

# Tender Form

## Subject: Outsourcing Manpower for DITS Rohtak

Sr.	Description	Values
1	Date of publishing of Tender	19/01/2016
2	Last date of submitting Tender	27/01/2016 by 3PM
3	Date and Time of Opening of tender	27/01/2016 at 4PM sharp in the office of City Magistrate, room No. 122, First Floor, Rohtak
3	Application Cost of Tender	Rs. 1000/- (One Thousand) non refundable
4	Duration of Tender	1 (One) Year
5	Security Amount	2 (Two) Lacs (Refunded after completion of tender period)
6	Staff Required	More than 125 (One Hundred Twenty Five) persons (Skilled/Non Skilled)
7	Remuneration paid to staff	As per DC Rate fixed by Deputy Commissioner
8	Type of Staff required	Data Entry Operator, Computer Operator, Programmers, Jr. Programmers, Steno Typist, Accountant/Accounts officer, DMO, Supervisors eDisha, Supervisor Hardware, 4 <sup>th</sup> Class, Store Keeper etc.
9	Qualification/Experience of staff	As fixed in DC rate

Applicant is required to submit their proposal in the following format only

Sr	Description	Rate
1	Service Charges	
2	Taxes if any with details as per Law	
3	PF %age from DITS as per law	
4	ESI %age from DITS as per law	
5	Any Other	

### Terms & Conditions

1. Registered Firm may apply for providing manpower and submit proof thereof issued by the competent authority.
2. Tenderer should be well versed about laws
3. Tenderer will be responsible about any type of lapses

4. Duration of Tender will be for one year, that may be cancelled at any time by the chairman of the society with or without any notice/reason.
5. Duration of tender may be extended/renewed for next year with mutual consent of both the parties.
6. TDS , will be deducted at source.
7. Security amount Rs. 2 (Two) Lacs will be deposited in DITS account and will be released after completion of tender period.
8. Application fee Rs. 1000/- (One Thousands) along with security amount Rs. 2 (Two) Lacs should be attached with tender form in the shape of draft in favour of Deputy Commissioner-Cum-Chairman DITS Rohtak payable at Rohtak.
9. Tenderer will submit statements of PF and ESI of all personals to DITS monthly
10. Amount to the hired personals will be deposited in their bank accounts on or before 5<sup>th</sup> of every month. No personals will be paid as cash.
11. A copy of deposited amount in bank of all personals will also be submitted to DITS.
12. Tenderer will submit the bill completed in all respect along with other details on 1<sup>st</sup> of every month.
13. Tenderer will show all details at any time if required by the authority.

Signature of Tenderer

With Seal and Date