of obligatory / statutory remittances made to concerned department.

<b>Taxes, Service Charges, if any</b>	Should be shown separately.
<b>Other details required</b>	Copies of (1) Registration Certificate of Establishment issued by the Labour Department Govt. of Tamil Nadu and/or Govt. of Karnataka, (2) License from ALC (Central) if any, (3) Employees State Insurance Corporation (ESI Code); (4) EPF registration certificate and No.(5) GST Registration No., (6) The letter head of the firm should contain the TNST/KST/CST Regn. No./GST/TIN / TAN No./PAN No. etc. (7) Bank A/c No. along with TFSC code and address of the bank.
<b>Period of Contract</b>	One Year from the date of its commencement. A separate agreement will be entered into on non-judicial stamp paper with other terms & conditions.
<b>Responsibility</b>	<ol style="list-style-type: none"> <li>1. The contractor should ensure payment of minimum wages to the contract labourers at the time of disbursement of wages and also ensure to pay that all the other benefits as are admissible under various labour laws.</li> <li>2. The contractor shall be responsible for fulfilling all the obligations under Law, towards the contract labourers, so supplied to SSPC, Hosur namely under the Minimum Wages Act, PF Act, ESI Act, Bonus Act, Maternity Benefit Act, Shops and Establishment Act, etc., as applicable and amended from time to time.</li> <li>3. The contractor has to mandatorily submit the proof of statutory remittances and compliances made by him to the concerned government organization / department etc. to the Scientist-D, SSPC, Hosur (Viz., Electronic Challan Cum Return (ECR) of all the worker, Combined Challan of A/c no.01, 02, 10, 21 &amp; 22, Remittance confirmation slip and ESI remittances or any other statutory Payments, which are deemed necessary every month to this office as a proof of remittance for the release of payment from this office and issue E-Pass book of each worker once in year).</li> <li>4. The total contractual value will be released to the contractor, only on the submission of proof of statutory remittances of the particular month made by the contractor to the Scientist-D.</li> <li>5. Labour contractor should have to execute an agreement with the CSB.</li> <li>6. Contractor should be ready to obtain license from the office of the Assistant Labour Commissioner (Central) GOI, Bangalore or Coimbatore or Chennai (as per his jurisdiction) as provided under Section 12(1) of the Contract labour (Regulation &amp; Abolition) Act, 1970 and Contract labour (Regulation &amp; Abolition), Central rules 1971 and also comply with the other requirements of the above Act.</li> </ol>
<b>Nature of Work</b>	Cocoon cutting and allied works associated with silkworm seed production
<b>EMD / CMD</b>	<ol style="list-style-type: none"> <li>1. EMD of Rs. <b>10000/-</b> should be remitted to this office by way of Demand draft drawn in favour of <u>The Director, NSSO, A/c</u> payable at Hosur along with quotation. EMD amount of unsuccessful bidders will be returned immediately and EMD of L1, L2 and L3 will be returned only after evaluation and finalizing the award of contract and it does not carry any interest. Quotations received without EMD will be rejected.</li> <li>2. Successful bidder / Contractor should be in position to deposit around <b>Rs.150,000.00 (Rupees One lakh fifty thousand only)</b>, which works out to be approximately 5% of the estimated total contractual value as <b>CMD on award of</b></li> </ol>

	<u>contract</u> , which does not carry any interest and the same would be refunded to him only on completion of contract period and on successful settlement of EPF amount so accrued on all the workers engaged by SSPC, Hosur through the Labour contractor.
<b>Service charges</b>	If the firm quotes "NIL" charges / consideration, the bid shall be treated as unresponsive and will not be considered.
<b>Specimen Bid Format</b>	Enclosed.

