



Government of India
Ministry of Communications and Information Technology
Department of Telecommunication
O/o The Controller Communication Accounts, Room No. 316
North Block Bahu Plaza, Rail Head Complex Jammu -180012

Tender No. CCA/J&K/ 2010/1 dated 08.09.2010

BID DOCUMENT

TENDER FOR
“THE UPKEEP & HOUSEKEEPING Services”
In the O/o Controller of communication
Accounts, Department of Telecommunications
J&K Jammu-180012

(Visit us at www.dot.gov.in &
www.ccajk.gov.in)

Non-transferable

Price of Bid Document : Rs.200-

CONTENTS OF TENDER DOCUMENT

SI No.	Description of contents	Page No.
1	Tender Notice	3
2	Scope of work and general instructions for tenderer	5
3	Terms and Conditions	8
4	Tender Application - Qualifying Bid Annexure I	13
5	Tender Application - Financial Bid Annexure II	16

Government of India
Ministry of Communications and Information Technology
Department of Telecommunication
O/o the Controller Communication Accounts, Room No. 316
North Block Bahu Plaza, Rail Head Complex Jammu -180012

Tender No. CCA/J&K/ 2010-11/1

dated 08-09-2010

1. TENDER NOTICE

1.1. Sealed tenders on behalf of the President of India, are invited under Two Bid System i.e. Qualifying Bid and Financial Bid from experienced Manpower Companies / Agencies registered with labour commissioner for supplying manpower in the office of CCA J&K Jammu, for a period of one year from the date of award of contract. **The estimated cost of the tender is Rs. 2.5 lakh (approx).** Desirous companies/agencies may obtain tender documents w.e.f.20.09.2010 on request in writing from Communication Accounts Officer (Admn.), O/o The Controller Communication Accounts, Room No. 307, North Block Bahu Plaza, Rail Head Complex Jammu -180012 (Phone No.0191-2475858) (on all working days between 10.30 hours and 13.30 hours) up to 19.10.2010 on payment of Rs.200/- (non- refundable and non-transferrable) in the form of Demand draft from any scheduled bank drawn in favour of Communication Accounts Officer, O/o CCA, Jammu, payable at Jammu

1.2. Tender documents downloaded from the DOT web site- www.dot.gov.in/www.ccajk.gov.in are also acceptable provided the requisite tender fee/cost i.e. Rs.200/- is enclosed in the form of Account Payee Demand Draft from any of the Scheduled Bank drawn in favour of Communication Accounts Officer, O/o CCA, Jammu, payable at Jammu at the time of submission of bid document. Tender submitted without cost of Tender form will be summarily rejected.

1.3. Schedule –

Date & time of issue of Bid Document	20.09.2010 to 19.10.2010 (Time 1030 hrs to 1330.) (Mon – Fri)
Last date & time for receipt of tenders	19.10.2010, Time 1500 hrs.
Date & Time for opening of Qualifying Bid	19.10.2010, Time 1530 hrs.
Date & Time for opening of Financial	: To be notified later for

2. SCOPE OF WORK AND GENERAL INSTRUCTIONS FOR TENDERERS

2.1. The Office of Controller of communication Accounts, Jammu Ministry of Communications & IT, Department of Telecommunications located at IIIrd Floor North Block Bahu Plaza Rail Head Complex Jammu, requires the services of Manpower Companies / Firms / Agency registered with labour commissioner to supply un-skilled and semi-skilled manpower to this office.

2.2. Job Requirements:-

2.2.1 At present this office has a requirement of **02 unskilled and 02 semi-skilled manpower.**

2.2.2 The semiskilled manpower should be at least 10+2 pass with knowledge of English & working knowledge of computers.

2.2.3 The manpower to be engaged should be between 18-40 years in age.

2.2.4 The nature of work is as given below.

a) For unskilled Manpower

- (i) Opening and Closing of the office.
- (ii) Regular cleaning, sweeping and mopping of the office building/compound, dusting of furniture etc. so as to maintain general cleanliness and hygiene in office.
- (iii) Cleaning of the electrical and electronic appliances like computers, fax, scanners, Photostat machines, fans and lights.
- (iv) Making arrangements for tea, coffee, water etc. during the meetings and routinely to the officers of CCA office and other official visitors/representatives.
- (v) Any other miscellaneous type of work assigned by the officer-in-charge.

b) For Semiskilled Manpower

- (i) Photocopying, making sets of reports and other general office documents.
- (ii) Dispatch and delivery of official letters in person, ordinary post and registered/speed post.
- (iii) Distribution of office dak & files of general nature among the officers.
- (iv) Assistance to the officers for the various works carried out by them.
- (v) Any other miscellaneous type of work assigned by the officer-in-charge.

