

No.D.13023/1/2007-Gen.I
Government of India
Planning Commission

Yojana Bhavan, Sansad Marg,
New Delhi, June 28, 2007

TENDER NOTICE

1. Sealed tenders are invited from reputed, experienced and financially sound Manpower Companies/Firms/Agencies to prepare a panel of two Service Providers who will provide Housekeeping/General workers to Planning commission for a period of one year. The Sealed quotations with separate Technical and Financial bids filled in the specified proforma and addressed to the Under Secretary (General Admn.), Planning Commission, Yojana Bhavan, Sansad Marg, New Delhi should reach latest by 3.00 P.M. on 13.7.2007. The quotations should either be sent by post at the above mentioned address or dropped in the Tender Box placed at Reception Area of Yojana Bhavan, New Delhi by the stipulated date and time.
2. Complete Tender Document may either be downloaded from the website of Planning Commission (<http://planningcommission.gov.in>) or collected from the Caretaker Cell, Room No. GF8, Yojana Bhavan, New Delhi on any working day between 4.00 P.M. to 5.00 P.M.
3. The Technical bids shall be opened at 3.30 PM on 13.07.2007 in Room No. 344, Yojana Bhavan, Sansad Marg, New Delhi in the presence of such tenderers or their authorized representatives who may wish to be present. The Financial bids of only those tenderers whose Technical bids have been accepted, will be opened at 3.30 PM on 17.7.2007 in Room No.344 in the presence of those tenderers or their authorized representatives who may wish to be present.

[RAVJIT SINGH]

Under Secretary to the Government of India

To

The Assistant Media Executive, D.A.V.P., Phase IV, Sookhana Bhavan, C.G.O. Complex, Lodi Road, New Delhi – 110 003 with the request to publish the above-mentioned Tender Notice in the national dailies.

सं. डी-13023/1/2007-सामान्य- I

भारत सरकार
योजना आयोग

योजना भवन, संसद मार्ग,
नई दिल्ली, दिनांक 28 जून, 2007

निविदा नोटिस

1. ख्याति प्राप्त, अनुभवी और वित्तीय रूप से समर्थ जनसाधन कंपनियों/फर्मों/एजेंसियों से दो सेवा प्रदाताओं का पैनल तैयार करने के लिए मुहरबंद निविदाएं आमंत्रित की जाती हैं जो योजना आयोग को एक वर्ष की अवधि के लिए हाउसकीपिंग/सामान्य कामगार उपलब्ध कराएंगी। भिन्न तकनीकी और वित्तीय बोली सहित मुहरबंद कोटेशन जिन्हें विशिष्ट प्रोफार्मा में भरा गया हो और अवर सचिव (सामान्य प्रशासन), योजना आयोग, योजना भवन, संसद मार्ग, नई दिल्ली को सम्बोधित हो, अधिकतम 13.07.2007 को सायं 3.00 बजे तक पहुंच जानी चाहिए। कोटेशन निर्धारित तारीख और समय तक या तो ऊपर उल्लिखित पते पर डाक द्वारा भेजी जा सकती है अथवा योजना भवन के स्वागत कक्ष एरिया में रखी गई निविदा पेटी में डाली जा सकती हैं।
2. पूर्ण निविदा दस्तावेज या तो योजना आयोग की वेबसाइट (<http://planningcommission.gov.in>) से डाउनलोड किया जा सकता है, अथवा किसी भी कार्यदिवस को सायं 4.00 से 5.00 बजे के बीच केयरटेकर सैल, कमरा संख्या भूतल-8, योजना भवन, नई दिल्ली से प्राप्त किया जा सकता है।
3. तकनीकी बोली (बिड) 13.07.2007 को सायं 3.30 बजे कमरा संख्या 344, योजना भवन, संसद मार्ग, नई दिल्ली में उन निविदाकर्ताओं अथवा उनके प्राधिकृत प्रतिनिधियों की उपस्थिति में खोली जाएंगी जो उपस्थित रहने के इच्छुक होंगे। केवल उन्हीं निविदाकर्ताओं की वित्तीय बोली (बिड) जिनकी तकनीकी बोली (बिड) स्वीकार कर ली जाती है, 17.7.2007 को सायं 3.30 बजे कमरा संख्या 344 में उन निविदाकर्ताओं अथवा उनके प्राधिकृत प्रतिनिधियों की उपस्थिति में खोली जाएंगी जो उपास्थित रहने के इच्छुक होंगे।

