



**Government of India  
Ministry of Communications & IT  
Department of Telecommunications,  
Office of the Dy. Director General,  
Telecom Enforcement, Resource & Monitoring Cell,  
J&K, Jammu.**

**BID DOCUMENT  
FOR PROVIDING SERVICES OF OFFICE UPKEEP & HOUSE KEEPING IN  
TERM CELL J&K FOR THE YEAR 2009-10**

(Visit us at [www.dot.gov.in](http://www.dot.gov.in))

Not transferable

Price of Bid Document: Rs.100.00

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**Government of India**  
**Ministry of Communications & IT**  
**Department of Telecommunications**  
**Telecom Enforcement, Resource & Monitoring Cell (J&K)**  
**4<sup>th</sup> floor, BSNL Telephone Exchange Building, Adjacent R.B.I. Bldg.,**  
**Rail Head Complex, P.O. Rly. Station, Jammu – 180012.**

T.I. No.: 8-1/2009-TERM(J&K)/43

Dated: 13.11.2009

**TENDER NOTICE**

1. Sealed tenders on behalf of the President of India, are invited under **Two Bid System** i.e. Technical Bid and Financial Bid from reputed, experienced and financially sound Manpower Companies/Firms/Agencies for providing services of "Office upkeep and house keeping" in the Department of Telecommunications (DOT), TERM Cell J&K for a period of one year from the date of contract.

2. Desirous companies/firms/agencies may obtain tender documents w.e.f. 14.11.2009 on request in writing from **ADG (TERM), O/o the DDG, TERM Cell ,J&K, 4<sup>th</sup> floor, BSNL Telephone Exchange Building, Adjacent R.B.I. Bldg., Rail Head Complex, P.O. Rly. Station, Jammu,** (Phone No.0191-2472599) on working days between 1000 hours and 1300 hours up to 08.12.2009 on payment of Rs.100/- (non-refundable) in cash or demand draft issued by a Nationalized or Scheduled Bank of the amount drawn in the favour of **Sr. Communication Accounts Officer O/o CCA J&K, 3<sup>rd</sup> floor, Bahu Plaza (North Block), Jammu.**

3. Tender documents downloaded from the DOT web site- [www.dot.gov.in](http://www.dot.gov.in) are also acceptable provided the requisite tender fee/cost i.e. Rs.100/- is enclosed in the form of Account Payee Demand Draft from any of the Commercial Bank in favour of **Sr. Communication Accounts Officer O/o CCA J&K, Jammu** at the time of submission of bid document.

4. **Schedule -**

Date & time of issue of Bid Document : From 14.11.2009 to 08.12.2009  
(Time 1000 hrs to 1300 hrs)

Last date & time for receipt of tenders : 08.12.2009 Time 1500 hrs.

Date & Time for opening of Technical Bid : 08.12.2009 Time 1530 hrs.

Date & Time for opening of Financial Bids : 16.12.2009 Time 1500 hrs.  
for technically qualified bidders

Place of opening the Tenders : O/o ADG (TERM), BSNL  
Telephone Exchange Building,  
Adj RBI Building, Rail Head  
Complex, P.O. Rly. Station,  
Jammu (J&K) – 180 012

(Contact No: 0191-2472599)

Validity of Tenders : 90 days from the date of opening of tenders

5. The interested Companies/Firms/Agencies may put the tender document complete in all respects along with Earnest Money Deposit (EMD) of Rs.5,000/- (Rupees five thousand only) and other requisite documents from 14.11.2009 to 08.12.2009 between 1000 hrs to 1300 hrs in the Tender Box kept in O/o ADG (TERM), BSNL Telephone Exchange Building, Adjacent R.B.I. Bldg., Rail Head Complex, P.O. Rly. Station, Jammu. **The tenders shall not be entertained after this deadline under any circumstances whatsoever.**

6. This Department 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 DDG, TERM Cell, J&K, Department of Telecommunications in this regard shall be final and binding on all.

