

TENDER DOCUMENT IN RESPECT OF TENDER NOTICE FOR
CONTINGENT STAFF/HOUSEKEEPING/ELECTRICIAN/
GARDNER/OFFICE BOY/MTA
AT REGIONAL OFFICE, VADODARA.

IT INCLUDES THE FOLLOWING :-

- DOC- I : TENDER NOTICE (Page 2 of 16)
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**EMPLOYEES' PROVIDENT FUND ORGANISATION
(MINISTRY OF LABOUR & EMPLOYMENT-GOVT OF INDIA)**

REGIONAL OFFICE, VADODARA, GUJARAT STATE

BHAVISHYA NIDHI BHAVAN, AKOTA STADIUM ROAD, AKOTA, VADODARA, GUJARAT -390 020

No: GJ/RPFC/BRD/Admn-II/File (50)/Vol.V/517

Date: 29.12.2016

TENDER NOTICE FOR HIRING OF CONTINGENT STAFF, SWEEPER, ELECTRICIAN & GARDNER

On behalf of Central Board of Trust, Employees' P. F. Organisation, Regional Office, Vadodara invites bids in sealed cover under two bid system from reputed and experienced agencies for providing Manpower/ Housekeeping Services **(08 Office Boy/MTA, 01 Electrician, 01 Gardner and 05 Sweeper)** in the EPFO, Regional Office, Vadodara (Gujarat).

The interested agencies are required to submit the technical and financial bid separately. The bid in Sealed Cover-I containing **"Technical Bid"** and Sealed Cover-II containing **"Financial Bid"** should be placed in a Sealed Cover-III superscribed as **"Tender for Contingent Staff for Regional Office, Vadodara"** and should reach this office on or before **20.01.2017 (Monday) at 04:00 p.m..**

The interested agencies may collect tender documents from this office by paying Rs. 500/- through DD/Pay order drawn in favour of Regional P.F. Commissioner, Vadodara or may download from website www.epfovadodara.com. In that case, the bidder will have to pay the cost of Rs.500/- along with the quotation.

All other details like EMD, Terms and Conditions, Eligibility etc may be seen or downloaded from the EPFO website www.epfovadodara.com or may be obtained from this office during office hours.

Sd-
(SHIKHAR SHARMA)
Assistant P.F.Commissioner (Admn)
Regional Office, Vadodara.

To,
The Assistant Director (IS),
Regional Office, Vadodara.....

....with a direction to upload the tender notice and tender documents on the office website by today.

GENERAL CONDITION :

1. The Name of Services, desired qualification and number of staffs required should be as below –

Sl. No.	Name of Services	Desired Qualification	Total Requirement
01.	Contingent staff/OfficeBoy/MTA	Minimum 3 years experience in any institution and can read and write in English and Hindi.	08
02.	Housekeeping/Sweeper	Minimum 03 years experience in any institution.	05
03.	Electrician	ITI passed in the field. Minimum 03 years working experience in the recognized institution	01
04.	Gardner (for 03 hours a day only)	Minimum 03 years experience in any institution	01

2. The Technical Bid and Financial Bid must be quoted separately.
3. The Tender documents may be obtained from EPFO, Regional Office, Akota Stadium Road, Vadodara on any working day till 16.01.2017. Tender documents can also be downloaded from the website www.epfovadodara.com.
4. The sealed tender bids with separate Technical and Financial bids should reach at EPFO, Regional Office, Akota Stadium Road, Vadodara on or before **20.01.2017 by 04:00 pm** either by post or by personal delivery in the Tender Box situated at the entrance gate of the office.
5. An **earnest money deposit (EMD) of Rs. 1,00,000/- (Rupees One Lakh Only)** in the form of Demand Draft drawn in favour of Regional P. F. Commissioner, Vadodara should be attached with the tender.
6. Tender received in open condition and after due date and time will not be considered. Department reserves the right to reject any or all bids without assigning any reason.

