



MAHARASHTRA STATE SEEDS CORPORATION LTD. AKOLA

CIN:-U01200MH1976SGC018990

e-Tender No: MSSCL/ADMN/2022/386

Dt.09 .03.2022

**E-TENDER FORM FOR
ENGAGING MANPOWER THROUGH MANPOWER SERVICE
PROVIDER AGENCIES / FIRMS / COMPANIES**

(e-Tender to be submitted online and also Technical Bid in Physical Form)

Last Date of online submission & Acceptance : 24.03.2022
of Technical Bid in Physical Form : Upto 12.00 Hrs.
Pre Bid Meeting Date : 15.03.2022
Opening of e-Tender Technical Bid : 25.03.2022
(if possible) OR will be displayed on : at 15.00 Hrs.
our website www.mahabeej.com

Period of Contract: - Three years from date of agreement

Cost of e-tender form : - Rs. 1,000/- (Rs. One Thousand only)

**Note : Procedure of E-Tendering will be followed as per directives of G.R.No. शासन निर्णय
कमांक : भाखसं-2014/प्र.क्र.82/भाग-III/उद्योग-4 Dated 1st December, 2016 of Industries, Energy and
Labour Dept of GoM.**

**e-Tender to be uploaded at www.mahatenders.gov.in and Technical Bid in Physical
Form to be submitted to:**

**Administration Department,
MAHARASHTRA STATE SEEDS CORPORATION LTD. AKOLA
Mahabeej Bhavan, Krishi Nagar, AKOLA - 444 104. (M.S.)
Phone Off.: (0724) 2542060, 2455093, 7588609121
E-Mail: hoadmin@mahabeej.com, Website : www.mahabeej.com**

MAHARASHTRA STATE SEEDS CORPORATION LIMITED AKOLA, (M.S.) INDIA
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Note : Procedure of E-Tendering will be followed as per directives of G.R.No. शासन निर्णय कमांक : भाखसं-2014/प्र.क्र.82/भाग-III/उद्योग-4 Dated 1st December, 2016 of Industries, Energy and Labour Dept of GoM.

Help Desk Mobile No. 7588609121



MAHARASHTRA STATE SEEDS CORPORATION LIMITED

Regd. Office : "Mahabeej Bhawan" , Krishi Nagar, Akola 444 104
(Maharashtra)

Phone Off.: 2455093, 2542060, 7588609121

E-Mail : hoadmin@mahabeej.com, Web site: www.mahabeej.com

CIN:-U01200MH1976SGC018990

Ref No: - MSSCL/Admn/2022/386

Dt:09.03.2022

E-TENDER NOTICE

FOR ENGAGING MANPOWER THROUGH MANPOWER SERVICE PROVIDER AGENCIES/ FIRMS /COMPANIES

The e-tender is invited for "**ENGAGING MANPOWER**" to the tune of around 155 employees (**Skilled/Semi-Skilled/Un-skilled**) purely on outsourcing basis in two bid system.

Eligibility Criteria

Reputed, leading and registered agencies / firms / companies having license to engage manpower from Assistant Labour Commissioner having minimum annual turnover **Rs.4.00 Crores (Rupees Four Crores)** for last 3 years as well as having own provident fund registration, ESIC Registration, Registration with Labor Welfare Board for providing dexterous hands for a period of **Three Years** at MSSCL offices, throughout the State of Maharashtra and they must have all documents listed to be submitted in Technical Bid. Only those will qualify in technical evaluation explained in tender document and will be eligible for opening their price bids. The supplier shall not sublet, transfer, assign or otherwise part-with the contract to any person, firm or company directly or indirectly, or any part thereof without the prior written permission of the MSSCL.

Terms and conditions for issuing/ submission/opening e-Tender form:-

The e-Tender documents containing the terms and conditions for engaging manpower can be downloaded from the e-Tendering portal of Govt. of Maharashtra www.mahatenders.gov.in. The cost of blank e - tender form (e-tender fee) is **Rs.1,000/- (Rupees One Thousand Only) & EMD is Rs.1,00,000/- (Rupees One Lakh Only)** to be paid online/ through electronic payment mode.

For Tender submission, the interested parties may upload the complete tender document in all respects at the e-Tendering portal of Govt. of Maharashtra at www.mahatenders.gov.in . The filled e -tender be uploaded with the scanned copy of UTR number received from Bank against online payment of EMD and tender fee on or before the last date of submission. The e-tender fee will be non-refundable. The tender will not be accepted after the stipulated date and time under any circumstances

what-so-ever. The Price-Bid will be accepted online only and not in physical form. This EMD amount will be refunded to the unsuccessful e-Tender parties after decision of successful tender.

The bidders are requested to familiarize themselves with the use of the e-Tendering portal of Government of Maharashtra and the requirements for submission like registration on the portal, use of digital signature etc. well in advance. The bids need to be signed by digital signature as per the requirements of the e-Tendering portal.

PRE-BID MEETING / CLARIFICATION OF BIDS: -

MSSCL will host a Pre-Bid Meeting for queries (if any) by the prospective bidders. The date, time and place of the meeting are given in this tender document.

The representatives of the bidders may attend the pre-bid meeting at their own cost. The purpose of the pre-bid meeting is to provide a forum to the bidders to clarify their doubts/ seek clarification or additional information, necessary for them to submit their bid.

All enquiries from the bidders relating to this Tender must be submitted to MSSCL as per schedule. These queries should be mailed to hoadmin@mahabeej.com with subject line "**Manpower : Pre-bid queries**".

The queries should necessarily submitted in the following given format:

Query Regarding Tender No.**01/2022** of MSSCL

Request for Clarification					
Name and Address of the Organization submitting request					
Name and Position of Person submitting request					
Contact Details of the Organization / Authorized Representative					
Telephone:					
Mobile :					
E-mail :					
Sr.No.	Document Page No	Document Clause No.	Clause Title	Queries / Clarification sought	Justification by bidder

Queries submitted after the mentioned above deadline, or which do not adhere to the above mentioned format; may not be responded.

MSSCL will endeavor to provide timely response to all the queries. However, MSSCL makes no representation or warranty as to the completeness of accuracy of any response made in good faith; nor does it undertake to answer all the queries that have been posed by the Bidders.

Any modifications of this Tender, which may be necessary because of the Pre-Bid Meeting or for any other reason, shall be made available exclusively through corrigendum.

Any such corrigendum shall be deemed to be incorporated into this Tender, in case of any such amendment of the Tender, the Bid submission date may be extended through corrigendum.

