|  |
| --- |
| logo.png  **TEXTILES COMMITTEE**  **Ministry of Textiles, Government of India**  **P Balu Road, Prabhadevi**  **Mumbai – 400025**  **Tel: 91-22-66527538**  **Email: asecytc@gmail.com** |
| **TENDER FOR PROVIDING MANPOWER TO TEXTILES COMMITTEE OFFICES ALL OVER INDIA** |
| Tender ID No: **91/421/2017/AD**  Tender Issue Date: 27 April 2017 09:00 Hrs  Tender Due Date: 17 May 2017 15:00 Hrs  ISSUING AUTHORITY: ASSISTANT SECRETARY (PERSONNEL) |
|  |

Contents

[1 Instructions for Online Bid Submission 5](#_Toc480899442)

[2 Critical dates 7](#_Toc480899443)

[3 Background and Requirement 8](#_Toc480899444)

[4 Eligibility Criteria 8](#_Toc480899445)

[5 BIDDING PROCESS 10](#_Toc480899446)

[5.1 Bid Submission 10](#_Toc480899447)

[5.2 Earnest Money Deposit (EMD): 10](#_Toc480899448)

[5.3 Forfeiture of Earnest Money Deposit/Security Deposit 10](#_Toc480899449)

[5.4 Pre bid meeting 10](#_Toc480899450)

[5.5 Last date for uploading of bids 11](#_Toc480899451)

[5.6 Opening of Bids 11](#_Toc480899452)

[5.7 Bid Validity 12](#_Toc480899453)

[5.8 Evaluation of bids 12](#_Toc480899454)

[5.9 Award of Contract (Empanelment) 13](#_Toc480899455)

[5.10 Providing Services / Support 13](#_Toc480899456)

[5.11 Penalty for non-performance 15](#_Toc480899457)

[5.12 Payment terms 15](#_Toc480899458)

[5.13 Security 16](#_Toc480899459)

[5.14 Indemnity 16](#_Toc480899460)

[6 General Terms & Conditions 17](#_Toc480899461)

[6.1 General 17](#_Toc480899462)

[6.2 Termination for Insolvency & Default 17](#_Toc480899463)

[6.3 Force Majeure 18](#_Toc480899464)

[6.4 Arbitration 18](#_Toc480899465)

[6.5 Applicable law 19](#_Toc480899466)

[6.6 Clarification on the date of joining mentioned in work order 19](#_Toc480899467)

[6.7 Clarity in case of work order billing address 19](#_Toc480899468)

[Annexure-I: Technical Details 20](#_Toc480899469)

[Annexure-II: Financial Bid 22](#_Toc480899470)

[Annexure – III: 24](#_Toc480899471)

[Educational Qualifications & Experience of Technical Professionals 24](#_Toc480899472)

[Annexure IV: Tentative Deployment Plan for Manpower across the Offices of Textiles Committee 33](#_Toc480899473)

**TEXTILES COMMITTEE**

(Govt. of India, Ministry of Textiles)

P. Balu Road, Prabhadevi Chowk,

Prabhadevi, Mumbai-400 025.

Tel: 022-66527534/538, Fax: 022-66527509

E-mail: [asceytc@gmail.com](mailto:asceytc@gmail.com)

**TENDER NOTICE FOR PROVIDING MANPOWER TO TEXTILES COMMITTEE OFFICES ALL OVER INDIA**

Bids are invited by Textiles Committee from well established and financially sound Manpower Companies / Firms / Agencies (herein after referred as agency/agencies), with proven competence for complementing the Textiles Committee resources all over the country. Interpretation of the terms & conditions and other related issues in the tender would rest with Textiles Committee only. Tenders can be downloaded from the central public procurement portal <https://eprocure.gov.in>.

Possession of valid Digital Signature Certificate (DSC) and enrolment/registration of the contractors/bidders on the e-Procurement/e-Tender portal are prerequisite for e-Tendering. The bidders are to submit the bids through online e-Tendering system to the Tender Inviting Authority (TIA). An Earnest Money Deposit (EMD) along with Tender Document fee has to be submitted along with the Bid. Bids without EMD and Tender Document fee shall not be considered. Schedule of Tendering process is given below:

|  |  |  |
| --- | --- | --- |
| 1 | Starting date of issue of Tender document. | 27 April 2017 09:00 Hrs |
| 2 | Last date of issue of Tender document. | 17 May 2017 15:00 Hrs |
| 3 | Date and time for Pre-bid meeting (Briefing Session) in order to clarify any points related to the tender. | 04 May 2017 11:00 Hrs |
| 4 | Last date and time of submission of Bid (Both Technical & Commercial) | 17 May 2017 15:00 Hrs |
| 5 | Date and time of opening of Technical Bid | 18 May 2017 15:00 Hrs |
| 7 | Earnest Money Deposit (Bid Security) | Rs. 2,50,000 |

1. In case of any discrepancies in the date and time between the tender document and the central public procurement portal ( <https://w>[ww.eprocure.gov.in](http://ww.eprocure.gov.in)) the date and time as given in the portal shall prevail.
2. Issue of Tender documents: Tender document is available and can be downloaded from <https://w>[ww.eprocure.gov.in](http://ww.eprocure.gov.in)
3. Submission of Bid documents: Bidder shall submit the bids online through the Central Public Procurement Portal for e- Procurement at <https://www.eprocure.gov.in> along with the scanned copies of the required documents, if any, as per instructions given at tender document
4. A pre-bid meeting (Briefing Session) for bidders will be held at Textiles Committee, Board Room, 5th Floor, Textiles Committee, P. Balu Road, Prabhadevi, Mumbai-400 025, on 04th May 2017 11:00 Hrs in order to clarify any points related to the Tender. The prospective bidders or their authorized representatives may attend this meeting, if they desire so.
5. Last date & time for submission of online Bids is 17th May 2017 15:00 Hrs. The bids will be opened online on the next day at 15.00 hrs online at the Central Public Procurement Portal for e- Procurement at <https://w>[ww.eprocure.gov.in](http://ww.eprocure.gov.in)/eprocure/app. Bidders can access the tendering process at the portal.
6. After the scrutiny of Technical bids, the only bidders who are found to be technically responsive will be considered for commercial bids. The opening of the Commercial Bids will be intimated to the technically responsive bidders through the portal.
7. **Address for Communication**: Assistant Secretary (Personnel), Textiles Committee, P. Balu Road, Prabhadevi Chowk, Prabhadevi, Mumbai–400 025. Tel: 022-66527521, Fax: 022-66527509, E-mail: [asecytc@gmail.com](mailto:asecytc@gmail.com)

Assistant Secretary (Personnel)

Tender Issuing Authority

**Textiles Committee**

(Govt. of India, Ministry of Textiles)

P. Balu Road, Prabhadevi Chowk,

Prabhadevi, Mumbai-400 025.

