

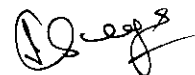
Govt. of India
Ministry of Communication & IT
Department of Telecommunications
% Pr. CCA, Delhi Region, DTO Building, Prasad Nagar,
New Delhi-110005

T.I.No. 1-3/CCA-Admn/Outsourcing-Gp-D/2010

Dated: 25/06/2010

Limited Tender Notice

1. Sealed Limited Tenders on behalf of President of India, are invited under Two Bid system i.e. Technical Bid and Financial Bid from reputed Manpower Companies/Firms/Agencies for providing services of moving papers/Dak in Office of Pr. Controller of communication Accounts, DTO Building, Prasad Nagar, New Delhi-110005, Department of Telecommunications, Ministry of Communication & IT, for a period of one year from the date of contract.
2. Intending companies/Firms/Agencies may obtain tender documents w.e.f. **25/06/2010** on request in writing from CAO (Admn), % Pr. Controller of Communication Accounts, Prasad Nagar, New Delhi-110005 (Phone No. 011-25729273) (on all working days between 10-00 hrs. to 17-00 hrs.) upto **19/07/2010** on payment of Rs. 50/- (Rs. Fifty only/Non refundable) in cash.
3. **Schedule:**
 - Date and time of issue of Bid Documents: **25/06/2010 to 19/07/2010**
(10 00 hrs to 17 00 hrs)
 - Last date and time for receipt of Tender: **20/07/2010 upto 15 00 hrs.**
 - Date and time for opening of Technical Bid: **20/07/2010 at 15 30 hrs.**
 - Date and time for opening of Financial Bid of technically qualified bidders: **To be notified later.**
 - Place of opening the Tender: **In the chamber of Dy. CCA-II**
% Pr. CCA, Delhi Region, New Delhi-110005.
4. The interested Companies/firms/Agencies may drop the tender documents complete in all respect along with Earnest money Deposit i.e. Rs. 5000/- (Rs. Five thousand only) and other requisite documents not later than upto 15 00 hrs. on **20/07/2010** in the Tender Box kept in the chamber of Dy. CCA-II % Pr. CCA, Delhi Region, Prasad Nagar, New Delhi-110005. The Tenders received after the scheduled date and time shall not be entertained.
5. The Pr. CCA reserves the right to amend or withdraw any of the terms and conditions contained in the Tender Documents or to reject any or all tenders without giving any notice or assigning any reason. The decision of Pr. CCA, Delhi Region, Department of Telecommunication, Prasad Nagar, New Delhi-110005, in this regard shall be final and binding on all. Detail of the tender may be seen on the DOT Web Site WWW.dot.gov.in. In case tender forms downloaded from website are utilized, the cost of the form of Rs. 50/- should be deposited in cash and the receipt obtained should be enclosed with the tender form dully filled in.



J K P SINGH
CAO (Admn),
% Pr. CCA, Delhi Region,
Prasad Nagar, New Delhi-110005.

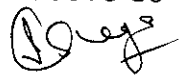
General Terms and Conditions of the Tender:

