

**PRINCIPAL ACCOUNTS OFFICE  
MINISTRY OF URBAN DEVELOPMENT  
'F' WING , 2<sup>ND</sup> FLOOR,  
NIRMAN BHAWAN, NEW DELHI  
TEL.NO. 23062320, 23061283, FAX 23062989**

No. D.26011/PrAO/Outsource Recruitment Gr.D/E&W/2008-09/1209 Dt. 17.02.09.

To,

Address as per list.

**Subject : Notice Inviting Tenders For Providing Manpower to perform jobs assigned to peon/labourer/farash/chowkidar etc..**

Sir,

Sealed tenders on behalf of the Chief Controller of Accounts, are invited from reputed, experienced and financially sound Manpower Companies/Firms/Agencies for providing manpower to perform jobs assigned to peon/labourer/farash/chowkidar, etc. in Principal Accounts Office, Ministry of Urban Development for a period of one year from the date of contract.

**2. Schedule :**

Last date & time for receipt of tenders : 02.03.2009, Time - 3:00PM.

Date & Time for opening of Bid : 02.03.2009, Time - 4:00 PM

Place of opening the Tenders : Pr. Accounts Office (Admn.), F-Wing, 2<sup>nd</sup> Floor, Ministry of Urban Development, Nirman Bhawan, New Delhi.

Validity of Tenders : 90 days from the date of opening of tenders.

3. The interested Company/Firm/Agency may put the tender document complete in all respect along with Earnest Money Deposit (EMD) of Rs. 10,000/-(Rupees Ten Thousand Only) and other requisite documents by 02.03.2009 up to 3:00 PM in the Tender Box kept in Pr. Accounts Office (Admn.), F-Wing, 2<sup>nd</sup> Floor, Ministry of Urban Development, Nirman Bhawan, New Delhi. The tender shall not be entertained after this deadline under any circumstances whatsoever.

4. This office reserves the right to amend or withdraw any of the terms and conditions contained in the Tender Document or to reject any or all tenders without giving any notice or assigning any reason. The decision of the Head of Department of this office in this regard shall be final and binding on all.

Yours faithfully,

**(A.K.Ralhan)**  
**Asstt. Controller of Accounts(Admn.)**

Copy to :

1. Technical Director, NIC, Gate No. 1, Nirman Bhawan with request to upload on the relevant link of the website of this office ([ccamoud.nic.in](http://ccamoud.nic.in)) immediately.
2. Notice Board of this office.

## SCOPE OF WORK AND GENERAL INSTRUCTION FOR TENDERERS.

1. Principal Accounts Office, Ministry of Urban Development, Nirman Bhawan, New Delhi requires the services of a reputed, well established and financially sound Manpower Company/Firm/Agency for providing manpower to perform jobs assigned to peon/labourer/farash/chowkidar.

2. The contract is likely to commence from 01.04.2009 and would continue for a period of one year. The period of the contract may be further extended for a period of one year after the completion of contract provided the requirement of the office for augmenting its present manpower persists at that time or may be curtailed/terminated before the contract period owing to deficiency in service or substandard quality of manpower deployed by the selected Company/Firm/Agency or induction of regular manpower in this office. The office, however, reserves right to terminate this initial contract at any time without giving any notice to the selected service providing Company/Firm/Agency.

3. In this office assessment for the initial requirement seems to be for 4 persons. They should be able to read and write Hindi and also be able to read addresses and names in English. The nature of services shall include :

- (a) Moving of papers/documents, files and dak etc. within and outside the office premises.
- (b) Assisting in Photocopying and Set-making.
- (c) Assisting in receiving and sending faxes.
- (d) Preparing of envelopes/covers, sealing of documents, etc.
- (e) Dusting and maintenance of cleanliness of office furniture/furnishings/equipments, etc.
- (f) Filling up of drinking water containers at places of deployment.
- (g) Monitoring of service condition of equipments, e.g. telephones/coolers/electricals fittings, and lodging and pursuing of complaints with concerned authorities.
- (h) Monitoring and looking after the security aspects of designated office premises.
- (i) Shifting and arranging of materials and documents for dispatch.
- (j) Any other support service related to above job items.

