Sub: Supply of Labour Man days – Submission of rate quotation – Reg.

This office is interested to engage skilled farm workers (Labour Man days) on Contract basis for one year during the financial year 2020-21 i.e., w.e.f. 01.04.2020 to 31.03.2021. The approximate requirement is about 3200 Man days per year. You are requested to quote your lowest competitive rate towards supply of the same as per the requirement, terms and conditions given below:

**TERMS AND CONDITIONS:**

**Validity:** Rate quoted should not be lesser than the minimum wages prescribed under rules & should be valid for a period of one year from the date of quotation. However, the rate of VDA will change as and when Central Government revises the rates.

**Supply:** As and when indented orally, telephonically, through messenger on day to day basis to work in the premises of Silkworm Seed Production Centre, Centra; Silk Board, Dharmapuri-636 705(TN).

**Payment:** The contract workers should be paid on or before 5th of every month and on submission of bills along with copies of acquaintance, payment of obligatory remittances to concerned department, etc., the payment to the contractor will be settled. No advance payment will be made to the contractor/agency under any circumstances.

**Others, if any:** Taxes, Service Charges etc., should be shown separately.

**Other details required:** Copies of Registration Certificate of Establishment issued by Government of Tamil Nadu, Department of Labour, ESI No., EPF No., Service Tax Registration No., The letter head of the firm should contain the TN/CST Registration No. /TIN No./TAN No./PAN No./GST No. etc Bank A/c No. along with address of the bank.
Period of Contract: Initially one Year from the date of its commencement. A separate agreement will be entered into on non-judicial stamp paper with required terms & conditions. However, the contract will be extended based on the performance of first year and if the rates quoted remains same except for VDA, which changes periodically.

Responsibility: The contractor should ensure payment of minimum wages to the contract labourers at the time of disbursement and also ensure that all the other benefits as are admissible under various labour laws.

Nature of Work: Seed Cococon cutting, Silkworm Moth Sex separation, Layings washing, layings packing, general maintenance of office premises, and any other related works arise there and then etc.,

EMD / CMD: 1. EMD of Rs.5000/- should be remitted to this office by way of Demand draft / cheque drawn in favour of The Director, NSSO, GIA A/C to be payable at Central mBank of Inaia, Dharmapuri, Dharmapuri District(TN) along with quotation. EMD amount will be returned on award of contract and will carry no interest. 2. 2% (Two%) of CMD on contractual amount should be deposited by the successful renderers on award of contract.

Quotations completed in all respects, addressed to the Scientist-D, Silkworm Seed Production Centre, Central Silk Board, No.11&12, Indistrial Estate, Collectorate Post, Dharmapuri- 636 705. Dharmapuri District, TamilNadu in a sealed envelope, super scribing “Quotation for supply of Labour man days on Contract basis” should reach this office on or before 15th MARCH-2020 by 03.00 PM. Quotations will be opened on the same day at 04.00 PM. Quotations received after the due date and time will be rejected.

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

Yours faithfully,
Sd/-
SCIENTIST-D

Copt to the Director with a request to arrange for web-hosting in CSB’s website for publicity.

SCIENTIST-D
SSPC, NSSO, CSB
DHARMAPURI-6.
SPECIMEN FORMAT

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

Date:

To

The Scientist-D, P2 Basic Seed Farm, National Silkworm Seed Organization Central Silk Board, Government of India, Mangalam village and post, Yelagiri hills, Pin - 635853 Vellore district, Tamilnadu

Sir,

Sub: Submission of quotations for supply contract worker to BSF, Yelagiri hills-Reg.

Ref: No.CSB/NSSO/BSF/YH/M.days /2019-20/ Date:09.12.2019

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

<table>
<thead>
<tr>
<th>Sl. No</th>
<th>Particulars</th>
<th>Remarks</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Basic + VDA + EPF@ 13.00% + Service charge/ worker/ day + Service tax as applicable</td>
<td>Rate quoted should not be lesser than the minimum wages prescribed under rules &amp; valid for a period of one year from the date of quotation. However the rate of VDA will change as and when Central Government revises the rates.</td>
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</tbody>
</table>

In support of our quotation, we have enclosed copies of following documents for your kind perusal and record.

<table>
<thead>
<tr>
<th>Sl. No</th>
<th>Documents</th>
<th>Yes/No</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Registration certificate issued by Department of Labour, Government of TamilNadu</td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>Employees Provident Fund Organization (EPF Code) certificate of the firm.</td>
<td></td>
</tr>
<tr>
<td>3</td>
<td>Employees State Insurance Corporation (ESI Code) certificate of the firm. If Yelagiri hills is not covered under ESI, a letter of proof thereof.</td>
<td></td>
</tr>
<tr>
<td>4</td>
<td>Certificate of registration for payment of Service tax with Central Excise Dept</td>
<td></td>
</tr>
<tr>
<td>5</td>
<td>Income tax PAN number/Copy</td>
<td></td>
</tr>
<tr>
<td>6</td>
<td>Tamil Nadu Profession tax registration number / copy of the certificate</td>
<td></td>
</tr>
<tr>
<td>7</td>
<td>Copies of award of work contract / list of companies served by the labour contractor</td>
<td></td>
</tr>
<tr>
<td>8</td>
<td>Proof for supplying contract workers to Govt firms</td>
<td></td>
</tr>
</tbody>
</table>

Signature of the labour contractor