



OFFICE OF THE MUNICIPAL COUNCIL, BALASORE.

Tel & Fax No. 06782-251222

e-mail:- balasoremunicipality@rediffmail.com

Notice Inviting Quotation Call Notice No. 2970 dt. 24.06.2020

Name of the work:-	Providing of Data Entry Operator & Security Personnel to Balasore Municipality.
Tender/ Quotation Paper Cost:-	Rs. 2,000.00
Earnest Money Deposit :-	Rs.30,000.00.
Last Date of Sale/ download of DTCN:-	Upto 4.00 P.M of dt.03.07.2020
Last Date of Receipt Of Tender:-	Upto 5.00 P.M of dt. 03.07.2020
Date of Opening Technical bid :-	11.30 A.M. onwards of dt. 04.07.2020
Date of Opening Financial bid:-	11.30 A.M. onwards of dt. 06.07.2020

Details can be seen/ downloading from the official website of Balasore District, www.baleswar.nic.in from dt. 25.06.2020 to 03.07.2020 upto 4.00 PM


Executive Officer
Balasore Municipality

Memo No. 2971 / Dt. 24.06.2020

Copy to the Advertising Managers, The Pragatibadi, Balasore for publication of Quotation Call Notice in your esteemed daily Odia news paper, once in with a minimum Size & space at the I & PR rate on or before dt. 25.06.2020 for the information of general public and submit the bills in duplicate along with copy of above publication for necessary payment at this end. You are further requested to submit a copy of the above publication to the undersigned at Office Of the Balasore Municipality, Balasore.


Executive Officer
Balasore Municipality

Memo No. 2972 / Dt. 24.06.2020

Copy submitted to the Sub-Collector, Balasore/ Executive Engineer, Balasore Electrical Division, Balasore/R.T.O, Balasore/ Executive Engineer, R & B Division, Balasore/ Tahasildar, Balasore (sadar)/ D.I.P.R.O, Balasore for information with a request to display the Quotation Call Notice in their respective Notice board for wide publication.


24.06.2020

Executive Officer
Balasore Municipality

Memo No. 2973 / Dt. 24.06.2020

Copy to this Office Notice Board, Balasore Municipality for wide publication.


24.06.2020

Executive Officer
Balasore Municipality


24.06.2020

BALASORE MUNICIPALITY

BID – DOCUMENT

(To be enveloped in sealed cover)



Name of the work:- PROVIDING OF DATA ENTRY OPERATOR AND SECURITY PERSONNEL TO BALASORE MUNICIPALITY.

Quotation Schedule

Issued against Bank Draft / Banker's Cheque

No. _____ Dt. _____

(To be enveloped properly with TCN along with Terms & conditions)



BALASORE MUNICIPALITY

-: Detailed Notice Inviting Tender:-

Name of the work:-	Providing Of Data Entry Operator and Security Personnel to Balasore Municipality.
Cost of DTCN:-	Rs. 2000.00
Last Date of Sale/ download of DTCN:-	Upto 4.00 P.M of dt.03.07.2020
Last Date of Receipt Of Tender:-	Upto 5.00 P.M of dt. 03.07.2020
Date of Opening Technical bid :-	11.30 A.M. onwards of dt. 04.07.2020
Date of Opening Financial bid:-	11.30 A.M. onwards of dt. 06.07.2020

The Technical bid should be accompanied with:-

1. Cost of DTCN in shape of Bank Draft / Bankers Cheque.
2. Requisite EMD Rs.30, 000.00 in shape of Bank Draft/ Banker's Cheque.
3. Private security Agency license obtained from Home Department under act 2005
4. Attested photo copy of PAN card.
5. Attested photo copy of IT return for the last three financial year.
6. Attested photo copy of EPF & ESI Regd. Certificates
7. Attested photo copy of GST Regd. Certificate.
8. Attested photo copy of Labour License.
9. Attested photo copy of Balance Sheet of last 3 (three) financial years
10. Other documents according to the Detailed Tender Call Notice should be self attested accompanied with tender.

