

GREATER CHENNAI CORPORATION

IT CELL

From
Senior System Manager
IT Cell,
3rd floor, Muthamizh Aringnar Kalaiangar
Mu. Karunanidhi Maaligai,
Greater Chennai Corporation,
Chennai – 600 003.

To
M/s. Somesh Enterprises,
No.47, 1st Floor, Raja Muthia Road,
Periamet,
Opp IOB Bank,
Chennai – 600 003.

I.T.C.C.No.C1/618/2025

Dated:21.05.2025

Sir,

Sub: E-Tender notice for hiring of four data entry operators for Public Relation Office for a period of one year – Accepted – Work Order issued – Reg.

- Ref: 1. Technical bid opened on 14.03.2025.
2. Financial Bid opened on 20.03.2025.
3. Your negotiation dated: 25.03.2025.
4. Letter of Acceptance dated:02.04.2025.

Your offer cited for hiring of four data entry operators for Public Relation Office for a period of one year for the below mentioned price is hereby accepted.

Sl. No	Description of Work	No. Of Persons	M/s.Somesh Enterprises				
			Salary per Month including ESI (@3.25%) & EPF (@13%)	Admin charges to be entered by the Bidder Rs.p	GST in Rs.	Tender period in Months	Total Amount for one Years (Inclusive GST & all Taxes) in Rs. P
1	Hiring of four data entry operators for Public Relation Office for a period of one year	4	19480	821	3654	12	1149840
Total Amount (Inclusive of GST)							1149840

GST: Inclusive of GST

Warranty Period: 1 Year

Scope of Work / Payment terms: As per tender document.

Note:

1. It is informed that the Basic Pay and Allowance to be paid to the employees have been predefined by the tendering authority and that bidder shall ensure full and timely payment of the same to all deployed employees without any deductions or alterations.
2. In addition to the Basic Pay and Allowance, bidder shall also comply with all statutory obligations, including the Employees' Provident Fund (EPF) and Employees' State Insurance (ESI), and ensure that the applicable contributions are duly credited to the respective employee accounts as per government regulations.
3. Administrative Charges specified in the tender shall only be the bidder's sole benefit, while all other portions shall constitute employee benefits. Bidder should also ensure that no unauthorized deductions from the employees' entitled salary or benefits.
4. In the event of any complaint or grievance raised by an employee regarding non-payment or irregularities in salary, statutory contributions, or any other related matter, the bidder shall undertake to fully comply with the tender terms and conditions and abide by any action or resolution directed by the competent authority.
5. Any failure to adhere to the above commitments may result in necessary legal and contractual actions as per the tender agreement and applicable labor laws.
6. The salary shall not be paid in cash.
7. The bidder shall submit the proof of remittance of salary and also the proof of remittance of PF and ESI and then only GCC shall reimburse the contractor.

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21/5/24

A.E

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21/5/24

A.E.E

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21/5/24

Senior System Manager ^{1/2}

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21/05/2024
AGE-2/27CM

Received
S. Vignashwaran
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