(र वजीत सिंह)

अवर सचिव, भारत सरकार

SCOPE OF WORK AND GENERAL INSTRUCTIONS FOR TENDERERS

1. Planning Commission has initial requirement for 45 workers for performing housekeeping/general duty. The housekeeping workers will be required to work at Yojana Bhavan/in the office of Economic Advisory Council to P.M. at Vigyan Bhavan Annexe. The general duty workers will be required to work at Yojana Bhavan and for round-the-clock duty at the residence of Deputy Chairman/Member-Secretary/Chairman, EAC to PM/Office of EAC to Prime Minister at Vigyan Bhavan Annexe.
2. The number of workers may further increase or decrease at any time during the period of contract as per exigencies.
3. The tenderers are required to submit two separate Technical and Financial bids as per enclosed proforma. The two bids should be sent in two sealed envelopes superscribed "**Technical Bid for Providing Unskilled workers to Planning Commission**" and "**Financial Bid for Providing Unskilled Workers to Planning Commission**". Both sealed envelopes should be kept in a third sealed envelope superscribed "**Tender for Providing Housekeeping/General workers to Planning Commission**".
4. The Technical bid should be accompanied by an Earnest Money Deposit (EMD) of Rs.75,000 (Rupees Seventy-five thousand only) in the form of Demand Draft/Pay Order from a commercial bank drawn in favour of Pay & Accounts Officer, Planning Commission, New Delhi. It should remain valid for a period of 45 days beyond the bid validity period. In the absence of EMD, the tender shall be rejected summarily. The earnest money shall be refunded to the unsuccessful tenderers after finalisation of the contract. It shall be refunded to the successful bidders on receipt of performance security mentioned in clause 4 below.
5. The two successful tenderers will have to deposit a Performance Security Deposit of Rs.90,000 (Rupees Ninety thousand only) each (Total Rs.1,80,000/-) by way of Fixed Deposit Receipt (FDR) from a commercial bank and hypothecated in favour of Pay & Accounts Officer, Planning Commission, New Delhi valid for 60 days beyond the expiry of period of contract. In case, the contract is awarded to only one firm, Performance Security of Rs.1,80,000/- would be required from that firm. If the contract is extended further beyond the initial period, the FDR will have to be accordingly renewed by the successful tenderer.
6. The contract is likely to continue from the date of commencement for a period of one year. The period of the contract may be further extended on request by the firm on the same terms and conditions provided the requirement of the Planning Commission persists at that time and subject to qualitative assessment of the performance of the firm by the competent authority in the Planning Commission.
7. All entries in the tender form should be legible and filled clearly. **No overwriting or cutting is permitted in the Financial Bid Form. In such cases, the tender shall be summarily rejected.** However, the cuttings, if any, in the Technical Bid Application must be initialed by the person authorized to sign the tender bids. **The conditional bids shall not be considered and will be rejected outright.**
8. Tender incomplete in any form are liable to be rejected outright.
9. The closing date and time for receipt of tenders will be 13th July, 2007 at 3.00 P.M.
10. The Technical bid shall be opened at 3.30 PM on 13th July, 2007, in Room No. 344, Planning Commission, Yojana Bhavan, Sansad Marg, New Delhi, in the presence of the authorized representatives of the Firms, who wish to be present at that time. The tenderers whose Technical bids are accepted will be informed within two days.
11. The Financial Bids of only those tenderers will be opened whose Technical bid have been accepted. The Financial bid shall be opened at 3.30 PM on 17th July, 2007 in Room No. 344, Yojana Bhavan, New Delhi.
12. No bidder will be allowed to withdraw after submission of the bids, otherwise the EMD submitted by him would stand forfeited.
13. In case the successful bidder declines the offer of contract, for whatsoever reason(s), the EMD submitted by him would stand forfeited.
14. The competent authority of Planning Commission reserves the right to reject all or any tender in whole, or in part, without assigning any reason.