Based on queries received, MSSCL may amend the Tender/issue Corrigendum, if required on the website of MSSCL viz. www.mahabeej.com or e-tendering portal viz. <https://mahatenders.gov.in>.

SECURITY DEPOSIT: -

The Successful tenderer whose tender will be accepted will have to pay minimum **Rupees Ten Lakh** or 10% of the contract Value (value of Three year period) whichever is higher towards security deposit within 10 days from the date of giving order without any interest thereon. Security deposit amount will have to be deposited in the form of Bank Guarantee of any nationalized / scheduled bank only, valid for a period of contract plus one year.

VALIDITY OF OFFER / PERIOD OF CONTRACT: -

The validity period of rate offered will be for a period of 180 days from the date of opening of price-bids. The period of contract will be for Three Years, subject to satisfactory performance at same approved rates. The tender notice and detailed tender notice will form a part of the agreement.

The last date of online submission of e-Tender & acceptance Technical Bids in physical form is **24.03.2022 up to 12.00 Hrs.** Technical Bid of all the E -Tenders received in time will be opened on **25.03.2022 at 15.00 Hrs.** (if possible OR the revised date and time will be displayed on our website www.mahabeej.com), in the presence of interested tenders parties.

Technical Bid for online submission (TECHNICAL BID FOR SUPPLY OF MANPOWER) :-The following documents should be uploaded online in the Technical Bid. :-

1. **Annexure - A** with terms and conditions of tender document (**Page No.19 to 21**) duly digitally-signed with for online submission and duly signed on each page for submission in physical form by tenderer with stamp and seal of company. (Must be executed on Stamp Paper of Rs.100/- duly Notarized.)
2. The filled e-tender be uploaded with the scanned copy of UTR number received from Bank against online payment of EMD and tender fee and the copy of the same must be submitted in the Technical Bid in physical form.

3. Attested copy of registration under Contract Labour (Abolition and Regulation) Act from Commissioner of Labors Office. (Labors License)
4. Attested copy of registration under Shop & Establishment Act, Firm, Company Act, Co-operative Societies Act, etc. if any.
5. Attested Copy of Registration Certificate with Employees Provident Fund Organization (EPFO) in Maharashtra with last six months paid challan copies.
6. Attested Copy of Registration Certificate with Employees State Insurance Corporation in Maharashtra with last six months paid challan copies.
7. Attested copy of Registration with Maharashtra Labor Welfare Board with last six receipts of payment made to MLWB. (Two Receipts in a year i.e. June end and December end)
8. Attested copy of GST Registration certificate as per GST Act, 2017 with last six months GSTR.
9. Company Balance Sheet (Profit and Loss Account) of last three financial years (2018-19, 2019-20 & 2020-21) certified by Chartered Accountant showing minimum annual turnover of Rs.4.00 Crore of the company during each year of the last three financial year, should be enclosed.
10. Attested Copy of List of Major clients along with order copies, experience certificate and full addresses, Phone, Fax, E-mail address of clients and with attested copies of work orders and performance certificate.
11. Undertaking/Self declaration of firm/agency of not black listed by any Govt. or Semi-Govt. Organization / No Police Enquiry Pending/ Not involved in Judicial Case on Stamp Paper of Rs.100/-
12. Net worth certificate of Rs.50.00 Lakh in last three financial years.
13. Nationalized / Commercial / Scheduled Bank Solvency Certificate of Rs.50.00 Lakh. (Not against Property).
14. Attested Copy of ISO Certificate 9001_2015.

Note :- E-mail ID and Mobile number or contact number is compulsory with Technical Bid for immediate communication with tenderers. One who do not provide E-mail ID, Mobile etc. in such case MSSCL will not be responsible for delay in communication.

PRICE BID FOR ONLINE SUBMISSION ONLY:

The Price-Bid has to be submitted online only and not in physical form. This bid must be digitally-signed along with all the details filled in else the tender is liable for rejection. The tenderer should not quote his offer anywhere directly or indirectly in Technical Bid in physical form of tender and tender may be rejected in such case.

SUBMISSION: -

The last date of online submission of e-Tender & acceptance Technical Bids in physical form is **24.03.2022 up to 12.00 Hrs.**

OPENING OF TENDER: -

The Technical Bid of all the E -Tenders received in time will be opened on **25.03.2022 at 15.00 Hrs.** (if possible OR the revised date and time will be displayed on our website www.mahabeej.com), in the presence of interested tenders parties. It will be opened in presence of MSSCL Committee and Tenderers present and all the documents will be scrutinized. Absence of any document listed here-in-above may result in rejection of tender. The Price Bids of eligible tenderers only will be opened. The date and time of opening Price bids of the eligible parties would be informed separately.

The tender is subject to all terms and conditions as mentioned in the tender document.

The Management of MSSCL Akola, reserves the right to accept or reject any or all the e -tenders / Cancel the e -tenders and split the order for any cadre/s to more than one party at the e-tender lowest rates without assigning any reason thereof.

Akola
Date : 09.03.2022

For M.S.S.C.Ltd.
General Manager (Admin)

SECTION -I

INSTRUCTIONS TO THE TENDERERS

DEFINATION:

In this section unless the context otherwise requires:" The MSSCL" means Maharashtra State Seeds Corporation Limited, Akola and the Supplier means person, agency, firm or company to whom the order for supply of Manpower is placed and shall be deemed to include their successors, representative, heirs, executors AND ADMINISTRATORS, AS THE CASE MAY BE, UNLESS Executed by the terms of contract.

1) ELIGIBILITY:-

Reputed, leading and registered agencies / firms / companies having license to engage manpower from Asst. Labour Commissioner having minimum turnover **Rs. 4.00 Crores (Rupees Four Crores)** during each financial year of last three years (2018-19, 2019-20 & 2020-21) as well as having own Provident Fund Registration for providing dexterous hands for a period of **THREE YEARS** (2022-23, 2023-24, 2024-25) at MSSCL offices, throughout the State of Maharashtra and they must have all documents listed to be submitted in Technical Bid. Only those will qualify in technical evaluation explained in tender document and will be eligible for opening their price bids. The supplier shall not sublet, transfer, assign or otherwise part with the contract to any person, firm or company directly or indirectly, or any part thereof without the prior written permission of the MSSCL.

