



Government of India  
Ministry of Textiles  
INDIAN INSTITUTE OF HANDLOOM TECHNOLOGY  
Khedapali, Bhatli Road, Post: Bardol  
BARGARH - 768 038 (Odisha)  
Tel. 06646-211002(O/Fax) 211004(O/Fax)  
Website: <http://iihtbargarh.webs.com>, Email: [iihtbargarh@gmail.com](mailto:iihtbargarh@gmail.com)



No.IHTB/Admn.(5)/ 16/1637-1647

Dated: 22/12/2016

Sub: Rate Quotation for Hiring of services of Library Assistant /Gun Man/Security Guards/ Peons/Sweepers /Technical person etc. on contractual basis at Indian Institute of Handloom Technology, Bargarh for the year 2017-18.

Sir,

This Institute intends to hire the services of the following staff/persons for the year 2017-18 on contractual basis with the following terms and conditions. You are requested to submit your rate quotation on or before 23-01-2017 along with the copy of the Government Schedule of Rates, Firms registration, EPF and ESIC particulars etc.. No quotation will be accepted after 23-01-2017 (4.00pm) and the same will be opened on 25/01/2017(3.00pm.).

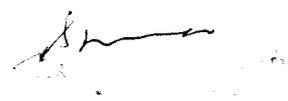
Sl.No.	Staff Particulars.	Qualification
1.	Library Assistant	Minimum Qualification 12 <sup>th</sup> or equivalent pass and practical experience in maintaining Library.
2.	Peon	Minimum Matriculation and practical experience in office works.
3.	Mali(Gardener)	To be engaged in Gardening work etc.
4.	Gun Man	8 <sup>th</sup> pass,24 Hrs. Watch & Ward Duty - 8 hrs. Each at Main entrance Gate.
5.	Trained Security Guard (Male)	8 <sup>th</sup> pass 24 Hrs. Watch & Ward Duty - 8 hrs. Each in office building/workshop building & Boys Hostel.
6.	Trained Security Guard (Female)	8 <sup>th</sup> pass 24 Hrs. Watch & Ward Duty - 8 Hrs. each in Girls Hostel
7.	Sweeper (Male)	To be engaged in Sweeping, cleaning etc. in office building/workshop building & Boys Hostel.
8.	Sweeper (Female)	To be engaged in Sweeping, cleaning etc in Girls Hostel
09.	Technical personnel to be engaged Weaving workshop.	Matriculate and Practical experience in Handloom Weaving.

Contd:P/2.

S. K. MISHRA  
Director

**Terms & Conditions:**

1. The contract period for hiring the services of persons on purely contractual basis, will be from the date of their joining till further order.
2. **The rates are on the basis of lowest rates basis plus variable Dearness Allowance prescribed by Ministry of Labour and Employment, Govt. of India**
3. A specified /fixed rates of wages excepted Service Tax/Variable Dearness Allowance etc. will be for a whole year/financial years 2017-18 for providing such services and no further revision of rates to be entertained on the grounds of Revision of wages on contractual basis by the agencies within this period.
4. The persons (s) hired through agency do not become liability for Government in future once the contract period is over Or the contract is terminated and the person(s) to be engaged on contractual basis will not be provided Quarters and they are to arrange their own lodging/boarding arrangement.
6. The agency shall take all responsibility of personnel deployed by it and in case of any loss or damage to the property of the Institute by the personnel deployed by the agency, the agency will either be liable to make goods the loss on the basis of value determined by the Institute or the same will be recovered from the performance guarantee/monthly payment of the agency.
7. The contracting agency shall deposit all statutory contributions like EPF/ESIC for the personnel hire by it in time and shall maintain all statutory register under the law. The agency shall produce the same, on demand to the concerned authority of the Bargarh Institute or any other authority under the law. **In case the agency is not able to fulfill its statutory liability towards the personnel deployed, the Institute will have the right to deduct the same from the payment due to the agency and deposit it directly to the statutory organization.**
8. The agency shall make regular and full payment of salaries and other payment as due to its personnel's deputed under service contract and furnish necessary proof of the same as and when required. The payment of personnel by the agency would be made on or before 7<sup>th</sup> of every month. In case 7<sup>th</sup> being a holiday, wages should be paid on the preceding day of the month.
9. In case IIHT Bargarh receives any complaints regarding not payment of salary to the personnel's deployed, the amount payment to the employee will be recovered from the bill of the agency and paid to such personnel's.
10. The agency will ensure the remittance of the salary to the personnel deployed by them in IIHT, Bargarh preferably through Bank Account.
11. A sum of Rs.50,000/- shall be deposited by the Agencies in shape of Account Payee Bank Demand Draft/Bankers Cheque, Fixed Deposit Receipt and Bank Guarantee from any of the Commercial Banks drawn in favour of the Director, I.I.H.T., Bargarh as Bid Security deposit. The Bid security is normally to remain valid for a period of forty-five days beyond the final bid validity period. **After completion of tender process, the amount will be refunded to unsuccessful Agencies.**



12. Also a sum of Rs.1,25,000/- shall be deposited by the successful Agency in shape of Account Payee Bank Demand Draft/Bankers Cheque, Fixed Deposit Receipt and Bank Guarantee from any of the Commercial Banks drawn in favour of the Director, I.I.H.T., Bargarh as performance Security deposit. The Performance Security shall remain valid for a period of Sixty days beyond the date of completion of all contractual obligations of the Agencies including warranty obligations. The Bid Security shall be refunded to the successful bidder on receipt of Performance Security

13. TDS @ 2% will be deducted and deposited in Income Tax department from the claim bill of Agency towards the Income Tax every month.

12. An agreement to be made for the services provided to this institute.

Yours faithfully,

  
22 12 16  
(Surendra Kumar)  
Director(I)

To,

1. Notice Board.
2. Web-site: [www.handlooms.nic.in](http://www.handlooms.nic.in)