

Government of India  
Ministry of Textiles  
INDIAN INSTITUTE OF HANDLOOM TECHNOLOGY  
Foulkes Compound, Thillai Nagar  
SALEM – 636 001  
(Phone -0427-2296943, FAX 0427- 2295254)  
e-mail: [iiht.tnslm@nic.in](mailto:iiht.tnslm@nic.in)

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Dated the 22<sup>nd</sup> February, 2017

**Sub: Rate Quotation for Hiring of persons for LDC post on contractual basis at Indian Institute of Handloom Technology, Salem for the year 2017-18.**

Sir,

This Institute intends to hire the services of the persons for the following posts for the year 2017-18 on outsourcing basis. You are requested to submit your rate quotation on or before 10-03-2017 along with the copy of the Government Schedule of Rates, Firms registration, EPF and ESIC particulars etc.. No quotation will be accepted after 10.03.2017 (4.00pm).

Sl. No.	Name of the post	No. of Persons	Qualification	Period of Contract
1.	Office Clerk (LDC level)	3	+2 from recognized Board/University, Skilled in English typing with a speed of 35 words per minute on computer.	02.04.2017 to 31.03.2018

**Terms and 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 rate. The rate should be specified in the bid sheet as below:**

Name of the Post	Salary per post
Office Clerk (LDC level)	Basic Pay- ESI- EPF- Service charge- Service tax- Total-

3. A specified / fixed rate of wages except Service Tax and other Government tax 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 person(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.



5. 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 good the loss on the basis of value determined by the Institute or the same will be recovered by the performance guarantee/monthly payment of the agency.
6. 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 I.I.H.T, Salem 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.**
7. 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.
8. In case IIHT Salem receives any complaints regarding non 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 and the contract will be terminated.
9. The agency will ensure the remittance of the salary to the personnel deployed by them in IIHT, Salem through Bank Account only. Cash/ Cheque payment will not be permitted and if any such case is forced in the later date, the contract will be terminated.
10. A sum of Rs.10,000/- 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 Nationalized Banks drawn in favour of the Director, I.I.H.T, Salem 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.**
11. Also a sum of Rs.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 Nationalized Banks drawn in favour of the Director, I.I.H.T., Salem 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.
12. TDS@2% will be deducted and deposited in Income Tax department from the claim bill of Agency towards the Income Tax every month.
13. An agreement to be made for the services provided to this Institute.

Yours faithfully

  
(P.THENNARASU)

Director

To:

Website: [www.handlooms.nic.in](http://www.handlooms.nic.in)