4. The interested Company/Firm/Agency may submit the tender document complete in all respects along with Earnest Money Deposit (EMD) of Rs. 10,000/- in favour of Pay & Accounts Officer(Sectt.), Pr. Accounts Office, Ministry of Urban Development, Nirman Bhawan, New Delhi and other requisite documents by 02.03.2009 up to 3:00 PM in the Tender Box kept in Pr. Accounts Office (Admn.), F-Wing, 2<sup>nd</sup> Floor, Ministry of Urban Development, Nirman Bhawan, New Delhi.

5. The various crucial dates relating to "Tender for providing manpower to perform jobs assigned to peon/labourer/farash/chowkidar etc to Principal Accounts Office, Ministry of Urban Development, Nirman Bhawan, New Delhi are cited as under :-

- i) Last date & time for receipt of tenders : 02.03.2009, Time - 3:00PM.

- ii) Date & Time for opening of Bids : 02.03.2009, Time - 4:00 PM
  - iii) Place of opening the Tenders : Pr. Accounts Office (Admn.), F-Wing, 2<sup>nd</sup> Floor, Ministry of Urban Development, Nirman Bhawan, New Delhi.
  - iv) Validity of Tenders : 90 days from the date of opening of tenders.
6. The Earnest Money Deposit (EMD) of Rs. 10,000/- (Rupees Ten Thousand Only), refundable (without interest), should be necessarily accompanied with the Technical Bid of the Agency in the form of Demand Draft/Pay Order from any of the Commercial Bank drawn in favour of Pay & Accounts Officer (Sectt.), Ministry of Urban Development, Nirman Bhawan, New Delhi valid for a period of 90 days. Offer not accompanied by earnest money of the requisite amount or without proper validity will be summarily rejected.
7. The successful tenderer will have to deposit a Performance Security Deposit for a sum of Rs. 10,000/- only subject to the revision at the time of placing the work order within 15 days of the receipt of the formal order. The performance security will be furnished in the form of the Account Payee Demand Draft or Bank Guarantee drawn in favour of Pay & Accounts Officer (Sectt.), Ministry of Urban Development, Nirman Bhawan, New Delhi or Fixed Deposit Receipt (FDR) from a Commercial Bank made in the name of Service Provider Company/Firm/Agency but hypothecated to the Pay & Accounts Officer, Ministry of Urban Development, Nirman Bhawan, New Dlehi. The performance security should remain valid for a period of one year beyond the date of completion of all the contractual obligations of the supplier.
8. The tendering Company/Firm/Agency is required to enclose photocopies of the following documents (Duly attested by Gazetted Officers of the Government of India, along with the Bid, failing which their bids shall be summarily/out rightly rejected and will not be considered any further :
- a) Registration certificate with Labour Department.
  - b) Copy of PAN/GIR card.
  - c) Copy of the IT return filed for the last three financial years.
  - d) Copies of EPF and ESI certificates.
  - e) Copy of the service tax registration certificate.
  - f) Certified extracts of the Bank Account containing transactions during last three years.
  - g) Work experience of similar work during the past 3 years.
9. Conditional bids shall not be considered and will be out rightly rejected at the very first instance.
10. All entries in the tender form should be legible and filled clearly. If the space for furnishing information is insufficient, a separate sheet duly signed by the authorized signatory may be attached. No overwriting or cutting is permitted in the Financial Bid Form. In such cases, the tender shall be summarily rejected.

11. The envelopes containing Bids shall be opened on the scheduled date and time in the presence of the representatives of the Company/Firm/Agency, if any, who wish to be present on the spot at that time.
12. The Competent Authority of this office reserves the right to reject any or all bids without assigning any reason.
13. The bidders shall quote the bids as per the format enclosed at Annexure I.

#### **TECHNICAL REQUIREMENTS FOR THE TENDERING COMPANY/FIRM/AGENCY.**

1. The Tendering Service Provider Company/Firm/Agency should fulfil the following technical specifications :
  - (a) The Registered Office or one of the Branch Office's of the Service Provider Firm/Agency should be located either in Delhi/New Delhi or in any of the Satellite Towns of Delhi.
  - (b) The Service Provider Firm/Agency should be registered with the appropriate registration authority.
  - (c) Service Provider Company/Firm/Agency should have at least three years experience in providing manpower to Public Sector Company/Banks and Government Departments etc.
  - (d) Service Provider Company/Firm/Agency should have its own Bank Account.
  - (e) Service Provider Company/Firm/Agency should be registered with Income Tax departments.
  - (f) Service Provider Company/Firm/Agency should be registered with appropriate authorities under Employees Provident Fund and Employees State Insurance Acts.
  - (g) The Service Provider Company/Firm/Agency should have a minimum financial turnover of Rs. 10 lakhs per annum during the last year 2007-08 and 2006-07.

