



GOVERNMENT OF INDIA
DEPARTMENT OF PUBLICATION
(Ministry of Urban Development)
CIVIL LINES, DELHI – 110 054.

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Estt./6624/15-MTS(Out Source)/2017

Dated: 01 -02-2017

LIMITED TENDER INQUIRY

Subject:- **Hiring of 4 number of Semi-skilled Manpower (1. Cook-1, 2. Washboy-1, 3. Safaiwala (male)-1 4. Bearer-1) for cooking of eatables, cleaning, washing/drying of crockery, cutlery, utensils, kitchenware and sweeping of the Departmental Canteen of Department of Publication, Ministry of Urban Development, Civil Lines, Delhi-110054 for a period of six months.**

The Controller Publication invites sealed Tenders for and on behalf of the President of India for award of Contract for deployment of 4 (four) semi skilled manpower for cooking of eatables, sweeping, cleanliness and maintenance of Departmental Canteen, Department of Publication, Ministry of Urban Development, Civil Lines, Delhi-54 as per terms and conditions detailed out in the following paragraphs on 'TWO BID SYSTEM' from interested firms having requisite experience for a period of six months.

General Conditions

4 Manpower (Semi-skilled)

- i) The duties of the 4 Manpower (Semi-skilled) will include cooking of eatables, washing/drying utensils, kitchenware and sweeping of the premises of the Departmental Canteen.
- ii) The contractor/bidder shall be required to provide 4 Manpower (Semi-skilled) having an adequate knowledge of working in the canteen.

Terms and conditions

- i) The contractor/bidder should have previous experience of deploying/supplying Manpower (Semi-skilled) to Departmental Canteen in a time bound manner and the sealed quotations should be accompanied with necessary proof of execution of such work order in the last two years.

- ii) The contractor/bidder should have valid service tax, Sale Tax Registration No., VAT/TIN,TAN, trade tax registration, labour department registration and PAN which is to be quoted in the sealed quotation.
- iii) The rates per month for supply of 4 Manpower (Semi-skilled) shall be quoted by the bidders in their financial bid.
- iv) The amount quoted should be applicable for the entire period of contract and no request for enhancement will be entertained. However, in case the applicable wages/taxes/PF/ESI etc. are changed statutorily, effect to the same would be given by the Department of Publication, Ministry of Urban Development.
- v) The contractor/ bidder shall be liable to pay the minimum rates of wages revised from time to time by the Govt. of National Capital Territory of Delhi, New Delhi. The bills not accompanied with the copies of the orders issued by the Govt. of National Capital Territory of Delhi, New Delhi regarding the revised rates shall not be entertained for payment.
- vi)The contractor/bidder would be liable to ensure that all the statutory payments, like ESIC, PF, gratuity, minimum wages, bonus etc., if applicable, are paid by him, in time as applicable to them under law. The evidence of compliance to this effect shall be submitted to the customer/Department of Publication, Ministry of Urban Development, Civil Lines, Delhi by the contractor/bidder every quarter alongwith the bill, failing which payment of the bill will be withheld or stopped. The customer/Department of Publication, Ministry of Urban Development, Civil Lines Delhi will, in no way be responsible for or associate itself with payment of any statutory liabilities or the salary paid or payable to the personnel engaged by the contractor/bidder.
- vii) The contractor/bidder shall be liable to submit alongwith bill the certified copies of bank passbooks reflecting therein entries of the wages paid to its employees in accordance with the Minimum Wages Act prescribed by Govt. of India/Govt. of National Capital Territory of Delhi for Manpower (Semi-skilled) services from time to time. The bills without the copies of passbook shall not be entertained for payment.
- viii) The contractor bidder shall specify the amount charged by it towards service charges and service tax.
- ix) The contractor/bidder shall be duty bound to immediately replace any Manpower (Semi-skilled) whose services are not found satisfactory by this Department.
- x) The payment for the services provided shall be made on or before 15th of the following month on presentation of bill and after the satisfaction of this Department.
- xi) The contractor/ bidder should ensure that the wages are paid to the worker on 7th of every month without deduction of any other service charge of any kind.

