

**PRINCIPAL AOUNTS OFFICE**  
**MINISTRY OF AGRICULTURE**  
**16-A, AKBAR ROAD HUTMENTS, NEW DELHI**  
**TEL. NO. 23073063, 23385721, FAX 23385721**

**No. Pr. AO/Agri./Estt/house keeping(Rev)/2013-14**

**dt. 07.03.2014**

To,

Address as per list.

Subject : Notice Inviting Tenders for Providing Manpower to perform jobs assigned to Sweeper/Mali.

Sir,

Sealed tenders on behalf of the Chief Controller of Accounts, are invited from reputed, experienced and financially sound Manpower Agencies for providing manpower to perform jobs assigned to Sweeper/Mali in the office of Principal Accounts Office, Ministry of Agriculture, 16-A, Akbar Road, New Delhi-110011 for a period of one year from the date of award contract.

2. Schedule :

Last date & time for receipt of tenders 21.04.2014 Time – 3:00PM.

Date & Time for opening of Bid 22.04.2014 Time – 3:00PM

Place of opening the Tenders : Principal Accounts Office, Ministry of Agriculture, 16-A, Akbar Road, New Delhi-110011

3. The interested Agency may put the tender documents complete in all respect along with Earnest Money Deposit (EMD) of Rs. 20,000/- (Rupees Twenty Thousand Only) and other requisite documents by 21.04.2014 up to 3:00 PM in the Tender Box kept in Principal Accounts Office, Ministry of Agriculture, 16-A, Akbar Road, New Delhi-110011. 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

**Copy to :**

Accounts Officer

1. CCA, M/o Agriculture, Krishi Bhawan, New Delhi.
2. Notice Board of this office.

## SCOPE OF WORK AND GENERAL INSTUCTION FOR TENDERRS.

1. Principal Accounts Office, Ministry of Agriculture, 16-A, Akbar Road, New Delhi-110011 requires the services of a reputed, well established and financially sound Manpower Agency For providing manpower to perform jobs assigned to sweeper and Mali.
2. The contract is likely to commence from July 2014 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 persist 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 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 agency.
3. In this office assessment for the initial requirement seems to be for four (4) sweepers, two (2) Mali and two (2) helper. The nature of services shall include:
  - (a) Sweeping work in Principal Accounts office situated at 16-A, Akbar Road, New Delhi-110011 ground floor along with corridor etc.
  - (b) Moving of paper/documents, files and dak etc. within the office premises.
  - (c) Dusting and maintenance of cleanliness of office equipments etc.
  - (d) Monitoring and looking after the security aspects of designated office premises.
  - (e) Any other support service related to above job items.
4. The interested agencies may submit their tender document complete in all respects along with Earnest Money Deposit (EMD) of Rs. 20,000/- in favour of Pay & Accounts Officer(Sectt.), Pr. Accounts Office, Ministry of Agriculture, 16-A, Akbar Road, New Delhi and other requisite documents by 21.04.2014 up to 3:00PM in the Tender Box kept in Pr. Accounts Office(Admn.), Ministry of Agriculture, 16-A, Akbar Road, New Delhi-110011.
5. The Earnest Money Deposit (EMD) of Rs. 20,000/- (Rupees twenty Thousand Only), refundable (without interest), should be necessarily accompanied with the 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 Agriculture, 16-A, Akbar Road, New Delhi-110011 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.
6. The tendering agency is required to enclose photocopies of the following documents (Duly attested by Gazetted Officers of the Government of India, along with the Bid :
  - (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) Copy 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.

7. Conditional bids shall not be considered and will be outrightly rejected at the very first instance. 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.
8. The envelopes containing bids shall be opened on the scheduled date and time in the presence of the representatives of the agency, if any, who wish to be present on the spot at that time.
9. The competent Authority of this office reserves the right to reject any or all bids without assigning any reason.
10. The bidders shall quote the bids as per the format enclosed at Annexure I.

### **TECHNICAL REQUIREMENTS FOR THE TENDERING AGENCY.**

The Tendering Service Provider Agency should fulfill the following technical specification.

- (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 Firm/Agency should have at least three years experience in providing manpower to Public Sector Company/Banks and Government Departments etc.
- (d) Service Provider Firm/Agency should have its own Bank Account.
- (e) Service Provider Firm/Agency should be registered with Income Tax Departments.
- (f) Service Provider Firm/Agency should be registered with appropriate authorities/under employees provident fund and employees state insurance acts.

### **TERMS AND CONDITIONS**

1. The contract is likely to commence from July 2014 and shall continue for a period of one year, unless it is curtailed or terminated by this office owing to deficiency of service, substandard 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 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 tender 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. This office reserves the right to terminate the contract during initial period also without giving any notice to the contracting Agency.