#### **REQUIREMENTS FOR QUALITY OF MANPOWER DELIVERING THE SERVICE OF MOVING PAPERS/DAK/AND OTHER ASSISTANCE OF THE NATURE OF DUTIES OF PEON, CHOWKIDAR AND LABOURER TO PRINCIPAL ACCOUNTS OFFICE, MINISTRY OF URBAN DEVELOPMENT, NIRMAN BHAWAN, NEW DELHI :-**

1. She/he should be able to read and write Hindi and also be able to read addresses and names in English. The nature of services shall include carrying out all the functions generally performed in the Secretariat by Peons, Farash, Chowkidars and Labourers and such other duties as may be assigned to him/her. The age group of manpower to be deployed for providing the service should be between 18-40 years.
2. His/her antecedents should have been got verified by the Agency from the local police authorities.

## TERMS AND CONDITIONS

### GENERAL :

1. The contract is likely to commence from 01.04.2009 and shall continue for a period of one year, unless it is curtailed or terminated by this office owing to deficiency of service, sub-standard quality of Attendants deployed, breach of contract, reduction or cessation of the requirements of work.
2. The contract shall automatically expire after one year from commencement of the contract unless extended further by the mutual consent of contracting Agency and this office.
3. The contract may be extended, on the same terms and conditions or with some addition/deletion/modification for a further period not exceeding one year.
4. The contracting Company/Firm/Agency shall not be allowed to transfer, assign, pledge or sub-contract its rights and liabilities under this contract to any other Agency without the prior written consent of this Department.
5. The tenderer will be bound by the details furnished by his/her to this Department, while submitting the tender or at subsequent stage. In case, any of such documents furnished by him/her is found to be false at any stage, it would be deemed to be a breach of terms of contract making him/her liable for legal action besides termination of contract.
6. Financial bids of only those tenderers who are technically responsive shall be evaluated.
7. This office reserves the right to terminate the contract during initial period also without giving any notice to the contracting Agency.
8. The contracting Agency shall ensure that the manpower deployed in this office conforms to the technical specifications of age and language skills prescribed at page 6 of the Tender Document.
9. The manpower employed by the Agency shall be required to work normally as per this office's working days i.e. from Monday to Friday from 9:00 hrs. to 17.30 hrs. with a lunch break of ½ hour from 13.00 hrs. to 13.30 hrs.
10. The contracting Company/Firm/Agency shall furnish the following documents in respect of the individual Attendants who will be deployed by it in this office before the commencement of work :
  - a. List of Attendants short listed by Agency for deployment in this office containing full details i.e. date of birth, marital status, address etc.
  - b. Bio-data of the persons.
  - c. Character certificate from a Gazetted officer of the Central/State Government.
  - d. Certificate of verification of antecedents of persons by local police authority.
11. In case, the person employed by the successful Company/Firm/Agency commits any act of omission/commission that amounts to misconduct/indiscipline/incompetence and security risks, the successful Company/Firm/Agency will be liable to take appropriate disciplinary action against such persons, including their removal from site of work, if required by the Ministry within one day of being brought to their notice.