Tel: 022-66527534/538, Fax: 022-66527509

E-mail: [asceytc@gmail.com](mailto:asceytc@gmail.com)

# Instructions for Online Bid Submission

* 1. Instructions to the Bidders to submit the bids online through the Central Public Procurement Portal for e Procurement at [https://eprocure.gov.in](https://eprocure.gov.in/eprocure/app)
  2. Possession of valid Digital Signature Certificate (DSC) and enrolment/registration of the contractors/bidders on the e-Procurement/e-tender portal are prerequisite for e-tendering.
  3. Bidder should register for the enrolment in the e-Procurement site using the Online Bidder Enrolment option available on the home page. Portal enrolment is generally free of charge. During enrolment/registration, the bidders should provide only valid and true information including valid email id. All the correspondence shall be made directly with the contractors/bidders through email id as registered.
  4. Bidder need to login to the site through their user ID/ password chosen during enrolment/registration.
  5. Then the Digital Signature Certificate (Class II or Class III Certificates with signing key usage) issued by SIFY/TCS/nCode/eMudra or any other Certifying Authority recognized by Controller of Certifying Authorities (CCA) India on eToken/Smart Card, should be registered.
  6. The registered DSC only should be used by the bidder in the transactions and should ensure safety of the same.
  7. Contractor/Bidder may go through the tenders published on the site and download the tender documents/schedules for the tenders.
  8. After downloading / getting the tender document/schedules, the Bidder should go through them carefully and then submit the documents as required, otherwise bid will be rejected.
  9. Any clarifications may be sought online through the tender site, through the contact details or during pre-bid meeting if any. Bidder should take into account the corrigendum if any published before submitting the bids online.
  10. Bidder may log in to the site through the secured login by the user id/ password chosen during enrolment/registration and then by submitting the password of the e-Token/Smart Card to access DSC.
  11. Bidder may select the tender in which he/she is interested in by using the search option and then move it to the “my tenders” folder.
  12. From “my tender” folder, bidder may select the tender to view all the details uploaded there.
  13. It shall be deemed that the bidder has read and understood all the terms and conditions before submitting the offer. Bidder should go through the tender schedules carefully and upload the documents as asked; otherwise, the incomplete bid shall stand rejected.
  14. Bidder, in advance, should get ready the bid documents to be submitted as indicated in the tender document/schedule and ordinarily it shall be in PDF/xls/rar/jpg/dwf formats. If there is more than one document, all may be clubbed together and provided in the requested format. Bidders Bid documents may be scanned with 100 dpi with black and white option. It is advisable that each document to be uploaded online for the tenders should be less than 2 MB. If any document is more than 2MB, it can be reduced through zip/rar and the same if permitted may be uploaded. The file size being less than 1 MB the transaction is ideal for uploading.
  15. The Bidders can update well in advance, the documents such as certificates, annual report details etc., under My Space option and these can be selected as per tender requirements and then send along with bid documents during bid submission. This will facilitate the bid submission process faster by reducing upload time of bids.
  16. Bidder should submit the Tender Fee/ EMD as specified in the tender. The hard copy should be posted/couriered/given in person to the Tender Inviting Authority, within bid submission due date and time as indicated in the tender. Scanned copy of the instrument should be uploaded as part of the offer.
  17. While submitting the bids online, the bidder shall read the terms and conditions and may accept the same to proceed further to submit the bid packets.
  18. The bidder has to select the payment option as offline to pay the Tender FEE/ EMD as applicable and enter details of the instruments.
  19. The details of the DD/any other accepted instrument, physically delivered, should tally with the details available in the scanned copy and the data entered during bid submission time, otherwise submitted bid shall not be acceptable or liable for rejection.
  20. The bidder has to digitally sign and upload the required bid documents one by one as indicated. Very act of using DSC for downloading the bids and uploading their offers shall be deemed to be a confirmation that they have read, understood and agreed with all clauses of the bid document including General conditions of contract without any exception.
  21. The bidder has to upload the relevant files required as indicated in the cover content. In case of any irrelevant files, the bid may be rejected.
  22. If the price bid format is provided in a spread sheet file like BoQ\_XXXX.xls, the rates offered should be entered in the allotted space only and uploaded after filling the relevant columns. The Priced-bid/BOQ template shall not be modified / replaced by the bidder; else the bid submitted is liable to be rejected for the tender.
  23. The bidders are advised to submit the bids through online e-tendering system to the Tender Inviting Authority (TIA) well before the bid submission due date and time (as per Server System Clock). The TIA shall not be held responsible for any delay or the difficulties faced during the submission of bids online by the bidders.
  24. After the bid submission (i.e. after Clicking ―Freeze Bid Submission in the portal), the acknowledgement number indicated by the system should be printed by the bidder and kept as a record of evidence for online submission of bid for the particular tender and also be used as entry pass to participate in the bid opening.
  25. The time settings fixed in the server side and displayed at the top of the tender site, shall remain valid for all actions of requesting, bid submission, bid opening eTextiles Committee., in the e-Tender system. The bidders should follow such time during bid submission.
  26. All the data being entered by the bidders would be encrypted using Public Key Infrastructure (PKI) encryption techniques to ensure the secrecy of the data. The data entered is not retrievable by unauthorized persons during the bid submission and until the time of bid opening by any person.
  27. Any bid document that is uploaded to the server is subjected to symmetric encryption using a system generated symmetric key. Further this key is subjected to asymmetric encryption using buyers/bid openers’ public keys. Overall, the uploaded tender documents become readable only after the tender opening by the authorized bid openers.
  28. The confidentiality of the bids is maintained with the use of Secured Socket Layer (SSL) 128 bit encryption technology. Data storage encryption of sensitive fields is done.
  29. The bidder should logout of the tendering system using the normal logout option available at the top right hand corner and not by selecting the (X) exit option in the browser.
  30. For any queries regarding e-Tendering process, the bidders may contact at address as provided in the tender document. Parallely for any further queries, the bidders are advised to contact over phone: 1-800-233-7315 or send a mail to – [cppp-nic@nic.in](mailto:cppp-nic@nic.in).

# Critical dates

|  |  |
| --- | --- |
| **Activity** | **Date** |
| Date of Publication on http://eprocure.gov.in | 27 April 2017 09:00 Hrs |
| Downloading of the Tender Document | 27 April 2017 09:00 Hrs |
| Pre-bid meeting | 04 May 2017 11:00 Hrs |
| Online bid uploading - end date | 17 May 2017 15:00 Hrs |
| Opening of Bids | 18 May 2017 15:00 Hrs |

* 1. In case of any discrepancy in the date and time mentioned in the bid document and the central public procurement portal viz., <http://eprocure.gov.in> the date and time mentioned on the portal will prevail.