**ADG (TERM)  
O/o DDG, TERM Cell, J&K,  
Department of Telecom,  
Ministry of Communications & IT,  
4<sup>th</sup> floor, BSNL Telephone Exchange Building,  
Adjacent R.B.I. Bldg., Rail Head Complex,  
P.O. Rly Station, Jammu (J&K) – 180 012**

## **SCOPE OF WORK**

The general scope of works envisaged is stated below:

### **For Unskilled Manpower:**

1. Regular cleaning, sweeping, and mopping of the entire office area including the pantry, bathroom/toilets so as to maintain general cleanliness and hygiene in office.
2. Regular dusting / cleaning of racks, storage spaces, windows, walls, fans, switch boards and removing of cobwebs etc. on ceiling roof/walls, etc. so as to maintain general cleanliness and hygiene in office.
3. Regular/daily dusting / cleaning of all the files / furniture, office equipments etc.
4. Storage of fresh drinking water and serving to staff and visitors. Making arrangements for tea, coffee (preparing and serving) and arranging snacks etc. during the meetings and routinely to the officers of TERM Cell and other official visitors/representatives.

### **For Semiskilled Manpower:**

1. Photocopying, making sets of reports and other general office documents.
2. Transmission of office documents on fax machine.
3. Writing addresses on the envelopes, putting official letters / documents therein and dispatch and delivery of the same to Service Providers, Security Agencies, O/o CCA, Banks and any other related offices situated in Jammu. Dispatch and delivery of official letters by ordinary post and registered post.
4. Distribution of office dak & files of general nature among the officers in TERM J&K office.
5. Opening of envelopes of dak and distributing the letters so received to the concerned officers of TERM J&K office.
6. Handling of documents including sorting, storing properly in the racks / storage space.
7. To assist for local purchase of petty items from the market.
8. Movement and maintenance of files etc.
9. Any other related work assigned by the office.

## **GENERAL INSTRUCTIONS FOR TENDERERS**

1. The Telecom Enforcement, Resource and Monitoring (TERM) Cell, J&K, Department of Telecommunications located at 4<sup>th</sup> floor, BSNL Telephone Exchange Building, Adjacent R.B.I. Bldg., Rail Head Complex, P.O. Rly. Station, Jammu, requires the services of reputed, well established and financially sound Manpower Companies / Firms / Agencies to provide services of "Office upkeep and house keeping".

2. The period of contract shall be for one year from the date of contract. The period of the contract may be further extended for a period of 1 year after the completion of contract provided the requirement of the Department for Attendants persists at that time or may be curtailed / terminated before the contract period owing to deficiency in service or substandard quality of manpower deployed by the selected Company / Firm / Agency. The Department, however, reserves right to terminate this initial contract at any time after giving one month's notice to the selected service providing Company / Firm / Agency.

3. This Department has initial requirement for 3 manpower (one unskilled and two semi skilled). They should be able to read and write Hindi and also be able to read addresses and names in English. The nature of services will be as detailed in the "SCOPE OF WORK" and any other duty assigned to him/her. The present strength of staff in TERM Cell J&K is four, which is likely to increase during the year. The requirement of the Department may increase or decrease during the initial period of contract also.

4. The interested Companies/Firms/Agencies may put the tender document complete in all respects along with Earnest Money Deposit (EMD) of Rs.5,000 in favour of Sr. Communication Accounts Officer O/o CCA J&K, 3<sup>rd</sup> floor, Bahu Plaza (North Block), Jammu, and other requisite documents from 14.11.2009 to 08.12.2009 between 1000 Hrs. to 1300 Hrs. in the Tender Box kept in O/o ADG (TERM) BSNL Telephone Exchange Building, Adjacent R.B.I. building, Rail Head Complex, P.O. Rly Station, Jammu.