2) e-TENDER DOCUMENTS:-

- | | | |
|-------|--|------------------------|
| I) | Instructions to the tenderers: | - Section - I |
| II) | Terms and Conditions of the contract: | - Section - II |
| III) | e-Tender (Technical bid) | - Annexure- A |
| IV) | e-Tender (Price bid)(BOQ) | - separate excel-sheet |
| V) | Details of fixed Base Rates of Salary | - Annexure- B-1 |
| VI) | Details of Qalifications & Requirement | - Annexure- B-2 |
| VII) | Details of Locations | - Annexure- B-3 |
| VIII) | List of Registers & Records | - Annexure- C |

3) e-Tenderers are advised in their own interest to carefully read the documents and understand the purpose.

Two Bid System :

TECHNICAL BID :

The Technical Bid for online submission only.

PRICE BID FOR ONLINE SUBMISSION ONLY:

The Price-Bid has to be submitted online only and not in physical form. This bid must be digitally-signed along with all the details filled in else the tender is liable for rejection. The tenderer should not quote his offer anywhere directly or indirectly in Technical Bid in physical form of tender and tender may be rejected in such case.

IMPORTANT:

If relevant papers/ documents are not found in respective envelopes or even if price bid is found in Technical Bid, then also the tender will be considered as **Not-Eligible**.

The last date of online submission of e-Tender is **24.03.2022 upto 12.00 Hrs.** The Technical Bid of all the E -Tenders received in time will be opened on **25.03.2022 at 15.00 Hrs.** (if possible OR the revised date and time will be displayed on our website www.mahabeej.com), in the presence of interested tender parties. It will be opened in presence of MSSCL Committee and Tenderers present and all the documents will be scrutinized. Absence of any document listed here in above may result in rejection of tender. The Price Bids of eligible tenderers only will be opened.

4) Clarification required by the Tenderers: -

Any clarification required in connection with the e-tender documents may be obtained from General Manager (Admn), MSSC Ltd. Akola in writing prior to the tender opening. Any clarification so issued to one tenderer or shall be sent to all other tenderers in the form of corrigendum on the e-tender portal, so that they may also consider the clarification in preparing their tenders.

5) e-Tender must be uploaded in the e-tender form provided in the tender documents as Technical Bid and Price Bid. The tenderer may attach additional sheets to the technical bid wherever necessary.

6) Erasure or alternation in the tender document should be avoided. Modification if any, erasure or alteration should bear the signature of person signing the tender along with stamp of Tenderer. Any modification not so signed will be ignored and whole tender may be treated as void on this ground.

7) Rejection of e-tender :

- a) Any party not fulfilling the condition of technical bid shall be out rightly rejected.
- b) Conditional e-tender shall not be considered.

c) e-Tender analysis will be done in due course of time and technically eligible parties i.e. who fulfill the conditions required by MSSCL will only be eligible for being considered for the competitive bidding and shall be informed accordingly after the analysis.

8) The team may visit (if necessary) immediately after e-tender opening (Technical Bid) to the tenderer's site/ to the site of their clients.

9) **Re-tender :**

a) MSSCL may retender under the situation that during evaluation of tender (Technical Bid), the no of eligible tender parties found are less than two. However, if competent MSSCL authority thinks that manpower requirement is urgent / tendered already once, even one eligible tender can also be considered.

b) MSSCL may re-tender when the lowest rate received in the tender is not acceptable to MSSCL.

c) Extension of tender shall be considered, keeping in view, the number of tenders received up to due date.

10) **Quotation of Prices: -**

For the purpose of comparison and evaluation of bids the tenderers are required to quote their rate of **Service Charges on percentage basis only.**

Base rates of Salaries for each cadre to be engaged are finalized by MSSCL as mentioned in Annexure B-1 and detailed as under as per Minimum Wages Act:-

Sr. No.	PARTICULARS	SKILLED WORKER like Drivers on Vehicles of MSSCL, Skilled Computer Operator, A/c cum Electric Operator/Mali			SEMI-SKILLED WORKER like JPA/ Operators/Asst. Mali			UNSKILLED WORKER for Gardening, Office Work & domestic work at MD's residence		
		ZONE			ZONE			ZONE		
		I	II	III	I	II	III	I	II	III
1	Basic	12605	11770	11255	11445	10800	10160	10350	9705	9000
2	Special Allowance	1350	1350	1350	1350	1350	1350	1350	1350	1350
3	Sub-Total (1 & 2)	13955	13120	12605	12795	12450	11510	11700	11055	10350
4	H.R.A.5% on Basic	630.25	588.50	562.75	572.25	540.00	508.00	517.50	485.25	450.00
5	Leave with Wages 5% on Basic + Spl.Allw.	697.75	656	630.25	639.75	607.50	575.50	585	552.75	517.50
6	Consolidated Salary per month (3 + 4 + 5)	15283	14364.50	13798	14007	13297	12593	12802	12093	11317
7	Bonus 8.33%	583.33	583.33	583.33	583.33	583.33	583.33	583.33	583.33	583.33
8	CPF @ 13% of Basic & Spl.Allw.	1814.15	1705.60	1638.65	1663.35	1579.50	1496.30	1521	1437.15	1345.50
9	ESIC 3.25% on Consolidated Salary (3.25% of 6)	496.69	466.84	448.43	455.22	432.16	409.28	416.01	393.02	367.81
10	Total Monthly Amount	18177.18	17120.28	16468.42	16708.91	15892.50	15082.45	15322.91	14506.50	13614.15

Note :-

- 1) Above Rates are subject to change as per directives and orders of Govt.
- 2) Above Rates of wages are revised as per Minimum Wages Act vide Notification No. MWA.1015/266/CR-120/LAB-7 Dated 30th August, 2019 of Industries, Energy and Labor Dept (GoM) and Circular of Special Allowance issued by Labor Dept. Dated 01.02.2022 (w.e.f.01.01.2022 upto 30.06.2022).
- 3) Other Allowances may be included separately as per nature of post based on experience and it will be informed in work order time to time as per directions of GoM vide GR Dated 22.02.2019 of Industries, Energy and Labor Dept.

- The CPF including admin charges @ 13.00% will be paid by MSSCL to the Manpower Supplier.
- G.S.T. will be paid to the Contractor at the applicable rate. Present rate of G.S.T. is 18.00% (CGST 9.00% & SGST 9%) out of the billed amount (including service charges).

- G.S.T. amount will be remitted by Contractor to Govt. (as per applicable rule).
 - Contractor will have to pay all salary to the workers and CPF to their respective CPF Accounts. Only service charges will be kept by contractor. Proof of salary paid to employees with copies of chalans / receipts generated through deduction like – CPF contribution, ESI Contribution, GSTR, Professional Tax, etc. will have to be produced without which payment to contractor will not be released. The service charges thus quoted shall be firm, free from all escalation.
 - Accordingly, the tenderers should quote their offer only towards **service charges on percentage basis of these base rates in the price bids (BOQ)** as under:-
_____ % (In words _____ Percent) of base rates.
-

11) Tenderers are required to give complete details of information about qualifications of personnel's with duties duly supported with catalogues/ Leaflets/Literature etc. (Enclosures in Technical Bid).

