


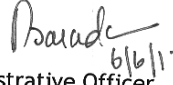
<p>भारत सरकार भारत मौसम विज्ञान विभाग, प्रादेशिक मौसम केंद्र, सं : 6, कालेज रोड, चेन्नै - 600 006. दूरभाष : 044-28246035/28271591 फैक्स : 044-28271581/28271591 ईमेल : admin.rmchennai@imd.gov.in.</p>		<p>Government of India India Meteorological Department Regional Meteorological Centre, No.6, College Road, Chennai-6. Telephone: 044-28246035/28271591 Fax : 044-28271581/28271591 Email: admin.rmchennai@imd.gov.in.</p>
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No. D-31016/1/13-AS

Dated 06.06.2017.

NOTIFICATION

Office of the Dy. Director General of Meteorology, Regional Meteorological Centre, India Meteorological Department, Ministry of Earth Science (MoES) invites "Expression of Interest (EOI)" for providing skilled Office Boys at the Office located at No.06, College Road, Nungambakkam, Chennai-6. The pre-qualification criteria along with Annexure II & III are published in the website <http://www.imdchennai.gov.in> EOI in prescribed format supported by requisite documents must reach the administrative officer, RMC Chennai at the above address not later than 18.06.2017 in a sealed cover superscribed as "Expression of interest" for providing Manpower Services. Detailed terms and conditions may be collected from the office during working hours.


6/6/17
Administrative Officer
For Dy Director General of Meteorology
Regional Meteorological Centre, Chennai.

<p>भारत सरकार भारत मौसम विज्ञान विभाग, प्रादेशिक मौसम केंद्र, सं : 6, कालेज रोड, चेन्नै - 600 006. दूरभाष : 044-28246035/28271591 फैक्स : 044-28271581/28271591 ईमेल : admin.rmccennai@imd.gov.in.</p>		<p>Government of India India Meteorological Department Regional Meteorological Centre, No.6, College Road, Chennai-6. Telephone: 044-28246035/28271591 Fax : 044-28271581/28271591 Email: admin.rmccennai@imd.gov.in.</p>
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Regional Meteorological Centre, Chennai, India Meteorological Department, Ministry of Earth Science (MoES) invites “Expression of Interest (EoI)” for providing qualified skilled Office Boys at the Office located at No.06, College Road, Nungambakkam, Chennai-6 from registered manpower service providers/organizations based at Chennai.

1. Skilled Office Boys : 08 nos
2. Standard/Benchmark for the services sought are as under:
Qualification : +2
Skills: a) Working knowledge in English/Hindi.
b) Proficiency in computer operations for Office work(MS Word, Excel, Power Point etc.
Age: Between 18- 30 years.
3. Schedule:
 - a) Last date & Time for submission of quotation: 18.06.2017
 - b) Place for opening of quotation: Regional Met Centre, 06, College Road, Chennai-6.
 - c) Validity of quotation: 15 days.
4. Requirements:

1. The manpower will have to be supplied by the agency within 10 days from the date of award of contract as per the detailed terms and conditions given in Annexure-I.
2. Only those agencies who fulfill the following criteria need to submit their quotations.
 - i) The service provider/Agencies firm should be registered with the Govt. Authorities for providing manpower services and a copy of the registration shall be attached with the quotation.
 - ii) The service provider should be registered with the following.
 - a) PF authorities.
 - b) ESI authorities.
 - c) Labour Commissioner's Office.
 - d) Income Tax authorities.
 - e) Service Tax Dept.

A copy of the registration certificated/licences/PAN/Service tax registration etc. issued by the Concerned authorities shall be attached with the quotation.