5. The various crucial dates relating to "**Tender for providing services of office upkeep and housekeeping in TERM Cell J&K, Department of Telecommunications**" are cited as under:

- |  |   |   |
|--|---|---|
| i) Date of issue of Bid Document                                     | : | From 14.11.09 to 08.12.09<br>(Time 1000 hrs to 1300 hrs)  |
| ii) Last date & time for receipt of tenders<br>(Technical/Financial) | : | 08.12.2009 Time 1500 hrs.   |
| iii) Place of opening the Tenders                                    | : | O/o ADG (TERM) BSNL<br>Telephone Exchange Building,<br>Rail Head Complex, Adjacent<br>R.B.I. building P.O. Rly Station,<br>Jammu. |
| iv) Date & Time for opening of<br>technical bids.                    | : | 08.12.2009 Time 1530 hrs.   |

- v) Date & Time for opening of financial Bids: 16.12.2009 Time 1500 hrs.  
for technically qualified bidders
- vi) Validity of Tenders : 90 days from the date of tender opening

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 Bids for providing services of office upkeep and house keeping in TERM Cell J&K, Department of Telecommunications**” and “**Financial Bids for providing services of office upkeep and house keeping in TERM Cell J&K, Department of Telecommunications**”. Both sealed envelopes should be kept in a third sealed envelope super scribing “**Tender for providing services of office upkeep and house keeping in TERM cell J&K, Department of Telecommunications**”

7. The Earnest Money Deposit (EMD) of Rs. 5,000 (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 from any of the Commercial Bank drawn in favour of Sr. Communication Accounts Officer O/o CCA J&K, Department of Telecommunications, Jammu valid for a period of 90 days. Offer not accompanied by earnest money of the requisite amount or without proper validity will be summarily rejected.

8. The successful tenderer will have to deposit a Performance Security Deposit for a sum of Rs.10,000/- subject to the revision 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 Sr. Communication Accounts Officer O/o CCA J&K, Department of Telecommunications, Jammu or Fixed Deposit Receipt (FDR) from a Commercial Bank made in the name of the Company / Firm / Agency **but hypothecated to the Sr. Communication Accounts Officer O/o CCA J&K, Jammu**. The performance security should remain valid for a period of 60 days beyond the date of completion of all the contractual obligations of the supplier.

9. The tendering Companies / Firms / Agencies are required to enclose attested photocopies of the following documents, along with the Technical Bid, **failing which their bids shall be summarily/outrightly rejected and will not be considered any further:**

- (a) Registration certificate with Labour Department
- (b) Copy of PAN / GIR card;
- (c) Copy of the IT return filed for the last three financial years;
- (d) Copies of EPF and ESI certificates;
- (e) Copy of the Service Tax registration certificate (if applicable);
- (f) Work experience of similar work for at least one year, issued by not below the rank of undersecretary / Executive engineer / Divisional Engineer or equivalent.

10. **The conditional bids shall not be considered and will be outrightly rejected in very first instance.**

11. 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 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.

12. The envelope containing Technical Bid shall be opened first on the scheduled date and time (at 1530 hrs on 08.12.2009), in O/o ADG (TERM), BSNL Telephone Exchange Building, Adjacent R.B.I. building, Rail Head Complex, P.O. Rly Station, Jammu in the presence of the representatives of the Companies / Firms / Agencies, if any, who wish to be present on the spot at that time. Performance on Technical Bids shall be evaluated by the competent authority. Financial bids of technically qualified, eligible bidders meeting all the requisite criteria only shall be opened. **The evaluation will be done in individual category on the basis of the composite rate quoted by the Company / Agency / Firm as Total Amount in the row no.7 in the Annexure-II. Work will be awarded to the lowest bidder in the individual category.**

13. The competent authority of TERM Cell, Department of Telecommunications reserves the right to annul any or all bids without assigning any reason.

