

APPENDIX-III

(Reference Clause – VI of the terms and conditions governing the contract.)

I. WAGE BOOK AND WAGE SLIPS ETC: -

- i) The contractor shall maintain a Wage Book of each worker in such form as may be convenient, at the place of work, but the same shall include the following particulars: -
 - a) Name of the Worker;
 - b) Rate of Daily or Monthly wages.
 - c) Nature of work on which employed.
 - d) Total number of days worked during each wage period.
 - e) Dates and periods for which worked overtime.
 - f) Gross wages payable for the work during each wage period.
 - g) AH deductions made from the wages with an indication in each case, of the ground for which the deduction is made.
 - h) Wages actually paid, for each wage period.
 - i) Signature or thumb impression of the worker.
- ii) The Contractor shall also issue a wage slip containing the aforesaid particulars to each worker employed by him on the work at least a day prior to the day of disbursement of wages.
- iii) The Contractor shall issue an Employment Card in the prescribed Form at Appendix – III (a) to each worker on the day of work or entry into his employment. If the worker has already any such card with him from the previous employer, the contractor shall merely endorse that Employment Card with relevant entries. On termination of employment, the Employment Card shall again be so endorsed by the contractor and returned to the worker.

II REGISTER OF UNPAID WAGES: -

The contractor shall maintain a Register of unpaid wages in such form, as may be convenient, at the place of work but the same shall include the following particulars:

- a) Full particulars of the work whose wages have not been paid.
- b) Reference number of the Muster Roll with wage Register.
- c) Rate of wages.
- d) Wage period.
- e) Total amount not paid.

- f) Reasons for not making payment
- g) How the amount of unpaid wages was utilized.
- h) Acquaintance with dates.

III. FINES AND DEDUCTIONS WHICH MAY BE MADE FROM WAGES: -

The wages of a worker shall be paid to him without any deductions of any kind except the following: -

- a) Fines.
- b) Deductions for absence from duty i.e. from the place or the places where by the terms of his/ her employment, he/she is required to work. The amount of deduction shall be in proportion to the period for which he/she was absent.
- c) Deduction for damage to or loss of goods expressly entrusted to the employed person for custody, or for loss of money or any other deduction which he/she is required to account, where such damage or loss is directly attributable to his/her neglect or default.
- d) Deduction for recovery of advances or for adjustment of over payment of wages, advances granted shall be entered in a register.
- e) Any other deduction which the Central Govt. may from time to time allow.

IV. REGISTERS OF FINES ETC: -

- i) The contractor shall maintain a register of fines and a register of unpaid wages of deductions for damage or loss in form No. 1 and 2 as per Appendix –III (b) and III (c) respectively which should be kept at the place work.
- ii) The contractor shall maintain both in English and the local Language, a list approved by the Chief Regional Labour Commissioner (Central) clearly stating the acts and omissions for which penalty or fine may be imposed on a workman and display it in a good condition in a conspicuous place of the work.

V. PRESERVATION OF REGISTERS: -

The wage book, wage slips, the register of unpaid wages, the register of accidents, the register of fines, deductions required to be maintained under these regulations shall be preserved for 12 months after the date of last entry made in them shall be made available for inspection by the Labour Enforcement Officer or any other Officer authorized by the Ministry of Labour in this behalf.



APPENDIX – III (a)

TEMPORARY CONTRACT LABOUR'S EMPLOYMENT CARD

1. Name of the Labour/ Worker: _____
2. Father's/ Husband's Name: _____
3. Date of Birth: _____
4. i) Address (Local) _____
ii) Permanent _____
5. Name & Address of Contractor _____
6. Valid* Form _____ to _____
(* Period of the Contractor)

Signature of the Contractor/
Authorized Representative



(Signature of the Issuing Officer)

(Signature of the Tenderer)

Back Side of the Card

Countersigned by

District Manager, OSCSC Ltd..

Valid from _____ to _____

(Ref. No. _____)

District Manager

OSCSC Ltd., _____

Place:

Date:



(Signature of the Issuing Officer)

(Signature of the Tenderer)

TENDER SUBMISSION UNDERTAKING

1. Name of the tenderer:

2. Details of Earnest Money Deposit: BD/ Bankers Cheque

No. _____ date _____ of Rs. -----

-----/- of _____ Bank payable at

_____.

3. Name of Proprietor/ Partner/ Director:

_____ (Names of all Directors/

Partners shall be mentioned)