2.3 Earnest Money Deposit (EMD):-

2.3.1 The Companies/ Firms/ Agencies may submit the tender document complete in all respects along with Earnest Money Deposit (EMD) of

Rs.5000/- in the form of DD, from any of the scheduled banks drawn in favour of Communication Accounts Officer, O/o CCA, Jammu, payable at Jammu. DD should be valid for a minimum period of 150 days from the last date for submission of the tender.

2.3.2 Tenders received without the requisite EMD of Rs.5000/-shall be rejected outright and returned to the bidder without opening financial bid.

2.3.3 The EMD in respect of the agencies which do not qualify the qualifying Bid (First Stage) / Financial Bid (Second competitive stage) shall be returned to them without any interest. However, the E.M.D. in respect of the successful tenderer shall be either returned (without interest) or adjusted towards the Performance Security Deposit. Further, if the agency fails to deploy manpower against the initial requirement within 15 days from date of placing the order the EMD shall stand forfeited without giving any further notice

2.4 **Submission of Bid / Bid opening:-**

The tenders have been invited under **two bid system i.e. Qualifying Bid and Financial Bid.**

2.4.1 The agencies are advised to submit the bids as given below,

(j) **Envelope 1** super scribing **“Qualifying Bids for Providing Up keeping and Housekeeping services for the O/o CCA Jammu for 2010-11”**, should contain the following documents.

- (a) Qualifying Bid (As in Annexure I)
- (b) Declaration
- (c) Copy of Registration certificate with Labour Department
- (d) Copy of PAN / GIR card;
- (e) Copy of the Income Tax return filed for the last two financial years;
- (f) Copies of EPF and ESI registration certificates;
- (g) Copy of the Service Tax registration certificate
- (h) Work experience of similar work during the past 2 years. Bidder should have at least two years experience in providing manpower to Public Sector Companies / Banks and Government Departments etc;
- (i) EMD as stipulated vide item 2.3.1 of Tender Notice

All copies of documents should be self attested. All the documents mentioned above are for establishing the eligibility and non submission of these documents will result in rejection of the tender

(ii) **Envelope 2** super scribing **“Financial Bids for Providing Upkeeping and Housekeeping services for the O/o CCA Jammu for 2010-11”**, should contain the Financial Bid (As in annexure II)

- (iii) **Envelop 3** super scribing “**Tender for Providing Up keeping and Housekeeping services for the O/o o CCA Jammu for 2010-11**” should contain above two envelopes.

Envelop 1 & 2 Should be separately sealed/properly closed and kept inside the 3rd Envelop, which is also to be sealed. Bids submitted in unsealed/not properly closed envelopes will be **rejected**.

- 2.4.2** The Companies/ Firms/ Agencies may submit the tender document complete in all respects from 1030 hrs on 20.09.2010 up to 1500 hours on 19.10.2010 in the Tender Box kept in Office of CCA Jammu, Dept of Telecommunications, Rom no. 307 North Block Bahu plaza Railhead complex Jammu. The tenders shall not be entertained after this deadline under any circumstances whatsoever.
- 2.4.3** 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 is permitted in the Financial Bid Form and any correction should be attested by the authorized signatory. Under any circumstances correction fluid should not be used in the Financial bid.**
- 2.4.4** The conditional bids shall not be considered and will be **rejected**.
- 2.4.5** The bidder shall quote the Qualifying & financial bids as per the format enclosed at Annexure I & II.
- 2.4.6** The envelope containing Qualifying Bid shall be opened on the scheduled date and time in the presence of the authorized representatives of the Companies, Firms / Agencies, if any, who wish to be present on the spot at that time.
- 2.4.7** In case the date fixed for opening of bids is subsequently declared as holiday by the Government, the bids will be received/opened on next working day, time and venue remaining unaltered.
- 2.4.8** Financial bids of only the technically qualified bidders shall be opened in the presence of short listed contractors or their authorized representatives on a date & place to be notified later.
- 2.4.9** The competent authority of O/o CCA Jammu, reserves the right to cancel any or all bids without assigning any reason.
- 2.4.10** 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 CCA Jammu, Department of Telecommunications, Govt of India, in this regard shall be final and binding on all.
- 2.4.11** Bids, offering rates which are lower than the minimum wages (as applicable for J&K State) for the pertinent category, would be rejected.