12. The tendering company shall provide identity cards to the personnel deployed in the office carrying the Photograph of the personnel and personal information as to name, DOB, age and Identification mark etc.
13. The service provider shall ensure that any details of office, operational process, technical know-how, security arrangements, and administrative/organizational matters are not divulged or disclosed to any person by its personnel deployed in this office.
14. The service provider shall ensure proper conduct of his personnel in office premises and enforce prohibition of consumption of alcoholic drinks, paan, smoking, loitering without work etc.
15. The person deployed shall be required to report for work at 9:00 hrs to the Divisions/officers under whom they are deployed which will be intimated separately and would leave at 17.30 hrs. In case, person deployed is absent on a particular day or comes late/leaves early on three occasions, one day's wage shall be deducted. In case of repetition of such instances, clauses 11 will be applicable.
16. The Agency shall depute a coordinator, out of the deployed personnel, who would be responsible for immediate interaction with this office so that optimal services of the persons deployed by the Agency could be availed without any disruption.
17. The selected Agency shall immediately provide a substitute in the event of any person leaving the job due to his/her personal reasons. The delay by the Agency in providing a substitute beyond three working days shall attract liquidated damages @ Rs. 100 per day (per such case) on the service providing Agency, besides deduction in payment on pro-rata basis.
18. It will be the responsibility of the service providing Agency to meet transportation, food, medical and any other requirements in respect of the persons deployed by Agency to this office and this office will have no liabilities in this regard.
19. For all intents and purposes, the service providing Agency shall be the "Employer" within the meaning of different Labour Legislations in respect of Attendants so employed and deployed in this office. The persons deployed by the Agency in this office shall not have claims of any Master and Servant relationship nor have any principal and agent relationship with or against this office.
20. The service providing Agency shall be solely responsible for the redressal of grievances/resolution of disputes relating to persons deployed. This office shall, in no way, be responsible for settlement of such issues whatsoever.
21. This Ministry shall not be responsible for any damages, losses, claims, financial or other injury to any person deployed by service providing Agency in the course of their performing the functions/duties, or for payment towards any compensation.
22. The persons deployed by the service providing Agency shall not claim not shall be entitled to pay, perks and other facilities admissible to casual, ad-hoc, regular/confirmed employees of this office during the currency or after expiry of the contract.
23. In case of termination of this contract on its expiry or otherwise, the persons deployed by the service providing Agency shall not be entitled to and will have no claim for any absorption nor for any relaxation for absorption in the regular/otherwise capacity.

**LEGAL :**

24. The tendering Agency will be responsible for compliance of all statutory provisions relating to Minimum wages, Provident Fund, and Employees State Insurance etc. in respect of the persons deployed by it in this office.
25. Tendering Agency shall also be liable for depositing all taxes, levies, cess etc. on account of service rendered by it to this office to concerned tax collection authorities from time to time as per extant rules and regulations on the matter.
26. The tendering Agency shall maintain all statutory registers under the applicable Law. The Agency shall produce the same, on demand, to the concerned authority of this office or any other authority under Law.
27. The Tax Deduction at Source (TDS) and Education Cess as applicable shall be deducted as per the provisions of Income Tax Department, as deemed from time to time and a certificate to this effect shall be provided to the Agency by this office.
28. In case, the tendering Agency fails to comply with any statutory/taxation liability under appropriate law, and as a result thereof the office is put to any loss/obligation, monetary or otherwise, the office will be entitled to get itself reimbursed out of the outstanding bills or the Performance Security Deposit of the Agency, to the extent of the loss or obligation in monetary terms.

**FINANCIAL :**

29. The Bid should be accompanied with an Earnest Money Deposit (EMD), refundable of Rs. 10,000/- (Rupees Ten Thousand Only) in the form of Demand Draft/Pay Order drawn in favour of Pay & Accounts Officer (Sectt.), Ministry of Urban Development, Nirman Bhawan, New Delhi failing which the tender shall be rejected outrightly.
30. The EMD in respect of the Agency which do not qualify the Competitive Stage shall be returned to them without any interest. Further, if the Agency fails to deploy manpower against the initial requirement within 15 days from the date of placing the order, the EMD shall stand forfeited without giving any further notice.
31. Bids, offering rates which are lower than the minimum wages (as applicable for Delhi) for the pertinent category, would be rejected.
32. The successful tenderer will have to deposit a Performance Security Deposit for a sum of Rs. 20,000/- (Rupees Twenty Thousand Only) subject to the revision at the time of placing the work order within 15 days of the receipt of the formal order. The performance security will be furnished in the form of the Account Payee Demand Draft or Bank Guarantee drawn in favour of Pay & Accounts Officer (Sectt.), Ministry of Urban Development, Nirman Bhawan, New Delhi or Fixed Deposit Receipt (FDR) from a Commercial Bank made in the name of Service Provider Company/Firm/Agency but hypothecated to the Pay & Accounts Officer (Sectt.), Ministry of Urban Development, Nirman Bhawan, New Delhi. The performance security should remain valid for a period of one year beyond the date of completion of all the contractual obligations of the supplier.
33. In case of breach of any terms and conditions attached to this contract, the Performance Security Deposit of the Agency will be liable to be forfeited by this office besides annulment of contract.