TERMS AND CONDITIONS

1. The contract shall be valid only for one year and can be renewed for further period solely at the discretion of the Regional P.F. Commissioner-I, Regional Office, Vadodara.
2. The agency participating in the tender should have been successfully providing Manpower Services to **Central/State Government/Public Sector Units** and other Private and reputed institutions for a minimum period of 03 years.
3. The agency should possess its own office with telephone and fax facility. The agency must satisfy all Government Statutory Norms.
4. **The agency participating in the tender is required to quote the rate per Office Boy/MTA and House keeping Staff which should include wages, PF, ESI, Insurance, Service Charges etc.**
5. The Department shall be under no obligation to accept the lowest or any other offer received in response to this tender notice and shall be entitled to reject any or all offers including those received late
6. **The agency should be registered under the Provident Fund, ESI and other relevant statutory enactments to the employment of labour. The firm should adhere to all the relevant statutory norms dealing with employment of labour. All existing statutory regulation of both the State and the Central Government should be adhered to, by the agency and the prescribed records should be maintained and available for scrutiny by this office. Any failure to comply with any of the regulation or any deficiency in service will render this contract liable for immediate termination without any prior notice in addition to the action proposed to be initiated by the statutory bodies. In such cases, the Security Deposit made by the agency shall be forfeited.**
7. The Service Provider's persons shall not claim any benefit/compensation/absorption/regularization of services with the office, under the provisions of Industrial Disputes Act, 1947 or Contract Labour (Regulation & Abolition) Act, 1970. Undertaking from the individual (whose services are hired from Service Providers) persons to this effect will be required to be submitted by the service provider to this office.
8. The Service Provider shall ensure proper conduct of his persons in office premises and enforce prohibition of consumption of alcoholic drinks, paan, smoking, loiytering without work. Agency will make necessary arrangement to deploy a supervisor to their own cost with mobile phone facility who shall be engaged for monitoring the discipline, decorum and other aspect of its staff.
9. **The service provider's personnel should be in proper uniform at all times and should possess Photo Identity Card during the office/duty hours. The vendor shall manage these expenses at their own cost.**
10. The transportation, food, medical and other statutory requirements under the various Acts/Government's Rules and Regulations in respect of each personnel of the service provider shall be the sole responsibility of the service provider.
11. The Service Provider shall comply with the statutory provisions of the labour laws like minimum wages, bonus etc. and shall pay the personnel deployed, the minimum wages as

- per the Central Government legislation. Complying with the legal rules and regulations of the Central Government governing such Housekeeping staff and Office Boy/MTA services, would be the sole responsibility of the contractor.
12. Agency will be responsible to pay minimum wages to their employees as per order of Government of India and to deposit all statutory dues (i.e PF/ESIC & Service Tax etc.)
The Service provider shall make payment of wages to the personnel deployed for the services **through Bank Account only by 7th of the each following month.**
 13. The Service Provide shall furninsh the bill (in duplicate) towards his services on or **10th** of the following month along with proof regarding payment of wages through the bank account as well as **payment of ESI/PF and allied dues** deposited during the preceding month. Copy of ECR should be enclosed.
 14. The Service provider should possess proper Police Certificate and Service Tax Registration Certificate.
 15. The Work Performance and Compliance of all the terms and conditions must be satisfactory.
 16. The RPFC-I, Vadodara reserves the right to postpone and/or extend the date of receipt of quotations or to withdraw the same without assigning any reason thereof.
 17. The Contractors are required to submit the complete Rates/Quotations only after satisfying each and every condition laid down in the Tender Document.
 18. All the rates must be written both in figures and in words. Corrections, if any, are to be made by crossing out, initialing, dating and rewriting. In case of discrepancy between works and figures, the rates indicated in figures shall prevail. All overwriting/cutting/insertions shall be authenticated and attested.
 19. Notwithstanding anything contained herein, the Regional P. F. Commissioner-I, Vadodara reserves the right to terminate the contract by giving 15 days notice in writing without assigning any reason and without incurring any financial liability whatsoever to the Contractor.
 20. Insurace cover protecting the agency against all claims applicable under the Workmen's Compensation Act 1948, shall be taken care of by the contractor. The Contractor shall arrange necessary insurance cover for any persons deployed by him even for short duration. The RPFC-I, Vadodara shall not entertain any claim arising out of mishap, if any, it shall be reimbursed/indemnified by the contractor.
 21. The Contractor shall be solely responsible for payment of wages/salaries, other benefits and allowances to his personnel that might become applicable under any Act or order of the Governement. The RPFC-I, Vadodara shall not have liability whatsoever in this regard.
 22. In case of any loss of [property of the organization- caused by the staffs of the agency] or for theft, burglary, fire or any mischievous deeds by its staffs., the agency will be fully responsible for making good the said losses.
 23. In the event of satisfactory performance of the Service Provider (Contractor) during the contract period, the contract may be extended for further 01 (one) year on the same terms & conditions of this tender.
 24. The Employees' Provident Fund organization reserves the right to deduct any statutory dues from the bill of contractor/agency in case of default.