xii) The deployment/supply of Manpower (Semi-skilled) shall be completed within one week of placing the order. Time is of essence in this context and therefore, in case of any failure on the part of the successful bidder to deploy/supply eligible 4 Manpower (Semi-skilled) within the specified time a penalty @ ₹ 250 per day may be levied if the 4 Manpower (Semi-skilled) is not deployed/supplied within two weeks of placing the order. This Department shall have the power to cancel the order and call for fresh tender, at risk and cost of the supplier, without any further reference to the successful bidder.

xiii) The contractor/bidder shall deploy 4 numbers Manpower {(Semi-skilled) 1. Cook-1, 2. Wash Boy-1, 3. Safaiwala (male)-1, 4. Bearer-1} from 8:30 A.M. to 4 P.M. for five days in a week except Saturday and Sunday for the Services mentioned above. Immediate replacement shall be provided in case of absence of any worker.

xiv) The payment will be made on the attendance of the persons and pro-rata deduction shall be made in absence of any person on any day.

xv) The Department reserves the right to increase or decrease the number of the manpower (Semi-skilled) to be deployed by the service provider as per the requirement of Departmental Canteen of Department of Publication, Ministry of Urban Development, Civil Lines, Delhi-54.

xvi) Proper uniform and identification card shall be provided by contractor/bidder to the persons deployed. It must be ensured that the same are worn while at work and that I.D. cards are displayed on person.

xvii) The contractor/bidder shall ensure that workers deployed by it maintain discipline of the highest order and that they restrict themselves to their assigned work only.

xviii) Any incidence of inappropriate behavior by any of the manpower(semi skilled) or any interference by them in the official functioning shall be viewed very seriously and may even lead to termination of the contract, if need be.

xix) The Department of Publication, Ministry of Urban Development, Civil Lines, Delhi-54 shall not be responsible, in any way, with regard to any injury, damage or mishap which may happen to any of the employees or agents of the contractor/bidder, during or after the duty hours in the premises of the Department of Publication, Ministry of Urban Development, Civil Lines, Delhi-54.

xx) Any damage caused to any article or item available at the premises of the Departmental Canteen due to negligence of the employees/bidder shall be on his account and he will be liable to make good the loss to the customer/ Department of Publication, Ministry of Urban Development, Civil Lines, Delhi-54. The amount involved, if any, will be the discretion of the Department of Publication, Ministry of Urban Development, Civil Lines, Delhi-54, be recovered/deducted from the payment due to the contractor/bidder.

xxi) If on the basis of the report of the Canteen Committee, the customer/ Department of Publication, Ministry of Urban Development, Civil Lines, Delhi-54 finds that the contractor/bidder has failed to perform as specified in the contract, he may direct that a sum of ₹ 500/- per day, as damages for breach of contract may be recovered from the contractor/bidder.

xxii) If the customer/Department of Publication either at his own or on report by the Canteen Committee finds that the work/services rendered by the contractor/bidder are extremely unsatisfactory, he may, without any notice to the contractor/bidder, terminate the contract forthwith. The letter communicating such termination of the contract shall be served on the contractor/bidder in person or by mail/ post at the address mentioned in this contract or on the last known address.

xxiii) The contract as mentioned in the preceding paragraph may be terminated by either party by giving one month's written notice to the other party.

xxiv) In case of any dispute the decision of this Department shall be final.

xxv) The contractor/bidders are required to submit two bids in separate envelope duly sealed i.e. technical bid and financial bid in the prescribed formats i.e. Annexure -I and Annexure-II respectively indicating as such on each envelope. Both the bids should then be submitted in a single sealed cover duly marked as "Tender for four (4) no. of manpower(semi skilled)" addressed to the undersigned at Room No. 10, 1st floor Department of Publication, Ministry of Urban Development, Civil Lines, Delhi-110054 by 1200 hours on Wednesday, 22nd February, 2017. Tender box will be available at reception hall of the Department of Publication, Civil Lines Delhi-54 for dropping the said sealed envelope up to 1200 hours on Wednesday, 22nd February, 2017. No bid shall be accepted after 1200 hours as the tender box will be removed from the reception hall immediately after 1200 hours on Wednesday, 22nd February, 2017. Bids if any received by post after 1200 hours shall also not be entertained. The technical bids shall be opened at 1300 hours on the same day followed by the opening of financial bids at 1530 Hours only of those who fulfill the requirements of the technical bid documents in Room No-10, 1st floor, Department of Publication, Ministry of Urban Development, Civil Lines, Delhi-110054 in the presence of interested bidders, who may wish to be present.