3. TERMS AND CONDITIONS

3.1 General

- 3.1.1 The successful tenderer will have to execute an agreement, after remitting the performance security deposit, in a stamp paper worth Rs. 50/- (Rupees Fifty only) at his own expenses.
- 3.1.2 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 office.
- 3.1.3 The agency shall depute a co-ordinator, 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.
- 3.1.4 For all intents and purposes, the contracting agency shall be the "Employer" within the meaning of different Labour Legislations in respect of manpower deployed for contractual services. The man power deployed by the contracting agency in this office shall not have claims of any Master and Servant relationship nor have any principal and agent relationship with or against O/o CCA Jammu, Department of Telecommunications.
- 3.1.5 The persons deployed by the contracting 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.
- 3.1.6 In case of termination of this contract on its expiry or otherwise, the persons deployed by the contracting 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 in this office. Contractor should make it known the above to the manpower of the contractor.
- 3.1.7 This office will not be responsible to meet transportation, food, medical or any claims arising out of accidents during the course of employment and any other requirements in respect of the persons deployed by it (Agency) in this office except for the payment provided for, in this contract.
- 3.1.8 The contracting agency shall be solely responsible for the redressal of grievances / resolution of disputes relating to manpower deployed. This office shall, in no way, be responsible for settlement of such issues whatsoever. This office shall not be responsible for any damages, losses, claims, financial or other injury to any person deployed by contracting agency in the course of their performing the functions/duties, or for payment towards any compensation.
- 3.1.9 Instructions contained in the tender notice, Scope of work and general instructions to tenderers are also part of the terms and conditions for the purpose of this tender.
- 3.1.10 The CCA (Controller communication Accounts) Jammu, DoT, Ministry of Communications & IT reserves right to withdraw / relax any of the

Terms and conditions mentioned above so as to overcome the problem encountered by the contracting parties.

3.2 Validity of the Contract:-

- 3.2.1 The period of contract will be for one year from the date of award of the contract and shall continue for a period of one year, unless it is curtailed or terminated by this office owing to deficiency of service, sub-standard quality of Attendants deployed, breach of contract, reduction or cessation of the requirements of work.
- 3.2.2 The contract may be extended, on the same terms and conditions or with some addition /deletion / modification, on mutual agreement of both the parties, for a further period not exceeding one year.

3.3 Security Deposit:-

- 3.3.1 The successful tenderer will have to deposit an amount of 10% of the estimated cost as Performance Security Deposit at the time of placing the work order within 15 days of the receipt of the formal order. The performance security will be furnished in the form of the Account Payee Demand Draft or Bank Guarantee drawn in favour of Communication Accounts Officer, O/o CCA, Jammu payable at Jammu. The performance security should remain valid for Communication Accounts Officer, O/o CCA, Jammu for a period of 15 months from the date of commencement of contract.
- 3.3.2 The Performance Security deposit of the contractor shall be refunded on successful completion of the contract period after deducting recoveries, if any, due to the loss arising out of poor quality of work, incomplete work and / or any violation of any terms and conditions of the contract as stipulated in the bid document. Refund of Security Deposit is subject to full and final settlement of the final payment for the work contracted / executed under the contract. No interest will be paid to the contractor on the security deposit.

3.4 Supply of Manpower:-

- 3.4.1 The contracting agency shall ensure that the manpower deployed in the Office of CCA Jammu, Department of Telecommunications are competent enough to carry out the work specified/other conditions stipulated vide item 2.2 of this tender document.
- 3.4.2 This office, at present, has requirement of workload equivalent to **two** unskilled and **two** semi-skilled manpower. The requirement of this office may further increase or decrease during the period of contract and the contractor would have to increase or decrease the manpower supply, if required on the same terms and conditions.