25. In case of breach of any of the terms and conditions committed by the agency, the EPFO reserves its right to terminate the contract.
26. In case the agency is found to have failed to execute the work as specified in the scope of work, RPFC retains the right to either terminate the contract and/or to reduce appropriate amount from total bill payable to the agency.
27. In case of such termination of contract, the agency will handover charge to person/persons nominated by the Regional P.F.Commissioner-I Regional office, Vadodara before payment of final bill.
28. The Service Provider/Agency shall execute an agreement with this office which shall be a legal binding for execution of work.

I/We agreed upon to the above terms and conditions.

Signature of the bidder with seal

SCOPE OF WORK

1. Daily sweeping of entire office premises (Indoor & outdoor) including all chambers thrice a day by Sweepers.
2. Daily Cleaning of Carpet, windowpane of the entire office building are to be cleaned properly.
3. Cleaning of all toilets thrice a day.
4. Agency shall carry out dusting work of all sections every second day.
5. The agency must ensure while performing this work that, utmost care is taken to maintain hygiene, avoid wastage of water and proper supervision of all the work from time to time regarding the above requirement.
6. The deployed Housekeeping Staffs must have at least 03 year experience in the area.
7. Electrician must be ITI qualified in the field and should possess 03 years work experience with recognized institution.
8. The Gardner has to carry out proper maintenance of soil, plant and trees of the Garden in the office premises. The duty of Gardner shall be 03 hours a day only.
9. Daily cleaning the office premises where high value equipments like Servers, Desktop Computers, Thin Clients and Printers are installed in the office and Government files are kept. The Office Boy/MTA/Contingent Staff shall need to carry out all works like photocopying, transfer of files/records and any other related work assigned by the authorities.
10. The Supervisor shall carry out surprise checks at the Housekeeping area and monitor the alertness and performance of all the housekeeping staffs.
11. The Service Provider shall replace immediately any of its personnel, if they are unacceptable to the office because of security risk, incompetence, conflict of interest and breach of confidentiality or improper conduct upon receiving written notice from the office.
12. If, any of the Housekeeping staff or Office Boy/MTA is **absent** in his duty, another person should be deployed in his place immediately without fail so that the work is not affected/hampered. No excuse will be entertained for the lapse. If the performance of the Housekeeping Staff/Sweeper/MTA/Office Boy is not satisfactory even after intimation to the supervisor or any authorized staff of the firm, 20% of monthly salary will be deducted as penalty for the poor service. If the performance does not improve or deteriorates further, the contract will be terminated and a penalty of 01 month salary will be charged or realized from the Security Deposit.
13. For the purpose of proper identification of the persons deployed as Housekeeping Staff/Office Boy/MTA, the agency/firm shall issue uniform and photo identity cards to them and the personnel shall display the identity cards at the time of duty. The Service Provider should be in position to supply proper uniform to personnel deployed.

14. The Commissioner or any other person authorized by the Commissioner shall be at liberty to carry out surprise checks on the personnel deployed by the firm in order to ensure proper functioning of their duties.

Signature of the bidder with seal

SCHEDULE OF BILLS AND PAYMENTS OF CHARGES

1. The bill shall be paid on a monthly basis for the services rendered. The service provider would be required to submit the monthly bill for the service month on or before 10th of the following month along with the proof of payment of wages for the month and statutory dues for the preceding month. The bills, if complete in all respects, would be paid by the office within 07 working days of the receipt of the bill.
2. No advance payments will be made during the contract. Apart from normal working hours, if any additional service is required by this department, the firm shall provide such service without fail.
3. The payment will be made after proper deduction of TDS as per prevailing rules/rates.
4. In case, this office receives complaint in writing regarding nonpayment of any kind of wages to any personnel, the amount payable to the personnel shall be recovered from Contractor's bill or from the Security Deposit and shall be paid to such personnel.
5. In case of termination of contract, payment made in excess, if any, shall be refunded by the firm to this office.
6. The firm providing the services shall not have any legal rights to proceed against the office in the event of late payment due to unforeseen reasons.

