



RAJASTHAN STATE MINES & MINERALS LIMITED

(A Government of Rajasthan Enterprise)



SBU&PC- LIMESTONE,

8, West Patel Nagar, Circuit House Road, Jodhpur, Rajasthan, INDIA

Phone: 0291-2511031 / 2516199 Fax : 0291-2511029 CIN No.-U14109RJ1949SGC000505

E mail : ggmsu.rsmml@rajasthan.gov.in Web: <http://www.rsmm.com/>

Ref. No :-RSMML/SBU&PC-LS/Cont/LTE-01/2025-26

Dated: 14.10.2025.

LIMITED TENDER ENQUIRY

Sub:- One Highly skilled person is required for accounts related works at Store Account at Sanu Mines Jaisalmer. This is a tentative works description and it includes all types of works related to Highly skilled person. Detailed terms are as below: -

1. General conditions of Limited Tender Enquiry.

1.1 Quantity of work: Twelve months (one months may be considered as 26 working days).

1.2 Period of contract and working hours: 12 months from the date of issue of work order.
Working hours: 9.00 AM to 5.00 PM.

1.3 Rate: The rate to be quoted on per man day basis, exclusive of GST, and will be as per the Minimum Wages Act and guidelines of Ministry of Labour & Employment, Govt. of India. The present applicable rate of GST is 18% and may be reimbursed as per GST rules.

1.4 Scope of work: The Highly skilled person is required for A/c related works at Store A/c, all accounting records and valuations of stored inventories. This is a tentative works description and it includes all types of works related to Highly skilled nature as instructed by the Engineer Incharge/Manager(F&A) SBU Jodhpur of the contract. Qualifications of Highly skilled person should be as below: -

1. Graduate in commerce (B COM Degree).
2. Computer course and RSCIT certificate.
3. Knowledge of accounting work

As per the requirement of the Company, the services of the deployed personnel shall also be utilized outside Jaisalmer with prior approval from Head – Limestone/Head Finance and TA/DA shall be payable as per E-1 Category rule of the Company

1.5 Applicable Laws and Acts: - The provision of Mines Act, RTPP Act and Labour Laws as applicable, to the contract and their compliance will be the sole responsibility of the bidders. The bidder is required to abide by all statutory requirements as applicable.

1.6 EMD: - The bidder shall deposit as interest free a sum of Rs. 7200/- (seven thousand two hundred Rupay only) as Earnest Money Deposit along with the offer by Demand Draft. It should be in favour of "RSMML" payable at Jodhpur. **Offers without EMD are deemed to be rejected.**

1.7 Negotiation: If required, negotiation shall be conducted with the lowest bidder only.

1.8 Lower Bid: - A bid lower than the applicable minimum wages for Unskilled labour and shall be deemed rejected. **The bidder necessarily has to quote over and above Zero percent service charge (Zero percent includes all derivatives of zero upto 0.9999)**

1.9 Determination of lowest bidder for evaluation purpose:

For evaluation purpose, the lowest tenderer L1 shall be determined on the basis of total landed cost per man day remuneration.

In case of more than one bidder quote same total landed cost per day remuneration then lowest bidder shall be classified as follows: -

- a. Central/State owned organisations.
- b. Ex-Servicemen Welfare Society.
- c. MSME registered firms (in order of Individual/Proprietorship ship firms, partnership firms, private ltd company, public ltd company)
- d. Registered Co-operative Society.
- e. Non MSME registered firms (in order of Individual/Proprietorship ship firms, partnership firms, private ltd company, public ltd company)

1.10 Tender submission: -

You are requested to submit **an offer in a closed sealed envelope containing;**

Annexure “A”:- should contain general details of the tenderer.

“Annexure “B”:- should contain rates to be quoted

LTE” duly filled, signed and sealed.

Demand draft of EMD.

The closed envelope **should superscribe with**

(i) LTE No. RSMM/SBU&PC-LS/Cont/LTE-01/2025-26 Date 14.10.2025

(ii) Confirmation of EMD submission details and

(iii) **“LTE For hiring One Highly skilled person for Store A/c department at Sanu Mines Jaisalmer”:-** -

1.11 Tender should be Addressed & Submitted to: -

“Head & Incharge (LS), SBU&PC(LS) office. 08, west patel nagar, circuit house road, RSMML, Jodhpur”.

1.12 Last Date and Time of submission: - The tender will be received up to 3.00 pm on 12-11-2025 and will be opened on the same day at 3.30 pm in his office in the presence of bidders or their representative who may like to be present.

2. Special terms and conditions for successful bidder.

2.1 Compliance of Mines Rules: - Successful tenderer has to issue identity cards and necessary compliance of mining rules such as training at VTC, filling different mining forms etc.

2.2 Details: - Successful Bidder has to depute highly skilled person as per qualification listed above for desired works at Store account at Sanu Mines Jaisalmer.

2.3 Payment: Payment will be made within one month from the submission of bill in triplicate. Following documents are required for payment

- I. PF deposit details of highly skilled person.
- II. ESI deposit details of highly skilled person.
- III. Attendance sheet of highly skilled person duly verified.
- IV. Payment sheet and bank payment details to highly skilled person.