12) Locations: -

The locations for providing manpower is detailed in the **Annexure-B-3** of this tender. The locations for providing manpower designation-wise shall be anyone out of the locations mentioned in Annexure-B-3 and the exact locations will be indicated while placement of order. After placement of manpower at particular location and later considering the fluctuations in workload, if there is no necessity of manpower at that place, then such manpower shall be shifted to other location where it is required. Total cost on such type of shifting of manpower to other location shall be borne by the tenderer. The MSSCL will not pay any amount in the matter of shifting.

13) The printed terms and conditions of the tenderer : -

The printed terms and conditions of the Tenderers shall not be considered and same shall not be binding or become the part of the contract unless any of such terms is specifically laid down by the tenderer and accepted by the MSSCL in writing. Except to the extent stated above, it will be deemed that the printed terms and conditions of the tendering firms have been rejected by the MSSCL.

14) **Earnest Money Deposit: -**

Tenderers are required to pay **EMD Rs.1,00,000/- (In words Rupees One Lakh Only)** online as mentioned in the Tender Notice. The copy of UTR slip must be uploaded online and be enclosed in Technical Bid in physical form. (As per Procurement Rules of GoM vide GR Dated 01.12.2016 the firms registered under NSIC and MSMEDIS are exempted to deposit EMD under Rule 4.6 (D) upto Procurement Cost of Rs.25,000/-. However, as per provided in the Rule 4.6 (D) Bidder shall deposit minimum EMD amount while filling the e-Tender)

15) The tenderers must check their offer before submission carefully. Request for enhancement of price will not be considered under any circumstances.

16) The tenderers should submit their offer online as well as Technical Bid in online mode only through e-tender process.

17) Opening of Tenders: -

The tenderers or their representative may attend at the time of opening of tenders if so desired. The tenderer may check their offer at the time of opening of tenders, but they shall not be permitted to make changes therein.

18) Period for which the offer will remain open: -

The tenderer shall keep the offer open for acceptance for a period of 180 days from the date of opening of price bid. If the day up to which the offer is to remain open has been or is declared to be closed /holiday for the office of MSSCL, offer shall remain open for acceptance till the next working day. The tender conditions such as "Subject to the immediate acceptance" or "Subject to prior sales" etc. will not be considered.

- 19) Acceptance/ rejection/ cancellation of tender is sole discretion of MSSCL and reserves the right to reject the tender without assigning any reason thereof. Lowest Quotes of Service Charges will not be the sole criteria for award of contract. Manpower requirement indicated in the tender documents is purely tentative. MSSCL reserves the right to increase or decrease these number of personnel without assigning any reason therefore.

20) Refund of E. M. D.: -

i) Unsuccessful tenderer:

In case of unsuccessful e-tenderer who do not withdraw their offer before receipt of final decision, the EMD shall be refunded without interest after the tenders are settled, through online transfer.

ii) Successful Tenderer: -

After the successful tenderers have executed the contract and deposited the security amount as stated above. EMD will be refunded to him after deposition of security in the form of bank guarantee. No interest shall be allowed on EMD.

21) FORFEITURE OF EMD:-

In the events of tenderer, whose tender is received within time, withdraws his tender before the receipt of the official decision or a tenderers, whose tender has been accepted fails to;

- a) Execute the contract
- b) Fails to deposit security deposit amount within 10 days from date of order

In such case the EMD amount of Rs.1,00,000/- will be forfeited.

22) Deposition of Security amount and execution of agreement

a) The successful Tenderers shall within a period of 10 days deposit the amount of **Rupees Three Lakh** or 10% of the contract Value (value of one year period) whichever is higher towards security deposit within 10 days from the date of giving order without any interest thereon, for the due fulfillment of the condition of the contract. Security deposit amount will have to be deposited in the form of Bank Guarantee of any nationalized / scheduled bank only, valid for a period of contract plus one year. In case required, in the specific cases MSSCL management is free to impose higher amount of security deposit or extend period of Security deposit to ensure execution and quality work or working performance.

b) Successful Tenderers are also required to execute agreement on non Judiciary stamp paper of Rs.500/- for execution of contract (Cost to be borne by Contractor) within 10 days from date of order.

23) The authorized person representing the firm who is signing on the tender documents and also participating in the tender shall invariably attach a copy of authorization from the appropriate authority of the firm as per the By-laws of the firm / Company.

24) Right for acceptance of Tender:

The Managing Director, MSSCL, Akola, reserves the right to accept or reject any or all the e -tenders / Cancel the e -tenders and split the order for any cadre/s to more than one party at the e-tender lowest rates without assigning any reason thereof.

25) **Arbitration :**

Both the parties to the agreement do hereby expressly waive the provision of section 12 clause 5 of "Arbitration & Conciliation Act 1996" & agrees to refer any dispute which may arise pertaining to terms & performance of contract to Hon'ble Managing Director, MSSCL as "Sole Arbitrar". Decision of sole Arbitrar will be final & binding on both the parties and in that event the place of arbitration shall be company's Head Office at Akola

26) Jurisdiction for Legal Matter

Notwithstanding to the place where this agreement is executed, it is mutually agreed by and between the parties hereto that this agreement shall be deemed to have been entered into at the Akola, Maharashtra and Akola Court only will have the jurisdiction to challenge Arbitral award.

Note : Procedure of E-Tendering will be followed as per directives of G.R.No. शासन निर्णय कमांक : भाखसं-2014/प्र.क्र.82/भाग-III/उद्योग-4 Dated 1st December, 2016 of Industries, Energy and Labour Dept of GoM.

Section II

TERMS AND CONDITIONS OF THE CONTRACT

1] The Contractor will have to provide designation wise manpower as per requirement and order. The working hours of the personnel provided shall be as per general working hours of MSSCL or on shift basis as the case may be. The Controlling officer of Corporation at Plant/Office will have the discretion for arrangement of shift. The contractor shall provide the manpower and keep his vigilance throughout various locations of the Corporation wherever engaged. An order for the placement of such personnel's will be issued by General Manager (Admn) MSSCL; Akola with prior intimation for increasing or decreasing required strength.