1. The Office of Pr. Controller of Communication Accounts, DTO Bldg., Prasad Nagar, New Delhi-110005, Department of Telecommunications, Ministry of Communication & IT requires the services of reputed Companies/Firms/Agencies to provide services for moving papers/Daks etc. Tender documents may be obtained w.e.f. 25/06/2010 to 19/07/2010 on cash payment of Rs. 50/- on request in writing from CAO (Admn.) % Pr. CCA, Delhi Region, DTO Bldg., Prasad Nagar, New Delhi-110005, on all working days between 1000 hrs. to 1700 hrs.
2. The period of the contract is one year from the date of acceptance of Tender. However, the period of the contract may be further extended for a period of one year on mutual agreement on the same terms & conditions. The Office of Pr. Controller of Communication Accounts, DTO Bldg., Prasad Nagar, New Delhi-5, Department of Telecommunications, reserves right to terminate this initial contract any time after giving one week's notice to the selected service provider.
3. This office has initial requirement for services of 2 No. of men power. They should be able to read and write Hindi and also be able to read addresses and names in English. The nature of services shall include carrying out all the functions generally performed in the Secretariat by Attendants/Messengers and any other duty assigned to them. The requirement of the office may increase or decrease and the tenderer should be able to provide additional number of man power on the same terms and conditions.
4. The interested Companies/Firms/Agencies may drop the tender documents complete in all respects alongwith Earnest Money Deposit (EMD) of Rs. 5000/- (Rs.Five thousand only) in favour of CAO (Cash) %Pr. CCA, Delhi Region, New Delhi not later than 1500 hrs. on **20/07/2010** in the Tender Box kept in the chamber of Dy. CCA-II % Pr. CCA, Delhi Region, Prasad Nagar, New Delhi-110005.
5. The various crucial dates relating to "Tender for providing Services of Moving papers/Dak to the office of Pr. Controller of Communication Accounts, DTO Bldg., Prasad Nagar, New Delhi-110005, Department of Telecommunications" are as under:
 - (a) Date and time of issue of Bid Document: 25/06/2010 to 19/07/2010- 1000 hrs to 1700 hrs.
 - (b) Last date and time for receipt of tender: 20/07/2010 upto 1500 hrs.
 - (c) Date and time for opening Technical Bid: 20/07/2010 at 1530 hrs.
 - (d) Date and time for opening of Financial Bid of technically qualified bidders : **.To be notified later.**
 - (e) Place of opening the Tender: In the chamber of Dy. CCA-II %Pr. CCA, Delhi Region, Prasad Nagar, New Delhi-110005.
6. The tenders have been invited under two bid system i.e. Technical Bid and Financial Bid. The interested agencies are advised to submit two separate sealed envelopes super-scribing "Technical Bid for providing services of moving papers/ Dak to the Office of Pr. Controller of Communication Accounts, Delhi Region, Department of Telecommunication", and "Financial Bid for providing services of moving papers/Dak to % Pr. CCA, Delhi Region, Department of Telecom." Both sealed envelopes should be kept in a third sealed envelope super-scribing "Tender for providing services of moving papers/Dak to % Pr. CCA. Delhi Region, Deptt. Of Telecommunication, Prasad Nagar, New Delhi-110005.

7. The Earnest Money Deposit (EMD) of Rs. 5000/- (Rupees Five Thousand only) refundable (without interest), should be necessarily accompanied with the Technical Bid of the agency in the form of Demand Draft/Pay Order drawn on any of the nationalized Bank in favour of CAO (Cash), % Pr. CCA, Delhi Region, New Delhi-5. **Offer not accompanied by earnest money of the requisite amount will be summarily rejected.** The earnest money of unsuccessful tenderers shall be refunded without interest after the finalization of Tender. However, the earnest money of the successful tenderer shall be adjusted towards Performance Security Deposit.
8. The successful tenderer will have to deposit a Performance Security Deposit of Rs.12000/- (Rs. Twelve Thousand only) on receipt of letter of intent for hiring of services within 15 days of the receipt of the same. The performance security will be furnished in the form of the Account Payee Demand Draft or Bank Guarantee drawn on any nationalized Bank in favour of CAO (Cash) % Pr. CCA, Delhi Region, Prasad Nagar, New Delhi-5. If the agency fails to deposit Performance Security or to deploy man power, the earnest money shall stand forfeited without giving any further notice.
9. The tendering companies/Firms/Agencies are required to enclose self attested photocopies of the following documents along with the Technical Bids; failing which their bids shall be summarily/out rightly rejected and will not be considered.
 - (a) Registration certificate with Labour Department
 - (b) Copy of PAN/GIR card.
 - (c) Copies of EPF and ESI Registration Certificates (In case numbers of employees is less than 20, an undertaking to this effect should be attached.)
 - (d) Copy of the Service Tax Registration Certificate.
 - (e) Work experience of similar work with Govt. Ministries/PSUs/Autonomous bodies during the past two years. (Copies of work order, experience certificate from concerned office to be attached.)
 - (f) Copy of terms and conditions of tender, duly signed on each page.
10. The conditional bids shall not be considered.
11. The envelope containing Technical Bid shall be opened first on the scheduled date and time **(1530 hrs on 20/07/2010)** in the chamber of Dy. CCA-II, % Pr. CCA, Delhi Region, New Delhi-110005, in the presence of the representatives of the Companies/Firms/Agencies, if any, who wish to be present on the spot at that time. Financial Bid of technically qualified bidders shall be opened on a date and place to be notified later in presence of short listed contractors or their authorized representatives.
12. The Competent Authority of % Pr. CCA, Delhi Region, Department of Telecommunication, reserves the right to annul any or all bids without assigning any reason.
13. The bidder shall quote the Technical & Financial Bids as per the format enclosed at annexure I & II.
14. The office of Pr. Controller of Communication Accounts, DTO Bldg., Prasad Nagar, New Delhi-110005, may, at any time, at its option cancel and terminate this contract by written notice to the contractor, shall be paid for the work, which has been actually completed upto the date of such action by office of Pr. Controller of Communication Accounts, DTO Bldg. Prasad Nagar, New Delhi-110005.