14. The bidder shall quote the technical & financial bids as per the format enclosed at **Annexure I & II.**

15. The representatives of the Companies / Firms / Agencies should bring the authority letter to attend the opening of the bids.

## **TECHNICAL REQUIREMENTS FOR THE TENDERING COMPANY / FIRM / AGENCY**

1. The tendering manpower Company / Firm / Agency should fulfill the following technical specifications:

- (a) The Registered Office or one of the Branch Offices of the manpower Company / Firm / Agency should be located either in Jammu or in any of the adjacent town.
- (b) The manpower Company / Firm / Agency should be registered with the appropriate registration authority;
- (c) The Company / Firm / Agency should have at least one year experience in providing manpower to Public Sector Companies and Government Departments etc;
- (d) The Company / Firm / Agency should have its own Bank Account;
- (e) The Company / Firm / Agency should be registered with Income Tax department;
- (f) The Company / Firm / Agency should be registered with Service Tax department (If applicable);
- (g) The Company / Firm / Agency should be registered with appropriate authorities under Employees Provident Fund and Employees State Insurance Acts.

## **TECHNICAL REQUIREMENTS FOR THE COMPANY / FIRM / AGENCY FOR PROVIDING SERVICES OF OFFICE UPKEEP & HOUSE KEEPING IN TERM CELL J&K, JAMMU.**

1. He / she should be able to read and write Hindi and also be able to read addresses and names in English. The nature of services will be as detailed in the "SCOPE OF WORK" and any other duty assigned to him/her. The manpower to be engaged should be between 18-40 years in age.

2. His / her antecedents should have been got verified by the agency from the local police authorities.

3. The skill of the manpower deployed in this office shall be ascertained and verified by Director TERM cell J&K before acceptance and their deployment may be rejected if found unsatisfactory for the task.

## **TERMS AND CONDITIONS**

### **General**

1. The contract shall commence from the date of signing of the contract and shall continue for a period of one year, unless it is curtailed or terminated by this Department owing to deficiency of service, sub-standard quality of Attendants deployed, breach of contract, reduction or cessation of the requirements of work.
2. The contract shall automatically expire after one year from commencement of the contract unless extended further by the mutual consent of contracting agency and this Department.
3. The contract may be extended, on the same terms and conditions or with some addition / deletion / modification, for a further period not exceeding one year.
4. 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 Department.
5. The Department, at present, has requirement of workload equivalent to 3 manpower (one unskilled and two semi skilled). The requirement of the Department may further increase or decrease during the period of initial contract also and the tender would have to provide additional manpower, if required, on the same terms and conditions.
6. The tenderer will be bound by the details furnished by him / her to this Department, 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.
7. Financial bids of only those tenderers who are technically responsive shall be evaluated.
8. The Department of Telecommunications reserves right to terminate the contract during initial period also after giving a month's notice to the contracting agency.
9. The contracting agency shall ensure that the manpower deployed in the Department of Telecommunications conforms to the technical specifications of age and language skills prescribed at page No.9 of the Tender Document.
10. The manpower employed by the agency shall be required to work normally from Monday to Friday from 0900 hrs. to 1800 hrs. with a lunch break of ½ hour from 1330 hrs. to 1400 hrs. However the working timings can be changed for one or all workmen as per requirement of this department. 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. The attendant, if deputed for any official work outside the office within the Municipal limit of Jammu city, shall not be entitled any other emoluments except only the actual bus/local transport fare for the purpose.

11. The contracting Company / Firm / Agency shall furnish the following documents in respect of the individual Attendants who will be deployed by it in this Department before the commencement of work:

- a. List of Attendants shortlisted by agency for deployment in Department of Telecommunications containing full details i.e. date of birth, marital status, address etc;
- b. Bio-data of the persons.
- c. Certificate of verification of antecedents of persons by local police authority.

12. In case, the person employed by the successful 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 the Department within 2 days of being brought to their notice.