2.4 Penalty: Contractor has to depute highly skilled person within 15 days from the date of issuing LOA/ work order. Penalty of Rs. 100 per man day will be levied for absence of deputed person from work. However, penalty may be waived off on the approval of EIC/ Head & in charge.

2.5 Security Deposit: - Successful bidder shall be required to furnish Security Deposit amount equal to 10 % of value of contract (interest free), which will be returned to them after six months of successful completion of contract work. Or

On application of the Bidder, Security deposit amount may be deducted from submitted bills/ Invoices.

2.6 Legal and statutory obligations (PF, ESI, Industrial dispute, contract labour and Mines act etc):- . Compliance of applicable labour laws and statutory obligations is to be done by successful tenderers. The bidder is required to abide by all statutory requirements as applicable.

2.7 Highly skilled person: - Deputed person should follow safety rules and wear safety shoes etc.

2.8 Validity of offers: - submitted offers should be valid for 120 days from the date of opening of tenders.

2.9 Minimum wages revision: - In case of revision of minimum wages by Labour commissioner after the filling of the tender, the contractor will be paid by RSMML according to the same increase or decrease.

2.10 AWARD OF THE CONTRACT: The Company shall communicate to the successful Bidder to accept their tender offer and thereafter the successful Bidder will have to execute an agreement on the prescribed format, which shall be consist tender document, DLOA /work order at contractor cost and expenses. The Performa shall be provided by the RSMML.

2.11 Extension of contract:- Contract may be extended as per provisions of RTPP act.

RSMML reserves the right to accept/reject one or all the offers received without assigning any reason whatsoever.

Head & Incharge (LS)

I/We have studied the above terms and conditions and having understood the same in true sense and spirit, I/We shall abide by and adhere to the above terms and conditions fully.

Place & Date:

Signature of Tenderer with official stamps

Annexure- A

LTE No. RSM/SBU&PC-LS/Cont/LTE-01/2025-26

Date 14.10.2025

Sl.no	Description	Details
1	Name of Tenderer	
2	Detailed office address of the Agency and Name of authorized Contact Person	
3	Contact number /Mobile Number	
4	E-mail address for official communication	
3	PAN/TAN/GST Number (copy to be enclosed)	
4	Bank Details Bank Account NO. Name: Branch: Address: Type of Account: SB/Current /any other IFSC Code	
5	Details of EMD 1) Amount (In Rs.) 2) Draft No./ Banker Cheque No. 3) Date 4) Issuing Bank	
6	MSME registration no. if registered	
7	Type of bidder :- Proprietorship / Partnership firm/ Private Ltd./Public ltd.	
8	Whether the firm is blacklisted by any Government Department or any criminal case is registered against the firm or its owner/partners anywhere in India. (If no a certificate is to be attached in this regard.)	

Signature and Name of Bidder with Official Seal

Annexure- B

LTE No. RSMM/SBU&PC-LS/Cont/LTE-01/2025-26

Date 14.10.2025

PROFORMA FOR PRICE BID (In Separate sealed envelope)

Sr. no.	Particulars	Nos. of Highly Skilled person for the work	Minimum wages as per Ministry of Labour per day	Rate of EPF 12%	Rate of ESI 3.25%	Service charge by Service provider (On the basis of % of Minimum wages)	Total Amount per month (4+5+6+7)
1	2	3	4	5	6	7	8
1.	Deployment of Highly skilled person at Store Account Sanu Limestone Mines	1	938 X 26 = 24,388/- Rs.	2926.56	792.61		

Note:-

- I. Presently the rates % of EPF @ 12% and ESI @ 3.25%. If the rates increase or decrease after the filling of the tender, the contractor will be paid by RSMML according to the same increase or decrease.
- II. The Minimum wage of Highly skilled person as per order of Ministry of labour & employment is Rs. 938 exclusives of taxes. If any increase or decrease after the filling of the tender, the same will be reimbursed accordingly.
- III. The above rates are exclusive of GST and other Taxes, if any. The present rate of GST is 18%.

In consideration of office memorandum of Ministry of Finance, GOI, New Delhi dated 28.01.2014 and guidelines of Ministry of Commerce, GoI, New Delhi dated 17.09.2014; **“The bidder shall quote service charge as % (percentage) of minimum wages in the prescribed column of BOQ.”**

- A. “If a firm quotes NIL charges/consideration, the bid shall be treated as unresponsive and will not be considered.”
- B. “The bidder necessarily has to quote over and above Zero percent service charge (Zero percent includes all derivatives of zero upto 0.9999) and any service charge not adhering to the Ministry of Commerce & Industry, Department of Commerce, guidelines shall be considered unresponsive and such bid shall not be considered.
- IV. In the above table, Pillar nos. 1-6 have been filled by department. The remaining column 7 to 8 will be filled by the bidder.
- V. If there is any contradiction found in the rates written in numbers and words, then the rates written in words will be considered as final.

Signature and Name of Bidder with Official Seal