3.5 Working Hours:-

3.5.1 Service shall be from 0900 to 1800 Hrs for the semi-skilled and 0830 to 1730 Hrs for the unskilled on Monday to Friday, with lunch break. The contractor may be called upon for the services on Saturday, Sunday or Gazetted holidays also, if required, without any extra charge. No other emoluments shall be entitled to, except the actual bus fare for services outside office premises.

3.6 Details of Personnel:-

3.6.1 The contracting Company / Firm / 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 Persons short listed by agency for deployment at the O/o CCA Jammu, and their Bio-data containing full details i.e. date of birth, marital status, address etc;
- b) Character certificate from a Gazetted officer of the Central/State Government.
- c) Certificate of verification of antecedents of persons by local police authority.

3.6.2 The contracting agency shall provide identity cards to the personnel deployed in this office carrying the photograph of the personnel and personal information as to name, DOB, age and Identification mark etc.

3.7 Conduct / Misconduct of the Personnel:-

3.7.1 In case, the person employed by the Contracting Company / Firm / Agency commits any act of omission / commission that amounts to misconduct /Indiscipline/ incompetence and security risks, the successful Company / Firm / Agency will be liable to take appropriate disciplinary action against such persons, including their removal from site of work, if required by this office within 24 Hrs of being brought to their notice.

3.7.2 The contracting agency shall ensure proper conduct of his personnel in office premises, and enforce prohibition of consumption of alcoholic drinks, paan, smoking etc in the office premises.

3.7.3 The contractor shall be responsible for any theft of the items by his personnel from the rooms or any other area of the office. The details of the stolen materials/ stores will be given to the contractor in writing by the designated authority and the full cost of the material reported stolen will be recovered from the contractor within 4 weeks from the date of theft. The decision of these office authorities on this will be final and binding on the contractor.

3.8 Confidentiality:-

3.8.1 The contracting agency shall ensure that any details of office, operational process, technical know-how, security arrangements, and

Administrative/organizational matters are not divulged or disclosed to any person by its personnel deployed in this office.

3.9 Legal

- 3.9.1 The Contracting 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.
- 3.9.2 While supplying the manpower the relevant provisions of child labour (prohibitions and Regulation) Act, 1956, shall be complied by the agency.
- 3.9.3 Provisions of Interstate Migrant workmen (Regulation of Employment and Conditions of service) Act (in case of engagement of employees from other states), Employees Compensation Act, Maternity Benefit Act (in case of engaging women workers), Industrial disputes act, Payment of wages act and Fatal Accidents Act shall be complied by the contracting agency for the manpower deployed.
- 3.9.4 Contracting 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.
- 3.9.5 Contracting 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.
- 3.9.6 The contractor will be required to pay minimum wages as prescribed under the Minimum Wages Act. The contractor will maintain proper record as required under the Law/Acts.

3.10 Penalty:-

- 3.10.1 The contracted agency shall immediately provide a competent 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 contracting agency, besides deduction in payment on pro-rata basis.
- 3.10.2 Compensation for interruption of service rendered, cost of materials or stores lost or damaged while carrying out the work, or cost of materials or stores not returned to this office on completion of work or cost of defective components, spares or tools, or towards damage of other utility services while carrying out the work, or any claim against the contractor for the payment of money arises out of or under this contract will be deducted from the monthly bill or any other amount payable to him.
- 3.10.3 In case, the contracting agency fails to comply with any statutory / taxation liability under appropriate law, and as a result thereof this office is put to any loss / obligation, monetary or otherwise, This 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.

3.10.4 In case, person deployed is absent on a particular day or comes late / leaves early on three occasions, one day wage shall be deducted.

3.11 Payment:-

3.11.1 The payment shall be made only to the contractor on a monthly lump sum basis as per the provisions of minimum wages act provided the manpower is available for work in the office for all working days of that month.

3.11.2 The basic rates includes factor for payment of weekly off also. The Contractor shall pay the wages to the personnel on or before the 7th of every succeeding month, irrespective of delay in payment of Bill by this office for whatever reason.