**Executive Officer,
Balasore Municipality**

Signature & seal of the bidder



OFFICE OF THE MUNICIPAL COUNCIL, BALASORE

Tel & Fax No. 06782-251222

E-mail:- balasoremunicipality@rediffmail.com

No. 2970

Dt. 24/06/2020

QUOTATION CALL NOTICE

The Executive Officer, Balasore Municipality on behalf of Balasore Municipal Council, Balasore invites sealed quotation from intending reputed, experienced and financially sound Companies/ Firms/ Agencies for providing Data Entry Operator and Security personnel to Balasore Municipality Office under Two Bid system i.e; Technical Bid & Financial Bid .

Sl. No.	Description	Cost of Tender Paper	E.M.D	Period
01.	Providing Of Data Entry Operator and Security Personnel to Balasore Municipality	Rs.2000.00	Rs.30,000.00	01Year

The Bid document alongwith terms & conditions and other necessary documents shall down loaded from the site of official website of Balasore District, [http:// baleswar.nic.in](http://baleswar.nic.in) w.e.f dt. 25.06.2020

The down loading & receipt of the quotation schedule shall start from dt.25.06.2020 and close on dt.03.07.2020 at 16.00 Hours. The quotations shall be received in the Office of the Executive Officer, Balasore Municipality through Regd. Post & Speed Post only addressed to the " Executive Officer, Balasore Municipality, Balasore" on or before dt.03.07.2020 at 17.00 Hours. The authority will not be held responsible for the postal delay, if any, in delivery of the documents and non-receipt of the same in time. The bid Part-I (Technical) will be opened at 11.30 AM on 04.07.2020 in presence of the bidder or their authorised representatives only in the conference hall of Balasore Municipality located Balasore Municipality, Golapokhari Chhaka, Balasore. The opening of price/ financial bid for the bidders qualifying in the Technical bid will be at 11.30 AM on 06.07.2020.

This Detailed Quotation Call Notice is not an offer and is issued with no commitment. Balasore Municipality reserves the right to amend or withdraw any of the terms and conditions contained in the Detailed Quotation Call Notice document at any stage. Balasore Municipality also reserves the right to reject any or all bidder should it be so necessary at any stage, without giving any notice or assigning any reason. The decision of Balasore Municipality in this regard shall be final and binding on all.

Executive Officer
Balasore Municipality



01. INTRODUCTION

Balasore Municipality is looking for reputed, experienced and financially sound Companies/ Firms/ Agencies for providing Data Entry Operator for different Official work and Security personnel to strict vigilance/guard of the different properties of the Office of the Municipal Council , Balasore on 24X7 basis .

02. PARTICULARS OF THE TENDER

(a) NAME AND ADDRESS OF THE AUTHORITY:

The Executive Officer
Balasore Municipality , Balasore
At :- Golapokhari Chhak, P.O :- Motiganj Dist :- Balasore-756003.

(b) PLACE OF WORK:

- * Data Entry Operator in Office of the Balasore Municipality , Balasore.
- Security personnel in various places under Office of the Balasore Municipality, Balasore

SL No	Name and Address of the office.	Approximate requirement	
		Data Entry operator	Security Personnel
01	Office of the Balasore Municipality, Balasore	03	10

(c) QUALIFICATION AND EXPERIENCE:

- **FOR DATA ENTRY OPERATOR:-**

(i) **Educational Qualification:-** Graduate having degree in any discipline from a recognized Indian University.

(ii) **Technical Qualification:-**

(a) Knowledge /Certificate in MS Office/ Computer Application.

(b) Should possess a speed of not less than 8000 key depressions per hour for data entry work.

(c) Experience in Data Entry in MS Excel/Webpage.

(d) Good command over English and excellent communication skills.



• **FOR SECURITY PERSONNEL :-**

- (i) A person should be at least 10th passed with sound physic.
(ii) Should have previous working experience in reputed Public/Private institution/Central /State Government Offices.

(d) AVAILABILITY OF TENDER DOCUMENT:-

Cost of Tender form : Rs. 2000/-. The downloaded tender documents must be accompanied with the cost of documents in the shape of D.D. favouring "The Executive Officer Balasore Municipality, Balasore". The Tender documents can be down loaded from official website of Balasore District :- <http://baleswar.nic.in> .