13. The tendering company shall provide identity cards to the personnel deployed in the Department carrying the photograph of the personnel and personal information as to name, DOB, age and identification mark etc.

14. The service provider 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 the Department.

15. The service provider shall ensure proper conduct of his personnel in office premises, and enforce prohibition of consumption of alcoholic drinks, paan, smoking, loitering without work.

16. Normally the person deployed shall be required to report for work at 0900 hrs. to ADG (TERM) J&K or any other official defined for this job at any stage and would leave at 1800 hrs. Reporting and leaving time can be changed for one or all workmen as per requirement of this department. In case, person deployed is absent on a particular day or comes late / leaves early on three occasions, one day wage shall be deducted. In case of repetition of such instances, clause 18 will be applicable.

17. The agency shall depute a coordinator, independently or out of the deployed personnel, who would be responsible for immediate interaction with the Department of Telecommunications so that optimal services of the persons deployed by the agency could be availed without any disruption.

18. 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 three working days shall attract liquidated damages @ Rs.100 per day (per such case) on the service providing agency, besides deduction in payment on pro-rata basis.**

19. It will be the responsibilities of the service providing agency to meet transportation, food, medical and any other requirements in respect of the persons deployed by it (Agency) in this Department and this Department will have no liabilities in this regard.

20. For all intents and purposes, the service providing agency shall be the "Employer" within the meaning of different Labour Legislations in respect of Attendants so employed and deployed in this Department. **The persons deployed by the agency in the Department shall not have claims of any Master and Servant relationship nor have any principal and agent relationship with or against Department of Telecommunications.**

21. The service providing agency shall be solely responsible for the redressal of grievances / resolution of disputes relating to person deployed. This Department shall, in no way, be responsible for settlement of such issues whatsoever.

22. This Department 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 not claim nor shall be entitled to pay, perks and other facilities admissible to casual, ad hoc, regular / confirmed employees of this Department 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 Department.

## **LEGAL**

25. The tendering agency will be responsible for compliance of all statutory provisions relating to Minimum Wages, Provident Fund, and Employees State Insurance & applicable Labour Laws etc. in respect of the persons deployed by it in this Department.

26. Tendering agency shall also be liable for depositing all taxes, levies, cess etc. on account of service rendered by it to this Department to concerned tax collection authorities from time to time as per extant rules and regulations on the matter.

27. The tendering agency shall maintain all statutory registers under the applicable Law. The agency shall produce the same, on demand, to the concerned authority of this Department or any other authority under Law.

28. 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 Department.

29. In case, the tendering agency fails to comply with any statutory / taxation liability under appropriate law, and as a result thereof the Department is put to any loss / obligation, monetary or otherwise, the Department 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.

## FINANCIAL

30. The Technical Bid should be accompanied with an Earnest Money Deposit (EMD), refundable, of Rs.5,000/- (Rupees Five Thousand Only) in the form of Demand Draft / Pay Order drawn in favour of Sr. Communication Accounts Officer O/o CCA Jammu, **failing which the tender shall be rejected outrightly.**

31 The EMD in respect of the agencies which do not qualify the Technical 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 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.**

32 Bids, offering rates which are lower than the minimum wages (as applicable for Jammu) for the pertinent category, would be rejected.

33 The successful tenderer will have to deposit a Performance Security Deposit for a sum of Rs.10,000/- subject to the revision 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 Sr. Communication Accounts Officer O/o CCA Jammu or Fixed Deposit Receipt (FDR) from a Commercial Bank made in the name of the Company / Firm / Agency **but hypothecated to the** Sr. Communication Accounts Officer O/o CCA Jammu. The performance security should remain valid for a period of 60 days beyond the date of completion of all the contractual obligations of the supplier.

34 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 Department besides annulment of the contract.