The wage structure paid to each of the workers from this office is as follows:

#	Particulars	Details	Remarks
1	Basic + VDA	At present <b>Rs.308/-</b> per day as per the fixation by Central Labour Commissioner, New Delhi for the unskilled worker in Agriculture sector	Subject to change as notified by Central Govt. for unskilled category under agricultural sector or as considered by Central Silk Board from time to time.
2	EPF	a). Employers share b). Employee share	13.61 % of basic + VDA 12 % of basic + VDA
3	ESI	a). Employers share b). Employee share	4.75 % of basic + VDA 1.75 % of basic + VDA

(+) GST/ Service tax as applicable

Interested labour contractor, who is able to meet all the terms and conditions and comply with all the statutory requirements listed under Contract Labour Act, 1970 Minimum wages Act 1948 and EPF & MPA Act 1952 and ESI Act, and **READY TO PAY CAUTION MONEY DEPOSIT** as stated above may **submit their willingness AS PER THE FORMAT enclosed in writing by quoting their service charges per person per day** and submit in a sealed envelope duly super scribing "**Quotations for supply of labour man-days on contract basis**" addressed to **SCIENTIST-D, SILKWORM SEED PRODUCTION CENTER, CENTRAL SILK BOARD, NO.95, SIPCOT INDUSTRIAL COMPLEX, OPP: SIPCOT POLICE STATION, HOSUR-635 126 (TN,)** so as to reach this office on or before **30.01.2018 up to 2.00 p.m. by Speed Post or Registered Post**. The quotations will be opened on the same day at **3.00 p.m.** in the presence of bidder or their representatives at this office. The quotations received after the due date and time will not be considered.

For further details, if required, this office may be contacted between 10.00 A.M. to 4.00 P.M. on working days from Monday to Saturday.

The undersigned reserves the right to accept or reject any or all the quotations without assigning any reason thereof.

Yours faithfully,

SCIENTIST-D

## SPECIMEN BID FORMAT

*[This is only a specimen format to be typed or written on company / firm letter head and submitted.  
This specimen format may be modified as desired, but should contain following minimum information]*

To

Date:

Scientist-D  
Silkworm Seed Production Centre  
National Silkworm Seed Organization  
Central Silk Board (GoI)  
No.95, SIPCOT Industrial Complex,  
Opp: SIPCOT Police Station  
HOSUR – 635 126 (TN)

Sir,

Sub: Submission of quotations for the supply contract worker to SSPC, Hosur  
Ref: No.CSB/NSSO/SSPC/HSR/LABOUR/2017-18/      dated 08.01.2018

With reference to the above, we are willing to offer our service to supply contract workers on regular basis to your unit and hereby quote our service charges per person per day as follows:

#	Particulars	Amount (Rs)	Remarks
1	Basic + VDA	308.00	Or as fixed by the unit / CSB
2	Add: EPF@ 13.16% on basic + VDA	40.53	To be paid by the principal employer
3	Add: ESI @ 4.75% on basic + VDA	14.63	To be paid by the principal employer
	<b>Total</b>	<b>363.16</b>	
4	<b>Service charge/worker/day</b>		<b>(Please quote / indicate your rate)</b>
5	GST/Service tax as applicable		To be paid by the principal employer

We are ready to pay the Caution money deposit as fixed by you and abide to the terms and conditions indicated in your letter referred above. In support of our quotation, we have enclosed copies of following documents for your kind perusal.

#	Documents	Yes / No
1	Registration certificate issued by Department of Labour, Government of Karnataka / Tamil Nadu	
2	Employees Provident Fund Organization (ESI Code) certificate of the firm	
3	Employees State Insurance Corporation (ESI Code) certificate of the firm	
4	Certificate of registration for payment of GST / Service tax with Central Excise Dept	
5	Copy of Income tax PAN number, Tin or Tan No.	
6	Karnataka / Tamil Nadu Profession tax registration number / copy of the certificate	
7	Copies of award of work contract / list of companies served by the labour contractor	
8	GST registration certificate	

Yours faithfully,

Signature with rubber stamp of the firm