03. IMPORTANT DATES:-

- | | |
|--|------------------------------------|
| (a) Last Date of Sale/ download of DTCN:- | Upto 4.00 P.M of dt. 03.07.2020 |
| (b) Last Date of Receipt of Tender:- | Upto 5.00 P.M of dt. 03.07.2020 |
| (c) Date and time for opening of Technical Bid:- | 11.30 AM onwards of dt. 04.07.2020 |
| (d) Date and time for opening of Financial Bid:- | 11.30 AM onwards of dt. 04.07.2020 |

04. OTHER TERMS AND CONDITIONS:-

(a) The interested companies/ firms /agencies may submit the tender documents complete in all respects addressed to the Executive Officer, Balasore Municipality, Balasore on before the last date and time of submission of tender. The tenders shall not be entertained after this deadline under any circumstances whatsoever. The tender documents to be submitted should be sealed in all respect.

(b) The Executive Officer, Balasore Municipality , Balasore reserves the right to amend or withdraw any of the terms and conditions contained in the tender Document or to reject any or all tenders without giving any notice or assigning any reason. The decision taken by him in this regard shall be final and binding on all.

(c) The tender submitted with less than minimum wages if any as prescribed by Government of Odisha shall be rejected without any notice.



04.SCOPE OF WORK AND GENERAL INSTRUCTIONS FOR TENDERERS:-

- (a) The contract for providing of above mentioned manpower will be given for one year initially from the date of order issued by this office supply of manpower after selecting the personnel on the basis of typing test and/or interview. The period of the contract may be further extended beyond one year provided the requirement of the Department for the above manpower persists at that time, or, may be curtailed/ terminated at any time before the normal tenure owing to deficiency in service or substandard quality of manpower deployed by the selected company/firm/agency. The Office of the Municipal Council , Balasore reserves right to terminate this initial contract at any time after giving one month's notice to the selected service providing company/firm/agency. Pro-rata payment will be made for extension of service period or payments will be with held pro-rata for premature termination of service.
- (b) The Department has initial requirement for skilled manpower who are well conversant with computers and essentially well trained in MS Word, MS Excel and MS Power point package/ language and also desirably posses knowledge of LAN functioning. The requirement of the manpower may also increase or decrease during the period of contract.
- (c) The nature of work includes entry of data and other related work as and when assigned by the competent authority.
- (d) The nature of work assigned to security personnel includes strict vigilance/guard of the properties of the Office of the Municipal Council , Balasore on 24X7 basis by engagement of sufficient number of such personnel to carry out the job effectively.
- (e) The nature of work assigned to security personnel at the other places under Office of the Municipal Council , Balasore should be carried out in proper manner.
- (f) The tenders have been invited under two bid system i.e., Technical Bid and financial Bid. The interested agencies are advised to submit two separate sealed envelopes super scribing "**Technical Bids**" and "**Financial Bids**" for providing of Data Entry Operators and security personnel to the Office of the Municipal Council , Balasore. both sealed envelopes should be kept in an envelope super scribing "**Tender for providing of Data Entry Operators and security personnel to the Office of the Municipal Council , Balasore.**"
- (g) The tendering companies/firms/agencies are required to enclose photocopies of the following documents along with the Technical Bid, failing which their bids shall be summarily / out-rightly rejected and will not be considered any further:-
- (i) Private security Agency license obtained from home department under act 2005.
 - (ii) Copy of PAN.
 - (iii) Copy of the IT return filed for the last three financial years.
 - (iv) Copies of the EPF and ESI certificates.
 - (v) Copies of the GST registration certificate.
 - (vi) Copy of Labour license
 - (vii) Balance Sheet for last 3 years



(h) The conditional bids shall not be considered and will be out rightly rejected in very first instance.

(i) All entries in the tender form should be legible and filed clearly. If the space for furnishing information is insufficient, a separate sheet duly signed by the authorized signatory may be attached. No overwriting or cutting is permitted in the financial Bid Form. In such cases, the tender shall be summarily rejected. However, the cutting, if any, in the Technical Bid Application to sign the tender bids.

(j) The Bids shall be opened on the scheduled date and time at the Office of the Municipal Council , Balasore In the presence of the representatives of the companies/ firms/agencies, if any, who are present on the spot at that time.

(k) The Executive Officer, Balasore Municipality, Balasore reserves the right to cancel any or all bids without assigning any reason.

06. TECHNICAL REQUIREMENT FOR THE RENDERING COMPANY/FIRM/AGENCY FOR TECHNICAL BID".

The tendering Company/Firm/Agency should fulfill the following technical specifications for Technical Bid:-

(i) The Registered Office of the manpower Company/Firm/Agency should be either located in Odisha or at least having an office in Odisha.

