

**Vice-President's Secretariat
No.6, Maulana Azad Road,
New Delhi – 110011**

No.VPS-62/07/2019-2020/Admn.

Date: 13.03.2020

NOTICE INVITING TENDER

Sub: Quotation for Award of Contract for providing manpower to work as Supervisor, Data Entry Operators, MTS (Peons/Attendants) and House Keeping Staff (Sweepers) with cleaning materials.

The Vice-President's Secretariat invites sealed tenders to engage manpower on outsource basis to work as Supervisor (1 No.), Data Entry Operator (5 Nos.), MTS (Peons/Attendants – 17 Nos.) and House Keeping Staff (Sweepers – 15 Nos.). Sealed tenders, along with necessary documents, may be submitted at the **Reception of Vice-President's Secretariat, No.6, Maulana Azad Road, New Delhi-110011. The last date and time of receipt of tender is 24th March, 2020 by 1.00 P.M.**

2. The tender documents and details of Terms & Conditions may be downloaded/obtained from this Secretariat website <http://vicepresidentofindia.nic.in> and <https://eprocure.gov.in/epublish/app>

3. The contract shall be for a period of one year with commencement date 1st April, 2020 from agencies/firms engaged in providing such services as per the Terms & Conditions (**Annexure-I**). The interested firms, fulfilling the following minimum criteria, may submit their tender in a sealed cover superscribed as **"Tender For Supplying Manpower"** containing two separate sealed envelops for **Technical Bid** as per **Annexure-II** and **Financial Bid** as per **Annexure-III**.

3.1 The manpower supplying agencies/firms should have been in existence for not less than 5 (Five) years and should have at least 3 (Three) full completed years of experience of supplying manpower to Central/State Govt. Ministries/Departments.

3.2 The bidder/authorized company should have an annual financial turnover of Rs.5.5 Crore (Rupees Five Crore Fifty Lac) or more during the last three years ending 31st March, 2019 (Copies of Certificate from CA to be attached). The bidder must also submit copies of balance sheets, income tax returns for last three years, duly attested by CA.

3.3 It should have been registered with the Government authorities concerned e.g. Labour Commission, ESI, EPF, GST etc. and a copy of each of the registration shall be attached with the Technical Bid.

3.4 It should be Income Tax/Sales Tax/GST assessee (Provide PAN, Sales Tax/GST Nos. IT Returns, Balance Sheets) (proof in this regard be attached with the Technical Bid).

3.5 It should have not blacklisted by any organization and an undertaking that the firm has never been blacklisted should be attached with the Technical Bid.

3.6 It should comply with the Minimum Wages Act, 1948 in the NCT of Delhi in respect of wages for various categories of workers. Price quoted should be final. However, under no circumstances the wages less than minimum wages, as notified by Govt. of NCT of Delhi from time to time, shall be accepted.

4. The Technical Bid should contain company profile, authenticated documents to prove the eligibility as per above mentioned criteria and any additional documents to show the competency of the firm. **The Technical Bid should be accompanied with an Earnest Money Deposit of Rs.1,00,000/- (Rupees One Lac) in the form of Demand Draft/Pay Order/ Banker's Cheque in favour of "DDO, Vice-President's Secretariat, New Delhi" or if exempted, EMD exemption certificate should be attached.**

4.1 No interest shall be payable by the procurer on the EM deposited by Bidder (s).

No.VPS-62/07/2019-2020/Admn.

4.2 The EM deposited is liable to be forfeited if the Bidder(s) withdraws/amends/impairs/derogates from the tender in any respect within the period of validity of his tender.

4.3 The EM of the successful Bidder shall be returned after the Performance Security Deposit as required in terms of the resulting contract is furnished by the company.

4.4 If the successful Bidder fails to furnish the Performance Security Deposit (as required) in the contract within the stipulated period, the EMD shall be liable to be forfeited by the procurer.

