

## **TERMS & CONDITIONS FOR ENGAGEMENT OF THREE NOS. PEONS, ONE SWEEPER & ONE SECURITY GUARD ON OUTSOURCING BASIS**

1. The Peons/Sweeper/Security Guard (unskilled) supplied by the Agency will be paid on daily wage basis @ rate as per Labour & ESI Department guidelines, Govt. of Odisha vide order no. 5259/dt. 28.06.17.
2. The quotations should be accompanied by all relevant documents relating to Statutory Registration and bank details of the Agency
3. He or She should be between 18 to 40 years of age.
4. The firm must provide name , address and Aadhar No. of the unskilled worker.
5. Minimum Educational Qualification for unskilled Peon is matriculation.
6. The duration of work will be eight (08) hours excluding half an hour of rest per day.
7. The Peons can be engaged in the office work or in any other activity assigned from time to time as per requirement.
8. The Agency will furnish to the office the evidence of deposit of EPF & ESI on behalf of the employees supplied to the college every month after which the bill will be processed for payment
9. Police verification report of the Security Guard , Sweeper and Peons should be provided
10. Extension will be allowed for one more year to the Agency subject to satisfactory performance and good conduct of the persons engaged in this establishment.
11. The contract of engagement is to be made between the Principal, Rajdhani College, Bhubaneswar and the Agency on stamp paper to be provided by the Agency.
12. The appointment is purely temporary. Authority reserves the right to cancel the contract if required without assigning any reason thereof.
13. The Persons engaged through Agency shall be responsible for all measures to safe guard the property where he/she will be assigned in the college.
14. Quotations should be submitted as per the following table per day

### **FINANCIAL BID FOR PROVIDING MANPOWER**

Sl.No.	Requirement of manpower	* Take home remuneration	EPF @13.15%	ESI @4.75%	** Service Charge	*** Any other statutory dues payable	Total Per person
1.	Peon (unskilled)						
2.	Sweeper (unskilled)						
3.	Security Guard (unskilled)						

\* Minimum wage for unskilled labour is Rs. 213.50/- per day.

\*\* Service charge is to be quoted reasonably by the firm

\*\*\* Any statutory dues payable may be mentioned and the copy of relevant Govt. order / circular be enclosed.

Date :

Place:

Signature of the authorized person