

**TENDER DOCUMENT FOR DAK/NIGHT DUTY STAFF/PEON**

F. No. 26/2/2011-Genl. Admn.  
Government of India  
Ministry of Finance  
Department of Disinvestment

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**TENDER DOCUMENT**

For providing manpower for Dak/Night Duty (10 persons) to Department of Disinvestment, Ministry of Finance.

**Manpower Agency**

Date & time for submission of Document: 11.00 AM to 1.00 PM on **21.02.2012**

Date of time for opening of Tender Documents: 4.00 PM on **21.02.2012**

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Government of India  
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Department of Disinvestment  
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Block No. 11 & 14, CGO Complex,  
Lodhi Road, New Delhi-110003.  
Dated 3<sup>rd</sup> February, 2012

### TENDER NOTICE

1. Sealed tenders on behalf of the President of India, are invited under Two Bid System i.e. Technical Bid and Financial Bid from reputed experienced and financially sound Manpower Companies/Firms/Agencies for providing manpower for **Dak/Night Duty** in Department of Disinvestment initially for one year from the date of taking up of supply of manpower in pursuance of contract unless extended further by mutual consent of the Department and service provider, on the same terms and conditions. The present requirement is for 10 (ten) persons. However, number may be increased or decreased on the option of the Department.
2. Complete Tender Documents can be downloaded from the website of this Department ([www.divest.nic.in](http://www.divest.nic.in)) as well as from the CPP Portal (<http://eprocure.gov.in/ppp>).
3. The Interested Companies/Firms/Agencies may submit the tender documents complete in all respects along with Earnest Money Deposit (EMD) of Rs. 20,000/- drawn in favour of DDO, Department of Disinvestment and other requisite documents in a sealed cover addressed to Under Secretary (Admn.) and delivered in Room No. 215, Block No. 11, CGO Complex, Lodhi Road, New Delhi-110003. The last date of submission of tender and time of receipt of Tender is **1.00 PM on 21.02.2012. The tenders shall not be entertained after this deadline under any circumstances whatsoever.**
4. The Department of Disinvestment 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 Joint Secretary (Admn.) Department of Disinvestment in this regard shall be final and binding on all.

(D.Chattopadhyay)  
Under Secretary to the Government of India  
Tele No. 24368785

Copy to:

1. All the firms as per list/Notice Board.
2. NIC-for display in web-site of DoD.
3. All Ministries/Departments

## SCOPE OF WORK AND GENERAL INSTRUCTIONS FOR TENDERERS

1. The Department of Disinvestment located in Block No. 11 & 14, CGO Complex, Lodhi Road, New Delhi requires reputed, well established and financially sound Manpower Companies/Firms/Agencies to provide manpower for doing job of Dak/Night Duty.
2. The contract will be initially for one year. The period of the contract may be further extended or may be curtailed/terminated at any time before the normal tenure owing to deficiency in service or substandard quality of manpower deployed by the selected Company/Firm/Agency. The Department however, reserves right to terminate this initial contract at any time after giving one-week notice to the selected service providing Company/Firm/Agency.
3. The interested Companies/Firms/Agencies may submit the tender document completed in all respects along with earnest money deposit (EMD) of Rs. 20,000/- drawn in favour of DDO, Department of Disinvestment and other requisite documents in a sealed cover addressed to Under Secretary (Admn.) and delivered in Room No. 215, Block No. 11, CGO Complex, Lodhi Road, New Delhi-110003. The last date and time of the receipt of tenders is **1.00 PM of 21.02.2012**.
4. The tender has been invited under two bid system i.e. Technical Bid and Financial Bid. The interested agencies are advised to submit two separate sealed envelopes super scribing "Technical Bids for Providing manpower for Dak/Night Duty work to Department of Disinvestment". Both sealed envelopes should be kept in a third envelope super scribing "Tender for providing manpower for Dak/Night Duty work to Department of Disinvestment, Ministry of Finance, New Delhi.
5. The tendering Companies/Firms/Agencies are required to enclose photocopies of the following documents (duly attested by Group 'A' Gazetted Officers of the Government of India or Class-I Officers of the State Government) along with the Technical Bid, failing which their bids shall be summarily/out-rightly rejected and will not be considered any further:-
  - a) Registration certificate:
  - b) Copy of PAN/GIR card.
  - c) Copy of the IT return filed for the last three financial years.
  - d) Copies of the EPF and ESI certificates.
  - e) Copies of the Service tax registration certificate.
6. The conditional bids shall not be considered and will be rejected out right in the very first instance.
7. 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. However, the cutting, if any, in the Technical Bid Application must be initiated by the person authorized to sign the tender bids.