4.5 The earnest money of the unsuccessful bidders shall be returned to them within 30 days of finalization of tender.

5. The Financial Bid should contain only the monthly wages, material cost, any other charges and the tax/GST conditions **(to be filled in Annexure-III)**. Bids containing unrealistic rates shall be liable to be rejected.


6. The successful bidder shall have to deposit a performance security of Rs.5,50,000/-(Rupees Five Lac and Fifty Thousand only) in the form of Demand Draft/Fixed Deposit Receipt/Pay Order/Banker's Cheque or Bank guarantee from any nationalized/Commercial bank duly pledged in the name of the **"DDO, Vice-President's Secretariat, New Delhi"**.

6.1 The security amount shall be deposited with VPS within 15 days from the date of award of the contract. The security should remain valid for a period of sixty days beyond the date of completion of the contract. The security money is refundable on successful completion of the contract period. If, the services of the contractor are found to be unsatisfactory or in case of Contractor repeatedly violates the terms and conditions of the contract or fails to supply required number of manpower despite of VPS having served him proper notices, the contract shall be liable to be terminated and Performance Security so deposited shall be forfeited.

7. The quotations received before or after due date & time or not accompanied with Earnest Money Deposit and essential documents, will not be considered under any circumstances.

8. The sealed tender envelopes/quotations may be addressed to **'Section Officer, Vice-President's Secretariat, New Delhi-110011'**. **Sealed tender envelopes will be opened at 4.00 P.M. on 24th March, 2020.** Only one representative on behalf of the tenderer shall be allowed to be present on the occasion. Technical Bid shall be analysed by the Technical Bid Evaluation Committee and Financial Bid of only those firms who are found eligible in Technical Bid will be opened in due course and the eligible firms would be intimated accordingly.

9. Vice-President's Secretariat reserves the right to accept/reject any or all of the quotations without assigning any reason thereof.


(Pawan Singh Bist)
Section Officer
Tel. No.23018684

Encl: As above.

To:

1. Notice Board.
2. NIC Computer Cell, V.P. Sectt. for uploading in VPS website & CPP Portal.

No.VPS-62/07/2019-2020/Admn.

TERMS AND CONDITIONS

1. The currency of the contract will be for one year which may be extended for another one year with the approval of the competent authority, if, works/services are found satisfactory;
2. The persons engaged by the Agency should not have any adverse Police records/criminal cases against them. The Agency would be responsible to make adequate enquiries about the character and antecedents of the persons before their engagement for the purpose. The Character and antecedents of each personnel will be got verified by the service provider before their deployment through the local police. A bio-data with recent photograph fixed on it of each personnel along with proofs of residence and identity like driving license, bank account details, voter ID Card, Ration Card, Aadhar Card and previous work experience should be submitted to this office. The service provider shall immediately withdraw such employees, who are not found suitable for any reasons, on receipt of such request from this office.
3. The manpower deputed by the service provider should be young and energetic in the age group of 18 to 35 years. The staff to be deputed, except House Keeping staff (Sweepers), should be able to read & write English/Hindi and DEOs should have computer knowledge and good typing speed on computer either in English or Hindi. They should be polite, cordial, positive and efficient while handling the assigned work and their action shall promote goodwill and enhance the image of the office. The service provider shall be responsible for any act of indiscipline on the part of the personnel deployed by him.
4. The service provider shall engage necessary persons as required by this office from time to time. The said persons engaged by the service provider shall be the employee of the service provider and it shall be the duty of the service provider to pay their salary/wages in time i.e. before 7th day of every month. There shall not be any master & servant relationship between the employees of the service provider and this office and further the engaged person of the service provider shall not claim any absorption.
5. The Service provider's personnel shall not claim any benefit / compensation / regularization or services from this office under the provision of Industrial Dispute Act, 1947 or Contract Labour (Regulation & Abolition) Act, 1970. **Undertaking from the persons to this effect shall be required to be submitted by the service provider to this office.**
6. The service provider's personnel shall not divulge or disclose to any persons of any details of this office, operation process, technical know-how, security arrangements & administrative/organization matters.
7. The Service provider will have to remove any debarred person from this office and shall forthwith replenish such requirements. The service provider shall replace immediately such personnel, if they are unacceptable to this office because of any security risk, incompetence, misconduct, conflict and breach of confidentiality upon receiving written notice from this office.
8. The service provider shall ensure proper conduct of his personnel in office premises, and enforce prohibition of consumption of alcoholic drinks, paan, smoking, loll and loitering without work.
9. The transportation, food, medical and other statutory requirement in respect of each personnel of the service provider shall be borne by the service provider.
10. Working hours and days of this office shall be followed by the outsourced persons. The personnel so provided shall observe punctuality in attendance. MTS and House Keeping Staff should wear neat & clean uniform (grey/chocolate in colour) to be provided by the Agency at their cost. In exigencies of work, they may be required to sit late and may be called on Saturday, Sunday and other Gazetted Holidays. In case, any personnel is not able to attend office on any working day or on other day when he is required to attend office, the proportionate deduction for such day(s) of absence shall be made in the bill submitted by the service provider and deduction from payments shall be made by this office.

