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State Institute of Health and Family Welfare

Jhalana Institutional Area, South of Doordarshan Kendra, Jaipur

Ph.2706496, 2701938, Fax- 2706534

TENDER FORM FOR PROVIDING HEPLER SERVICES

1. Name of the firm/Agency :
2. Office Address:

Tel No. :

Fax No. :

E-mail Address.....

3. Name of authorized representative(s):
4. Details of experience in govt. /private sector undertakings/registered societies during last three years (attached Photocopies of certificate/work order/Work completion certificate/proof of payment received).

1.....

2.....

3.....

1. VAT/Service Tax/ Shop Act Registration No. (As may be applicable)

2. PAN

(Attested copies enclosed)

**Name and Signature
of representative of the tendering firm
with seal**

(13)

TENDER FOR PROVIDING HELPER SERVICES

Quotation

To
The Director
State Institute of Health & Family welfare
Jaipur

Sub: Rate Quotation for Providing Helper Services.

Ref.: Your Advertisement No.....Dated :.....

Sir,
We hereby provide our most Competitive rates for Providing Helper Services in the given format as
Below:-

Sr. No.	Description of Items	Per Unit Amount (in Rs.)
1.	Minimum rates inclusive of all taxes, charges, expenses & obligation and excluding Service tax and service charge for providing helper services at SIHFW, in 8 hourly shifts at one unit point	
2.	Service charges (.....%)	
3.	Net Cost	
4.	Service Tax as applicable	

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Terms & Conditions

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1. Incomplete bid/bids received after the prescribed date and time shall be summarily rejected.
2. Sub contracting of the work of any sort will not be allowed.
3. Period of the contract shall be for one year. It can be extended for further period on mutual consent.
4. Work hours would be during the office hours. If necessary helper services may be required during night hours for which they will be paid as per norms.
5. Helper services will be required for Operation & Maintaining Photocopier machine, attending bell of officers, provide helper assistance to the officer, carrying files & dak etc, work under caretaker for hostel, office building maintenance etc.
6. The contractor is responsible for due compliance of laws relating to rendering helper services, payment of statutory charges, obligations etc. The contractor is also liable for payment of statutory taxes and duties.
7. SIHFW will pay monthly fee including service tax and other obligations as may be worked out every month and service charges thereon after deduction of TDS on receipt of a bill. The bill should be accompanied by a certificate that the relevant laws have been complied with for payment of wages and deposit of EPF and ESI contribution.
8. SIHFW reserves the right to terminate the contract by giving notice in writing without giving any reason.
9. On expiry of the contract unless extended or upon termination of the contract under the provisions of the contract, the contractor shall remove his services from the site forthwith. The contractor shall be entitled only to receive payment till the date of the termination of contract. The contractor shall not be entitled to any other payment or compensation.
10. SIHFW may at its option terminate whole or part of the contract without any written notice if the contractor refuses to render all or any of the services prescribed in the scope of the work or does not render them within the time or in the manner prescribed by SIHFW or becomes incapable of rendering them at all.
11. SIHFW will not be responsible for any litigation pertaining to the services rendered by the contractor or any of its employee, and in any case, if so happens, the contractor would be liable to bear all costs and consequences of such a litigation.
12. The contractor shall indemnify SIHFW Jaipur against any claim including payment to statutory authorities for which the contractor shall be wholly and severally liable.
13. The Tendering firm will ensure to provide helper services uninterruptedly and for this purpose will take every appropriate measure so as to ensure availability of service providers in all shifts and will be responsible for medical, legal and any other lawful implications of the execution of the contract and deployment of service providers.
14. The Tendering firm will be liable for any exigencies, emergencies, accidents & loss of any property or part of body to anybody as a result of execution of the contract with SIHFW of providing helper services

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and/or fulfilling duties & obligations.

15. That in case of the service providers so deployed by the agency does not come up to the mark in terms of general discipline or does not perform duties properly or indulges in any unlawful activity including riots or disorderly conduct, the agency on order of SIHFW shall immediately withdraw such service providers from the SIHFW premises with immediate replacement as well.
16. In case of any dispute between the SIHFW and the tendering firm shall be referred to the arbitration of sole arbitrator appointed by SIHFW Jaipur. The award made by the Arbitrator shall be binding on the parties hereto.
17. Director SIHFW reserves the right to accept or reject any of the tenders without assigning any reason thereof.

Statutory obligations

- I. Service tax as applicable shall be paid by SIHFW.
- II. The TDS will be deducted from the payments made by SIHFW.
- III. The firm is expected to quote rate as per labour law Act.
- IV. The contract period is for 1 years initially and will commence from the date of signing the MoU.
- V. The Shortlisted firm is required to furnish an agreement in a non judicial stamp paper along with a Security Deposit.
- VI. Awarded firm will have to deposit 5% security amount payable without interest after successful completion of the contract

**Name and Signature
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