



आईटीआई लिमिटेड

(भारत सरकार का संस्थान)
व्यापार एवं समन्वय कार्यालय
कोर नं. 6, प्रथम तल, स्कोप कॉम्प्लेक्स
7, लोधी रोड, नई दिल्ली-110003
फोन : 24360555, 24362685
24361263
फैक्स : 011-24362666

ITI LIMITED

(A Govt. of India Undertaking)
Business Co-ordination Office
Core No.6, 1st Floor, Scope Complex
7, Lodhi Road, New Delhi-110 003
Tel. : 24360555, 24362685
24361263
Fax : 011-24362666

Ref.: ITI/BCO/Contractual Manpower/23-24/Quotation

Date: 14.03.2023

To,

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Subject: Engagement of agency for hiring contractual manpower services at ITI guest house, BC Scope Minar office, GPON office, Scope Minar office, New Delhi

Sir,

We, M/s ITI Ltd. having BC office in Scope Minar, Laxmi Nagar Distt. Centre, Delhi-110092, are in need for hiring contractual manpower services for office work, guest house related activities and security work as per following details:-

Sl No.	Manpower Type	Minimum Qty.	Qualification
1	Clerical & Supervisory staffs (Skilled)	1 (26 days in a month)	Graduate
2	Driver (Semi-skilled)	1 (26 days in a month)	Any
3	Office Attender /Cook helper/Housekeeping (Un-skilled)	1 (26 days in a month)	Any
4	Sweeper one each at Scope Minar office & Guesthouse (Un-skilled)	1 (20 days in a month)	Any

Above manpower services will be engaged for 01 (One) year with minimum wages circular dated 14.10.2022 of Govt. of Delhi i.e. Rs. 22146/- (Skilled-Graduate & above), Rs 18499/- (Semi-skilled), Rs.16792/- (Un-skilled) and Rs.12920/- (Un-skilled, 20 days in a month). ITI, however, reserves the right to extend the contract for a further period of one year or part on the same rates, terms & conditions. These rates are subject to Govt. of Delhi guidelines issued from time to time

You are requested to quote your best rates (other than minimum wages) regarding EPF/ESI/Service Charges and GST etc. in a sealed envelope and submit it to us within 10 days of date of issue of this letter/NIT.



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General Terms & Conditions:

1. The bid should contain the following documents:
 - a) Satisfactory completion certificate for similar nature of works issued by the Govt. department/PSU in the last three years for minimum 10 manpower services in single order.
 - b) Self-attested photocopy of PAN Card in the name of firm.
 - c) Self-attested photocopy of GSTIN Registration Certificate.
 - d) Self-attested photocopy of EPF, ESI & Labour registration Certificate.
 - e) The general terms & conditions of contract duly signed with stamp as token of acceptance.
 - f) Rates/financial bid against individual manpower mentioning all type of applicable charges. (Only service charges are to be quoted along with the statutory charges)
2. Tenderers are requested to submit one copy of bid document including all the mandatory/essential documents in the O/o AGM (CO & GPON), ITI Ltd, Core-I, 11th Floor, Scope Minar, Laxmi Nagar, New Delhi-92 within 10 days of date of issue of this letter/NIT. Failing which shall lead to cancellation of application of tenderer.
3. The sealed envelopes shall be super scribed with tender reference on the top.
4. Bid shall remain valid for 60 days.
5. EPF, ESI report of their working manpower and receipt of wages (transferred into their respective bank accounts) should be provided by service provider during submission of monthly bills. Applicable EPF, ESI & GST amount should be paid before claiming of bills for particular month.
6. Wages of manpower of the completed month must be paid maximum by 5th day of next month irrespective of the claimed bill is paid by ITI or not.
7. Applications containing false or inadequate information are liable for rejection. Any agency blacklisted/debarred by any Govt organization/PSU will not be eligible to participate in the tendering process.
8. ITI Limited reserves the right to accept or reject the tender without assigning any reason there off. Conditional tender will not be accepted.
9. Safety/other applicable seasonal wears must be provided by contractor itself before assigning the work. In case of any untoward incidence, contractor is solely responsible.
10. The Number of manpower may increase or decrease basis on the requirement.

Thanking you,

For ITI Limited,

14.03.2023

AEE-BC (PR)

पंजीकृत एवं निगमित कार्यालय आई टी आई भवन, दूरवाणी नगर, बंगलूर-560 016, भारत दूरभाष : (91) (80) 25614466 फैक्स : (91) (80) 25617525
Registered and Corporate Office : ITI Bhavan, Doorvani Nagar, Bangalore-560 016, India Phone : (91) (80) 25614466, Fax : (91) (80) 25617525
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