(ii) The manpower Company/Firm/Agency should be registered with the appropriate registration authority.

(iii) The Company/Firm/Agency should have at least three years experience in successfully providing skilled and unskilled manpower to Public Sector Companies/Banks and Government Department, etc.

(iv) Completion certificate from those companies to whom the manpower was provided.

(v) The Company/Firm/Agency should have its own Bank Account.

(vi) The Company/Firm/Agency should be registered with appropriate authorities under Employees Provident Fund and Employees State Insurance Act.

(vii) Undertaking for not subletting the work to any other agency.

07. TECHNICAL REQUIREMENT FOR DATA ENTRY OPERATORS AND SECURITY PERSONNEL , TO BE DEPLOYED BY THE SUCCESSFUL COMPANY/FIRM/AGENCY.

Note:-

(A) FOR DATA ENTRY OPERATOR AND SECURITY PERSONNEL:

(i) He/She should posses qualification and experience as mentioned in Para 2 (c) [A&B], of the tender document.

The candidates shall be selected after personal interview, to be conducted at the Office of the Municipal Council , Balasore -756003.



TERMS AND CONDITIONS

GENERAL

01. The contract shall commence from the date of receipt of acceptance of the work order, which shall be accepted by the tendering Company/Firm/Agency within not more than 10 days from the receipt of the order or 15 days from the date of said order whichever is earlier and shall continue till one year unless it is curtailed or terminated by the Office of the Municipal Council , Balasore, owing to deficiency of services, sub-standard quality of Data Entry Operators / security personnel deployed, breach of contract, reduction or cessation of the requirement, etc.
02. The contract may be extended, on the same terms and condition or with some addition / deletion/ modification, for a further specific period mutually agreed upon by the successful service providing Company/ Firm/Agency and Competent authority.
03. The contracting Company/Firm/Agency shall not be allowed to transfer, assign, pledge or subcontract its rights and liabilities under this contract to any other agency without the prior written consent of this department.
04. The present requirement of Data Entry Operators and security personnel has been mentioned in Para 2(b) of the tender document. The Department may increase or decrease the requirement of manpower the same will be informed to the tendered and they should act accordingly. All selected manpower is to hang Identity Card provided by the office every day during working hours.
05. The tendered will be bound by the details furnished by him/her to this Department, while submitting the tender or at subsequent stage. In case any of such documents furnished by him/her is found to be false at any stage, it would be deemed to be a breach of terms of contract marking him/her liable action besides termination of contract.
06. The Executive officer of Office of the Municipal Council , Balasore as competent authority reserves right to terminate the contract during initial period also after giving a month's notice to the contracting agency.
07. The persons deployed shall observe all etiquette and protocol while performing duty and should be in proper formal dress.
08. The persons deployed may be in the Office of the Municipal Council , Balasore.



LIABILITIES, CONTROL, ETC. OF THE PERSONS DEPLOYED.

01. The contracting agency shall ensure that the individual Data Entry Operator and security personnel deployed in this office confirm to the technical specifications of educational and skill qualification prescribed in the tender document.
02. The Office of the Municipal Council , Balasore is a state Government Office and had has six days working (i.e., Monday to Saturday) in a week from 09.30 am to 06.00 pm with a lunch break of half an hour i.e; from 01.30 pm to 02.00pm. Besides this, the Department observes the Gazetted Holidays notified by the Government of Odisha from time to time. The Data Entry Operators are required to work from Monday and Saturday as per above mentioned timing whereas the security personnel are required to work all the 07 days of the week. These persons, however, may be required to attend the office as and when required on Saturday/Sunday and Gazetted Holidays on prior intimation.
03. The contracting Company/Firm/Agency shall furnish the following documents in respects of the individual Data Entry Operators who will be deployed by it in this department before the commencement of work.
 - (a) List of persons deployed.
 - (b) Bio-data of the persons along with attested copies of the certificates.
 - (c) Attested copy of matriculation certificate containing date of birth or birth certificates.
 - (d) Identity Cards bearing photograph.
 - (e) Aadhar Card
04. In case, the person employed by the successful Company / Firm/Agency commits act omission/commission that amounts to misconduct/ indiscipline/ incompetence, the successful Company /Firm/Agency will be liable to take appropriate disciplinary action against such persons, including their removal from the site of work required by the Department.
05. The tendering Company/Firm/Agency shall replace immediately any of its personnel who is found unacceptable to this Department because of security risks, incompetence, conflict of interest, improper conduct, etc., upon receiving a notice from this Department.
06. The person(DEO) deployed shall be required to report for duty at 09.30 AM to the concerned authorities and also before leaving the office at 06.00pm. In case, person deployed is absent on a particular day or come late/ leaves early on three occasions, on day wage shall be deducted.
07. The agency shall depute a coordinator who would be responsible for immediate interaction with the competent authority so that optimal services of the persons deployed by the agency could be availed without any disruption.
08. The selected agency shall immediately provide a substitute in the event of any person leaving the job due to his/ her personal reasons. The delay by the agency in providing a substitute beyond three working days shall attract damages @ Rs. 350.00 per day on the service providing agency.

