Annexure – I

Terms & Conditions for Draftsmen, Computer Operators, Receptionists, Drivers & Cleaners.

1. The Agency shall provide a list of candidates and EPI will short-list the suitable persons based on its requirement.

2. The short-listed incumbents shall have to undergo a test and interview at EPI Premises and the expenses shall be borne by the Agency. EPI shall not be liable to pay any expenses incurred in this connection.

3. The Agency shall submit Character Verifications Certificate in respect of those persons being placed in EPI on temporary basis.

4. The Agency shall ensure complete compliance in respect of the personnel employed by him of all the provisions of the Payment of Wages Act, 1936, Minimum Wages Acts, 1948, Workmen's Compensation Act, 1923, contract Labour (Regulation and Abolition Act, 1970, Employees’ Provident Funds & Miscellaneous Provisions Act, 1952, Payment of Bonus Act, 1972, Employee State Insurance Act, 1948 and any other Act, Rules or Regulations for labour as may be enacted by the government or any modification thereof or any other law relating thereto and rules made thereunder from time to time.

5. The Agency shall make clear the following terms to the persons to be placed in EPI:
   - That they are employee of the Agency
   - That they shall have no claims against EPI and EPI shall not be liable for Wages. Salary, Compensation and any Statutory Benefits due to them under the labour laws and any other legislation(s).
   - That the Agency shall be responsible for providing such amenities to its “employees” admissible under the Laws / Rules / Service conditions applicable to them and placed in EPI on a temporary basis.
   - The engagement of hire staff through AGENCY shall be purely on temporary basis. The agency shall at all time make it absolutely clear to the staff hired through the agency in EPIL that they do not have any claim whatsoever for any regular employment in EPIL. Any staff hired by EPIL can be removed immediately without giving any notice to the AGENCY or the staff. The AGENCY will have to provided suitable replacement within 3 days time.
The agency would comply with statutory requirement PF/ESI/Bonus of the temporary hired employees by the EPI through the agency to the satisfaction of EPIL. They shall maintain proper discipline and decorum of EPI. They shall be well dressed and not wear casual dress such as Jeans & T-shirts etc.

6. The Agency shall deduct and deposit Employers & Employees PF & ESI contribution with the respective authorities and shall provide PF account no. & ESI Identity card to its employees placed in EPI on a temporary basis.

7. PF, ESI, Bonus and Service Tax shall be reimbursed to the Agency as per respective existing law by EPI on submission of documentary evidence for payment to the concerned authorities.

8. Overtime as per Statutory Rules in this regard and certified by EPI shall be reimbursed in addition to the wages as and when temporary employees are required to work beyond normal office hours/ weekly offs & holidays.

9. Holidays / weekly off shall be as per the EPI Rules and shall not be less than the statutory provisions in this regard.

10. The Agency shall submit police verification & medical fitness certificate. The Driver shall be free from colour / night blindness

11. The Agency shall also give one day paid leave in a month to the incumbents placed in EPI on a temporary basis.

12. The Agency shall comply and be responsible for payment of all wage components including bonus and all statutory provisions in respect of the employees being placed in EPI on temporary basis.

13. The Agency shall submit proof of disbursement of wages for the preceding month together with the current month wage bill for payment.

14. All workmen relating to house keeping shall report on duty at sharp 7.00 AM on all the working days.

15. Working days for all workmen relating to house keeping will be 6 days (48 hours) in a week.

16. In the event of services of any of the incumbents is not required for whatsoever reasons, Agency shall dispense off the services of the employees by giving terminal benefits as applicable to these
categories of employees in accordance with the provisions of statutory laws in this regards. The incumbents shall not have any claim on EPI whatsoever.

17. Wages of the manpower to be supplied by the Agency shall be decided by EPI.

18. Beside the categories mentioned is Annexure - III, EPIL may ask the AGENCY to provide other categories of staff also. The essential qualification & CTC for all such categories shall be decided by mutual agreement between the AGENCY & EPIL. The AGECNY will provide any other category of staff to EPIL at the same service charges.

19. Service charges for placement of manpower shall be payable on the basic wages actually paid to the person placed in EPI.

20. Maintenance of all types of records in respect of the personnel deployed by the AGENCY shall be the responsibility of the AGENCY.

21. The Agency shall indemnify EPI from any legal implication arising from violation of statutory rules if any by the persons placed in EPI.

22. The Agency shall furnish EMD, Complete Tender Documents duly signed and stamped by them on each page as their acceptance of all the terms and conditions along with their sealed offer.

23. Tender not accompanied with the EMD and other Documents in detailed in point no. – 22, are liable to be rejected.

24. EPI reserves the right to postpone the tender submission date and issue required amendments.