8. The Bids shall be opened on the scheduled date and time (at 4.00 PM on 21.02.2012) in Room No. 215, Block No. 11, CGO Complex, Lodi Road, New Delhi-110003 in the presence of the representatives of the Companies/Firms/Agencies, if any, who are present on the spot at that time.

9. The competent authority Joint Secretary (Admn.) of the Department of Disinvestment reserves the right to annul any or all bids without assigning any reason.

## **TECHNICAL REQUIREMENT FOR THE TENDERING COMPANY/FIRM/AGENCY**

1. The tendering manpower Company/Firm/Agency should fulfill the following technical specifications:-

a) The Registered Office of one of the Branch Offices of the manpower Company/Firm/Agency should be located either in Delhi/New Delhi or in any of the Satellite towns of Delhi.

b) The manpower Company/Firm/Agency should be registered with the appropriate registration authority.

c) The Company/Firm/Agency should have at least three years experience in providing manpower to Private Companies, Public Sector Companies/Banks and Government Department etc.

d) The Company/Firm/Agency should have its own Bank Account.

e) The Company/Firm/Agency should be registered with income tax and service tax Department.

f) The Company/Firm/Agency should be registered with appropriate authorities under Employees Provident Fund and Employees State Insurance Act.

**TECHNICAL REQUIREMENT FOR PERSON TO BE DEPLOYED BY THE SUCCESSFUL COMPANY/FIRM/AGENCY IN THE DEPARTMENT OF DISINVESTMENT**

1. He/She should have a valid Character certificate.
2. His/her antecedents should have been verified by the agency from local police authorities.

## APPLICATION -TECHNICAL BID

1. For providing manpower for Dak/Night Duty work to Department of Disinvestment.

2. Name of Tendering Company/Firm/Agency

(Attach certificate of registration)

3. Name of Proprietor /Director of Company/Firm/Agency

4. Full address of Registered Office \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Telephone Number: \_\_\_\_\_

FAX No. \_\_\_\_\_

E-Mail Address \_\_\_\_\_

5. Full address of Operating Branch \_\_\_\_\_

\_\_\_\_\_

Telephone Number: \_\_\_\_\_ - -

FAX No. \_\_\_\_\_

E-Mail Address \_\_\_\_\_

6. Banker of Company/Firm/Agency \_\_\_\_\_

(Full Address)

(Attach certified copy of statement \_\_\_\_\_

of A/c for the last three years)

Telephone Number of Banker \_\_\_\_\_

7. PAN/GIR No. \_\_\_\_\_

(Attach attested copy)

8. Service Tax Registration No. \_\_\_\_\_

(Attach attested copy)

9. E.P.F. registration Number \_\_\_\_\_

(Attach attested copy)

10. E.S.I. Registration Number \_\_\_\_\_

(Attach attested copy)

11. Financial turnover of the tendering Company/Firm/Agency for the last 3 financial years.

(Attach separate sheet if space provided is insufficient)

Financial Year	Amount (Rs. Lakh)	Remarks if any
2008-2009		
2009-2010		
2010-2011		

12. Give details of the major similar contracts handled by the tendering Company/Firm/Agency during the last three years in the following format:

Sl. No.	Details of client along with address, telephone numbers	Amount of Contract (Rs. Lakh)	Duration of Contract From	Duration of Contract To
1.				
2.				
3.				

Signature of authorized person

Name: \_\_\_\_\_

Seal:

Date:

Place:

## DECLARATION

1. \_\_\_\_\_ Son/Daughter/Wife of Shri \_\_\_\_\_ 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 along with the above application are true 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

Full Name: \_\_\_\_\_

Seal: \_\_\_\_\_

Date:

Place:

### APPLICATION-FINANCIAL BID

1. For Providing manpower for Dak/Night duty to Department of Disinvestment.
2. Name of tendering Company/Firm/Agency:
3. Details of Earnest Money Deposit: Rs. 20,000/- (Rupees Twenty Thousand only) D.D/P.O No. Date and Drawn on Bank:
4. All the Persons Deployed in this Department will be paid their wages on monthly basis **(By Cheque in time)** by the Company/Firm/Agency and the photocopies of disbursed cheque will be submitted in this Department.
5. Rates are to be quoted not less than in accordance with the Minimum Wages Act, 1948 as applicable in the NCT of Delhi. No quotation without provisions for EPF and ESI will be considered.

Sl. No.	Rate (Per month per person)	
1.		Daily Wage Rate not less than as per MWA, 1948
2.		Employees Provident Fund @ % of 1 above
3.		Employees State Insurance @ % of 1 above
4.		Service Tax Liability @ % of
5.		Any other liability (Pl. indicate)
6.		Contractors Admn./Service Charge
Total Column (1 to 6)		

6. The contracting Company/Firm/Agency shall furnish the following documents in respects of the individual manpower for Dak/Night duty who will be deployed by it in this Department before the commencement of work.