No.VPS-62/07/2018-2019/Admn.

11. The agency shall be responsible for payment of wages to each worker employed by him as Contract labourer and timely payments shall be agency's responsibility.
12. It shall be the duty of the contractor to ensure the disbursement of wages in the presence of the authorized representative of this office.
13. It is obligatory on the Contractor to ensure that wages paid should not be less the minimum rates fixed by the Government of NCT of Delhi, from time to time and all statutory requirements such as Provident Fund, Employees State Insurance and Bonus etc. must be incorporated in salary.
14. The Service provider will submit the bills in triplicate, along with the copies of detailed challans, on account of subscriptions / contributions, in respect of employer and employees deputed in this Secretariat, deposited with concerned authorities, towards EPF, ESI, GST etc., in respect of a particular month by first week of the next month. The bills submitted without copies of said challans shall not be acceptable to this office. The payment will be released within a month from the date of submission of the bills, after deduction of TDS/GST (2%) as required and applicable.
15. The service provider shall be contactable at all times and message by phone/mail/fax/ Special Messenger from this office to him, shall be acknowledged immediately, on the same day. The service provider shall strictly observe the instructions issued by this office from time to time.
16. This office shall not be liable for any loss, damage, theft, burglary or robbery of any personal belongings, equipment of vehicles of the engaged personnel.
17. The agency in its part and through its own resources shall ensure that the goods, materials and equipments etc. are not damaged in the process of carrying out the services undertaken by it and shall be responsible for act of commission or omission on the services of its employees etc. if this office suffers any loss or damage on account of negligence, defaults or theft on the part of the personnel of the agency, then the agency shall be liable to reimburse the pecuniary value of loss as decided by this office for the same. The agency shall keep this office fully indemnified against any such loss or damage.
19. This office will maintain an attendance register as well as biometric attendance in respect of the personnel deployed by the agency on the basis of which wages/remuneration will be decided in respect of the staff at the approved rates.
20. The successful bidder shall depute one supervisor/manager from its own firm/agency to co-ordinate in carrying out the daily works/tasks and liaison with the concerned officer of VPS. The VPS will assign jobs to be done on daily basis to the supervisor/manager and he should arrange for carrying out the tasks.
21. The successful bidder will enter into an agreement with this office for supply of suitable manpower as per the requirement of these terms and conditions. The agreement will be valid for one year commencing from the date of signing of the agreement and shall continue to be in force in the same manner. Unless terminated in writing, the service charges/rates quoted by the agency shall be fixed for a period of one year (except minimum wages/DA fixed by the Govt.) and no request for any change/modification shall be entertained before expiry of the period of one year.
22. The service provider shall not assign, transfer, pledge or subcontract the performance of services to any other agency.
23. The agreement can be terminated by either party giving one month's notice in advance. If the agency fails to give one month's notice in writing for termination of the agreements then one month's wages etc. and any suitable amount due to the agency from this office shall be forfeited by this office.

No.VPS-62/07/2019-2020/Admn.

