

Government of India
Ministry of Health & Family Welfare Family
Welfare Training & Research Centre (FWTRC),
332, SVP Road. Khetwadi Mumbai-04

Tender enquiry no. FW/Manpower /18-19/Tender/

Retender Notice

On behalf of Director, FWTRC, Mumbai and Ministry of Health & Family Welfare, Govt. of India, sealed tenders are invited from registered firms/ contractors for supply of Clerical Staff/MTS for office work, at FWTRC, Mumbai.

Interested parties who have sufficient experience in the field and who are registered with the MoHFW/CPWD/State PWD's/MES/Railway for the work should personally collect detailed information/terms and conditions and prescribed forms from FWTRC, Mumbai, during working hours.

The tender document can also be downloaded from the website of FWTRC, www.fwtrc.gov.in
Quotation in sealed cover superscripted "Tender for providing Clerical Staff/MTS for office work at FWTRC, Mumbai.

The cost of tender document is Rs. 1000/-

The Earnest Money will be One month salary deposited by DD/Pay Order payable to Director, FWTRC, Mumbai.

1	Last date and time for submission of tender	18-09-2018,17:00 hrs
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Sd/-
Director
Family Welfare Training & Research Centre
332, SVP Road, Khetwadi, Mumbai-04
Phone: 022-23881724, 23893165



भारत सरकार

GOVERNMENT OF INDIA

परिवार कल्याण प्रशिक्षण तथा अनुसंधान केंद्र
FAMILY WELFARE TRAINING & RESEARCH CENTRE

332, सरदार वल्लभभाई पटेल रोड खेतवाडी मुंबई 400004

332 S.V.P. ROAD, KHETWADI, MUMBAI-400 004, MAHARASHTRA, INDIA.

Phone/दूरभाष - 022-23881724 / 23893165 * Fax/फैक्स- 022-23862736 * Email/इमेल: director.fwtrc@nic.in

No. FW/Man power/2018-19/

Date: 04.09.2018

NOTICE INVITING TENDER

Quotation for providing Manpower at FWTRC, Mumbai

Sealed item rate tender for the following works from contractors/firms satisfying following eligibility criteria are being invited by competent authority for the following work:

S.no	Name of Works	Estimated cost (RS)	Cost of tender (RS)	Time of completion (months)
1	Providing Clerical Staff for office work and MTS Staff at Family Welfare Training and Research Centre(FWTRC), Mumbai		1000/-	

Eligibility Criteria:

The Contractors/ Firm/Agencies should have been registered with the MoHFW/CPWD/State PWD'S/MES/Railway in a category whose financial limit is more that the estimated cost of the works.

The detailed description of work is as follows;

No	POST	Description of work	Qty	RATE *	AMOUNT
1	Stenographer	Providing Stenographer for taking dictation from Director. Coordination with Accounts & Establishment Deptt. & Maintenance of service record of gazetted staff & confidential records.	01		
2	Clerical Staff	Providing Clerical staff for Computer work, administrative and establishment work for Office at FWTRC, MUMBAI.	02		
2	Multi Task Staff (MTS)	Providing services for the works like filing of papers, stitching of files/agreement, delivery of dak paper/ register, cleaning of table/chairs, helper in kitchen etc. at FWTRC, MUMBAI	03		

* Rates should be as per the Minimum Wages rate per day provided by Ministry of Labour and Employment notification dated: 03.04.2018.

* The detail of ESIC and PF should be mentioned in the quotation.

ADDITIONAL TERMS AND CONDITIONS:

1. Attested copies of valid TIN registration with Sales Tax Department of Sate Govt.
2. Cost of tender (non-refundable).
3. The Quoted rates should be inclusive of taxes.
4. Director has every right to close the contract as and when required.

Quotations need to reach the office in sealed cover by - 18-09-2018, 17:00 hrs. **The Contractors/ Firm/Agencies who had already submitted quotations for Manpower, against the earlier Tender Notice need not have to submit again.**

Sd/-
Director
Family Welfare Training & Research Centre
332, SVP Road, Khetwadi, Mumbai-04
Phone: 022-23881724, 23893165

Terms & Conditions

1. The agency will be responsible for payment of minimum rates of wages to the staff whose services will be provided by them to this office on outsourcing basis under the Minimum Wages, Act.
2. Provision for contribution towards ESIC and Provident Fund (PF) shall be made for the Contractual Staff as per Government of India norms. The evidence for ESIC and PF has to be shown on monthly basis.
3. The agency will be required to submit documentary evidence such as Photo ID Cards, Residential Proof, educational qualification etc.
4. The agency will provide suitable substitute well in advance if any person leaves the job due to any reason or remains absent from duty even for a single day.
5. The agency will provide the Photo Identity Cards to the persons employed to this office.
6. The agency will properly verify the Character and antecedents of each personnel provided before their deployment and a certificate to this effect will be provided.
7. The manpower supplied by your agency shall have no right, whatsoever, for any benefit/compensation/appointment in this office in temporary/ad-hoc/daily wages/regular capacity, on the basis of their work done on outsourcing basis in this office.
8. Working hours would be normally 8 hours & 30 minutes per day, working days would be from Monday to Friday (5 days) in a week. However, in case of exigency, the personnel may be called on Saturday, Sunday and other Gazetted holidays, if required.
9. The agency will be responsible for payment of wages in respect of manpower provided to this office. The agency have to submit a proper bill to this office in triplicate at the end of each month for re-imburement.
10. The validity of this contract will be for a period of one year. The contract shall automatically be cancelled/expired on completion of its tenure until and unless the same is renewed/extended in writing. The termination of the contract requires one month's notice in writing or withholding payment of one month's charges in the absence of such a notice.