



enabling e - Governance  
(A Government of Gujarat Company)

GIL/Services of Placement Consultant/347/2016/ 1170622

Date: 19.03.2016

To,  
Ethos HR Management & Projects Pvt. Ltd  
101, Ornate Arcade, Opp. AUDA Garden,  
Near Simandhar Jain Temple,  
Bodakdev, Ahmedabad -380054  
Phone: 079-40056789

**Work Order for "Services of placement Consultant"**

**Subject: Work order for providing "Services of Placement Consultant"**

**Ref: 1: Your tender submitted to GIL for RFP of "Services of Placement Consultant" - P&A 2015-16/07**

**2: Your final acceptance letter dated 16.03.2016**

Dear Sir,

With reference to tender submitted by you to GIL for providing "**Services of Placement Consultant**" for outsourced manpower, we are pleased to inform you that in response to your acceptance for L-1 service charge and your willingness to work with GIL, the Management has decided to give you work order for providing outsourced manpower (Technical/Management) as mentioned in the scope of RFP purely on contract basis for the period of **Two Years i.e. from 20.03.2016 to 28.02.2018** on following terms and conditions.

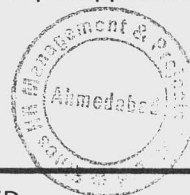
**General Terms and Conditions:**

**1) Recruitment process:**

- GIL reserves the right to recruit from any other sources and also through advertisement.
- In case if GIL has received the application/resume of candidate directly through advertisement and the same application / resume from agency, then direct application will be considered.
- GIL will provide the details of the opening along with job descriptions and specification to the agency.
- Agency will carry out initial screening of candidate and ensure that the recommended candidate meets GIL requirement.
- After screening only shortlisted candidates will be called for interview.

**2) Service Charge details:**

- Agency will be paid 10% Service Charge/Administrative Charge on the total invoice value per month for providing outsourced manpower.
- The cost to company will cover:
  - ✓ Gross salary – before any deductions
  - ✓ Contributions towards PF,ESIC,PT,EDLI, Labour welfare fund, statutory charges whichever applicable
  - ✓ Bonus and ex gratia by whatever name called, whether monetary or non-monetary terms
  - ✓ Payment on account of paid leave, gratuity
  - ✓ Performance increment if applicable
  - ✓ Notice period salary and leaving compensation to candidate at the time of termination of services
- Service tax will be charged extra on the total invoice amount, as per applicable terms.



GUJARAT INFORMATICS LIMITED

CIN : U74999GJ1999SGC035459, Block No.1, 8<sup>th</sup> Floor, Udyog Bhavan, Sector-11, Gandhinagar-382010.

Phone : +91-79-23256022 | Fax : +91-79 23238925 | www.gil.gujarat.gov.in

**3) Compensation / Attendance details:**

- The remuneration for different category of manpower would be decided by GIL.
- The organization follows the period of 1<sup>st</sup> to 30<sup>th</sup> /31<sup>st</sup> of calendar month for the salary calculation.
- Attendance of all employees on Ethos payroll will be sent on month end and based on that Agency will process the salary of employee.
- Employees will be covered under PF/ESIC acts as applicable and the amount will be deducted from their respective salary.

**4) Leave Policy details:**

- Employees on Agency payroll are not entitled for any paid leaves. The payment from GIL will be made on actual working days attended and Government holidays.

**5) Notice period details:**

- GIL will give 30 days' notice period to Agency in case it wants to cease the service of any employee. In case if the proper notice period is not provided by GIL, then salary for the balance period will be paid.

**6) Billing and Payment details:**

- Payment shall be made within 20 days of the submission of the bill by you, subject to the fulfillment of the following requirements:
  - ✓ Certificate from the authorized person on behalf of the Company confirming the attendance of the manpower provided by the agency and satisfactory work.
  - ✓ Agency shall have to submit along with the bill the copy of the attendance register and salary register for having made payment to the manpower provided.
  - ✓ Agency shall have to submit the proof of payment received by the employees i.e. copy of NEFT instructions or manual payment instruction to the bank showing the amount to be paid to the employees.
  - ✓ Agency shall have to issue monthly Pay Slips to the manpower provided.
  - ✓ If such copies have not been submitted, then the reimbursement/ payment of bill will not be made by GIL.
  - ✓ However, you will have to make payment of salaries to the manpower provided within 7 days from the end of the month irrespective of the pending payment from GIL.
  - ✓ Agency will raise the necessary bill after making payment to the manpower provided and payment of statutory deductions in respect of previous month.
  - ✓ Income Tax and other taxes, if applicable will be deducted from the bill and credited to appropriate agencies within due time.
  - ✓ If Agency expects the amount of the bill by demand draft, the payment will be made after deducting the bank commission.
  - ✓ The contract shall be given subject to compliance by you of all the laws of the land, including renewal of registration of its license under Bombay Shop & Establishment Act, Contract labour Act etc. and other applicable laws.
  - ✓ Whatever amount you receive from the company towards the salary of the employee, the same amount would be paid to the concerned employee without any deduction except for statutory deduction like PF/ ESI/ Professional Tax etc.
  - ✓ The Photocopies of challans for deposits of statutory deductions, PF, ESI, Service Tax etc. in respect of previous month with the concerned authority will be submitted at our office along with the bill, which should be deposited within the due time limit.
  - ✓ Agency will be reimbursed the Bonus Amount paid as per the provisions of the payment of Bonus Act after payment thereof.