34. The Agency shall raise the bill, in triplicate, duly pre-receipted on Revenue Stamp of Rs. 1/- along with attendance sheet to the Division under whom the outsourced personnel has been deployed in the first week of the succeeding month. The Division concerned will send the bills duly verified to E&W Section for pass and payment as far as possible the payment will be released by the second week of the succeeding month.
35. Settlement of disputes will be as per Indian Arbitration and Conciliation Act-1966 and venue will be the Principal Accounts Office, Ministry of Urban Development, Nirman Bhawan, New Delhi.
36. The Head of Department reserves the right to withdraw/relax any of the terms and conditions mentioned above so as to overcome the problem encountered by the contracting parties.

**(A.K.Ralhan)**  
**Asstt. Controller of Accounts(Admn.)**

(To be enclosed in a separate sealed envelope)

For providing manpower to perform jobs assigned to peon/labourers/farash/chowkidar etc. for the Principal Accounts Office, Ministry of Urban Development, Nirman Bhawan, New Delhi.

1. **Name of Tendering Company/Firm/Agency** :.....  
(Attach certificate of registration)
2. **Name of proprietor/Director of Company/Firm/Agency** :.....
3. **Full Address of Reg. Office** : .....  
.....  
**Telephone No.** :.....**FAX No.** .....
4. **Full address of Operating/Branch Office** : .....  
.....  
**Telephone No.** :.....**FAX No.** .....
5. **Banker of Company/Firm/Agency with full Address** :.....  
.....  
.....  
(Attach certified copy of statement of A/c for the last three years)  
**Telephone No. of Banker** : .....
6. **PAN/GIR No.** :.....  
(Attach attested copy )
7. **Service Tax Registration No.** : .....  
(Attach attested copy)
8. **E.P.F. Registration No.** : .....  
(Attach attested copy)
9. **E.S.I. Registration No.** : .....
10. **Financial turnover of the tendering Company/Firm/Agency for the last 2 Financial Years.** (Attach separate sheet if space provided is insufficient).

Financial Year	Amount (Rs. in Lakhs)	Remarks, if any
2006-07		
2007-08		

11. Give details of the major similar contracts handled by the tendering Company/Firm/Agency on behalf of PSUs and Government Departments during the last three years in the following format. Attested copies of work orders may also be attached.

Sl. No.	Details of Client	Address	Tel. No.	Fax. No.	Amount Contract (Rs. in lakh)	From	To

(if the space provided is insufficient, a separate sheet may be attached).

12. Additional information, if any (Attach separate sheet, if required)

Signature of authorized person.

Name :

Seal :

Date :

Place:

Declaration :

1. I, .....Son/Daughter/Wife of Shri ..... Proprietor/Director/authorized signatory of the Agency/Firm, mentioned above, is competent to sign this declaration and execute this tender document.

2. I have carefully read and understood all the terms and conditions of the tender and undertake to abide by them.

3. The information/documents furnished alongwith the above application are true and authentic to the best of my knowledge and belief. I/we, am/are well aware of the fact that furnishing of any false information/fabricated document would lead to rejection of my tender at any stage besides liabilities towards prosecution under appropriate law.

Signature of authorized person.

Name :

Seal :

Date :

**Place:**

**ORDER FOR ARRANGEMENT OF DOCUMENTS WITH THE BID.**

- 1. Application .**
- 2. Attested copy of registration of Agency.**
- 3. Certified copy of the statement of bank account of Agency for the last three years.**
- 4. Attested copy of PAN/GIR Card.**
- 5. Attested copy of the latest IT return filed by Agency.**
- 6. Attested copy of Service Tax registration certificate.**
- 7. Attested copy of the P.F. registration letter certificate.**
- 8. Attested copy of the E.S.I. registration letter/certificate.**
- 9. Certified document in support of financial turnover of the Agency.**
- 10. Certified documents in support of entries in column 13 of Bid application.**
- 11. Copy of the term and conditions at page 5-9 in Tender Document with each page duly signed and sealed by the authorized signatory of the Agency in token of their acceptance.**