# Background and Requirement

* 1. The Textiles Committee is a statutory body under the Ministry of Textiles, Government of India. The Committee was established by the Textiles Committee Act 1963 by the Parliament. The Textiles Committee's main objective is to ensure the quality of textiles and textile machinery both for internal consumption and export purposes. The Committee's headquarters is at Mumbai. There are 29 other offices in major textile manufacturing/exporting centres, of them 18 have textile testing laboratories, including 9 eco-parameters testing laboratories. The functions of the Textiles Committee are handled by Administration – Personnel, Housekeeping, Finance and Accounts, Export Promotion & Quality Assurance, Laboratory, TQM, Market Research Division,
  2. To ensure continued support to the projects undertaken by Textiles Committee, Textiles Committee proposes to empanel well established and financially sound Manpower Companies / Firms / Agencies (herein after referred as agency/agencies), with proven competence for complementing the Textiles Committee resources all over the country.
  3. The empanelled agencies would be expected to provide professionals’ to complement the resources of Textiles Committee. Such support would be for a definite period and will not amount to any kind of employment obligation on the part of Textiles Committee. Annexure – III lists out Educational Qualifications & Experience of the professionals proposed to be hired for Textiles Committee projects through this tendering process.
  4. At least two agencies will be empanelled for providing manpower support for each position of Annexure –III. The empanelment will be initially for a period of two years, which can be extended through mutual consent for a further period of one year.
  5. This being an all-India open tender, agencies from all over the country can participate subject to their eligibility and having capacity to provide manpower support on an all-India basis.
  6. **Textiles Committee is looking forward to engage manpower in different categories as mentioned in the Annexure IV (Deployment of manpower in different offices of Textiles Committee) to read with Annexure III (Educational Qualification & Experience of Technical Professionals). The number of manpower at Annexure IV is indicative and the number and categories may increase or decrease depending upon the administrative exigencies.**
  7. The tender document can be downloaded from the central public procurement portal viz., <http://eprocure.gov.in>. The completed bids are to be uploaded by 17th May 2017 15:00 Hrs as per the procedure given in the tender document. Except for the drafts for EMD, no other documents are to be submitted to Textiles Committee in paper forms.

# Eligibility Criteria

* 1. The bidder should have a registered office or a branch office in Mumbai / Mumbai Metropolitan Region (MMR)
  2. The bidder should be registered with the appropriate authority for the providing manpower solutions.
  3. The bidders must have at least three years experience in providing manpower to Government Ministries/Departments, Public sector companies, Banks, reputed private companies etc.
  4. The bidders must be agencies must be offering manpower solutions, for at least three years. The bidders average turn over from supply of manpower solutions should be more than ` 2,00,00,000/- (Two Crores) in each of the preceding three years viz. 2013-14, 2014-15 and 2015-16. A certificate, from a chartered accountant on the turn over from providing manpower solutions for the reference years may be submitted.
  5. Data Entry Agencies, HR staffing companies, placement and security personnel services providers and non IT firms are also eligible for this tender.
  6. The bidder should be registered with the Service Tax department and carry a valid PAN.
  7. The bidder should produce Articles of Association (in case of registered firms), Bye laws and certificates for registration (in case of registered co-operative societies), Partnership deed (in case of partnership firm).
  8. An undertaking (self certificate) that the bidder hasn’t been blacklisted by a central/ State Government institution and there has been no litigation with any government department on account of similar services.
  9. The bidders should have an appropriate operational mechanism for manpower deployment with the following facilitations.
     1. Registration of eligible candidates.
     2. List of identity verified and technically qualified candidates duly screened by the agency for educational qualifications and experience for each category given in Annexure III
     3. Issue of Appointment Order to the candidates provided to Textiles Committee for deployment.
     4. Electronic submission of monthly satisfactory performance report by Textiles Committee authorized officer.
     5. Monthly payment and deposited deduction details to the manpower giving cheque/draft No. /ECS transfer, date of payment and amount paid, Date of bills submission and Textiles Committee payment date.

In order for their bids to be considered, the Bidders are requested to furnish documents for each of the above clauses.

# BIDDING PROCESS

## Bid Submission

* + 1. Bidders are advised to study the Bid Document carefully. Submission of the Bid will be deemed to have been done after careful study and examination of all instructions, eligibility norms, terms and requirement specifications in the tender document with full understanding of its implications. Bids not complying with all the given clauses in this tender document are liable to be rejected. Failure to furnish all information required in the tender Document or submission of a bid not substantially responsive to the tender document in all respects will be at the bidder’s risk and may result in the rejection of the bid.
    2. Demand Drafts amounting to INR 2,50,000/-(two lakh fifty thousand only) towards EMD, drawn on a scheduled commercial bank and payable to Textiles Committee, Mumbai may be placed in an envelope. The envelope should be sealed and superscripted “EMD for Textiles Committee tender for Manpower Support Services”. The envelope may be addressed to the Assistant Secretary (P), Textiles Committee, P Balu Road, Prabhadevi, Mumbai, before the due date and time specified above.
    3. The conditional bids shall not be considered and will be out rightly rejected.
    4. The bid has to be submitted using Annexure I (Technical Details) and Annexure II (Financial bid)

## Earnest Money Deposit (EMD):

* + 1. The bidders can download the tender documents from the central public procurement portal or the Textiles Committee website (<http://www.textilescommittee.gov.in>) free of cost.
    2. The Bidders shall furnish, **Earnest Money Deposit (EMD) of INR 2,50,000/-(two lakh fifty thousand only) in the form of Demand Draft / Bankers’ Cheques,** from a scheduled commercial bank, drawn in favour of Textiles Committee payable at Mumbai. The EMD of unsuccessful bidders shall be returned without interest after finalization of the tender. EMD of the successful bidders shall be returned without any interest, on receipt of Bank Guarantee of equal amount valid for the period of empanelment / extended empanelment.

## Forfeiture of Earnest Money Deposit/Security Deposit

* + 1. The Earnest Money Deposit can be forfeited if a Bidder.
    2. Withdraws its bid during the period of bid validity.
    3. Does not accept the correction of errors.
    4. In case of the successful Bidder fails to sign the contract within the stipulated time.