- iii) The firm should not have suffered loss during the last three financial years. Supported documents with the balance sheets for the financial year 2013-14, 2014-15 & 2015-16 and IT returns for the last two years.
- iv) The service provider/ agency must have the proper mechanism for intake, verification of candidate's character, and antecedents, management and placement of the skilled manpower. The persons engaged by the agency should not have any adverse police records/ criminal cases against them. The agency would be responsible for making adequate inquiries about the character and antecedents of the person before their engagement for the purpose. The character and antecedents of each personnel will be got verified by the service provider before their deployment through the local police. Proofs of identity like driving license, bank account details, previous work experience, proof of residence and recent photograph and a certification to this effect should be submitted to this department. The service provider will also ensure that the personnel deployed are medically fit and to this effect, medical certificate from Registered Medical Practitioner should be submitted. The service provider shall withdraw such employees who are not found suitable by the office for any reason whatsoever, immediately on receipt of such a request from this Dept.
- v) The service provider/agency must have work experience of providing skilled manpower of similar nature in other Ministries/Dept. of Govt. of India during last two years. Copies of jobs orders and particulars of the Officer to be contacted in the concerned Ministries/Depts./PSU may be furnished for the purpose of verification.

- vi) The manpower supplying agency should have been in existence for not less than five years.
 - vii) It should not have been blacklisted by any Organization.
 - viii) It should be willing to take up the contract on the terms and conditions given at Annexure-I.
3. The service provider/agency selected for awarding the job will be required to deposit an Earnest Money Deposit (EMD) amount of Rs.10,000/- in the form of DD in favour of Asst. Meteorologist (Cash & Accounts), RMC Chennai.
4. The quotations shall be submitted in sealed covers should be superscribed "Expression of Interest for providing of Manpower services" and should contain:
- i) The proforma at Annexure-II (duly filled) with all attachments.
 - ii) Profile of Agency including previous experience of manpower supplied to Govt. Depts. Etc.
 - iii) Acceptance of terms and conditions at Annexure-I by signing the declaration format attached in this notification.
 - iv) All other required documents as specified in para iv.
 - v) The rates should be quoted on monthly basis for normal duty of 8 hours per day per person for five days a week (Annexure-III).
5. This Dept. reserves the right to amend/withdraw any terms and conditions in the notification before last date for submission of quotation or to reject the notification without giving any notice or assigning any reason. The decision of the Competent Authority in this regard shall be final and binding on all.

ANNEXURE - II

S.NO	PARTICULARS	To be filled in by the Agency
1	Name of the Agency	
2	Date of establishment of the agency. (attach a copy of Registration of certificate)	
3	Detailed office address of the Agency with office telephone number, fax number and Mobile number and the name of th contact person(s)	
4	Whether registeres with all concerned Government authorities (PF/ESI etc.,) (copies of all certificate of registration to be enclosed)	
5	PAN / TAN Number (copy to be enclosed)	
6	Service Tax Registration Number (copy to be enclosed)	
7	Labour Licence (copy to be enclosed)	
8	Whether the firm is blacklisted by any Govt. Department or any criminal case is registered against the firm or its owner/partner anywhere in India. Please attach an Affidavit stating that the agency is / has not been black listed by Centre / State Government / PSU etc.	
9	Length of experience in the field	
10	Experience in dealing with Government departments. (indicate the names of the departments and attach copies of contract orders placed on the agency valuing more than Rs.25.00 lakhs in a year.	
11	Whether a copy of the terms and conditions (Annexure-I) duly signed in token of acceptance of the same is attached?	
12	Whether agency profile is attached?	
13	List of other clients. (Attach photo copies of contract agreement in the following order. Sl.No., Name of the organization, Contract period, Value of the Contract)	
14	Declaration about fraud and corrupt practices (duly signed and attested as given in the document.	

Signature of the authorized signatory
of the Agency with seal of the Firm.

PROFORMA FOR QUOTATION

S.No	Component of Rate	Per Office Boy	Total in 8 persons
1	Monthly rate per person		
2	Employees Provident Fund @ 13.61% of S.No.1 above		
3	ESI @ 4.75% of S.No.1 above		
4	Administrative / Service charges		
5	Service Tax liability		
	Total (column 1 to 5)		

Signature of the authorized signatory
of the Agency with seal of the Firm.

Note:

1. The wages structure should be in conformity with the latest Minimum wages notified by Labour Department, Government of Tamil Nadu.
2. Statutory liabilities as per applicable rates.