PENALTIES

1. The contractor shall attract a penalty of Rs. 1000/- per day per person, if service fails due to absence or any other reason.
2. In the event of failure in maintaining the Housekeeping /Office Boy/MTA/Electrician/Gardner service on any day up to the desired standard, in part or full, the contractor is also liable to penalty @1000/- per day, which shall be recovered from the bill or otherwise. For the purpose of imposing penalty, the decision of RPFC-I, Vadodara shall be final and binding on the contractor and shall not be subject to dispute or arbitration.

I/We agreed upon to the above terms and conditions.

Signature of the bidder with seal

**DECLARATION REGARDING ACCEPTANCE OF TERMS AND CONDITIONS CONTAINED IN THE
TENDER DOCUMENT**

To
The Regional P.F. Commissioner-I,
Employees P. F. Organisation,
Regional Office,
Vadodara.

Sir,

I/We carefully gone through the terms and conditions contained in the Tender Notice No. GJ/RPFC/BRD/Admn.II/File-50/Vol.V/.....dated.....regarding "Contingent Staff/Sweeper/Electrician/Gardner" contract in the office under your jurisdiction situated at Bhavishya Nidhi Bhavan, B/h V.M.C. Ward-6, Akota Stadium Road, Vadodara-390020, as mentioned in the Tender Notice.

I/We declare that all the terms and conditions of the Tender Notice are acceptable to my Company/Firm/Agency. My/Our Company/Firm/Agency does not have any terms and conditions of its own in respect of quotation being submitted for the same. I/We further certify that, I/We am/are the authorized signatory of the Company/Firm/Agency and therefore, competent to make this declaration.

Yours truly,

Signature of authorized signatory with date:

Name :.....
Designation :.....
Name of Firm :.....
Full Address :.....
Mobile No. :.....

PART-I
TENDER DOCUMENT

EPFO, VADODARA INVITES QUOTATION FOR PROVIDING CONTINGENT STAFF, SWEEPER, ELECTRICIAN AND GARDNER etc. MANDATORY CONDITIONS FOR QUALIFICATION OF BIDDER.

PROFORMA FOR TECHNICAL BID

(In separate sealed cover-I superscribed as Technical bid)

1.	Name & Address of the Tenderer organization/ Agency with Phone No., e-mail, Fax and name and telephone/mobile no. of contact person				
2.	Experience in the work of providing contingent Staff, Sweeper etc. Particulars of experienced (Attach certificates, testimonials). This shall cover the details of works of similar nature, approximate magnitude and duration carried out and/or on hand for last 3 years along with a certificate from the agency where the job carried out. The agency must attach copies of certificates(s) about " Satisfactory Performance from previous employer(s) in following format:				
3.	Name of organization with complete address and telephone no. to whom services provided	From	To	Contracted Amount(Rs. Per month)	Reason for termination
4.	Set up of organization, clearly indication details of managerial, supervisory and other staff, also indicate the number of muster roll staff available for performing this service:				
a.	Is the Establishment registered with the Government. Please give details of the registration number along with document/evidence.(Gumasta Dhara)				
b.	Undertaking of the agency confirming the availability of the adequate manpower of requisite qualification and experience for deployment in EPFO, Vadodara.				
5.	Are you covered by the labour legislations, such as ESI,EPF,Gratuity Act etc.				

6.	Please furnish EPF Registration No: ESI Registration No.: Gratuity Act Reg. No: Gumasta Dhara No:	
7.	Are you governed by minimum wages rules of the Govt of India, if yes give details	
8.	Please attach copy of last 03 years IT return of income tax	
9.	Please attach balance sheet of the company duly certified by chartered accountant for last 03 years	
10.	PAN No: please attach copy	
11.	VAT No: (Please attach copy)	
12.	Service Tax No: (Please attach copy)	
13.	Acceptance of terms & conditions attached (Yes/No). Please sign each page of terms and conditions as token of acceptance and submit as part of tender document.	
14.	Power of Attorney/Authorization for signing the bid documents.	
15.	Details of DD of Rs. 1,00,000/- towards bid security (EMD) and DD of Rs. 500/- in case tender document is downloaded from EPFO website.	