24. On the expiry of the agreement as mentioned above, the agency will withdraw all its personnel and clear their accounts by paying them all their legal dues. In case of any dispute on account of termination of employment or non-employment by the personnel of the agency, it shall be the entire responsibility of the agency to pay and settle the same.

26. In the event of any dispute arises regarding any of the clauses of the agreements, the decision, in this regard, taken by the **Vice President's Secretariat, New Delhi** shall be binding on both the parties.

27. Any legal dispute arising out of the above contract shall be settled in the jurisdiction of High Court of Delhi.

Scope of work of DEO

1. Typing on computer either in English or Hindi, scanning, internet operation and other liaison work.

Scope of work of Supervisor

1. Supervision of House Keeping Staff (Sweepers).

Scope of work of MTS

1. All works which are being done by a regular MTS i.e. Attending to Senior Officers. Distribution of Files/Daks, Photo-copying, sending of FAX etc.
2. Misc. work like shifting of goods/office furniture/locking and unlocking the office rooms and halls in the morning/evening and any other official work which arises from time to time.
3. Serving drinking water/tea to officers and staffs.
4. Any other work assigned by the Senior Officers.
5. The workers should be 10th pass or equivalent pass and able to read and write English and Hindi languages.

Scope of work of House Keeping Staff (Sweepers).

1. General maintenance and cleaning of Section's/Officer's rooms, toilets, bathrooms within the premises of VP House, No.6, Mualana Azad Road, New Delhi.
2. Dusting/cleaning of Almirahs, Glass Panes of all windows/doors etc. and mopping of rooms.
3. Any other work of such nature assigned to them from time to time.

Note: The above list of duties assigned to MTS/Sweepers is only illustrative and not exhaustive.

No.VPS-62/07/2019-2020/Admn.

TECHNICAL BID

1. Name of the Firm, details of infrastructure, No. of years:
of existence/incorporation (copy of certificate).
2. Name of Proprietor/owner of Company/Firm/Agency:
3. Registered Business address of Firm:
4. Telephone Number/Mobile Number:
5. E-Mail Address:
6. Document of EMD/EMD Exemption (If any):
7. PAN/TAN Number (copy to be enclosed):
8. GST/Tax/Sales Registration No. (copy to be enclosed):
9. E.P.F Registration No. (copy to be enclosed):
10. E.S.I Registration No. (Copy to be enclosed):
11. License from Labour Commission, Govt. of NCT :
of Delhi for DEOs/Supervisor/MTS/House Keeping
services (copy to be enclosed)
12. Whether the firm is blacklisted by any Organization or :
any criminal case is registered against the firm or its
owner/partner anywhere in India (Never Blacklisted
certificate/NOC to be enclosed).
13. Length of experience in the field of manpower supply:
14. Experience in dealing with Government Departments:
(Indicate the names of the Departments and attach copies
of contract orders placed on the agency)
15. EPF/ESIC Ccertificates of March, 2018 and March, 2019:
(Copy to be enclosed)
16. Whether a copy of NIT and terms and conditions (Annexure-I):
duly signed with seal of company/firm in token of acceptance
of the same are attached?

**Signature of the authorized signatory
of the Tenderer with seal of the Firm**

No.VPS-62/07/2019-2020/Admn.

PROFORMA FOR FINANCIAL BID

No.....

Date:

To

The Section Officer,
Vice-President's Secretariat,
No.6, Mulana Azad Road,
New Delhi-110011.

Subject: Quotations for award of contract for providing manpower to work as Supervisor, Data Entry Operator, MTS (Peons/Attendants) and House Keeping staff (Sweepers) with Cleaning Materials.

