

To,

(Intended Bidder)

NOTICE FOR PROVIDING OF TWO(02) MTS THROUGH OUT SOURCING IN THE OFFICE OF OFFICIAL LIQUIDATOR, HIGH COURT, NAGPUR BENCH AT NAGPUR.

<u>Sr. No.</u>	<u>Name of the post and Number of the Post</u>	<u>Minimum requirement of Education Qualification</u>
<u>1</u>	<u>MTS-02</u>	<u>10+2 passed.</u>

Terms and Conditions

1. The Official Liquidator may required the service provider to dismiss or remove from the site of work any person employed by the service provider, who may be incompetent or may not conduct himself/herself properly and service provider shall forthwith comply with such requirement.
2. The service provider has to provide the photo identity cards to the person employed by him/her for carrying out the work. The cards are to be constantly displayed and their loss reported immediately.
3. The service provider shall replace immediately any of his personnel (if they are unacceptable to the officer because of the security risk, incompetence conflict of interest and breach of confidentiality or improper conduct) upon receiving written notice from office.
4. The service provider's personal working should be polite cordial, positive and efficient while handling assigned work and their action shall promote goodwill and enhance the image of this office. The service provider shall be responsible for any act of indiscipline on the part of the persons deployed by him.
5. The service provider shall not assign, transfer, pledge or sub contract the performance of service without the prior permission from this office.
6. The service providers person shall not claim benefits/compensation/absorption/regularization of services with office under the provision of Industrial Dispute Act-1947 or contract Labour (Regularization and abolition) Act-1970. Undertaking from the person to this effect will be required to be submitted by the service provider to this office.
7. The person deployed shall not claim any master and servant relationship against the office.

8. The service provider shall ensure deployment of suitable persons from proper background after investigation by the Local Police, collecting proofs of identity like Driving License, Bank Account Details, Previous Work Experience, Proof of Residence and recent Photograph and withdraw such employees who are not found suitable by the office for any reasons immediately on receipt of such a request.
9. The character and antecedents of each personnel of the service provider will be got verified by the service provider through police/district authorities before their deployment and a certificate to this effect submitted to this office.
10. The service provider shall engage the necessary person as required by this office from time to time. The said person engaged by the service provider shall be the employee of the service provider and shall be duty of the service provider to pay their remuneration/salary/dues every month. There is no master and servant relationship between the employees of the service provider and this office . Further the said person of the service provider shall not claim any absorption .
11. The transportation, food, medical and other stationery requirement in respect of each personnel of the service provider will be responsibility of the service provider.
12. Working hour would normally be eight (08) hour per day.
13. However, the concern persons may have work beyond that time, if there is urgency and the person may also be called on weekly off and other gazetted holidays, if required.
14. Personnel provided by the Service Provider will have to also perform outdoor duties as and when assigned to him for official purpose.
15. The service provider, after payment to these personnel, will submit the pre receipted bill along with the copy of attendance duly certified by this office in triplicate in the first week of succeeding month, there after the payment will be released to the firm through ESC after deducting TDS (as per applicable rate) for which the service provider have to submit Mandate Form duly verified by the respective Bank.
16. The service provider shall provide substitute well in advance if there is any probability of the person leaving the job due to his/her personal reasons. The payment in respect of the overlapping period of the substitute shall be the responsibility of the service provider. **The service provider shall be responsible for contribution towards Provident Fund, Employee's State Insurance and other statutory payment/liability wherever applicable.**
17. The service provider shall be contactable at all times, all messages send by e-mail/fax/telephonic etc., call from the office to the service provider shall be acknowledge immediately and on receipt and on the same day.

18. The agency should be registered with concerned Government Authorities i.e. Labour Commissioner, Provident Fund Authorities/ Employees State Insurance Corporation etc., and copy of the said registration should be submitted to this office.
19. The agency should submit it's PAN and GST registration number.
20. Escalation clause shall not be accepted on any ground during the contract period. The award of the contract will be subject to the fulfillment of the condition laid down.
21. Any dispute arise out of the contract will be settled within the jurisdiction of Nagpur.
22. The Contract period will be from 01-9-2017 or from the date of receipt of Confirmation/approval by the Regional Director Western Region Mumbai to 31-7-2017 (for 11 months) and can be terminated in case of financial constraints/ under for seen circumstances after prior notice for which no damage/ claim shall be entertained by the office.
23. The price offered by lowest bidder is subject to Confirmation / approval by the office of Regional Director Western Region Mumbai and the party will be intimated only after receiving the said approval.
24. **Interested parties subject to aforesaid terms and conditions may submit their respective offers / Quotations in a Sealed cover Subscribed "Quotation for outsourcing of MTS " in the O/o. Official Liquidator, High Court, of Bombay Bench at Nagpur, 2nd floor, East Wing, Opp. VCA Ground, Civil Lines, Nagpur. Latest by 29/08/2017 upto 03:00 P.M. and the Quotation/ Offers will be opened on same day at 03:30 P.M in the office and parties may remain present on the said date and time if they so desire.**

**OFFICIAL LIQUIDATOR,
HIGH COURT, NAGPUR.**