3.11.3 The agency shall raise the bill, in triplicate, along with the advanced stamped receipt and attendance sheet in respect of the persons deployed and submit the same to CAO (Admn) O/o The CCA Jammu in the first week of the succeeding month. As far as possible the payment will be released within 30 days of the submission of bill.

3.11.4 The Tax Deduction at Source (T.D.S.) shall be carried out as per the provisions of Income Tax Department, as amended from time to time and a certificate to this effect shall be provided to the agency by this office.

3.11.5 The claims in bills regarding Employees State Insurance, Provident Fund, and service Tax etc. should be necessarily accompanied with documentary proof pertaining to the previous 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 this office.

3.12 Termination:-

3.12.1 The contractor will be bound by the details furnished by him / her to this office, 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.

3.12.2 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 the contract.

3.12.3 This office reserves right to terminate the contract giving a week's notice to the contracting agency.

3.13 Arbitration:-

3.13.1 Settlement of disputes will be as per Indian Arbitration and Conciliation Act-1996 and venue will be as decided by the CCA Jammu.

Annexure-I
Qualifying BID
(To be enclosed in a separate sealed envelope)

**For providing services of unskilled and semiskilled workers to O/o CCA J&K
Circle Jammu, Department of Telecommunications.**

1. Name of Tendering Company/ Firm / Agency: _____
(Attach certificate of registration)

2. Name of proprietor / Director _____
of Company/Firm/agency

3. Full Address of Reg. Office _____

Telephone No. : _____

FAX No. : _____

E-Mail Address : _____

4. Full address of Operating office _____

Telephone No. : _____

FAX No. : _____

E-Mail Address : _____

5. Acct No. of the Agency and Bank: _____

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. Give details of the major similar contracts handled by the tendering Company / Firm / Agency on behalf of PSUs and Government Departments during the last two years in the following format. Attested copies of work orders may also be attached.

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

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

11. Details of Earnest Money Deposit :

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

Drawn on Bank :

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

Date:
Place:-

Signature of authorized person

NAME

SEAL

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;

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.

Signature of authorized person

Date:

Full Name:

Place:

Seal:

ANNEXURE-II
FINANCIAL BID

(To be enclosed in a separate sealed envelope)

For Providing services of unskilled and semiskilled manpower to O/o CCA J&K Telecom circle Jammu.

1. Name of tendering Company / Firm / Agency: _____

2. Details of Earnest Money Deposit : Rs. _____

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

Drawn on Bank : _____

3. Rates are to be quoted in accordance with minimum wages Act as applicable in the J&K state as on 01.07.2010 for unskilled/semi-skilled categories **on per month basis** and other applicable bylaws (inclusive of all statutory liabilities, taxes, levies, cess etc.)

Sl No.	Component of Rate	Semiskilled Category		UnSkilled Category	
		Amount for 1 Person (Rs)	Total amount for Persons Rs (A)	Amount for 1 Person (Rs)	Total amount for persons Rs (B)
1	Monthly Rate (As per Minimum Wages Act applicable in J&K) as on 01.07.2010				
2.	Employees provident fund@ % of 1 above (As per applicable Law/Act)				
3	Employees state Insurance @ % of 1 above (As per applicable Law/Act)				
4.	Service tax liability @ % of 1 above				
5.	Any other liability (please indicate)				
6.	Contractors Adm/service charges				
Total	(1to6) (Rs.)				

Total (A) +Total (B) Rs.

In figure:-

In words:-

The manpower employed by the agency shall be required to work normally as per this office's working days, i.e. from Monday to Friday from 0900hrs. to 1800 hrs. With a lunch break of ½ hour from 1300 hrs. to 1330 hrs. The manpower may also be called upon to perform duties on Saturday. Sunday and other gazetted holidays, if required. No extra wages will be paid for attending the office on such holidays.

Date:

Signature of authorised person

Place:

Full Name:

Notes:

Seal:

1. The rates quoted by the tendering agency should be inclusive of all statutory/taxation liabilities in force at the time of entering into the contract.
2. The payment shall be made on conclusion of the calendar month only on the basis of duties performed by each manpower during the month.