## Pre bid meeting

Textiles Committee will hold a pre bid meeting with the prospective bidders at 11:00 AM on 04 May 2017 in the Textiles Committee board room. Queries received, if any, from the bidders, up to 03 May 2017 15:00 Hrs, will be addressed in the pre bid meeting. The queries can be sent to Textiles Committee through email at [asecytc@gmail.com](mailto:asecytc@gmail.com)

## Last date for uploading of bids

* + 1. Bids, complete in all respects, must be uploaded on the mentioned site by the due date and time. In all cases the date and times mentioned on the e-procurement portal will prevail.
    2. Textiles Committee may, at its own discretion, extend the date for uploading of bids. In such a case all rights and obligations of Textiles Committee and the Bidders shall be applicable to the extended time frame.
    3. As the bids can be uploaded only up to the defined date and time, there can’t be any late bids. Textiles Committee will not be responsible for any delay in obtaining the terms and conditions of the tender or uploading of the bid on e-procurement portal before the due date and time of submission. Bidders are advised to upload their bids well in time.
    4. The offers submitted as documents, by telex/telegram/fax/Email or any manner other than specified above will not be considered. No correspondence will be entertained on this matter.
    5. At any time prior to the last date for receipt of bids, Textiles Committee, may, for any reason, whether at its own initiative or in response to a clarification requested by a prospective bidder, modify the Tender Document by an amendment. The amendment will be notified on the e-procurement portal <http://eprocure.gov.in> and should be taken into consideration by the prospective bidders while preparing their bids.
    6. In order to give prospective bidders reasonable time to take the amendment into account in preparing their bids, Textiles Committee may, at its discretion, extend the last date for the receipt of bids. No bid may be modified subsequent to the last date for receipt of bids. No bid may be withdrawn in the interval between the last date for receipt of bids and the expiry of the bid validity period specified by the bidder in the bid.
    7. Withdrawal of a bid during this interval may result in forfeiture of Bidder’s EMD.
    8. The bidders will bear all costs associated with the preparation and submission of their bids. Textiles Committee will, in no case, be responsible or liable for those costs, regardless of the outcome of the tendering process.
    9. Printed terms and conditions of the bidders, as uploaded, will not be considered as forming part of their bid. In case terms and conditions of the contract applicable to the Invitation of bid are not acceptable to any bidder, they should clearly specify the deviations in their bids.

## Opening of Bids

* + 1. **Technical Bid:** Textiles Committee shall convene a bid opening session on 18 May 2017 at 15:00 Hrs. Subsequent to this, Textiles Committee will download the technical bids and passed on to a duly constituted Evaluation Committee.
    2. **Financial Bid:** Financial bids, of only the technically qualified bidders, shall be opened on a notified date and time. The financial bids will then be passed on to a duly constituted Evaluation Committee for evaluation.

## Bid Validity

All the bids must be valid for a period of 120 days from the date of tender opening for placing the initial order. However, the rates should be valid for the initial/extended period of empanelment from the date of empanelment. No request will be considered for price revision during the empanelment (contract) period. If necessary, Textiles Committee will seek extension in the bid validity period beyond 120 days. The bidders, not agreeing for such extensions will be allowed to withdraw their bids without forfeiture of their EMD.

## Evaluation of bids

* + 1. When deemed necessary, Textiles Committee may seek clarifications on any aspect of their bid from the bidder. However, that would not entitle the bidder to change or cause any change in the substance of the tender submitted or price quoted. This would also not mean that their bid has been accepted.
    2. Textiles Committee may waive any minor informality or non-conformity or irregularity in a bid, provided such waiver does not prejudice or affect the relative ranking of any other bidder.
    3. Any effort by a bidder to influence Textiles Committee's bid evaluation, bid comparison or contract award decisions may result in the rejection of the bidder's bid and forfeiture of the bidder's EMD.
    4. Textiles Committee reserves the right to accept any bid, and to cancel/abort the Tender process and reject all bids at any time prior to award of Contract, without thereby incurring any liability to the affected bidders and of any obligation to inform the affected bidders of the grounds for Textiles Committee’s action and without assigning any reasons.
    5. Arithmetical error will be rectified on the following basis. If there is a discrepancy between the unit price and the total price that is obtained by multiplying the unit price with quantity, the unit price will prevail and the total price will be corrected. If the bidder does not accept the correction of the errors, its bid will be rejected and EMD forfeited. If there is a discrepancy between words and figures, the amount in words will prevail.
    6. Printed Conditions mentioned in the tender will not be binding on Textiles Committee. If any specific condition is to be accepted it should be specifically mentioned in the tender itself.
    7. **Technical Evaluation**: The two-stage selection procedure will be adopted for evaluation of the bids. In the first stage, the technical bids will be evaluated by a duly constituted Technical Evaluation Committee (TEC). The first process for the TEC is to examine the eligibility of the bidders as per the tender specifications. Bids of the bidders, not satisfying the eligibility criteria will be rejected. Subsequently, the TEC would examine the technical details and may ask for additional information from the bidders, if necessary. On request from the TEC, the bidding bidders may have to produce additional information. The additional time limit, in which the bidders’ have to submit information, will be decided by the TEC and its decision will be final in this regard. Bids of the bidders failing to adhere to the specified time limit will be rejected.
    8. **Financial Evaluation**: After approval of the TEC report by the competent authority, the processing of the second stage will commence with the opening of the Financial Bids of only the technically qualified Bidders. A Financial Evaluation Committee (FEC) would scrutinize the commercial bids. The bids, found lacking in compliance to the commercial bid format will be rejected straightaway.
    9. L1 is the agency quoting least charges in the financial bid table. In case two or more agencies quote the same, the agency with the highest turnover taken together for three reference years will be taken as L1.
    10. A panel of at least two agencies will be kept to service the requirements of Textiles Committee. L2, L3….. in that order will be asked to match L1 rates. One more agencies, other than L1 agreeing to L1 rates, will be identified to maintain a panel of at least two agencies. If none of the L2, L3….agree to match L1 rates then L1 alone will be on the panel.

## Award of Contract (Empanelment)

* + 1. On written communication from Textiles Committee for having qualified for empanelment the bidder will sign the contract (letter of empanelment) within 7 days of such communication. Failing which the offer will be treated as withdrawn and EMD forfeited.
    2. Textiles Committee will have a panel of two bidders for availing the services during the period of empanelment, which will be initially for two years. Depending on the requirements, Textiles Committee may extend the period of empanelment for additional one year through mutual consent. The empanelled bidders will have to renew/re-submit the security deposit for the extended period of empanelment.
    3. The bidders selected for empanelment will give security deposit of INR 5,00,000/-(Five Lakhs only) in the form of Bank Guarantee from a scheduled commercial bank for the duration of the empanelment or extended period plus 60 days, in favour of Textiles Committee, Mumbai.

