

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

No.VPS-62/07/2016-2017/Admn.

Date: 03.03.2017

TENDER NOTICE

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

The Vice-President's Secretariat invites sealed tender to engage 1 No. of Supervisor, 3 Nos. of Data Entry Operator and 23 Nos. of manpower to work as MTS (Peons/Attendants) and Sanitary Staff (Sweepers). 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 14th March, 2017 by 1.00 P.M. The tender shall be opened on the same day at 4.00 P.M.**

2. The tender documents may be obtained from this Secretariat website <http://vicepresidentofindia.nic.in>

3. The contract shall be for a period of one year with commencement date 1st April, 2017 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 envelopes for **Technical Bid** as per **Annexure-II** and **Financial Bid** as per **Annexure-III**.

(i) The manpower supplying agencies/firms should have been in existence for not less than three years and should have at least one full completed year of experience of supplying manpower to Central Govt. Ministries/Departments.

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

(iii) It should have PAN number and Sales Tax/Service Tax Registration (proof in this regard be attached with the Technical Bid).

(iv) It should have not blacklisted by any organization.

(v) It should comply with the Minimum Wages Act, 1948 in the NCT of Delhi in respect of wages for various categories of workers.

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 also 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"**.

4.1 The earnest money of the unsuccessful bidders shall be returned to them at the earliest after expiry of the final bid validity and latest on or before the 30th day after the award of the contract.

No.VPS-62/07/2016-2017/Admn.

5. The Financial Bid should contain only the monthly wages, material cost, any other charges and the tax 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.2,50,000/- (Rupees Two Lac and Fifty Thousand only) in the form of Demand Draft/Fix 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. No bidder is allowed to withdraw the tender, in case of withdrawal, the EMD shall stand forfeited besides action being taken to blacklist the bidder.

8. 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.

9. The quotations may be addressed to **'Section Officer, Vice-President's Secretariat, New Delhi-110011'**. **Quotations will be opened at 4.00 P.M. on 16th March, 2017.** 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.

10. 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-62/07/2016-2017/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 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 Sanitary 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 Sanitary 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,

No.VPS-62/07/2016-2017/Admn.

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.

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, 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 PF, ESI, Service Tax 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=Edu. Cess (3%) as required and applicable.
15. The Service provider shall provide the required number of personnel for a shorter period also, in case of any exigencies as per the requirement of this office.
16. The service provider shall provide a substitute well in advance, if there is any probability of the persons leaving the job or being absent due to his own personal reasons. The payment in respect of the overlapping period of the substitute shall be the responsibility of the service provider.
17. 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.
18. 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.
19. 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.
20. This office will maintain an attendance register 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.
21. 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.

No.VPS-62/07/2016-2017/Admn.

22. 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 fixed by the Govt.) and no request for any change/modification shall be entertained before expiry of the period of one year. Any statutory increase in wages/DA etc. is to be absorbed by the service provider.

23. The service provider shall not assign, transfer, pledge or subcontract the performance of services to any other agency.

24. 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.

25. 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 liaisoning work.

Scope of work of Supervisor

1. Supervision of Sanitary Staff (Sweepers).

Scope of work of MTS

1. All works which are being done by a regular Peon/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 Administration/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 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-62/07/2016-2017/Admn.

TECHNICAL BID

1. Name of the Agency/Firm/Company:
(Attach certificate of registration)
2. Name of Proprietor/Director of Company/Firm/Agency:
3. Full address of Registered Office:
4. Telephone Number:
5. E-Mail Address:
6. PAN/TAN Number (copy to be enclosed):
7. Service Tax Registration No. (copy to be enclosed):
8. E.P.F Registration No. (copy to be enclosed):
9. E.S.I Registration No. (Copy to be enclosed):
10. Registration No. (Copy to be enclosed):
(Labour Commission, Govt. of NCT of Delhi)
11. Whether the firm is blacklisted by any Govt. Deptt. or :
any criminal case is registered against the firm or its
owner/partner anywhere in India.
12. Length of experience in the field of manpower supply:
13. Experience in dealing with Government Departments:
(Indicate the names of the Departments and attach copies
of contract orders placed on the agency)
14. List of other clients:
15. Whether a copy of the terms and conditions (Annexure-I):
duly signed in token of acceptance of the same is attached?

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

No.VPS-62/07/2014/Admn.

PROFORMA FOR FINANCIAL BID

No.....

Date:

To

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 Sanitary 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, as under:-

Supervisor/Data Entry Operator (non-graduate)

Sl. No.	Description	Amount (In Rs.)	If not quoted reason for not quoting
1.	Basic rate per month per person (Unskilled)		
2.	E.P.F.		
3.	E.S.I.		
4.	Bonus		
5.	Other charges		
6.	Services charges		
7.	Service Tax		
8.	Total (Per month)		
9.	G. Total for 3 persons		
10.	G. Total in words		

MTS/Sanitary Staff (Sweepers)

Sl. No.	Description	Amount (In Rs.)	If not quoted reason for not quoting
1.	Basic rate per month per person (Unskilled)		
2.	E.P.F.		
3.	E.S.I.		
4.	Bonus		
5.	Other charges		
6.	Services charges		
7.	Service Tax		
8.	Total (Per month)		
9.	G. Total for 23 persons		
10.	G. Total in words		

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.	G. Total	
3.	G. Total in words	

**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 NCT, Delhi

(B) The detailed working for arriving at the above rates i.e. monthly remuneration, EPF, Service Tax, 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	4 Nos.		
3.	Bucket Plastic (16 Ltr.)	1 No.		
4.	Clenzo (5 Ltr.)	7 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.)	1 No.		
10.	Duster Floor	2 Doz.		
11.	Duster White	2 Doz.		
12.	Duster Yellow	1 Doz.		
13.	Dust Pan	2 Nos.		
14.	Garbage Bag (Big)	10 Kg.		
15.	Garbage Bag (Small)	2 Kg.		
16.	Hand Brush Round	2 Nos.		
17.	Harpic (500 ML.)	15 Nos.		
18.	Harpic Tab/Cubes	10 Pkt.		
19.	Hit	2 Nos.		
20.	Toilet Brush	2 Nos.		
21.	Juna Plastic	1 Doz.		
22.	Liquid Soap (5 Ltr.)	2 Can		
23.	Lizol	10 Nos.		
24.	Odonil (50 Grm.)	20 Nos.		
25.	Room Freshener	5 Nos.		
26.	Soft Broom (500 Grm.)	10 Nos.		
27.	Teepol (5 Ltr.)	1 Can		
28.	Toilet Roll	10 Nos.		
29.	Urinal Cubes (400 Grm.)	4 Pkt.		
30.	Vim Powder (1 Kg.)	20 Nos.		
31.	Wheel Detergent (500 Grm.)	4 Nos.		
32.	Wiper (Big)	1 No.		
33.	Wiper (Small)	1 No.		
34.	Mug Plastic	1 No.		
35.	N. Ball (500 Grm.)	1 No.		
36.	Face Tissue	2 Nos.		
37.	Surf (1 Kg.)	3 Nos.		
38.	Hard Broom (500 Grm.)	5 Nos.		
39.	Soap (75 Grm.)	10 Nos.		
40.	Platform Brush	1 No.		
		Total Amount	-	