DECLARATION

I/We hereby certify that the information furnished above is true and correct to the best of my/our knowledge. I/We understand that in case any deviation is found in the above statement at any stage, I/We may be declared blacklisted and will not have any dealing with the department in future. I/We also undertake to abide by all the terms and conditions furnished in the Tender Notice inviting quotations for providing Contingent Staff, Sweeper, Electrician & Gardner at the EPFO, Vadodara.

(Signature of bidder with seal)

Place:

Date:

PART-II
PROFORMA FOR FINANCIAL BID

(In sealed cover-II superscribed "Financial Bid")

Sr. No.	Particulars	Required unit	Rate per person per day excluding taxes (In `) (following the minimum wages of Govt.of india)*	Total Amount (In `)
1 A	Contingent Staff(MTA)/Office Boy	08		
B	Sweeper	05		
C	Electrician	01		
D	Gardner (for 3 Hours a day)	01		
02	Service charges, Please specify			
03	Service Tax @			
04	Total Amount (In `) is not liable to change			

Agency should attach separate sheet mentioning minimum wages and all statutory charges along with Service Charge if any, Service Tax, Swacch Bharat Cess and Krishi Kalyan Cess.

***(Enclose the copy of Minimum Wages issued by Govt of India)**

DECLARATION

This is to certify that I/We, before signing this tender, have read and fully understand all the terms & conditions contained herein and undertake myself/ourselves to be abided by them.

Note:

1. No other charges would be payable by client.
2. There would be no increase in rates during the contract period except the provisions under the terms & conditions and increasing of minimum wages by the Govt. of India time to time.
3. The rates arrived at and quoted by bidder in Row 3 above will be considered as the price bid and will be payable to the selected bidder.

(Signature of bidder with seal)

Place:

Date:

“AGREEMENT”

THIS AGREEMENT made on day of between Shri.....S/o.....
.....Address:.....

The Proprietor of M/s(which include it's Executors, Administrators, Successors and Assignees) hereinafter referred as Party of **“First Part”**

And

The Regional Provident Fund Commissioner, Vadodara (which includes its Executors, Administrators, Successors and Assignees) hereinafter referred as party of **“Second Part”**.

WHEREAS, the Party of First Part is carrying on his proprietorship business under the name to provide “Manpower Services” to various Establishments/Companies for doing work.

AND WHEREAS, the Party of the First Part has offered to provide the services of Manpower employed by him in adequate numbers to the office of the party of Second Part situated at Bhavishya Nidhi Bhavan, Near V.M.C. Ward Office, Akota Stadium Road, Akota, Vadodara (GUJ) and whenever and wherever the party of the Second Part request to provide.

AND WHEREAS, the party of the Second Part is agreeable to accept the aforesaid offer of the party of First Part on the following terms and conditions:-

NOW THEREFORE THIS AGREEMENT WITNESSETH AS FOLLOWS:

1. That the Party of the First Part has agreed and undertake to provide the Services of his/its **Manpower** in adequate numbers as per written indent of party of Second Part with effect from **01st March 2017** on receipt of said written Indent.
2. That the Party of First Part has agreed and undertakes to provide satisfactory and adequate **Manpowers** and others for work round the clock and without any break.
3. That the Party of the Second Part has initially assessed his requirements to avail the services of party of the First Part for **Manpower** of his office.
4. That the Party of the First Part has accordingly agreed and undertaken to provide the services of **05 Housekeeping persons, 08 Multi task attendents/Office Boy, 01 Gardner (for 3 hrs a day) and 01 Electrician** employed by him, who are physically fit, energetic, alert.
5. The Office Boy/Multi Task Attendants and Electrician are having:-
 - ** Basic Knowledge of fire fighting and first aid.
 - ** Ability to read and write English & Hindi.
 - ** Ability to operate Telephone Instruments, Water Pumps, Electrical Equipments, etc.