The Contractor shall ensure that the payment of Salary to the personnel as per the Basic rates fixed by the Corporation and CPF & ESI on monthly basis per person and the payment of CPF & ESI on monthly basis will be made to the contractor subject to submission of proof of CPF & ESI contribution amount deposited to the respective accounts. Thus contractor will keep only services charges and entire balance amount has to be passed on to the worker. The basic rates of salary per month per person so fixed are given in **Annexure B-1**.

2] a- The term "Manpower" means and includes the physically and mentally fit personnels having good and strong physique and having the required educational qualifications and experience mentioned in the details of the requirement of designation wise manpower as shown in **Annexure B-2**. The designation wise manpower engaged through outsource agency must fulfill the criteria of qualifications, experience and age as mentioned in Annexure-B-2. Hence the contractor should ensure that the manpower so provided will be strictly as per criteria.

Signature of Contractor

USE OF ELECTRONIC GADGETS AND INSURANCE SCHEMES.

DISCIPLINE: -

It shall be responsibility of the contractor that, each personnel must be well disciplined, well mannered, courteous and respectful, obedient and submissive.

RECRUITMENT: -

It shall be responsibility of contractor that, before employing any Personnel posted at the desired location would first be interviewed and qualifications will be checked by the Competent Authorites and if found suitable then only be allowed to resume duties.

3] Compensation towards loss and damages: The Contractor will be solely responsible for maintenance, protection and to safeguard the properties of corporation therefore in case of any loss or damages or theft or fire due to carelessness of the manpower engaged, it will be the responsibility of the contractor to pay such damage/loss amount to the corporation as determined by the corporation within one month of communication of such loss/damage, failure to which it shall be recoverable from the contractor with prevailing interest rate. The authority for deciding damages or imposing any penalty for breach or violation of agreement conditions will rest with the General Manager (Admn) of the Corporation and in case of dispute "Sole Arbitrator" to resolve the same.

4] It will be liabilities of the contractor for the compliances of all the statutory obligations under various acts such as Shop and Establishment Act, Factories Act, Contract Labour (Regulation and Abolition) Act, Minimum Wages Act, Workmen Compensation Act, Employees Provident Fund Act, Employees State Insurance Act, Gratuity Act, Bonus Act, Industrial Dispute Act, Leave with wages and any other rules and regulations imposed by any of the authorities will be binding on the contractor. Any violation thereof under any of the said act/s, rules and regulations, the contractor shall alone be liable for the same and so also its payments and penalty if any.

Signature of Contractor

5] It will be obligatory on the part of the contractor to give training related to work as well as to make necessary transportation/conveyance arrangements for the movements of the employees engaged to the work place where their services are needed as per exigencies of corporation work as informed by the authorized officer of the corporation at his own cost.

6] It shall be responsibility of the contractor to pay the compensation to the employees engaged through his agency in case of mishap, injury or casualty and or death occurred during the course of his employment or out of employments, any compensation required to pay under Workmen Compensation Act. And Corporation will not be held liable to pay any of such compensation under any Act/Rules. Further, it is agreed that in case any kind of liability arises out of this agreement/contract then the contractor shall be responsible for such legal proceedings like Civil, Criminal, Labour or any kind of disputes. In such circumstances if corporation requires to pay any amount towards that, then the contractor shall indemnify the same to the Corporation. The Contractor should take personal/group insurance to safe manpower, the manpower on duty from any mis-happening on his own. MSSCL will not pay as premium.

8] It will be obligatory on the part of the contractor that he will instruct his employees to be diligent in their services. Any act of negligence on the part of them such as absence from the duty point, under the influence of alcohol or smoking at work place, found slept, drunk, non maintenance of records etc. those resulting in loss or damage to the property and image of the corporation, same will be recovered from the contractor at the prevailing market rate along with interest thereon.

10] The payment to the contractor will be released either centrally from Head Office or from regional offices monthly on presentation of bill, muster **along with proof of payment released to the personnel.** The payment to employee has to be made electronically through NEFT/RTGS in his bank account. Such List of the payment made through RTGS/NEFT will be binding to submit with monthly bill. **Without submission of proof of payment to employees, no payment to contractor will be released by MSSCL.**

11] The Contractor is bound to pay consolidated salary and CPF to each of the employee engaged by the contractor as well as statutory deductions from the salary of each of the employee and deposit to respective authority. The CPF amount has to be deposited within a period of 15 days after one - month services of the employee. For Example :- Manpower engaged in month of April, his CPF amount is to be deposited on or before 15th May, else penalty will be imposed by CPF office. The contractor has to observe this deposition of CPF amount of each personnel strictly. The form No. 6 -A has to be produced along with CPF bank challans, which will indicate that the CPF amount of the same employees, who are engaged at location of MSSCL has been paid by the contractor in CPF account. The CPF code should be provided to MSSCL, so that MSSCL can verify the amount of CPF deposited of any employee. Amount of CPF to be deposited on Consolidated salary.

Signature of Contractor

If employee's contribution and employer's contribution deposited to CPF account is found less than the due amount then the same will be communicated to CPF Office for further legal action. Amount of less CPF deposited will be deducted from Contractor due payment with penalty and will be deposited to concerned employees CPF account by MSSCL.

12] The Corporation reserves the right to appoint more than one Contractor for providing manpower for locations as mentioned in **Annexure-B- 3**. The location wise requirement may increase or reduce depending on the requirement and business of the corporation and this will be informed in writing to the contractor by the corporation either to increase the number of employees at new location or to reduce the employee at any location as given in **Annexure-B-3**.

13) After successful completion of contract the security deposit in the form of Bank Guarantee will be refunded to the contractor (one year after the agreement period) or security deposit will be forfeited in case of any breach/violation of terms of contract and/or otherwise it will be refunded after adjusting the liabilities of the contractor to the extent of losses if any.

14) In consideration of the faithful performance of the obligations under this contract by the contractor, the corporation will pay the approved rates. The payment will be made to contractor's bank account through electronic banking mode i.e. RTGS/NEFT.

15) The contractor will have to submit the bills at concerned offices for the payment along with details of attendance certificate of each and every employee duly countersigned by the concerned authorized officer of the corporation. The corporation will be made the payment after scrutiny of the bills and completion of necessary formalities. The contractor will have to make the payment to his employee before 5th day of next month irrespective of payment of his bills from the corporation. The payment will be released monthly from Head Office, Akola or Regional Offices.

16) Corporation will deduct the Income Tax at source from contractors bill as per the provisions of I.T. Act and any other mandatory deduction as per directives of Government.

17) It will be responsibility of the contractor to produce the original copy of license from concerned Assistant Commissioner of Labour within a period of one month of execution of agreement else the agreement will be automatically terminated and security deposit will be forfeited.