- a) List of persons deployed:
- b) Bio-Data of the persons:
- d) Character Certificate from Group 'A' or Class-I Officers of the Central/State Government or Notary Public.
- e) Certification of verification of antecedents of persons by local Police authority.
- f) Identity Cards bearing photograph.

7. In case, the person employed by the successful Company/Firm/Agency commits any act omission/commission that amounts to misconduct/indiscipline/incompetence, the successful Company/Firm/Agency will be liable to take appropriate disciplinary action against such persons, including their removal from the site of work required by the Department.

## TERMS AND CONDITIONS

### General

1. The contract shall commence **from 01.03.2012 and shall continue till 28.02.2013** unless it is curtailed or terminated by this Department owing to deficiency of services, sub-standard quality of manpower deployed, breach of contract, reduction or cessation of the manpower requirements etc.
2. The contract may be extended, on the same terms and conditions or with some addition/deletion/modification, for a further specific period mutually agreed upon by the successful service providing Company/Firm/Agency and Department of Disinvestment.
3. 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.
4. The Department of Disinvestment, at present, has requirement of 10 (ten) persons on urgent basis. The requirement of the Department may increase or decrease during the period of initial contract.
5. The tenderer will be bound by the details furnished by him/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 a stage, it would be deemed to be a breach of terms of Contract marking him/her liable for legal action besides termination of contract.
6. The Department of Disinvestment reserves right to terminate the contract during initial period also after giving a week notice to the contracting agency.

### LIABILITIES, CONTROL ETC. OF THE PERSONS DEPLOYED

7. The Department of Disinvestment is a Central Government Office and has five days working (i.e. Monday to Friday) in a week from 9.00 to 5.30 PM with a lunch break of ½ hrs. from 1.00 PM to 1.30 PM. Besides this the Department observes the Gazzetted holidays notified by the Government of India from time to time. **The persons may be required to work from Monday to Saturday. However, they may be required to attend the office as and when required on Sunday/Gazetted holiday (on prior intimation) for which He/she will be not paid any additional wage. Whenever, the persons are required to attend office upto late hour, they may be paid overtime allowance as per the rates decided by the Government.**
8. The person deployed shall be required to report for duty at 9.00 AM to Under Secretary (Admn.)/Section Officer (Admn.) and would not leave office before 5.30 PM. In case, person deployed is absent on a particular day or come late/leaves early on three occasions, one-day wage shall be deducted.
9. The tendering Company/Firm/Agency upon receiving a notice from this Department shall replace immediately any of its personnel who is found unacceptable to this Department because of security risks, incompetence, conflict of interest, improper conduct etc.
10. The agency shall depute a coordinator who would be responsible for weekly interaction with the Department of Disinvestment so that optimal services of the persons deployed by the agency could be availed without any disruption.

11. If the person does not report for duty on any day no wage will be paid for the period. A penalty of Rs. 100/- will be deducted per day in addition to non-payment of wages for absent days, if agency is not in a position to supply a substitute even after three days. It will be the responsibility of the service providing agency to super-vice the attendance daily and ensure that the persons contracted do not quit in between. The person would need to intimate his/her decision to quit the job (due to whatever reason) at least one month in advance. During this period, the firm will provide a replacement to the Department

12. For all intents and purpose the service providing agency shall be the "Employer" within the meaning of different Labour Legislations in respect of manpower so employed and deployed in this Department. The persons deployed by the agency in the Department shall not have claims of Master and Servant relationship nor have any principal and agent relationship with or against the Department of Disinvestment.

13. It will be the responsibility of the service providing agency to meet transportation, food, medical and any other requirements if considered necessary by the agency in respect of the persons deployed by it (Agency) in this Department. The Department of Disinvestment will have no liability in this regard. The agency will provide ESI Card, PF details with account number to the person so deployed by it. A monthly pay slip indicating all these details would also be provided by agency to the person.

14. The Company/Firm/Agency shall, within seven days of the close of every month, submit a statement showing the recoveries of contribution in respect of employees employed through him. In this regard information in form 12A needs to be furnished. Also bank challan showing payment of PF should be produced every month.

15. The Service providing agency shall be solely responsible for the redressal of grievances/resolution of disputes relating to person deployed. The Department shall, in no way be responsible for settlement of such issues whatsoever.

16. This Department 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.

17. The person deployed by the service providing agency shall not have any claim or be entitled to pay, perks and other facilities admissible to casual, ad-hoc, regular/confirmed employees of this Department during the currency or after expiry of the contract.