6. That, it is the sole liability and responsibility of Party of the First Part to manage, monitor and working control over the working of his **Manpower** and other personnel at work site of party of the Second Part. It is also made clear to the party of the First Part and agreed by the Party of the First Part that merely his employees are working at work site of party of Second Part, the Party of Second Part shall not be their Master (Employer) nor the employees have any right or claim against the party of the Second Part.
7. That, in order to Identify Security Personnel at work site of party of the Second Part, it has been agreed and undertaken by the party of the First Part that at his own cost the Manpower will be provided with Uniform, Shoes, Socks, Name Badges, Monsoon Protection Equipments, Latons etc.
8. That, the party of the First Part has agreed and undertaken to comply with all Central and State Labour Laws in respect of his employees deputed at work site of party of the Second Part and in no way the Party of the Second Part will be termed as their Master/Employer, nor they have any right, claim dispute in regard to their employment. The Party of the First Part also agree and undertake to keep the party of the Second Part indemnity from all claims, losses, dispute arise by the employees of party of the First Part.
9. That the Party of the First Part is required to pay minimum wages as per relevant circulars of Central Government time to time. The party of First Part may claim the minimum wages from the party of Second part as prescribed time to time by Central Government. Further for the purpose of transparency the Party of the First Part will pay the wages to its employees **through Cheque/Net Banking in their respective Bank A/c.**
10. That in consideration the party of the Second Part has agreed and undertaken to make payment to the party of the First Part on submitting monthly bills for the work carried out by the employees of the Party of First Part in the preceding month. However, it is agreed and undertaken by the Party of the First Part that he will neither charge the labour charges of those employees who have deputed for work beyond the approved rate of Vadodara District Collector for tradesman nor the party of the Second Part will be compelled to make the payment above than approved rates. The party of the First Part has included the service tax at the applicable rate to the aforesaid charges.
11. That the EPFO reserves the right to deduct any statutory dues from the bill of First Part in case of default.
12. The Party of the First Part shall ensure that the **Manpower** provided, shall maintain strict discipline and decorum while attending their duties and that they shall not entertain any personal visitors within the premises or indulge in alcoholic drinks or prohibited narcotics. The Party of the Second Part reserves the right to direct change or removal of Manpower whose work or conduct is found unsatisfactory without assigning any reason.
13. **The Party of the First Part shall ensure that the Manpower provided shall maintain following duties:**
 1. **The supervisor of the Agency will visit the premises before 9:00AM and ensure that cleaning work of the building is completed as per agreement and will report to official concern.**
 2. **The floors of the building should be cleaned every day morning before 9:15AM.**
 3. **The floors of the building should be mopped thrice a day with proper cleaning.**
 4. **Toilets & bathrooms should be cleaned thrice a day.**
 5. **If the contract agency fails to provide Manpower as mentioned in order at any day, the contract agency shall be liable to pay penalty to the organization as per tender terms & conditions.**

6. The timing of Manpower Service is as below:

- House Keeping : 07:30 AM to 04:00 PM (8:30 Hours)
(Monday to Saturday)**
- Electrician : 09:45 AM to 06:15 PM (8:30 Hours)
(Monday to Saturday)**
- Office Boy/MTA's : 09:45 AM to 06:15 PM (8:30 Hours)
(Monday to Friday)
(ABOVE INCLUDING LUNCH TIME: 01:30PM TO 02:00PM)**

- Gardner : 08:00 AM to 11:00 AM (3 Hours a day)
(Monday to Saturday)**

14. That any time in the sole opinion of Party of the Second Part, the Party of the First Part fails to fulfill it's obligation in providing services of his **Manpower** for work up to the satisfaction of the party of the Second Part, the party of the Second Part will have right to terminate this contract and will forfeit the EMD amount of the Party of First Part & will make an alternative arrangement at the cost of the Party of the First Part.

15. Notwithstanding anything contained in this agreement, all the terms & conditions and Scope of work provided in the original tender documents shall remain continue/inforce and shall be applicable to the party of First part.

16. This agreement shall remain in force from **01/03/2017 to 28/02/2018** and is liable to be terminated by giving one month's notice from the Party of the Second Part at any time. The Party of the Second Part will have the option to renew the contract on mutually agreed terms.

17. The Regional P. F. Commissioner, Vadodara reserves the right to extend/renew the contract period for further one year if, the compliance of the terms and conditions and services provided by the party of the First Part shall be found satisfactory.

In witness whereof the parties hereto have signed on this ___day of _____, 2017.

Witnesses :-

1. _____ **For**

1. _____
(PARTY OF THE FIRST PART)

2. _____ **2.** _____

(PARTY OF THE SECOND PART)