## Providing Services / Support

* + 1. For the deployment of professionals to Textiles Committee, the empanelled bidder, on demand from Textiles Committee, shall forward list of eligible candidates. A duly constituted Selection Committee from Textiles Committee will select the candidates for deployment to the projects. The bidder will post only the recommended candidates to the projects. The names of candidates, rejected by the selection committee will not be forwarded again for a period of three months.
    2. In case the empanelled bidder fails to submit list of eligible candidates, on demand, to Textiles Committee three times in a row, the bidder’s empanelment will be cancelled and Security Deposit forfeited.
    3. The bidder will deploy the requisite manpower within 15 days of placing the work order by Textiles Committee. Beyond fifteen days a penalty of INR 300/- per day per person will be levied for a period of 10 days and after that the work order will be cancelled and manpower obtained from alternate sources at the risk and cost of the defaulting bidder. The work order cancellation charges will be applicable.
    4. For the manpower deployed, the agency will keep with them, their present and permanent address (with proof), educational and technical qualification details, specimen signature, two passport size photographs, police verification certificate and furnish these details/information to Textiles Committee, as and when required.
    5. **Security Consideration**: The persons deployed by the agency should not have any adverse police record /criminal case against them. The agency should make adequate enquiries and certify about the character and antecedents of the persons whom they deploy. A copy of the police verification report should be submitted to the Textiles Committee within 45 days.
    6. The agency will issue appointment order to the deployed manpower only after police verification. A copy of the appointment order should be endorsed to the Textiles Committee. Agency deployed professionals will wear the agency issued I-cards on their person at their respective places of work.
    7. The personnel hired from the agency will report to head of the Department/ officer in charge, Textiles Committee, who will assign them specific tasks as per job profile given at Annexure-III
    8. The agency shall engage necessary persons as required by Textiles Committee from time to time. The said persons engaged by the agency shall be the employees of the service provider and it shall be the duty of the agency to pay their salary in time.
    9. The empanelled bidders will make the payment to their deployed staff, on receipt of a satisfactory performance certificate from the head of department /officer in-charge. The payment will be made for the number of days worked in a month as reported by the head of department /officer in-charge within 7 working days of the receipt of such information. Any unjustifiable delay, beyond ten working days from the receipt of the satisfactory performance/attendance report, will attract a penalty as per the penalty clause. It is the responsibility of the agency to procure the performance/attendance report from head of the department/officer in charge in the first week of the succeeding month.
    10. The agency will be wholly and exclusively responsible for payment of wages to the persons engaged by it in compliance of all the statutory obligations under all related legislations as applicable from time to time including Minimum Wages Act, Employees Provident Fund Act, ESI Act, etc., The Textiles Committee shall not incur any liability of the agency for any expenditure, whatsoever, on the persons employed by the agency on account of any such statutory obligation. The agency shall provide particulars of EPF, ESI of its persons engaged by it to Textiles Committee on monthly basis along with the bill submitted by it.
    11. In case any personnel of the Agency is found engaged in doing any work other than the task assigned to him/her or is found not useful to the project or leaves the project without any notice, the agency will arrange the replacement within one week at its own cost, otherwise the penalty will be applicable as per the penalty clauses.
    12. The agency will be responsible for any damage to equipments, property and third party liabilities caused by acts on part of its deployed manpower at Textiles Committee/Client’s premises. All equipment will be used only for the purpose of carrying out legitimate business of client organization and will not be put into any other use. For any established damage the extent of damage as decided by Textiles Committee will be final and binding on the agency.
    13. The agency’s person shall not claim any benefit/ compensation/ absorption/ regularisation of services from/in Textiles Committee under the provision of Industrial Disputes Act, 1947 or Contract Labour (Regulation & Abolition) Act, 1970. Undertaking to this effect shall be submitted by the agency to Textiles Committee
    14. The staff deployed by the agency will maintain office decorum. They will be courteous, polite and cooperative. The agency will verify the character antecedents before deploying any person at Textiles Committee.
    15. Medical or any other allowances to the staff deployed will not be borne by Textiles Committee. It will be the responsibility of the agency.

## Penalty for non-performance

* + 1. The bidder will deploy the requisite manpower within 15 days of placing the work order by Textiles Committee. Beyond ten days a penalty of INR 300/- per day per person will be levied for a period of 10 days and after that the work order will be cancelled and manpower will be obtained from alternate sources at the risk and cost of the defaulting bidder. Work order cancellation charges will be applicable.
    2. In case of the starting date of work order is from “date of joining” the man power should be deployed within 30 days from the date of issue of work order. Beyond 30 days a penalty of INR 300/- per day per person will be levied for a period of 10 days and after that the work order will be cancelled and manpower will be obtained from alternate sources at the risk and cost of the defaulting bidder. Work order cancellation charges will be applicable.
    3. The agencies will ensure that salaries are given to the deployed professionals in time. Any unjustifiable delay, beyond seven working days from the receipt of the satisfactory performance/attendance report, will attract a penalty @ INR 500/- (Rupees Five hundred only) per day per person. Beyond seven days Textiles Committee reserves the right to cancel the work order and change the agency. In addition to the penalty, work order cancellation charges will be applicable.
    4. The defaulting bidder is liable to pay work order cancellation charges of 10% which will be realized through the pending bills or Security Deposit or by raising claims.
    5. In case of 3 cancellations of the work orders, the Bidder’s empanelment will be terminated, Security Deposit will be forfeited and work got done from alternate sources at the risk and cost of the defaulting Bidder.
    6. In any of the defaults described above, Textiles Committee reserves the right to get the work done through alternate sources at the cost and risk of the defaulting agency.

## Payment terms

* + 1. The Payments to the bidders will be made on the basis of the man months of the services provided at Textiles Committee locations all over the country.
    2. All payments to bidder will be made subject to deduction of TDS (Tax deduction at Source) as per the Income-Tax Act, 1961, penalty for late payments and other taxes if any as per Government of India rules.
    3. The bidder will submit Pre-receipted bills in triplicate by the 15th day of the succeeding month enclosing therewith:
    - Performance/attendance sheet provided by the head of the department/officer-in-charge indicating the actual number of days for which deployed staff is present.
    - The empanelled bidders will submit a copy of the appointment letter issued to the deployed professionals along with the first bill for claiming reimbursement for the services provided to Textiles Committee or its clients.
    - Proof of Payment in the form of acquaintance roll, duly signed with date to the individuals concerned for the local staff or proof of dispatch of draft or proof of ECS transfer, giving bank name, draft/ECS number, date and amount paid to the outstation individuals.
    - Location wise Pre-receipted bills in triplicate will be raised in terms of man-months. Payment will be made within 30 days of submission of completed documents.
    - Work done on holidays (Saturday, Sunday and general holidays): Man power should be deployed in holidays after obtaining prior approval from the competent authority of the project site along with necessary fund is to be made available in the project to provide salary to man power for extra days work done on prorate basis.

## Security

* + 1. The agency will ensure that manpower posted by them shall not divulge or disclose to any person, any details of this office, operational process, technical know-how, security arrangements, and administrative/organisational matters.
    2. No information about the software, hardware, database, policies, operational manuals, client information, documents of the Textiles Committee is taken out in any form including electronic form or otherwise, from the client site by the manpower posted by agency
    3. The agency or its deployed personnel, by virtue of working on Textiles Committee, can’t claim any rights on the work performed by them. Textiles Committee will have absolute rights on the work assigned and performed by them. Neither any claims of the agency or its deployed professionals will be entertained on the deliverables.

## Indemnity

The empanelled agency will indemnify Textiles Committee of all legal obligations of its professionals deployed for Textiles Committee. Textiles Committee stand absolved of any liability on account of death or injury sustained by the Agency staff during the performance of this empanelment and also for any damages or compensation due to any dispute between the agency and its staff.