7. The manpower employed by the Agency shall be required to work normally as per this office's working days with a lunch break of ½ hour from 13.00 hrs. to 13.30 hrs.
8. The contracting 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.
9. In case, the person employed by the successful agency commits any act of omission/commission that amounts to misconduct/indiscipline/incompetence and security risks, the successful Firm/Agency will be liable to take appropriate disciplinary action against such persons, including their removal from site of work, if required by the office within one day of being brought to their notice.
10. The tendering company shall provide identity cards to be personnel deployed in the office carrying the Photograph of the personnel and personal information as to name, DOB, age and Identification mark etc.
11. The service provider shall ensure that any details of office, operational process, technical know-how, security arrangement, and administrative/organizational matters are not divulged or disclosed to any person by its personnel deployed in this office.
12. 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.
13. The personnel 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, clause 9 will be applicable.
14. 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.
15. 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.
16. It will be the responsibility of the service providing Agency to meet transportation, food, medical and any other requirements like uniform etc. in respect of the persons deployed by Agency to this office and this office will have no liabilities in this regard. They shall wear neat & clean uniform as provided by the Agency.
17. For all intents and purposes, the service providing Agency shall be the "Employer" within the meaning of different Labor 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.
18. The Service providing Agency shall be solely responsible for the redressed of grievances/resolution of disputes relating to persons deployed. This office shall, in no way, be responsible for settlement of such issues whatsoever.
19. 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.

20. The persons deployed by the service providing Agency shall not claim nor 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.
21. 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.
22. 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, Statutory payment like P.F. and E.S.I. shall be reimbursed to the contracting Agency on production of certificates/receipt of deposit with the Provident Fund Commissioner and E.S.I. etc. relating to the personnel deployed in this office.
23. 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.
24. 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.
25. 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.
26. In case, the tendering Agency fails to comply with any statutory/taxation liability under appropriate law or in case of damage theft etc. committed by the persons deployed by the contacting Agency 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.
27. The Bid should be accompanied with an Earnest Money Deposit (EMD) of Rs. 20,000/- (Rupees Twenty Thousand Only) in the form of Demand Draft/Pay Order drawn in favor of Pay & Accounts Officer (Sectt.), Ministry of Agriculture, 16-A, Akbar Road, New Delhi-110011 failing which the tender shall be rejected out-rightly.
28. 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.
29. Bids, offering rates which are lower than minimum wages (as applicable for Delhi) for the pertinent category, would be rejected.
30. 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.
31. 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 Establishment Section for pass and payment. As far as possible, the payment will be released by the second week of the succeeding month.

32. Settlement of disputes will be as per Indian Arbitration and conciliation Act-1966 and venue will be the Principal Accounts Office, ministry of Agriculture, 16-A, Akbar Road, New Delhi.
33. 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.

**Accounts Officer(Hq.)  
Annexure-I**

**(To be enclosed in a separate scaled envelope)**

**For providing manpower to perform jobs assigned to sweeper and Mali for the Principal Accounts Office, Ministry of Agriculture, 16-A, Akbar Road, New Delhi-110011**

1. **Name of Tendering Firm/Agency :.....  
(Attach certificate of registration)**
  
2. **Name of proprietor/Director of Firm/Agency :.....**
  
3. **Full Address of Reg. Office :.....  
.....  
Telephone No. :..... Fax No. .... E Mail .....**  
**Mobile No. ....**
  
4. **Full Address of operating /Branch office : .....**  
**.....  
Telephone No. :..... Fax No. .... E Mail .....**  
**Mobile 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. : .....

(Attach attested copy)

10. 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. In Lakhs) Remarks, if any

Financial Year	Amount(Rs. In Lakhs)	Remarks, if any
2010-11		
2011-12		
2012-2013		

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 of Contract (Rs. In lakh)	From	to

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

**Amount Quoted per Sweeper & Mali**

Wages payable to each Sweeper ** by the company	.....
Wages payable to each Mali ** by the company	.....
Wages payable to each Malis Assistants ** by the company	.....
Wages payable to four Sweepers	.....
Wages payable to two Malis	.....
Wages payable to two Mali's Assistants	.....
Other Statutory Obligations :	
EPF	.....
ESIC	.....
Gratuity	.....
Bonus	.....

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

**\*\* Note : The wages should be as per the minimum wages act(subject to revision from time to time)**

**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.
1. 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 :**

**Date :**

**Seal :**



**ORDER FOR ATTACHMENT 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 IT return filed by Agency during the last 3 years.**
- 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 12 of Bid application.**
- 11. Copy of the term and conditions at page 2-6 in Tender Document with each page duly signed and scaled by the authorized signatory of the Agency in token of their acceptance.**