xxvi) 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 re-writing. In case of discrepancy between the words and figures, the rates indicated in figures shall prevail. All overwriting/cutting, insertions shall be authenticated and attested.


xxvii) Rates/quotations should be signed by the Tenderer with its current business address and PAN.

xxviii) The Tenderer shall sign and stamp each page of this tender document and all other enclosures appended to it as a token of having read and understood the terms and conditions contained herein and submit the same.

xxix) Financial bids of only those bidders, which are technically qualified, will be opened thereafter in the presence of interested bidders, who may wish to be present.

xxx) The bidder will have to submit EMD of Rupees 7000/- (Rupees Seven Thousand Only) in the form of a Demand Draft drawn in favour of Controller of Publication, Department of Publication, Ministry of Urban Development, Civil Lines, Delhi-54, payable at Delhi, along with the technical bid. The earnest money shall bear no interest. Quotation received without the requisite EMD will summarily be rejected.

xxxi) The bid documents can be obtained personally from the undersigned at Room No.-10, 1st floor, Department of Publication, Ministry of Urban Development, Civil Lines, Delhi-110054 or it can be downloaded from this Department's website: www.deptpub.gov.in



(Vinod Kumar Singh)
Financial Officer
Phone: 011-23813761

Copy to:-

- (i) As per circulation list enclosed.
- (ii) E-gazette for uploading on website of this Department.

ANNEXURE-I

**BIDDER'S PARTICULARS
TECHNICAL BID DOCUMENT
4 number of manpower
(Semi-skilled)**

1. Name of the Bidder _____
2. Full Address of the Bidder _____

3. Name of the Authorized Signatory _____
4. Name & address of the Officer to whom all References shall be made regarding this tender
 - (a) Telephone _____
 - (b) Fax No. _____
 - (c) E-mail _____
 - (d) Mobile _____
5. Contract person: (a) Telephone No.: _____
(b) Mobile No. _____
(c) Email ID _____

06. Background and experience for last two years in providing services of Manpower (Semi Skilled Staff) with full particulars.
07. Client list:
08. Financial Status i.e. evidence of filing of IT Returns along with final accounts for the FYs 2013-14, 2014-15 & 2015-16.
09. Service Tax Registration No. with evidence:
10. CST/VAT/TIN No. with evidence.
11. Trade Tax Registration No.
12. PAN number with evidence.
13. Labour Department Registration No. with evidence.
14. PF Registration No. with evidence.
15. ESI Registration No. with evidence.
16. Specify the educational Qualifications and Work experience of every person to be deployed.

DECLARATION

I hereby certify that the information furnished above is true and correct to the best of my/our knowledge. I understand that in case, any deviation is found in the above statement at any stage; I/We will be blacklisted and will not have any dealing with the Department in future.

(Signature of Authorized Signatory with date and seal)

ANNEXURE-II

FINANCIAL BID DOCUMENT
4 number of manpower
(Semi-skilled)

1. Name of the party :
2. Address (with tele. No. & Fax No.) :
3. Name & Address of the Proprietor / Partners / Directors (with mobile numbers) :
4. Particular of Bid per Multi Tasking Staff

Sl. No.	Particulars	Amounts (₹.)			
1.	Wages				
2.	PF Contribution				
3.	ESI Contribution				
4.	Total				
5.	Service Tax				
	Grand Total				
6.	Rate per day for Saturday/Sunday/Holiday				
7.	Rate per extra hours				

Note: All the charges statutory or otherwise borne should be given separately.

DECLARATION

I hereby certify that the information furnished above is true and correct to the best of my/our knowledge. I understand that in case, any deviation is found in the above statement at any stage; I/We will be blacklisted and will not have any dealing with the Department in future.

(Signature of Authorized Signatory with date and seal)