# General Terms & Conditions

## General

* + 1. The selected agency will not, without Textiles Committee’s prior written consent, disclose the Contract, or any provision thereof, or any specification, plan, sample of information furnished by or on behalf of Textiles Committee in connection therewith, to any person other than a person employed by the agency in the Performance of the Contract. Disclosure to any such employed person will be made in confidence and will extend only so far as may be necessary for purposes of such performance.
    2. The selected agency will not outsource the work to any other associate/franchisee/third party under any circumstances. If it so happens then Textiles Committee will impose sanctions which will include: forfeiture of the security deposit, revocation of bank guarantees (including the ones submitted for other work orders) and termination of the Contract for default.
    3. Textiles Committee may by written notice sent to the selected agency, terminate the work order and/or the Contract, in whole or in part at any time of its convenience. The notice of termination will specify that termination is for Textiles Committee's convenience, the extent to which performance of work under the work order and /or the contract is terminated, and the date upon which such termination becomes effective. Textiles Committee reserves the right to cancel the remaining part and pay to the selected agency an agreed amount for partially completed Services.
    4. In the event of the agency’s company or the concerned division of the company is taken over / bought over by another company, all the obligations under the agreement with Textiles Committee, should be passed on for compliance by the new company / new division in the negotiation for their transfer.
    5. All panel agencies automatically agree with Textiles Committee for honouring all aspects of fair trade practices in executing the work orders placed by Textiles Committee.
    6. The Technical support to the project will be provided throughout the country and the period for which the support is required will be indicated by Textiles Committee from time to time.

## Termination for Insolvency & Default

* + 1. **Termination for Insolvency**: Textiles Committee may at any time terminate the work order / contract by giving written notice of four weeks to the agency, without any compensation to the agency, if the agency becomes bankrupt or otherwise insolvent.
    2. **Termination for default**: Default is said to have occurred
    - If the agency fails to deliver any or all of the services within the time period(s) specified in the work order or any extension thereof granted by Textiles Committee.
    - If the agency fails to perform any other obligation(s) under the contract / work order.
    - If the agency, in either of the above circumstances, does not take remedial steps within a period of 30 days after receipt of the default notice from Textiles Committee (or takes longer period in spite of what Textiles Committee may authorize in writing), Textiles Committee may terminate the contract / work order in whole or in part. In addition to above, Textiles Committee may at its discretion also take the following actions
    - Textiles Committee may transfer upon such terms and in such manner, as it deems appropriate work order for similar support service to other agency and the defaulting agency will be liable to compensate Textiles Committee for any extra expenditure involved towards support service to complete the scope of work totally.

## Force Majeure

* + 1. Force majeure clause will mean and be limited to the following in the execution of the contract / purchase orders placed by Textiles Committee:-
    - War / hostilities.
    - Riot or Civil commotion.
    - Earthquake, flood, tempest, lightning or other natural physical disaster.
    - Restriction imposed by the Government or other statutory bodies, which is beyond the control of the agencies, which prevent or delay the execution of the order by the agency.
    1. The agency will advise Textiles Committee in writing, duly certified by the local Chamber of Commerce, the beginning and the end of the above causes of delay, within seven days of the occurrence and cessation of the force majeure conditions. In the event of a delay lasting for more than one month, if arising out of clauses of force majeure, Textiles Committee reserve the right to cancel the order without any obligation to compensate the agency in any manner for what so ever reason.

## Arbitration

Textiles Committee and the agency will make every effort to resolve amicably, by direct negotiation, any disagreement or dispute arising between them under or in connection with the work order. If any dispute will arise between parties on aspects not covered by this agreement, or the construction or operation thereof, or the rights, duties or liabilities under these except as to any matters the decision of which is specially provided for by the general or the special conditions, such dispute will be referred to two arbitrators, one to be appointed by each party and the third to be appointed by the Chairman /Vice Chairman, Textiles Committee and the award of the arbitration , as the case may be, will be final and binding on both the parties. The arbitrators or the umpire as the case may be, with the consent of parties, may modify the time frame for making and publishing the award. Such arbitration will be governed in all respects by the provision of the Indian Arbitration Act, 1996 or later and the rules there under and any statutory modification or re-enactment, thereof. The arbitration proceedings will be held in Mumbai, India.

## Applicable law

The work order will be governed by the laws and procedures established by Govt. of India, within the framework of applicable legislation and enactment made from time to time concerning such commercial dealings/processing.

## Clarification on the date of joining mentioned in work order

* + 1. In case of the start date of work order is “date of joining”, the agencies will ensure that manpower deployed will be within 30 days from the date of issue of the work order.
    2. In case of extended period, if the work order issued with start date as “date of joining”, special permission may be obtained from the competent authority for extension beyond 30 days from the date of issue of the work order.
    3. If the work order is issued for certain number of man power with start date mentioned as “date of joining”, the agencies will ensure that all manpower deployed will be within 30 days from the date of issue of work order otherwise the deployed number of manpower only permissible.
    4. Non deployment of manpower within 30 days from the date of issue of the work order, the work order will be treated as cancelled and will attract a penalty @ ` 300/- (Rupees Two hundred fifty only) per day per person will be levied for a period of 10 days and after that the work order will be cancelled and manpower will be obtained from alternate sources at the risk and cost of the defaulting bidder. Work order cancellation charges will be applicable.
    5. No work order will be issued as start date as “date of joining”, for earlier work done period

## Clarity in case of work order billing address

All hired man power bills for payment need to be addressed to “Textiles Committee, Administration – Personnel, 4th floor, P Balu Road, Prabhadevi, Mumbai - 400025

## Annexure-I: Technical Details

*(to be printed on company letter head)*

**Tender For Providing Manpower to Textiles Committee Offices All Over India**

1. Name of the Agency:
2. Incorporated as \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ in year \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ at \_\_\_\_\_\_\_\_\_\_\_\_
   1. (State Registered Firm, Co-operative Society or Partnership Firm)
3. Whether any Legal Arbitration/proceeding is instituted against the Agency or the Agency has lodged any claim in connection with works carried out by them. If yes, please give details.
4. Whether the agency complies with the requirement of Registration under the
5. Contract Labour (Regulation and Abolition) Act: Yes/No
6. Agency profile (\*)
7. Address :
8. Name of the top executive with designation :
9. Telephone No : Mobile :
10. E-mail :
11. Service Tax No :
12. PAN :
13. Office Strength : Technical : \_\_\_\_\_ Nos. Administrative : \_\_\_\_\_ Nos.
14. Turn over from Manpower Solutions : (In Rs. Crores)

|  |  |  |  |
| --- | --- | --- | --- |
|  | 2013-14 | 2014-15 | 2015-16 |
| Turnover |  |  |  |

1. Details of major similar contracts handled by the agency during the last three years

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Sl.No | Details of the client along with address, telephone, fax numbers | Amount of contract (Rs. In lakh) | Duration of the contract | |
| From | To |
| 1 |  |  |  |  |
| 2 |  |  |  |  |
| 3 |  |  |  |  |

1. Payment details:

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Particulars | Amount (INR) | Draft No. | Date | Bank | Branch |
| EMD | INR 2,50,000/- |  |  |  |  |

1. Please provide a brief about the company (in a separate sheet)
2. If the Agency has branch offices in India, please give profile of the branch offices
3. Documents in support of the above may be furnished with page numbers indicated in the index. Please use separate sheets wherever necessary.