35 The agency shall raise the bill, in duplicate, along with attendance sheet in respect of the persons deployed and submit the same to ADG(TERM), 4<sup>th</sup> Floor BSNL Telephone Exchange Building, Adjacent R.B.I. building, Rail Head Complex, P.O. Rly Station, Jammu in the first week of the succeeding month. Income Tax and such other Taxes applicable from time to time will be deducted from the bill. However, if any new legislation comes into effect for deduction of tax at source, the deduction will be made under that legislature. As far as possible the payment will be released by the second week of the succeeding month.

36 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 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 Department.

37 Settlement of disputes will be as per Indian Arbitration and Conciliation Act-1996 and venue will be the O/o DDG,TERM Cell, Department of Telecommunications, Jammu.

38 The Deputy Director General, TERM Cell, Department of Telecom, 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.

**TECHNICAL BID**

(To be enclosed in a separate sealed envelope)

**For Providing Services of office upkeep and house keeping in TERM Cell J&K, 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  
/ Branch Office : \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
  
Telephone No. : \_\_\_\_\_  
  
FAX No. : \_\_\_\_\_  
  
E-Mail Address : \_\_\_\_\_
  
5. PAN / GIR No. : \_\_\_\_\_  
(Attach attested copy)
  
6. E.P.F. Registration No. : \_\_\_\_\_  
(Attach attested copy)
  
7. E.S.I. Registration No. : \_\_\_\_\_  
  
(Attach attested copy)
  
8. Give details of the major similar contracts handled by the tendering Company / Firm / Agency on behalf of PSUs and Government Departments during the last one year 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
1			
2			
3			

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

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

Signature of authorized person

Date:  
Place:

Name:  
Seal :

## DECLARATION

1. I, \_\_\_\_\_ Son / Daughter / Wife of  
Shri \_\_\_\_\_ Proprietor / Director/authorized  
signatory of the Company / Firm / Agency, 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:

## **ORDER FOR ARRANGEMENT OF DOCUMENTS WITH THE TECHNICAL BID**

1. Tender Document except financial bid at page 19 with each page duly signed and sealed by the authorized signatory of the agency in token of their acceptance.
2. Application – Technical Bid;
3. Attested copy of registration of agency;
4. Attested copy of PAN / GIR Card;
5. Attested copy of the latest IT return filed by agency;
6. Attested copy of the P.F. registration letter / certificate;
7. Attested copy of the E.S.I. registration letter / certificate;
8. Attested copy of Service Tax registration certificate (If applicable);
9. Work experience of similar work for at least one year, issued by not below the rank of undersecretary / Executive engineer / Divisional Engineer or equivalent.
10. Certified documents in support of entries in column 9 of Technical Bid application;

**FINANCIAL BID**  
(To be enclosed in a separate sealed envelope)

**ANNEXURE-II**

**For providing services of office upkeep and house keeping in TERM Cell J&K, Department of Telecommunications.**

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 the Minimum Wages Act, 1948 as applicable in Jammu area on 14.11.2009 for **Unskilled/Semi Skilled Daily Wage Workers on per month basis** and other by laws applicable (inclusive of all statutory liabilities, taxes, levies, cess etc.).

S. No.	Component of Rate	Amount for 1 person (unskilled category)	Amount for 1 person (semi-skilled category)
1	2	3	4
1	Monthly Rate		
2	Employees Provident Fund @ % of 1 above		
3	Employees State Insurance @ % of 1 above		
4	Contractors Adm. / Service Charge		
5	Any other Liability		
6	Service Tax Liability @ % of all above (if applicable)		
7	<b>Total</b>		

**Give component of rate against row no. 2 to 6 in %age and amount.**

The manpower employed by the agency shall be required to work normally from Monday to Friday from 0900 hrs. to 1800 hrs. with a lunch break of ½ hour from 1330 hrs. to 1400 hrs. However the working timings can be changed for one or all workmen as per requirement of this department. 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.

Signature of authorized person

Date:  
Place:

Full Name:  
Seal:

Notes:

1. The rates quoted in row 7 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.