09. It will be the responsibility of the service providing agencies to meet transportation, food, medical and any other requirements in respect of the persons deployed by it (Agency) in this Department and the Office of the Municipal Council , Balasore.
10. For all intents and purpose the service providing agency shall be the "Employer" within the meaning of different Labour Legislations in respect of manpower so employed and deployed in this Department. The persons deployed by the agency in the Department shall not have claims of Master and Servant relationship nor have any principal and agent relationship with or against the competent authority.
11. The service providing agency shall be solely responsible for the redressal of grievances / resolution of disputes relating to person deployed. The Department shall, in no way be responsible for settlement of such issues whatsoever.
12. This Department 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.
13. The person deployed by the service providing agency shall not have any claim or be entitled to pay, perks and other facilities admissible to casual, adhoc, regular/confirmed employees of this Department during or after expiry of the contract.
14. In case of termination of this contract on its expiry or otherwise, the persons deployed by the service providing agency shall not be entitled to and will have no claim for any absorption nor for any relaxation for absorption in the regular/otherwise capacity in the Department.
15. The tendered shall be liable to pay the cost of IT component/s in case of the physical damage of any IT component/s supplied by this office. The cost of damage will be deducted from the bill of that month.

LEGAL

01. The tendering agency will be responsible for timely payment to the supplied manpower and statutory authorities and compliance of all statutory provisions relating to minimum wages, Provident Fund and Employees State Insurance, etc., in respect of the persons deployed by it in this Department.
02. The tendering agency shall also liable for depositing all taxes. Levies, cess, etc., on account of service rendered by it to the Department to the concerned tax collection authorities from time to time as per extant rules and regulations on the matter.
03. The tendering agency shall maintain all statutory registers under the applicable law. The agency shall produce the same, on demand, to the concerned authority of this Department or any other authority under law.
04. The TDS (Tax Deduction at Source) shall be deducted as per the provisions of the Income Tax Department, as amended from time to time and a certificate to this effect shall be provided to the agency by this Department.
05. In case, the tendering agency fails to comply with any statutory/taxation liability under appropriate law, and as a result thereof the Department is put to any loss/obligation or otherwise, the Department will be entitled to get itself reimbursed out of the outstanding bills to the extent of the loss or obligation in monetary terms.



FINANCIAL

01. In case of breach of any terms and conditions attached to this contract, outstanding payments will be withheld besides annulment of the contract.
02. The agency shall raise the bill, in triplicate, along with attendance sheet duly verified Office of the Municipal Council , Balasore in respect of the persons deployed under Office of the Municipal Council , Balasore submit the same to the Office of the Municipal Council , Balasore in the first week of the succeeding month. As far as possible the payment will be released at the earliest. The payment to the DEO should be made through ECS.
03. The claims in bills regarding Employees State Insurance, Provident Fund and Service Tax etc., should be necessarily accompanied with the documentary proof (**with ECR copy of last month**) pertaining to the concerned month bill. A requisite portion of the bill/whole of the bill amount shall be held up till such proof is furnished, at the discretion of the department.
04. The amount of agreed damages calculated @ Rs. 350.00 per day on account of delay, if any, in providing a suitable substitute for the period beyond three working days by the agency shall be deducted from the monthly bills of the service providing Company /Firm/Agency in the following month.
05. The competent authority of this Department reserves the right to withdraw/relax any of the terms and conditions mentioned above so as to overcome the problem encountered by the contracting parties.
06. The successful tendered will have to deposit Contract agreement duly signed as per the terms and conditions of tender.