Signature of Contractor

18) It will be obligatory on the part of the contractor that he shall comply all the statutory requirements as per concerned labour legislations such as payment of wages, Bonus, Provident Fund, Employees State Insurance, Gratuity (if any), Welfare, insurance etc. and the same will be inspected by the Labour Welfare Officer of the corporation. The various statements showing place and time of disbursement of payments in presence of representatives of the corporation, and the proof of same will have to submit to the Labour Welfare Officer quarterly or whenever required for inspection. Else the subsequent payment will be withheld till the satisfaction and clearance from LWO/concerned authorized officer of the Corporation. Contractor will have to produce all clearances like 6-A, 3-A from CPF authorities annually. Contractor will have to provide CPF slips to all employees every year. New 16 digit UAN No. of each worker should be inform to MSSCL in the attendance sheet itself.

Regarding Bonus it is clarified that contractor shall pay bonus to workers during the Diwali Festival. The payment of bonus shall be made in before Diwali Festival as they can utilize the amount of bonus. The contractor will be reimbursed the amount of bonus after raising separate bill.

19] It will be obligatory on the part of the contractor to show necessary relevant records to the concerned Govt. Authorities as per their demand and get NOC from CPF office.

20] If contractor fails to carry out the work during the period of contract the corporation will be at liberty to get the work done through departmentally or from any other contractor/Agencies at the cost and risk of the contractor.

21] The period of contract would be for Two years. The period of the contract may be further extended with mutual consent of MSSCL and contractor.

22) The contractor has to maintain all records as per various acts. The list of such records to be maintained is enclosed at **Annexure-C**. The contractor has to produce all these registers quarterly to Labour Welfare Officer, MSSCL Akola for checking.

23) CORPORATION RESERVES THE RIGHT:-

- a)** To replace the employee, if found to be irresponsible or whose work is found to be unsatisfactory by the concerned authorized officer, contractor will have to replace the same immediately within two days.
- b)** To terminate the contract of unsatisfactory performance, lack of supervision, breach of statutory obligation/any of the condition of the agreement with prior notice of 48 hours without any compensation for termination of agreement.

Signature of Contractor

c) To forfeit the security deposit or to initiate legal action or award fine for the recovery of losses/damages if any on the consequences of fraud, burglary, theft, fire, robbery, riots by means of transportation etc. due to direct failure on the part of the contractor.

d) To terminate the contract if the contractor sublet the said contract to any other person/agency without consent of the corporation.

24) In case of absence of manpower on duties the contractor will provide substitute employee immediately

25) It will be a responsibility of the Contractor to maintain all statutory records of his employees and produce the records to MSSCL as well as to statutory institutes as and when required. In case of failure to produce records on demand for all statutory obligations in such cases, Contractor will remain responsible for the same.

26) It will be a responsibility of Contractor to pay to employees as decided and keep its records. For any complaint regarding non-payment as per decision, MSSCL will deduct such amount from Contractor payment and will be paid to such employees if Contractor is unable to prove for payment of such complaints.

27) Contractor will be solely responsible for manpower provided by him on outsourcing basis. MSSCL will not bear any responsibility of such manpower or any claim like regularization, Work-man Compensation, CPF, Gratuity, Pension, Employment on Compassionate ground etc. as the requirement of such manpower to MSSCL is on outsourcing basis only.

28) It will be a responsibility of Contractor to provide supervisors for frequent and sudden visit to MSSCL locations where Contractors employees are working and to solve problems of their employees. He will submit monthly reports of visit with bills. MSSCL will not pay for expenditure on such supervision and will have to manage from service charges. However, such supervision at least twice in one month and reporting with bills will be compulsory.

29) The manpower resource deployed by outsourcing agency under the agreement shall not claim nor shall be entitled for any perks and other facilities admissible to permanent employees of the Department during or after contractual period. These manpower resources shall not have right to demand for any type of permanent employment with the Department or its allied offices. These manpower resources shall not claim any benefit / compensation / absorption/ regularization of services with Department.

Signature of Contractor

30) The outsourcing agency shall pay the deployed manpower resources as per the latest revised rates of wages fixed by the "Government" along with all statutory obligations. The Actual rates of wages for the manpower resources shall be fixed at the time of the execution of the agreement with the outsourcing agency with the approval of the Government and the wage rates so decided should fulfill all statutory norms issued by Government for example Wages Act; Minimum Wages Act; Employer's Liability Act; the workmen compensation Act; Industrial Dispute Act; Maternity Benefit Act.

I have carefully read all the terms and conditions and acceptable to me/ us. Accordingly I /we have quoted my/our rates.

Date: -
Place: -

Signature of Contractor
Authority & Rubber Stamp

**ANNEXURE - A
TECHNICAL BID**

To,
The General Manager (Admn)
Maharashtra State Seed Corporation Limited,
"MAHABEEJ BHAVAN"
Krishi Nagar,
Akola- 444 104 (M.S.)

Sub : - e-Tender for Supply of Manpower on outsourcing basis.

Sir,

- I) I/We
have read the tender documents as issued by Maharashtra State Seed Corporation Limited, Akola (Hereafter called MSSCL) and hereby agree to abide by the said instruction, terms and conditions.
- II) I/We also agree to keep the offer contained in the tender open for acceptance for a period of 180 days from the date fixed for opening the same.
- III) The Earnest money of Rs. 5,00,000/- (Rupees Five Lakh only) has been deposited online bearing UTR Slip No. dated and the copy of UTR slip is enclosed.
- IV) The full value of the earnest money shall stand forfeited without prejudice to any other rights or reminds if I/We withdraw the offer before a final decision on the tender is taken, provided that such a withdrawal is made within 180 days from the opening of tender (Price bid).

OR

a) I/We do not execute the contract document /agreement within the stipulated period after acceptance of my/our tender will be known to me/us.

OR

b) My / Our offer is found differing in any respect (Terms and Conditions of the Tender). In that case the offer shall stand rejected without any legal claim or liability on MSSC.

OR

c) I/We do not deposit the Security in the form of Bank Guarantee mentioned in the Agreement/ order within 10 days from the date of execution of Agreement/date of receipt order.

OR

- d) I/We do not have the infrastructure available for executing the contract as declared & specified in the Technical Bid.
- V) Until a formal agreement is prepared and executed, acceptance of this tender shall constitute a binding contract between us subject to modification, as may be mutually agreed to between us and indicated in the letter of acceptance of my/our offer for this work.
- VI) I/We have read the arbitration clause in Section I relating to instructions to tenderers and conditions of the contract and I/We hereby agree that any dispute of whatsoever nature that may arise in connection with this tender shall be decided under those agreement clause.
- VII) The e-tender is being submitted online and Technical Bid in physical form at Akola (M.S.) and will be opened and decided at Akola and it is agreed that Civil Court at Akola alone will have jurisdiction to deal with any legal proceedings that may arise in connections with this tender or subsequently.