Date: Authorized Signatory

Place: Name:

SEAL

(\*): use a separate sheet of paper

## Annexure-II: Financial Bid

*(to be printed on company letter head)*

**Tender For Providing Manpower to Textiles Committee Offices All Over India**

**FINANCIAL BID**

Rates per month for professional support services

| S.No | Position | Multi Tasking Staff | Clerks | Data Entry operators | Steno | Computer Maint. Engr. | Librarian | Tech. Field Officer | Electrician | Plumber | Security | Guest House Personnel | Gardener |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| (1) | (2) | (3) | (4) | (5) | (6) | (7) | (8) | (9) | (10) | (11) | (12) | (13) | (14) |
| 1 | Daily Wage Rate  (as per WMWA,1948) |  |  |  |  |  |  |  |  |  |  |  |  |
| 2 | Employees Provident Fund @\_\_\_\_\_\_ of 1 above (if applicable ) |  |  |  |  |  |  |  |  |  |  |  |  |
| 3 | Employees State Insurance @\_\_\_\_\_\_ of 1 above (if applicable ) |  |  |  |  |  |  |  |  |  |  |  |  |
| 4 | Any other Liability  (Pl. indicate) |  |  |  |  |  |  |  |  |  |  |  |  |
| 5 | Contractors Adm./Service Charge |  |  |  |  |  |  |  |  |  |  |  |  |
| 6 | Service Tax Liability @\_\_\_\_\_\_ |  |  |  |  |  |  |  |  |  |  |  |  |
| 7 | Total of above |  |  |  |  |  |  |  |  |  |  |  |  |

1. The empanelled agencies will mandatorily pay the prescribed amount to the hired employees. Textiles Committee will not reimburse any amount towards Provident Fund, Employees Insurance or Bonus. These issues must be settled between the empanelled agencies and the manpower supplied by them from time to time.
2. L1 is the agency quoting least charges as in column 7 above. In case two or more agencies quote the same value, the agency with the highest turnover taken together for three reference years will be taken as L1.
3. A panel of two agencies will be kept to service the growing requirements of professionals. L2, L3….. in that order will be asked to match L1 rates. One more agencies, other than L1 agreeing to L1 rates, will be identified to maintain a panel of two agencies. If none of the L2, L3….agree to match L1 rates then L1 alone will be on the panel.
4. Textiles Committee reserves the right to allocate the business among the empanelled agencies as per its location preferences, conveniences and the performance of the empanelled agencies.
5. The professionals deputed to work on the projects would observe the working days/hours of Textiles Committee/clients. Honorarium, overtime etc, beyond office hours is not admissible to the deployed professionals.
6. For outstation duties the TA/DA, as applicable to Textiles Committee employees of the appropriate level, will be reimbursed on production of proof of payment and approval of the head of the department/officer in charge. Agency charges are not applicable on TA/DA.

Date: Authorized Signatory:

Place: Name:

SEAL

## Annexure – III:

## Educational Qualifications & Experience of Technical Professionals

All graduate degrees/diplomas should be minimum second class pursued through full time course of a government recognized university/institution