15. The contracting agency shall ensure that the manpower deployed in the office of Pr. Controller of Communication Accounts, DTO Bldg., Prasad Nagar, New Delhi-110005, conforms to the technical specifications of age and language skills. He should be able to read and write Hindi and also be able to read addresses and names in English. The nature of service, shall include carrying out all the functions generally performed in Secretariat by Attendants and such other duties as may be assigned from time to time. He should be between 18 to 40 years in age.
16. The manpower employed by the agency shall be required to work normally as per this office working hours i.e. Monday to Friday 0930 hrs to 1800 hrs with a lunch break of 30 minutes from 1330 hrs. to 1400 hrs. The manpower may also be called upon to perform duties on Saturdays and Sundays and other Gazetted Holidays, if required. For which, remuneration will be paid proportionately.
17. The succeeded tenderer shall furnish the following documents in respect of the individual attendants who will be deployed by it in this office before the commencement of the work:
 - (a) List of Attendants short listed by agency for deployment in office of Pr. Controller of Communication Accounts, DTO Bldg., Prasad Nagar, New Delhi-110005, containing full details i.e. date of birth, marital status, address, photographs, identification marks etc;
 - (b) Bio data of the person;
 - (c) Certificate of verification of antecedents of persons by local police authorities.
18. In case, the person employed by the successful tenderer commits any act of omission/ commission that amounts to misconduct/indiscipline/incompetence and security risks, the successful tenderer will be liable to take appropriate disciplinary action against such persons, including their removal from site of work, if required by this office. The successful tenderer shall replace within two days any of its personnel who is found unacceptable in this office.
19. The tendering company shall provide identity cards to the personnel deployed in the office carrying the photograph of the personnel and personal information as to name, Date of Birth, age and identification mark etc.
20. The person deployed shall be required to report for work at 0930 hrs. to CAO/ACAO (Admn) and would leave at 1800 hrs. In case, person deployed is absent on a particular day or comes late, leaves early on three occasions, one day wage shall be deducted.
21. 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 two working days shall attract liquidated damages @ Rs.200/- per day (per such case) on the service providing agency, besides deduction in payment on pro-rata basis.
22. This office 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.