List of documents enclosed is as given below;

1. **Terms and conditions** of e-tender document (**Page No.14 to 20**) duly digitally-signed for online submission and duly signed on each page for submission of Technical Bid in physical form by tenderer with stamp and seal of company. (Must be executed on Stamp Paper of Rs.100/- duly Noatarized).
2. The filled e-tender be uploaded with the scanned copy of UTR number received from Bank against online payment of EMD Rs.5,00,000/- (Rupees Five Lakh Only) and tender fee Rs.10,000/- (Rupees Ten Thousand Only) and the copy of UTR of the same must be submitted in the Technical Bid in physical form.
3. Attested copy of registration under Contract Labour (Abolition and Regulation) Act from Commissioner of Labor Office. (Labor License)
4. Attested copy of registration under Shop and Establishment Act, Firm, Company Act, Cooperative Societies Act if any.
5. Attested Copy CPF & ESIC registration with CPF & ESIC authority in Maharashtra with last six months paid challan copies.
6. Attested Copy of Registration Certificate with Maharashtra Labor Welfare Board with last six receipts of payment made to MLWB. (Two Receipts in a year. i.e. June end and December end).
7. Attested copy of GST Registration with last six months paid returns.

8. Company / Firm Balance Sheet (Profit and Loss Account) of last three financial (2018-19, 2019-20 & 2020-21) years certified by Chartered Accountant showing minimum annual turnover of Rs.4.00 Crore (Rupees Four Crore Only) of the company during each year of the last three financial year, should be enclosed.
9. Attested Copy List of Major clients along with order copies and full addresses, Phone, Fax, E-mail address of clients with attested copies of work orders and performance certificate.
10. Undertaking/Self Declaration of firm/agency of not black listed by any Govt. or Semi-Govt. Organization / No police enquiry pending/ Not involved in Judicial Case on Stamp Paper of Rs.100/-.
11. Net worth Certificate of Rs.50.00 Lakh in last three financial years.
12. Nationalized / Commercial / Scheduled Bank Solvency Certificate of Rs.50.00 Lakh. (Not against Property).
13. Attested Copy of ISO Certificate 9001_2005.
14. _____
15. _____
16. _____
17. _____
18. _____
19. _____
20. _____

Name, Signature and Stamp of Tenderer,
(State legal status whether prop., partner & Registration)

Location :

Email: _____

Website : _____

Mobile : _____

Date :

Phone : _____

Fax : _____

Annexure B-1

The details of the base rates of salary fixed per month per person for providing manpower on outsourcing basis and tentative requirement with total approx. monthly amount are as under :-

Sr. No.	PARTICULARS	SKILLED WORKER like Drivers on Vehicles of MSSCL, Skilled Computer Operator, A/c cum Electric Operator/Mali			SEMI-SKILLED WORKER like JPA/ Operators/Asst. Mali			UNSKILLED WORKER for Gardening, Office Work & domestic work at MD's residence		
		ZONE			ZONE			ZONE		
		I	II	III	I	II	III	I	II	III
1	Basic	12605	11770	11255	11445	10800	10160	10350	9705	9000
2	Special Allowance	1350	1350	1350	1350	1350	1350	1350	1350	1350
3	Sub-Total (1 & 2)	13955	13120	12605	12795	12450	11510	11700	11055	10350
4	H.R.A.5% on Basic	630.25	588.50	562.75	572.25	540.00	508.00	517.50	485.25	450.00
5	Leave with Wages 5% on Basic + Spl.Allw.	697.75	656	630.25	639.75	607.50	575.50	585	552.75	517.50
6	Consolidated Salary per month (3 + 4 + 5)	15283	14364.50	13798	14007	13297	12593	12802	12093	11317
7	Bonus 8.33%	583.33	583.33	583.33	583.33	583.33	583.33	583.33	583.33	583.33
8	CPF @ 13% of Basic & Spl.Allw.	1814.15	1705.60	1638.65	1663.35	1579.50	1496.30	1521	1437.15	1345.50
9	ESIC 3.25% on Consolidated Salary (3.25% of 6)	496.69	466.84	448.43	455.22	432.16	409.28	416.01	393.02	367.81
10	Total Monthly Amount	18177.18	17120.28	16468.42	16708.91	15892.50	15082.45	15322.91	14506.50	13614.15

Note :-

- 1) Above Rates are subject to change as per directives and orders of Govt.
- 2) Above Rates of wages are revised as per Minimum Wages Act vide Notification No. MWA.1015/266/CR-120/LAB-7 Dated 30th August, 2019 of Industries, Energy and Labor Dept (GoM) and Circular of Special Allowance issued by Labor Dept. Dated 01.02.2022.
- 3) Other Allowances may be included separately as per nature of post based on experience and it will be informed in work order time to time as per directions of GoM vide GR Dated 22.02.2019 of Industries, Energy and Labor Dept.

ANNEXURE B-2
DETAILS OF QUALIFICATIONS AND TENTATIVE
REQUIREMENT OF MANPOWER

Skilled Workers

1) Junior Engineer (Civil / Electrical)

- a A Degree in Electrical/Civil Engineering from any recognized University/Institute.
- b For Electrical –
Minimum 5 years post qualification experience in high power electrical installations of ware houses, building machinery with additional experience in electronic field will be preferred.

For Civil -
Minimum 5 years post qualification experience in major civil constructions. Work like 2-3 storage building, industrial shed plants, roads and ancillary structure.
- c MS-CIT or Equivalent certificate course having good knowledge of computer operation will be essential.
- d Age- Maximum 38 years.

Requirement At: Head Office, Akola

2) Junior Plant Engineer

- a. B.Tech (Agril.Engineering) from any recognized Agricultural Universities/ Agricultural Institutes/Engineering Institutes. M.Tech(Processing Engineering) will be preferred in case of both the categories.
- b. Minimum one year post qualification experience in seed processing Engineering / Seed Technology. Candidates already working in seed industry will be preferred.
- c. MS-CIT or Equivalent certificate course having good knowledge of computer operation will be essential.
- d. Age- Maximum 38 years.