| **Sl.NO** | **Position** | **Job Profile** | **Age** | **Educational Qualifications** | **Experience** |
| --- | --- | --- | --- | --- | --- |
| 1 | Clerks | * Typing, putting up papers in file, indexing and paging of files, preparing notes, letters, circulars, OMs etc., Writing and maintaining of registers, Photocopying, scanning, sending emails etc. * Any other work assigned by the superior. | 21 -45 | * Graduation in any discipline * Should be conversant with the working on computers and should necessarily have knowledge of MS word and preferably have knowledge of LAN functions, MS Excel and MS PowerPoint packages * Should have a typing speed of atleast 35 words per minute on computer | 3 years experience in any office |
| 2 | Multi Tasking Staff | * Photocopying, scanning, sending emails, preparing envelopes for dispatch, filing of papers, preparation of files, stitching of files, any outdoor duties, etc. * Any other work assigned by the superior | 21-30 | * Higher Secondary or equivalent * Knowledge of computer operation | 2 years experience in any office |
| 3 | Data Entry Operator | * Typing of test reports, letters, data keying, preparing and maintaining of database, Photocopying, scanning, sending emails, etc * Any other work assigned by the superior etc. | 21 -30 | * Graduation in any discipline * Should be conversant with the working on computers and should necessarily have knowledge of MS word and preferably have knowledge of LAN functions, MS Excel and MS PowerPoint packages * Should have a typing speed of 35 words per minute on computer | 1 years experience in any office |
| 4 | Steno | * Taking dictation, transcription, preparation of preparation of notes, letters, circulars, OMs, proposals etc., * Preparing tour bills, maintaining of appointments, Writing and maintaining of registers, * Photocopying, scanning, sending emails etc., * Any other work assigned by the superior etc. | 21-28 | * Minimum Higher Secondary, Graduation in any discipline preferable. * Should be conversant with the working on computers and should necessarily have knowledge of MS word, MS Excel and MS PowerPoint packages * Should have a typing speed of 35 words per minute on computer | 2 years experience in any office in stenography |
| 5 | Computer Maintenance  Engineer | * Maintenance and repair of computer, server, Printers, LAN, internet uplinks etc. * Attending to user issues * Installation of patches to OS, Antivirus etc, * Scouting for spare parts from market, suppliers etc. * Liaison with warranty providers to rectify issues. * Photocopying, scanning, sending emails, as required any other work assigned by the superior etc. | 21 -30 | * Passed Higher Secondary * Certificate in computer maintenance from an NCVT/ITI or certificate in computer hardware form a any reputed institute or A+/N+ certification. | 2 year experience in any office maintenance of IT Systems |
| 6 | Librarian | * Performing, supervising/controlling the activities of the Library. Maintaining issue and receipt of books. Correspondence and supervision of all administrative and financial jobs. Preparing budget proposals. Maintaining accession register. Performing annual audit of the library. Collection and compilation of abstracts/synopsis of research articles and related information on topics of interest. Looking after and maintain of the LIS. | 21 -35 | * B.Sc( Lib ) |  |
| 7 | Technical Field officer | * Assisting in technical projects in the stages of conceptualization, design, Implementation, preparation of action plans, Outdoor duties for technical consultancy, conducting training, surveys /census/ Assessment of units/ verification etc. * Maintaining database relating to projects. Preparation of power point presentations, updation of website contents, scanning, sending emails, as required. Any other work assigned by the superior etc. | 21 -45 | * Diploma/Graduation in Textile Technology /Manufacture /Handloom Technology * Should be conversant with the working on computers and have knowledge of MS word, MS Excel and MS PowerPoint packages | 1 year experience in textile production preferable |
| 8 | Electrician | * Daily routine operation and maintenance of electrical LT panel, taking readings, monitoring voltage, Amp, KW load etc. * Maintenance and repair of electrical circuits in the office complex, quarters, guest house etc, including diagnosis, troubleshooting and fault finding and rectifying the same. * Maintenance of panels, switchboard, circuit breakers, motors, pumps etc., including diagnosis, troubleshooting and fault finding and fixing. * Replacing/ Drawing of electrical /data /telephone cables for new/modified electrical /data /telephone circuit wherever required. * Installation /replacement of any electrical devices, light fixtures, bulbs, tubes in indoor and outdoor settings. * Attending to all electrical faults in the office complex, guest houses, quarters and all other office space under the control /charge /possession of Textiles Committee. * Operation of Air condition plants * Operation of audio-video systems in auditorium, boardroom and training room. * Operation of capacitor bank to keep the Power Factor (PF) below 0.9 * Carry out scheduled preventive maintenance of all DB & LT panels * General inspection of fuel, oil, water line hoses, condition of belt tension, fan, water pump, charging alternator, battery condition, checkup of levels of diesel, water, engine oil etc., of generator. * Review blueprints, electrical drawings, building codes and specifications etc to determine work details and procedures. * Scout for spare parts /accessories /fitting & fixtures etc., in the market. Prepare written work and cost estimates. * Liaison with electricity provider, vendors and other service providers. * Any other work assigned by the superior etc. | 21 -35 | * NCVT/ITI course in wireman / Electrician or PWD licensed wireman | 2 year experience in any office maintenance of electrical systems |
| 9 | Plumber | * Operation of pumps, ensuring optimum filling of all water tanks. * Assemble/ install/ replace pipe sections, tubing & \fittings including accessories using couplings, clamps, screws, bolts, cement, plastic solvent, caulking, soldering, brazing and welding. * Maintenance of all water supply and sanitation lines. * Fill pipes or plumbing fixtures with water or air and observe pressure gauges to detect and locate leaks. * Review blueprints and building codes and specifications to determine work details and procedures * Prepare written work and cost estimates * Scouting for spare parts, fixtures etc in market. Any other work assigned by the superiors etc | 18 -40 | * NCVT/ ITI or equivalent plumbing course or 5 years for non certificate holder in plumbing work | 1 year experience in any office maintenance of plumbing systems |
| 10 | Security | * Patrolling Office premises to prevent, detect signs of intrusion and ensure security of doors, windows & gates * Watch and ward activities, * Visitor control, * Maintain registers and keys., * Managing traffic and directing drivers to parking * Any other duties assigned by the superiors. | 21-50 | * 7th Standard and above |  |
| 11 | Guest House Personnel | * Maintaining Protocol, * Attending to guests, dusting and cleaning of Guest House, etc * Any other duties assigned by the superiors |  | * 7th Standard and above |  |
| 12 | Gardener | * To carry out numerous gardening duties, requiring a minimum amount of supervision. * Soil cultivation, digging, forking, mulching, watering, raking, weeding, edging, pruning, bed preparation and planting. * Lawn maintenance and cultivation. * The use and maintenance of hand tools and basic light machinery. * To keep the tool shed/mess room clean and tidy. * To keep the borders, thoroughfares and footpaths clear and free from litter at all times. |  | * 7th Std. & having knowledge * And experience in gardening work |  |

## Annexure IV: Tentative Deployment Plan for Manpower across the Offices of Textiles Committee

|  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Regional Office | Categories/ Functional Areas | | | | | | | | | | | |
| Multi Tasking Staff | Clerks | Data Entry Operator | Steno | Computer Maintenance Engineer | Librarian | Technical Field officer | Electrician | Plumber | Security | Guest House Personnel | Gardener |
| Ahmedabad | 1 | 1 |  |  |  |  | 1 |  |  |  |  |  |
| Bangalore | 1 |  | 1 |  |  |  | 1 |  |  |  |  |  |
| Bhubaneswar |  |  |  |  |  |  |  |  |  |  |  |  |
| Chennai |  |  |  |  |  |  | 1 |  |  | 1 |  |  |
| Coimbatore |  |  | 1 |  |  |  | 1 |  |  |  |  |  |
| Guntur |  |  |  |  |  |  |  |  |  |  |  |  |
| Gurgaon |  |  |  |  |  |  |  |  |  |  |  |  |
| Hyderabad |  |  |  |  |  |  | 1 |  |  |  |  |  |
| Ichalkaranji |  |  |  |  |  |  |  |  |  |  |  |  |
| Indore |  | 1 |  |  |  |  |  |  |  |  |  |  |
| Jaipur |  |  |  |  |  |  |  |  |  | 1 |  |  |
| Kannur |  |  | 1 |  |  |  |  |  |  |  |  |  |
| Kanpur |  |  |  |  |  |  |  |  |  |  |  |  |
| Karur |  | 1 |  |  |  |  | 1 |  |  |  |  |  |
| Kolkata |  |  | 1 |  |  |  |  |  |  | 4 |  |  |
| Ludhiana |  | 1 | 1 |  |  |  |  |  |  |  |  |  |
| Madurai |  | 1 |  |  |  |  |  |  |  |  |  |  |
| Mumbai | 3 | 5 | 4 | 5 | 1 | 1 | 3 | 1 | 1 | 9 | 2 | 1 |
| Nagpur |  |  |  |  |  |  |  |  |  |  |  |  |
| New Delhi (EoK) |  |  |  |  |  |  |  |  |  |  |  |  |
| New Delhi (Naraina) | 1 |  | 1 |  |  |  |  |  |  |  |  |  |
| Panipat |  |  |  |  |  |  |  |  |  |  |  |  |
| Salem |  |  |  |  |  |  |  |  |  |  |  |  |
| Sholapur |  |  |  |  |  |  |  |  |  |  |  |  |
| Surat |  |  |  |  |  |  |  |  |  |  |  |  |
| Tirupur | 1 |  |  |  |  |  | 1 |  |  |  |  |  |
| Tuticorin |  | 1 |  |  |  |  |  |  |  |  |  |  |
| Varanasi | 1 |  |  |  |  |  |  |  |  |  |  |  |
| **Total** | **8** | **11** | **10** | **5** | **1** | **1** | **10** | **1** | **1** | **15** | **2** | **1** |



Textiles Committee

Ministry of Textiles, Government of India

P Balu Road, Prabhadevi

Mumbai – 400025