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 or for any relaxation for absorption in the regular/otherwise capacity in the Department of Disinvestment.

## **LEGAL**

18. 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 Department.

19. The tendering agency shall also liable for depositing all taxes, levies, Cess etc. on account of service rendered by it to the Department of Disinvestment to the concerned tax collection authorities from time to time as per extant rules and regulations on the matter.

20. The tendering agency shall maintain all statutory registers under the applicable law. The agency shall produce the same, on demand, to the concerned authority or any other authority under law.

21. The Tax Deduction at Source (TDS) shall be deducted as per the provisions of the Income Tax Department, as amended from time to time and a certificate to this effect shall be provided to the agency by this Department.

22. In case, the tendering agency fails to comply with any statutory/taxation liability under appropriate law, and as a result thereof the Department is put to any loss/obligation, minority or otherwise, the Department 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.

23. The Technical bid should be accompanied with Earnest Money Deposit (EMD), refundable, of Rs. 20,000 (Rupees Twenty Thousand only) in the form of Demand Draft/Pay Order drawn in favour of DDO, Department of Disinvestment, New Delhi failing which the tender shall be rejected out rightly.

24. The EMD in respect of the agencies which do not qualify the Technical Bid (First Stage)/Financial Bid (Second Stage) shall be returned to them without any interest. However, the EMD in respect of the successful tenderer shall be adjusted towards the Performance Security. Further, if agency fails to deploy required number of persons against the initial requirement within 10 days from the date of placing the order the EMD shall stand forfeited without giving any further notice.

## FINANCIAL

25. The successful tenderer will have to deposit a security amount of Rs. 50,000/- (Rupees fifty thousand only) in the form of Fixed Deposit Receipt (FDR) or DD or Bank Guarantee made in the name of the agency but hypothecated to the DDO, Department of Disinvestment, New Delhi covering the period of contract. In case, the contract is further extended beyond the initial period, the FDR will have to be accordingly renewed by the successful agency.

26. 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 the Department besides annulment of the contract.

27. The agency shall raise the bill, in triplicate, along with attendance sheet (duly verified by Under Secretary (Admn.)/Section Officer (Admn.) in respect of the persons deployed and submit the same to the Section Officer (Admn.) in the first week of the succeeding month. As far as possible the payment will be released by the second week of the succeeding month. The payment to the persons should be made through A/c payee cheque preferably.

28. The claims in bills regarding Employees State Insurance, Provident Fund and Service Tax etc. should be necessarily accompanied with the documentary proof pertaining to the concerned month bill. A requisite portion of the bill/whole of the bill amount shall be held up till such proof is furnished, at the discretion of the Department.

**29. The rates quoted by the firms for arranging the manpower should be for the whole year/period and no increase in rates will be permissible in between of the period of contract. However, if the increase is necessary to follow the Minimum Wages Act. etc., the increment may be permissible with the approval of competent authority.**

30. The amount of pre-estimated agreed liquidated damages calculated @ Rs. 100 will be deducted per day in addition to non-payment of wages for absent days on account of delay, if any, in providing a suitable substitute for the period beyond three working days by the agency. The amount shall be deducted from the monthly bills of the service providing Agency/Firm/Company in the following month.

31. The Department of Disinvestment reserves the right to withdraw/relax any of the terms and conditions mentioned above in case of problem encountered by the contracting parties.

**(D.Chattopadhyay)**  
**Under Secretary to the Govt. of India**  
**Tele. No. 24368785**

## **ORDER FOR ARRANGEMENT OF DOCUMENT WITH THE TECHNICAL BID**

1. Application- Technical Bid.
2. Attested copy of the registration of agency.
3. Attested copy of PAN/GIR Card.
4. Attested copy of the latest IT return filed by the agency.
5. Attested copy of the Service tax registration letter/certificate.
6. Attested copy of the PF registration letter/certificate.
7. Attested copy of the ESI registration letter/certificate.
8. Certified document in support of financial turnover of the agency.
9. Certified documents in support of entries in column 13 of Technical Bid application.
10. Copy of the terms and conditions at pages 11-14 in Tender Document with each page duly signed and sealed by the authorized signatory of the agency in token of their acceptance.

## **ORDER FOR ARRANGEMENT OF DOCUMENT BE SUBMITTED BY THE SUCCESSFUL AGENCY BEFORE DEPLOYMENT OF MANPOWERS.**

List of persons short listed by the agency for deployment in the Department of Disinvestment containing full details i.e. date of birth, marital status, address etc.

1. Bio-Data of all persons.
2. Character Certificate from Gazetted Officer of the Central/State Government in respect of all persons.
3. Certificate of verification of antecedents of all persons by local police authority.