Requirement At: Seed Processing Plants. Locations mentioned in Annexure B-3

3) Stenographer Lower Grade: Total Requirement: 1 (One)

- a. Degree in any faculty with Certificate Course in Shorthand and Typewriting of speed 120 WPM and 50 WPM respectively in English and 80 WPM and 40 WPM respectively in Marathi. Good command over English will be preferred.
- b. At least 3 to 4 years experience in any Commercial organization.
- c. MS-CIT or Equivalent certificate course having good knowledge of computer operation will be essential.
- d. Age- Maximum 38 years.

Requirement At: Head Office, Akola

4) Clerk-cum-Typist: Total Requirement: 15 (Fifteen)

Qualification & Experience:

- a Any Graduate with Certificate Course of Typewriting both in English and Marathi with a speed of 40 WPM in English and 30 WPM in Marathi respectively.
- b Two years experience in clerical cadre/Minimum two years experience as Clerk-cum-Typist.
- c MS-CIT or Equivalent certificate course having good knowledge of computer operation will be essential.
- d Age- Maximum 38 years.

Requirement At: Anywhere out of the locations mentioned in Annexure B-3

5) Junior Clerk: Total Requirement: 9 (Nine)

Qualification & Experience:

- a Minimum Graduate degree in any discipline from Recognised University with Certificate Course of Typewriting in English and Marathi with a speed of 40 WPM and 30 WPM respectively.
- b MS-CIT or Equivalent certificate course having good knowledge of computer operation will be essential.
- c Age- Maximum 38 years.

Requirement At: Anywhere out of the locations mentioned in Annexure B-3

6) Driver :

Qualification & Experience:

- a) Must have passed 10th Std. Examination passing Heavy Duty License of Driving.
- b) 2 years experience.
- c) Age- Maximum 38 years.

Requirement At: Anywhere out of the locations mentioned in Annexure B-3

7) Asst. Vehicle Incharge :

- a) A Degree or Diploma in Mechanical or Automobile Engineering from any recognized University/Institute/ Board.
- b) At least 5 years experience in repairs and maintenance of diesel Jeeps pickup Vans, lorries and cars.
- c) Age- Maximum 38 years.

Requirement At: Anywhere out of the locations mentioned in Annexure B-3

Semi – Skilled Workers

8) Field Assistant: Total Requirement: 9 (Nine)

Qualification & Experience:

- a HSC/SSC with Diploma in Agriculture School
- b 2-3 years experience in seed industry.
- c Knowledge of Computer will be preferred.
- c Age- Maximum 38 years.

Requirement At: Anywhere out of the locations mentioned in Annexure B-3

9) Junior Processing Assistant : Total Requirement: 8 (Eight)

Qualification & Experience:

- a HSC/ SSC with Diploma in Agriculture School
- b 2-3 years experience in seed industry.
- c Knowledge of Computer will be preferred.
- d Age- Maximum 38 years.

Requirement At: Anywhere out of the locations mentioned in Annexure B-3

10) Junior Operator : Total Requirement: 5 (Five)

Qualification & Experience:

- a HSC/SSC with ITI in Trade Electrical/Mechanical/Fitter/Welder from Recognised ITI preferably in 'A' grade.

Age- Maximum 38 years.

Requirement At: Anywhere out of the locations mentioned in Annexure B-3

11) Assistant Mali :

SSC and Diploma in Mali Training from Any Agriculture School or equivalent.
Age- Maximum 38 years.

Unskilled Workers

12) Peon-cum-Watchman - 8 (Eight) / Care taker / Gardening Worker :

Qualification :

- a SSC
- Age- Maximum 38/43 years.

Requirement At: Anywhere out of the locations mentioned in Annexure B-3

ANNEXURE- B-3

**DETAILS OF THE LOCATIONS OF M.S.S.C. LIMITED FOR THE PURPOSE
OF REQUIREMENT OF MANPOWER.**

Sr. No.	Name of Location	Personnel to be provided at
1	Akola	Head Office / Regional Office / District Office / Seed Processing Plant, Shioni / Veg.Seed Proc Plant
2	Amravati	District Office / Seed Processing Plant
3	Buldhana	District Office / Seed Processing Plant, Chikhli/Khamgaon/Malkapur
4	Washim	District Office / Seed Processing Plant
5	Yavatmal	District Office / Seed Processing Plant
6	Nagpur	Regional Office / District Office / Seed Processing Plant, Butibori
7	Wardha	District Office / Seed Processing Plant, Seloo
8	Bhandara / Gondiya	District Office / Seed Processing Plant, Gadegaon
9	Chandrapur / Gadchiroli	District Office / Seed Processing Plant, Mool
10	Parbhani	Regional Office / District Office / Seed Processing Plant
11	Nanded	District Office / Seed Processing Plant
12	Hingoli	District Office / Seed Processing Plant
13	Latur	District Office / Seed Processing Plant, Latur / Shirur Tajband (Custom Plant)
14	Osmanabad	District Office / Seed Processing Plant, Dhoki
15	Solapur	District Office
16	Jalna	Regional Office / District Office / Seed Processing Plant
17	Beed	District Office / Seed Processing Plant, Ambajogai (Custom)
18	Ahmednagar	District Office / Seed Processing Plant, Khandala
19	Jalgaon	Regional Office / District Office / SPP, Erandol
20	Nashik	District Office / Seed Processing Plant, Satana
21	Dhule / Nandurbar	District Office / Seed Processing Plant, Dondaicha
22	Pune	Regional Office / District Office
23	Satara	District Office
24	Sangli	District Office
25	Kolhapur	District Office / Seed Processing Plant, Ashita
26	Thane	Dy. Regional Office
27	Indore (MP)	Regional Office
28	Gandhi Nagar (Gujrat)	Dy. Regional Office
29	Kurnool (Telangana / AP)	Regional Office

ANNEXURE-C

LIST OF REGISTERS AND RECORDS TO BE MAINTAINED BY CONTRACTOR

The contractor should maintain the registers of workers engaged by him as per contract labour appointment and abolition Act as follows.

- 1) Register of manpower employed by the contractor.
- 2) Register of Salary.
- 3) Register of deduction for damages or loss.
- 4) Register of fines.
- 5) Register of advances.
- 6) Muster roll.
- 7) Salary slip.
- 8) Accident Register.
- 9) Submission of CPF, ESI & MLWB annual returns.
- 10) Renewal of license certificate.
- 11) Register of GST Returns

Labour Welfare Officer, MSSCL, Akola or the authorized Officer of Admin. Dept. / Finance Dept or any other authorized officer will check the above records. In case, record is not maintained properly and shown, the payment will be withheld until it is completed.

Date:-
Place :-

Signature of Contractor
Authority & Rubber Stamp