4. Full Address of Registered Office (with Pin Code)

_____ &

Police Station _____ Telephone

No. _____

Mobile No: _____

FAX No.: _____

E-Mail Address: _____

5. Full address of Operating/ Branch Office (with Pin Code):

_____ & Police Station _____

Telephone No: _____

Mobile No: _____

FAX No: _____

E-Mail Address: _____

6. Name, telephone no./ Mobile No./ Email address of Authorized officer/person to

Coordinate with the office of the District Manager:

7. Banker of the Tenderer: (Attach certified copy of statement of A/c for the last three month)

8. Address & Telephone Number of Banker: _____

(Signature of the Issuing Officer)

(Signature of the Tenderer)

9. PAN No. & year of filing the latest return: _____
10. Registration No in the case of Company: _____
11. Additional information, if any _____

(Attach separate sheet, if required)

To:

The Chairman, District Tender Committee,
Odisha State Civil Supplies Corporation Ltd.....

Dear Sir,

I/We submit the sealed tender for appointment as handling contractors at
..... District.

2. I/We have thoroughly examined and understood instructions to tenderers, terms and conditions governing contract given in the notice inviting tender, invitation to tender titled as General Information, instructions to tenderers and those contained in general conditions of contract and its appendixes, and schedules and agree to abide by them.
3. I/We would like to commit that in case of any difference/ variation in the rates quoted, between figures and in words, only the lower of the two rates quoted either in figures or in words shall be construed as correct and valid. If any correction/ overwriting has not been authenticated by me by my full signatures, my tender be declared null and void.
4. I/We agree to keep the offer open for acceptance up to a period so decided by the District Manager. I/We shall be bound by communication of acceptance of the offer dispatched within the time and I/We also agree that, if the date up to which the offer would remain open be declared a holiday for the Corporation, the offer will remain open for acceptance till the next working day.
5. In the event of my/ our tender being accepted, I/We agree to furnish a security deposit as per terms of the tender.
6. I/We do hereby declare that the entries made in the tender and annexures/ schedules attached therein are true and also that I/We shall be bound by the act of my/our duly constituted attorney Shri _____ whose signature is appended hereto in the space specified for the purpose and of any

(Signature of the Issuing Officer)

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(Signature of the Tenderer)

other person who in future may be appointed by me/us instead to carry on the business of the concerned, whether any intimation of such change is given to the District Manager, OSCSC Ltd. or not.

7. I hereby declare that no contract entered into by me, my Firm/Company with the Corporation or State/Central Government PSU, State/ Central Government Agencies or State Government/Central Government, has been terminated before the expiry of the contract period at any point of time during the last five years.
8. I hereby declare that the Earnest Money Deposit and/or Security Deposit has not been forfeited or adjusted against any compensation payable, in the case of any contract entered into by me/my firm/company/us with Corporation or State/Central Government PSU State/ Central Government Agencies or State Government/Central Government during last 5 years.
9. I hereby declare that I have not been convicted at any time by a Court of Law of an offence and sentenced to imprisonment for a period of three years or more.
10. Required documents as per APPENDIX-II (Checklist) are enclosed with this tender duly filled and signed.

I/we certify that all information furnished by me/us is correct and true and in the event that the information is found to be incorrect/untrue, Corporation shall have the right to disqualify me/us without giving any notice or reason with forfeiture of EMD or summarily terminate the contract with forfeiture of Security Deposit, as the case may be, without prejudice to any other rights that the Corporation may have under the Contract and Law.

Yours faithfully,

Signature of tenderer
Capacity in which signing

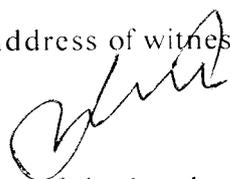
Signature of constituted attorney

Name :
Address :
Date :

Name, date of birth
And address of attorney :

Signature of witness with date :

Name and address of witness :



(Signature of the Issuing Officer)

(Signature of the Tenderer)

Capability Certificate

Bank:
Branch:

Phone No.

E Mail

Letter No.

Date

To
District Manager,
Odisha State Civil Supplies Corporation Ltd.
_____.

This is to certify that to the best of our knowledge and information, Mr./Mrs.....residing at (Full address), a customer of our bank, in our opinion and based on the records produced, can be considered good/worth up to a sum of Rs (RupeesLakhs only) and has financial ability to meet the expenses up to the amount indicated above.

It is clarified that this information is furnished without any responsibility on our part in any respect whatsoever more particularly either as guarantor or otherwise. This certificate is issued at the specific request of the customer for furnishing the same to you.