TECHNICAL REQUIREMENTS FOR THE TENDERING Company/Firm/Agency

1. The tendering manpower Company/Firm/Agency should fulfill the following technical specifications and should submit the documentary proof of all the registration papers:
 - (a) The Registered Office or one of the Branch Office's 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 viz. ESI, EPF, Income Tax, Service Tax(proof to be enclosed);
 - (c) The Company/Firm/Agency should have at least three years experience in providing manpower to Government Departments (proof to be enclosed);
 - (d) The Company/Firm/Agency should have its own Bank Account. Self-attested copies of bank account should be enclosed with the technical bid;
 - (e) A copy of the Terms & Conditions given in the Tender Document, duly signed and sealed by the authorized signatory of the agency in token of their acceptance, should be enclosed with Technical bid.
 - (f) The workers' antecedents have to be got verified by the agency from the local police authorities before they are provided to the Planning Commission.

**Terms and Conditions for Award of Contract for supply of
Manpower Services for Planning Commission**

1. The agency shall furnish on its letter head details of the Workers to be deployed i.e. their full names, father's name, full residential address, contact telephone no., etc. The agency will get done police verification of the persons before deploying them on duty.
2. The agency shall depute a Coordinator who would be responsible for immediate interaction with the Commission so that optimal services of the persons deployed by the agency could be availed without any disruption. The Coordinator's name and telephone number (Mobile) should be intimated by the firm.
3. The working hours of the manpower for Yojana Bhavan, Sansad Marg, New Delhi is from 7.30 A.M. to 5.00 P.M. (House keeping workers – 6 days a week), 8.30 A.M. to 6.30 P.M. (For Yojana Bhavan – 5 days a week) and Round the clock duties at the residences of Deputy Chairman, Member-Secretary, Chairman EAC and office of EAC at Vigyan Bhavan.
4. If any worker arrives late (or leaves early) but permitted to perform duty, pro-rate deduction of the duty rate would be made on hourly basis. If a person deployed is absent on a particular day or comes late/leaves early on three occasions, one day wage shall be deducted. However, no habitual late comer would be allowed to work and should be replaced immediately.
5. It will be the sole responsibility of the service providing agency to meet transportation, food, medical and any other requirements in respect of the persons deployed in Planning Commission and this Commission will have no liabilities in this regard.
6. For all intents and purposes, the service providing agency shall be the "Employer" within the meaning of different Labour laws applicable in respect of unskilled workers and deployed in this Commission. **The persons deployed by the agency in this Commission shall not have claims of any Master and Servant relationship against Planning Commission.**
7. The service providing agency shall be solely responsible for the redress of grievances/resolution of disputes relating to person deployed. This Commission shall, in no way, be responsible for settlement of such issues whatsoever.
8. This Commission shall not be responsible for any 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.
9. The persons deployed by the service providing agency shall not claim nor shall be entitled to pay, perks and other facilities admissible to regular / confirmed employees of this Commission during the currency or after expiry of the contract.
10. 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 in the regular / otherwise capacity in this Commission.
11. 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 Commission. It

