

Annexure I- Rate Sheet

Salary Components	Steno/EA 2 years experience	Steno/EA	Office Assistant	Office Assistant	Auto Cad Operator	Land Consultant like Patwari	Attendant/Field Man for Staff/Officers
	5 years experience	2 years experience	5 years experience				
Tentative numbers of staff required by DFCCIL	One		Eleven		One	Twenty One	Thirteen
Gross Pay (Maximum)	Rs. 16000/- including PF/ESI and other applicable statutory obligations	Rs. 17,000/- including PF/ESI and other applicable statutory obligations	Rs. 13,500/- including PF/ESI and other applicable statutory obligations	Rs. 14,500/- including PF/ESI and other applicable statutory obligations	Rs. 18,500/- including PF/ESI and other applicable statutory obligations	Rs. 15000/- including PF/ESI and other applicable statutory obligations	As per Minimum Wages Act
Estimated Value of Tender (Rs)	Rs 55.88 Lakhs						
Agency's Commission/Service charge on Gross Pay (in %)exclusive of service tax	Agency to quote % (Percentage) below/above/at par on estimated value given above						
Applicable Service Tax (currently 12.36%)	Service Tax Extra as applicable and would be borne by DFCCIL as per the Service Tax Rules.						

Note:

1. **Casual/Sickness Leave** – One day’s Casual paid leave for every month during the calendar year would be permitted. Un-availed Casual leave will lapse on 31st December of every year and cannot be encashed. (The sanctioning of the leave will be the sole prerogative of DFCCIL).
2. **Privilege Leave**- On completion of every 04 months of Continuous employment in DFCCIL, five (05) days paid privilege leave will be admissible which shall lapse on 31st December of every year and cannot be encashed (The sanctioning of the leave will be the sole prerogative of DFCCIL).
3. The man power Service Provider on award of work shall submit the breakup of monthly CTC in various components including statutory provisions. The Manpower service provider shall submit proof of payments to employees and statutory authorities on a quarterly/yearly basis. In case of default in payment of statutory provisions by the Manpower service Provider, DFCCIL shall deposit the amount of statutory provisions and shall be entitled to deduct the same from any amount outstanding or payable to Manpower Service Provider or the Manpower Service Provider shall reimburse the same to DFCCIL. Any savings in CTC made by the Manpower Service Provider, for any reason whatsoever shall accrue to DFCCIL.
4. The Numbers of staff required shown above is purely tentative and the same may increase/decrease as per actual requirement of DFCCIL.
5. The Gross Pay (Maximum) shown above are indicative only. Actual Gross Pay to be paid to deployed staff would be decided by DFCCIL based on competency of staff (subject to Maximum Amount given in Annexure-I). Commission/Service Charge as accepted by DFCCIL would be payable on the Gross Pay.
6. Besides the categories mentioned above, DFCCIL may ask the Manpower Servicer Provider to provide other categories of staff also, on hiring basis. The essential qualifications/pay structure for such categories shall be decided by mutual agreement, and the services will be provided at the accepted percentage commission of this tender.
7. **Working hours:-** The working hours of the outsourced staff engaged through Outsource Manpower Agency would be 8 hours and six days a week. However working period can be suitably adjusted as per requirement of DFCCIL.
8. **T.A./DA entitlements:-**
 - a) **Travelling Allowance:-**Actual Fare of the Bus/Train (Sleeper Class) shall be reimbursed for local as well as outstation travel, subject to the production of Tickets. In addition to the Bus/Train Fare, actual auto rickshaw charges (subject to the maximum rate prescribed by Appropriate Authority) shall also be payable for outstation duty (between nearest Railway Station/Bus Stand to Office) in cases wherein city bus service or local trains are not available.
 - b) **Daily Allowance:-** DA shall be admissible at the rate of **Rs 175/day** to Peon/Fieldmen and **Rs 350/day to Other Staff**. Daily allowance may be drawn for broken period of a “Day” i.e. 30% for absence from HQ for less than 6 hours and 70% for absence from HQ for 6 hours and more but less than 12 hours duration and 100% for absence for above 12 hours duration.
 - c) **Night Stay Charges:-** Night hault/stay at outstation would be payable at the rate of **Rs 175/300** to peons/ other staffs per night respectively.

