



ITI LIMITED

KANJIKODE WEST : : PALAKKAD – 678 623

REF NO : ITI/PKD/HR/2022/0703

DATE : 17-11-2022

**TENDER NOTICE**

Sealed quotations are invited for the following works;

Sl. No:	Name of Work	EMD	Period of Contract
01.	Material Movement in different Departments.	Rs.25,000/-	ONE YEAR

Tender forms with terms and conditions can be downloaded from our web-site [www.itiltltd-india.com](http://www.itiltltd-india.com) or can be had from HR Department, ITI Limited, Kanjikode West, Palakkad- 678 623 during the working hours from 09.00 AM to 5.00 PM on all working days.

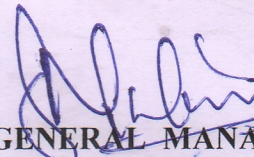
The sealed quotations duly filled in the name of work and reference on the envelope should be submitted on or before 30<sup>th</sup> November- 2022 at 2.00 PM.

The same will be opened in presence of the tenders whose choose to be present in the office on date 30-11-2022 at 2.30 PM.

The Contractor should quote the Permanent Account Number(PAN), ESI Code Number, EPF Code Number & GST Registration Number.

While quoting the rates, detailed break up to be provided such as Minimum Wages, Statutory Contributions, Contractors' profit etc..

The company reserves the right to accept or reject any or all the quotations without assigning any reason thereof.

  
**Dy. GENERAL MANAGER-HR**  
ITI LIMITED, KANJIKODE WEST  
PALAKKAD – 678 623  
KERALA STATE





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## **TERMS & CONDITIONS**

### **GENERAL :**

01 The contractors are required to inspect the site before submitting their offers and it will be deemed that they are fully conversant with the locations and the work content.

02 The contract is for a period of 12(twelve) months.

03 The workers engaged by the contractors shall be fully under the control and supervision of the contractor and they have to observe strict factory discipline. **The labourers to be deployed should be from the nearby locality as they have to attend the duty on round the clock shift. The Contractor has to give the list of labourers with details of Name, address and Aadhaar No. etc., along with the quotation.**

04 The contractor shall make available an authorised representative in his absence to supervise and carry out the instructions of the management from time to time as the company would at no point supervise them. **The Contractor should have an Office in the state of Kerala, preferably at Palakkad. Proof for the same also should be produced along with the quote.**

05 The bidders should have obtained the PF/ESI registration from offices situated in the State of Kerala.

06. The quotationer should pay an amount of Rs.25,000/- as EMD, in the form of DD drawn on any of the Nationalized / Scheduled Bank in favour of "ITI Limited" payable at palakkad along with the quotation.

### **TERMS OF PAYMENT :**

01 The statutory orders as in force from time to time shall be applicable to the contract and the contractor shall be solely responsible to comply with all the statutory requirements envisaged there under. The contractor shall effect minimum wages as per the rules to all the employees engaged by the contractor for this work. The requirements envisaged under the Contract Labour Regulation and Abolition Act shall fully be complied with and requisite register and records maintained by the contractor and shall be furnished to the HR Department and other authorities whenever called for. Penalty if any, imposed by the authorities shall be fully borne by the Contractor.



02 The contractor shall be liable to pay his contribution and employees' contribution to ESI & EPF scheme in respect of all workers employed by him for the execution of the contract. In case the contractor fails to make the payment, ITI Limited shall recover the amount from the running bills of the contractor as assessed by him. The amount so recovered shall be adjusted against the actual contribution payable to ESI & EPF.

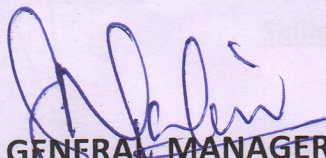
03 All necessary recoveries such as, Income Tax etc... as applicable will be effected as per the rules in force and also adhere all GST Norms.

04 The payment will be made through monthly bills. The EMD remitted will be treated as security deposit and will be refunded without interest on completion of the work satisfactorily.

05 No escalation is allowed during the currency of the contract, except the increase in Minimum Wages .

SCOPE OF WORK :

- Movement of materials in different departments as per requirement.

  
**Dy. GENERAL MANAGER-HR**

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PALAKKAD – 678 623  
KERALA STATE





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## QUOTATION

### Materials Movement Work Contract :

01 Name of the Contractor :  
02 ESI Code Number :  
03 EPF Registration Number :  
04 Permanent Account Number(PAN) :  
05 G S T Registration Number :

### Per day/per head rate for Materials Movement Work Contract(in Rs.)

	Semi <u>Skilled</u>	<u>Skilled</u>	Highly <u>Skilled</u>
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**Wage (effective from 01-10-2022)** :  
(minimum wages per day w. e.f. 01-10-2022-‘C’ area  
Semi-skilled -557/-, Skilled-671/- & Highly skilled-788/-)

**EPF @ 13 %** :

**ESI @ 3.25%** :

**Holiday wages (12 Holidays/year)** :

**Bonus ( minimum Rs.7000/-)** :

**Service charge (Contractors Profit)** :  
**(In amount only)** \_\_\_\_\_

**TOTAL** :

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(Semi-skilled Rupees.....)

(Skilled Rupees.....)

(Highly-Skilled Rupees.....)

Place :

Date :

(Signature of the Contractor)

Name & Address of the authorized person