ORDER FOR ARRANGEMENT OF DOCUMENT TO BE SUBMITTED BY THE SUCCESSFUL AGENCY BEFORE DEPLOYMENT OF DATA ENTRY OPERATORS

List of Data Entry Operators and security personnel short listed by agency/ company /firm should be forwarded to the Office of the Balasore Municipality , Balasore, for deployment in the office as mentioned in the document containing full details

i.e., Date of Birth. Marital Status, Address. Etc.

01. Bio-Data of all persons along with copy of certificates.
02. Contract agreement duly signed.
03. Data Security Certificate

APPLICATION – TECHNICAL BID

For Providing Manpower Services to Balasore Municipality, Balasore

1. Name of the Company/ Firm/ Agency/ Service Provider : _____

2. Details of Paper Cost : DD/ BC No. _____ dt. _____
Of _____ drawn on Bank _____

3. Details of EMD : DD/ BC No. _____ dt. _____
Of _____ drawn on Bank _____

4. Name of the Proprietor/ Partner/
Director: _____

5. Full address of Registered Office. : _____

Telephone No. : _____
Fax No. : _____
E-mail Address : _____

6. Full address of Operating/ Branch
Office : _____

7. Name & Telephone No. of
Authorized officer/ person to
Liaise with Field offices : _____

8. Banker of the Manpower Service Provider : _____
(Attach certified copy of statement of A/C
for the last three years)
Telephone Number of Banker : _____

9. PAN No. : _____
(Attach attested copy of PAN along with
Copy of last three Years IT Return)

10. GST Registration No. : _____
(Attach attested Copy)

11. Private security Agency license Registration
obtained from home department under act 2005. _____

12. EPF Registration No. : _____
(Attach attested copy)

13. ESI Registration No. : _____
(Attach attested copy)

14. Financial Turnover of the Manpower Service Provider for last 3 (three) Financial years.

Financial Year	Amount (In Lakhs)	Remarks, if any
2017-18		
2018-19		
2019-20		

(Attach Audited statement of Annual Turnover alongwith 03 Years audited Balance sheet)

15. Additional Information, if any :
(Attach separate sheet if space provided is insufficient)

16. Give details of the Major similar contracts handled by the manpower Service Provider during the last three years in the following format (if the space provided is insufficient, a separate sheet may be attached) :

Sl. No.	Name of client, address, telephone & Fax No.	Manpower services provided		Amount of Contract (In Lakhs)	Duration of contract	
		Type of manpower provided	No.		From	To

17. Additional information, if any
(Attach separate sheet if required)

Date :
Place :

Signature of authorized person
Name :
Seal :

DECLARATION

I Son/Daughter/Wife of Sri
signatory of the Company/Firm/Agency mentioned above is competent to assign this declaration
and execute this tender document.

02. I have carefully read and understood all the terms and conditions of the tender and
undertake to abide by them.

03. The information/documents furnished along with the above application are true and
authentic to the best of my knowledge and belief. I/We am/are well aware of the fact that
furnishing of any false information/fabricated document would lead to rejection of my tender at
any stage besides liabilities towards prosecution under appropriate law.

Date :-

Place :-

Signature of authorized person

Name

Seal

FINANCIAL BID

01	For providing of data entry operator and security personnel in Office of the Municipal Council , Balasore	
02	Name of Tendering Company/ Firm/ Agency	
03	All the Data Entry Operators, Security personnel deployed in this department will be paid their wages on monthly basis (by direct credit to their bank account in time) by the company/Firm/Agency.	
04	Rates are quoted	
	(a)	For Data Entry Operator
	(b)	For Security Personnel
Rate per person/per day inclusive all statutory liabilities, Taxes, Levis,Cess/ Education cess etc, with following break up.		

SL. No.	component	Quoted Amount(Rs.) Data Entry Operator	Quoted Amount(Rs.) Security Guard
01	Take Home Remuneration		
02	EPF		
03	ESI		
04	Other liabilities/ fee		
05	GST		
06	Total		
07	Service Charges		
	Total :-		

Date :-
Place :-

Signature of authorized person
Name
Seal

NOTES:-

01. The rate quoted by the tendering agency should be inclusive of all statutory liabilities at the time of entering into the contract.
02. The payment shall be made on conclusion of the calendar month only on the basis of number of working days for which duty has been performed by each person .