Branch Manager/Authorised Signatory
(Seal & Signature)

(The above Certificate to be issued in Letter Head of the concerned Bank)



(Signature of the Issuing Officer)

(Signature of the Tenderer)

Experience Certificate

This is to certify that as per information available on record, M/s _____ of _____ (full address), is a rake handling/ handling contractor/ handling and transport contractor of this organization as indicated below.

Sl. No.	Nature of work	Place of work	Product handled	Agreement/ Contract/ Work Order No. & Dt.	Total period of contract (fromto	Financial Year	Volume of work handled (in MT)	Value of work executed (in Rs.)	Performance of the contractor	Remarks

Office Seal

Seal & Signature of Authorised Officer

*Note: -

- a. Total handling charges/ handling and transportation charges whether paid or payable is to be mentioned.
- b. Strike out whichever is not applicable.
- c. For the purpose of calculation of work handled by Tenderers, work carried out by all the partners of the tenderers will be taken into consideration.



(Signature of the Issuing Officer)

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(Signature of the Tenderer)

Before the Executive Magistrate/ Notary Public Sri _____

AFFIDAVIT

I, Sri/Smt. _____ aged about _____
S/o./D/o./W/o. _____ Proprietor/Partner/
Director of M/s. _____ At- _____
Po _____, P.S- _____, Dist- _____ do
hereby solemnly affirm and state as follows:

- 1) That pursuant to the tender call notice dt. _____ of OSCSC Ltd. for appointment of Handling Contractor, I/my firm/company am/is an intended bidder to participate in the said tender process.
- 2) That as per terms & conditions of the tender documents, I am to declare that, I/my firm/company have not been blacklisted by any Central/State Govt. Organisation or by any Public Sector undertakings of the State/Central Govt.
- 3) That neither any criminal case nor any vigilance case is pending against me/my firm/company before any forum.
- 4) That this affidavit is required to be produced with tender paper before the authorities of District Manager, OSCSC Ltd.,
- 5) That the facts stated above are true to the best of my knowledge and belief.

Identified by me

Deponents

Advocate

The above deponent being present before me & duly identified by Sri _____ Advocate states on oath that the facts stated above are true to the best of his/her knowledge.

Deponent

*Strike out whichever is not applicable.

Executive Magistrate/

Notary Public _____



(Signature of the Issuing Officer)

(Signature of the Tenderer)

DECLARATION TO BE FURNISHED BY THE TENDERER ALONGWITH TENDER DOCUMENT

I _____ hereby declare that I have participated/ shall participate in the tender for appointment as Handling Contractor of OSCSC Ltd. in the following districts.

Sl. No	Name of the districts

I am aware that as per terms and conditions of the tender I will not be appointed as Handling Contractor in more than 01 (one) district.



PART-II

PRICE BID

SCHEDULE OF RATES (SOR)

Sl. No.	Handling Service	Rate per Qtl.
a	Unloading of stock from the vehicles of the Level-I or State Level Transport Contractor, carrying by head-loads or by using hand-trolleys, carts etc. and stacking in a countable manner inside the godown	8.00
b	Carrying the stock during delivery of CMR by Custom Millers from the platform/weightment scale point by head-loads or by using hand-trolleys, carts etc. and stacking in a countable manner inside the godown	6.00
c	Stack breaking, carrying the stock by head-loads or by using hand-trolleys, carts etc. and loading to the vehicle of Level-I or Level-II or State Level Transport Contractor	8.00

N.B.

Collection of spillages, foodgrains, cleaning of stock, bagging as per the standard weight, stitching as per specification for utilization under PDS, weightment etc. as indicated in detail at Clause- XX of Technical Bid shall be rendered by the contractor without payment of any separate remuneration for such services.

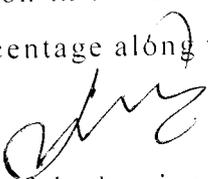
I/We have thoroughly examined and understood instructions to tenderers, terms and conditions of contract as given in the tender paper titled as General Information to tenderer and those contained in general conditions of contract and its annexure, appendices, and schedules and agree to abide by them.

I/We offer to work on following rates which includes all taxes, duties, cess etc.

- i) At the rates given in the schedule of rates for services (SOR), or
- ii) At..... percent (.....indicate percentage in words) above the rates given in the schedule of rate for services (ASOR), or
- iii) At..... percent (.....indicate percentage in words) below the rates given in the schedule of rates for services (BSOR).

and it is confirmed that no other charges would be payable to me/us.

(Choose any one option only from the above 03 options and put a '✓' mark against the desired option in the check box. In case of opting for option (ii) or (iii), mention the desired percentage along with putting a '✓' mark)


(Signature of the Issuing Officer)

(Signature of the Tenderer)