

श्रीधर खिस्ते
उप निदेशक (प्रशासन)



Shridhar Khiste
Deputy Director (Admn.)

BY SPEED POST

No. MNG-01/Admn-275/17-18

Date: July 12, 2018

To
Sri Ch. Muralidhar, Proprietor
M/s Murali Manpower Agencies,
No. SRT-282, Opp: Toyota Showroom,
Sanathnagar Main Road, **HYDERABAD-500 018.**

Email: mmp_555@yahoo.com

Sub.: Award of contract for providing Manpower services contract for 2018-19 at MANAGE.
Ref.: Your e-tender no. MNG-01/Admn-275/2017-18, dated 10/04/2018

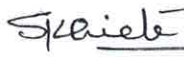
* * *

Dear Sir,

With reference to the above, the Director General, MANAGE is pleased to award the contract for providing **"Manpower Services on contractual basis for the year 2018-19"** at MANAGE, Hyderabad to your agency initially for a period of one year. The agency should take over the contract from 16/07/2018 on the following terms and conditions:-

1. **Contract Value:-** The total contract value is Rs.7,14,517/- (Rupees Seven lakhs fourteen thousand five hundred and seventeen only) per month (**Annexure-I enclosed**) and it includes all statutory levies and GSI at applicable rates.
2. **Period of the Contract:-** The contract shall be effective from **16/07/2018** for a period of one year. The Director General, MANAGE reserves the right to terminate the contract without assigning any reasons. On the expiry of the contract or on its termination, MANAGE reserves the right to renew the contract for one more year on the monthly/years basis on the terms and conditions that may then be mutually agreed upon.
3. **Mode of payment:-** The agency shall submit monthly bills for the job performed during the preceding month along with the proof of contribution made for ESI/EPF and GST paid for the manpower provided to the MANAGE. MANAGE shall make payment in favour of outsourcing agency through RTGS on line bank transfer. However, the taxes as per rules of the Government shall be deducted at source from monthly bills as per rule.
4. **Security Deposit:-** An amount of Rs.3,50,000/- (Rupees Three lakhs and fifty thousand only) shall be deposited in the form of Demand Draft as security money/performance guarantee within "07" days from date of award of contract. The security deposit shall be refunded to the contractor after satisfactory completion of the contract or adjust against any damages or loss of property etc. caused by the personnel deputed by the agency. No interest will be paid on the security money deposited with the MANAGE.
5. **Identity of the Personnel:-** The names and designation with due signatures of the manpower deployed by you for this contract should be made available to us for security check. They should bear proper identity card issued by you whenever they enter the premises of the Institute.
6. **Payment as per Minimum Wages Act:-** Wages to the manpower should be effected as per the minimum wages act, being amended from time to time.

Contd..2


राष्ट्रीय कृषि विस्तार प्रबंध संस्थान (मैनेज)
(कृषि एवं किसान कल्याण मंत्रालय, भारत सरकार का संगठन, राजेन्द्रनगर, हैदराबाद - 500 030 टी.एस. भारत)
NATIONAL INSTITUTE OF AGRICULTURAL EXTENSION MANAGEMENT (MANAGE)
(An organization of Ministry of Agriculture and Farmers Welfare, Government of India)
Rajendranagar, Hyderabad-500 030 T.S. India
Ph : +91 (40) 24016702 - 706 Extn : 212
E-mail: sr_khiste@manage.gov.in Web: manage.gov.in



No. MNG-01/Admn-275/17-18
Date: July 12, 2018

:: 2 ::

7. **Labour Licence:-** The contractor should obtain labour licence from the labour commissioner within one month as per labour contract act.
8. **GST Tax:-** Proof of remittance of GST Tax has to be submitted in the following month along with the bill.
9. **Income Tax:-** Income tax at source as per income tax laws shall be deducted from running bills of the contractor. Contractor should ensure timely payment of salaries to the manpower deployed before 7th of every month, along with EPF/ESI.
10. Being the Principal employer, any complaints received on Manpower engaged by you at MANAGE on non-observance of statutory obligations or non-payment EPF/ESI contributions will be viewed seriously by the Institute. Such lapses will result in termination of the contract and withholding of payment due to you till the settlement of these issues.
11. **Jurisdiction:-** The decision of the Director General on all matters is final and legally binding. All disputes arising out of this contract are subject to the jurisdictions of Hyderabad only.
12. **Acceptance:-** You are, therefore, requested to convey your acceptance and remit the security deposit.
13. **Renewal:-** Renewal is no automatic and will be subject to review by the Competent Authority from MANAGE and will be effective only on issuing a written communication at this end.
14. **Termination:-** This contract can be terminated by giving 30 days' notice on either side and that any notice required to be served shall be sufficiently served on the parties if delivered to them personally or dispatched by the address herein given under registered post. MANAGE will have no responsibility for any loss/damage caused to them. This also cannot be challenged through any court of law.
15. **Loss and/ or Damages:-** In case of any loss or damage done to the property of MANAGE by the personnel provided by the agency for Manpower duties at MANAGE, full damages will be recovered from the Agency and decision of the Competent Authority of MANAGE shall be a binding on agency.
16. **Observance of Statutory Obligations:-** You should follow the statutory rules as applicable to the contractual workers like minimum wages etc., and it will be sole responsibility to ensure the strict compliance of rules and regulations under act and any other law time being in force. This institute will not be responsible in this regard.
17. **Contract Agreement:-** The contractor shall execute an agreement to the effect that the contractor is willing to abide by the terms and conditions of the contract on non-judicial stamp paper worth Rs.100/- within 15 days from the award of services. All the other terms and conditions shall be, as per MANAGE tender document no. MNG-01/Admn-275/2017-18, dated 24/03/2018.

Contd..3

S. S. S.

उप निदेशक (अनुप्रयोग)
Dy. Director (Admin) MANAGE



No. MNG-01/Admn-275/17-18
Date: July 12, 2018

:: 3 ::

18. **Payment Terms:-** No advance payment will be allowed. Payment will be made only after rendering the services satisfactorily on monthly basis within 15 days from the date of submission of the bill and on verification of the records to be maintained by you in performing the job contract. Payment would be made only on the basis of certification and satisfactory service provided during the month along with the submission of proof of EPF/ESI and GST of the preceding month. Payments to the worker should be done through cheques.
19. **Deploying Supervisor:-** The supervisor deployed by the contractor shall report to the Head of Administration Section / Authorized Representative of the Institute for taking necessary instructions regarding the day-to-day work and monitoring of workers. He will maintain the daily attendance register of the workers deployed by the agency. He will also monitor the late coming or early going of the workers of the agency.

The letter of award is being sent to you in duplicate. We now request you to return the duplicated copy duly signed and stamped on each page including enclosure as a token of acknowledgement within 07 days from the date of issue of this letter of award.

Thanking you,

Yours faithfully,

Encl: As above

Copy to:-

The Asst. Labour Commissioner (Central),
Office of the Deputy Chief Labour Commissioner (C),
ATI Campus, Opp: Shivam Temple,
Vidya Nagar, **HYDERABAD – 500 007**

Dy. Director (Admn)

उप निदेशक(प्रशासन) मनेज
Dy. Director (Admin) MANAGE

Distribution:

1. All Directors & Section Heads, MANAGE through email
2. Asst. Accounts Officer, MANAGE
3. PS to DG – for kind information of DG
4. Asst. Engineer (Civil) – for entry in Contractors Register
5. Case file
6. Office Orders file