Sir,

With reference to your Tender Notice No.....dated..... on the subject mentioned above, I/we quote the rate, including other charges/taxes/GST, as under:-

Supervisor/Data Entry Operator (non-graduate)

Sl. No.	Description	Amount (In Rs.)	If not quoted reason for not quoting
1.	Basic wages per month per person (Unskilled) (should not be below min. Wages prescribed by Govt. of NCT of Delhi)		
2.	E.P.F. per person per month (Employer's Contribution)		
3.	E.S.I.C. per person per month (Employer's Contribution)		
4.	Bonus per person per month		
5.	Any other charges		
6.	Services charges per person per month		
7.	Service Tax/GST per person per month		
8.	Total per person per month		
9.	G. Total for 6 persons per month		
10.	G. Total (Col. 9 X 12 months)		

MTS/Sanitary Staff (Sweepers)

Sl. No.	Description	Amount (In Rs.)	If not quoted reason for not quoting
1.	Basic wages per month per person (Unskilled) (should not be below min. Wages prescribed by Govt. of NCT of Delhi)		
2.	E.P.F. per person per month (Employer's Contribution)		
3.	E.S.I.C. per person per month (Employer's Contribution)		
4.	Bonus per person per month		
5.	Any other charges		
6.	Services charges per person per month		
7.	Service Tax/GST per person per month		
8.	Total per person per month		
9.	G. Total for 32 persons per month		
10.	G. Total (Col. 32 X 12 months)		

Cleaning Materials:

Sl.No.	Description	Amount (In Rs.)
1	Cost of cleaning materials per month as per quantity mentioned in the list ' Appendix-A '. (Please indicate item-wise rates)	
2.	Total cost per month	
3.	G. Total (Col. 2 X 12 months)	

**Signature of the authorized signatory
of the Tenderer with seal of the Firm**

Note:

(A) The rate quoted above should also take into account the following:

1. The wage structure should be in conformity with the latest Minimum wages notified by Labour Department of Govt of NCT of Delhi

(B) The detailed working for arriving at the above rates i.e. monthly remuneration, EPF, GST, Service Charges etc. should be mentioned. If any details of items is not incorporated in the quoted rate. Reason for the same along with the justification may be incorporated in the relevant column. If, in any case the detailed working and reasons for not quoting any item are not given, then tender will not be considered for evaluation.

Name and Quantity of items of Cleaning Materials

Sl. No.	Name of Item	Unit/Quantity Required	Rate Per Item	Total Amount
1.	Acid (5 Ltr.)	1 Can		
2.	All Out (1 with machine and 3 Refill)	4 Nos.		
3.	Bucket Plastic (16 Ltr.)	1 No.		
4.	Clenzo (5 Ltr.)	8 Can		
5.	Colin (500 Ml.)	10 Nos.		
6.	Dettol Liquid Soap (200 Ml.)	2 Nos.		
7.	Drum Plastic (40 Ltr.)	1 No.		
8.	Dust Control Mop	1 No.		
9.	Dustbin (10 Ltr.)	2 No.		
10.	Duster Floor (Big Size)	3 Doz.		
11.	Duster White (Big Size)	2 Doz.		
12.	Duster Yellow (Big Size)	1 Doz.		
13.	Dust Pan	1 No.		
14.	Garbage Bag (Big)	10 Kg.		
15.	Hand Brush Round	1 Nos.		
16.	Harpic (500 Ml.)	15 Nos.		
17.	Harpic Tab/Cubes	40 piece.		
18.	Hit	3 Nos.		
19.	Toilet Brush	3 Nos.		
20.	Scotch Bright	1 Doz.		
21.	Liquid Soap (5 Ltr.)	4 Can		
22.	Lizol	12 Nos.		
23.	Odonil (50 Grm.)	40 Nos.		
24.	Room Freshener	8 Nos.		
25.	Soft Broom (500 Grm.)	10 Nos.		
26.	Teepol (5 Ltr.)	1 Can		
27.	Toilet Roll	10 Nos.		
28.	Urinal Cubes (400 Grm.)	5 Pkt.		
29.	Vim Powder	30 Kg.		
30.	Wiper (Big)	1 No.		
31.	N. Ball (500 Grm.)	1 No.		
32.	Hard Broom (500 Grm.)	5 Nos.		
33.	Soap (150 Grm.)	8 Nos.		
		Total Amount		