23. The persons deployed by the service providing agency shall neither claim nor shall be entitled to pay, perks and other facilities admissible to casual, adhoc, regular/confirmed employees of this office during the currency or after expiry of the contract.
24. 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 in this Ministry/office.
25. 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 persons deployed by it in this office.
26. The Tax Deduction at Source (T.D.S.) shall be deducted 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.
27. Conditional rates/bids shall not be accepted.
28. 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 the office of Pr. Controller of Communication Accounts, DTO Building, Prasad Nagar, New Delhi-5, besides annulment of the contract.
29. The agency shall raise the bill, in triplicate along with the attendance sheet (duly verified by ACAO (Admn) % Pr. CCA, Delhi Region, New Delhi-5, in respect of the persons deployed and submit the same to the CAO(Admn) in first week of the following month and the payment will be released accordingly.
30. In all cases, the decision of the competent authority i.e. Pr. CCA, shall be final and binding on the agency.
31. All disputes will be subject to Delhi Court jurisdiction.
32. The office of Pr. Controller of Communication Accounts, DOT, Ministry of Communication & 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.



(J.K.P.Singh)
Communications Accounts Officer (Admn)
For and on behalf of the President of India
Ministry of Communication & IT
Department of Telecommunications
% Pr. CCA, Delhi Region,
Prasad Nagar, New Delhi-110005.

Annexure-I

TECHNICAL BID

(To be enclosed in a separate sealed envelope)

**For providing services of moving papers/dak etc. to % Pr. Controller of Communication Accounts,
DTO Bldg., Prasad Nagar, New Delhi-110005.**

1. Name of Tendering Company/Firm/Agency: _____
(Attach certificate of registration with Labour Department)
2. Name of proprietor/Director of Company/Firm/Agency: _____
3. Full Address of Reg. Office: _____
Telephone No. _____ (Mobile No.) _____
Fax No. _____ E-mail Add: _____
4. PAN/GIR No. _____
(Attach self attested copy)
5. Service Tax Registration No. _____
(Attach self-attested copy)
6. E.P.F. Registration No. _____
(Attach self-attested copy)
7. E.S.I. Registration No. _____
(Attach self-attested copy)
8. Whether copy of terms and Conditions of the tender duly Signed on each page are enclosed? YES/NO
9. 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. Self-attested copies of work orders might also be attached:

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)

10. Details of Earnest Money Deposited: DD No. _____ Dated _____ Amount: Rs. _____
Drawn Bank _____

Date:

Signature of authorized person

Place:

Name:

Seal:

DECLARATION

1. I, _____ Son/Daughter/Wife of Shri _____,
Proprietor/Director/Authorized Signatory of the agency/Form, 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.

Date:

Signature of authorized person

Place:

Full Name: _____

Seal:

ANNEXURE-II
FINANCIAL BID

(To be enclosed in a separate sealed envelope)

For providing services of moving papers/dak etc. to office of Pr. Controller of Communication Accounts, DTO Bldg., Prasad Nagar, New Delhi-110005.

1. Name and address of the tendering Company/Firm/Agency: _____
2. Rates are to be quoted in accordance with the Minimum Wages Act, 1948 as applicable in the NCT of Delhi as on date for **Unskilled Daily Wages Workers on per month basis** and other by laws applicable (inclusive of all statutory liabilities, taxes, levies, cess etc.).

S.No	Particulars	Amount for 1 person	Total amount for 2 persons
1.	Monthly Rate		
2.	Others including statutory liabilities like EPF, ESI etc. and administrative/service charges.		
3.	Service Tax @ % of		
	Total (Column 1 to 3)		

The manpower employed by the agency shall be required to work normally as per the % Pr. CCA, Delhi Region, Prasad Nagar, New Delhi working days, i.e. from Monday to Friday from 0930 hrs. to 1800 hrs. with a lunch break of ½ hour from 1330 hrs. to 1400 hrs. The manpower may also be called upon to perform duties on Saturday, Sunday and other gazetted holidays, if required. For which, remuneration will be paid proportionately.

Date:.....

Place:

Notes:

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.

Signature of authorized person

Full Name :.....

Seal:.....