- will be fully responsible for payment of wages and other dues and compliance of all labour laws, welfare schemes applicable to them.
12. The Agency shall provide documentary evidence of having paid contributions payable every month under ESI and EPF Acts in respect of the persons deployed by them for Planning Commission. It is also required to file a copy of the Returns submitted to the concerned authorities.
 13. The agency shall also be liable for depositing all taxes, levies, Cess etc. on account of service rendered by it to Planning Commission to concerned tax collection authorities from time to time as per extent rules and regulations in the matter.
 14. The agency shall maintain all statutory registers under the Law. The agency shall produce the same, on demand, to the concerned authority of this Commission or any other authority under Law.
 15. If the agency fails to deploy workers against the initial requirement within 15 days from date of placing the order, the EMD shall stand forfeited without giving any further notice.
 16. In case, the agency fails to comply with any statutory/taxation liability under appropriate law, and as a result thereof the Commission is put to any loss/obligation, monetary or otherwise, the Commission 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.
 17. 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 Commission besides annulment of the contract.
 18. The agency shall raise the bill, in triplicate, along with attendance sheet [duly verified by the Officer in Charge of place of duty] in respect of the persons deployed and submit the same to Under Secretary (GA) in the first week of the succeeding month.
 19. The claims in bills regarding Employees State Insurance, Provident Fund, and Service Tax etc. should be necessarily accompanied with documentary proof pertaining to the concerned bill month. A requisite portion of the bill/whole of the bill amount shall be held up till such proof is furnished, at the discretion of this Commission.
 20. The selected agency shall immediately provide a substitute in the event of any person leaving the job due to any reasons. The delay in providing a substitute beyond three working days would attract a penalty @ Rs.100 per day on the service providing agency, which would be deducted from the monthly bills of the service providing firm.
 21. The competent authority, Planning Commission, reserves full authority to discontinue the services of the firm, at any point of time, without giving any reason. The decision of the Planning Commission shall be final in this regard.
 22. The competent authority, Planning Commission reserves right to withdraw/relax any of the terms and condition mentioned above so as to overcome the problem encountered at a later stage.

(RAVJIT SINGH)
Under Secretary to the Government of India

APPLICATION - TECHNICAL BID

For Providing Housekeeping/General Workers to Planning Commission.

1. Name of Tendering Company/Firm / Agency :
2. Status of the firm:
Whether Proprietary/Partnership/Company
3. Name of Owner/Partners/Directors
4. Whether registered with the Registrar
of Firms/Companies. If yes, give details & proof.
5. Full Address of Reg. Office _____

Telephone No. : _____
FAX No. : _____
E-Mail Address : _____
6. Full address of Operating / Branch
Office with telephone/FAX no. : _____
7. Whether office located in a commercial area?
If so, attach a Certificate from the local authority.
8. Banker of Company / Firm / agency : _____
with full address/tel.no. : _____
9. Registration Details(copies to be enclosed) :
 - (a) PAN / GIR No. : _____
 - (b) Service Tax Registration No. : _____
 - (c) E.P.F. Registration No. : _____
 - (d) E.S.I. Registration No. : _____

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

S.No.	Details of client along with address, telephone and FAX numbers	Amount of Contract (Rs. Lacs)	Duration of Contract	
			From	To
1.				
2.				
3.				

(if the space provided is insufficient, a separate sheet may be attached on letter head of the Firm)

11. Details of Earnest Money Deposit : Rs.75,000/- (Rupees Seventy-five thousand Only)

D.D. / P.O. No. & Date : _____

Drawn on Bank : _____

12. Additional information, if any
(Attach separate sheet, if required : _____
On company letter head)

Signature of Owner/Managing Partner/Director

Date:
Place:

Name:
Seal :

DECLARATION

1. I, _____Son / Daughter / Wife of Shri _____Proprietor/Partner/Director/ authorized signatory of the agency/Firm, mentioned above and 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 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.

Date:
Place:

Signature
Full Name:
Seal :

APPLICATION – FINANCIAL BID

For Providing Housekeeping/General workers to Planning Commission.

1. Name of tendering Company/Firm/Agency:

2. Monthly rates as per Govt. of NCT of Delhi (as applicable from _____):

	Component of Rate	Housekeeping Workers	General Duty Workers		
			Yojana Bhavan – 8.30AM to 6.30PM - 5 days a week	Vigyan Bhavan Annexe - round the clock	Residences of DCH/Member-Secy/Chairman, EAC – round the clock
	Duty Hours	Yojana Bhavan/Vigyan Bhavan Annexe 7.30AM to 5.00PM – 6 Days a week			
1.	Wage Rate				
2.	Employees Provident Fund Contribution @____% of 1 above				
3.	Employees State Insurance Contribution @____% of 1 above				
4.	Service Tax Liability @____% of _____				
5.	Any other liability (Pl. indicate)				
6.	Contractors Adm. / Service Charge @____% of _____				
	Total (Column 1 to 6)				

Signature of authorized person

Date:

Full Name:

Place:

Seal :

Notes:

- The payment shall be made on conclusion of the calendar month only on the basis of no. of working days for which duty has been performed by each manpower.