

Government of India
Ministry of Communications and Information Technology
Department of Telecommunication
Dy. Director General, Telecom Enforcement, Resource &
Monitoring Cell, Chennai
III Floor, Kellys Telephone Exchange
22, Kellys Road, Chennai – 600 010.

BID DOCUMENT

TENDER FOR THE UPKEEPING & HOUSEKEEPING WORKS in the O/o DDG (TERM), Chennai Department of Telecommunications

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

Not transferable

Price of Bid Document : Rs.525/-

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**O/o Deputy Director General
(Telecom Enforcement, Resources & Monitoring)
Government of India, Ministry of Communications & IT
Department of Telecommunications
III Floor, Kellys Telephone Exchange
22, Kellys Road, Chennai – 600 010**

No. DDG/TERM/CHN/Tender/Housekeeping/08-09

dated: 24.10.08

TENDER NOTICE

1. Sealed tenders on behalf of the President of India, are invited under Two Bid System i.e. Qualifying Bid and Financial Bid from registered, reputed, experienced and financially sound Manpower Companies /Firms /Agencies for providing services of one un-skilled and three semi-skilled manpower in the office of DDG (TERM), Chennai for a period of one year from the date of contract. **The value of the above tender is Rs.2 lakhs(approx.).**

2. Desirous companies/firms/agency may obtain tender documents w.e.f. 24.10.2008 ,on request in writing, from Divisional Engineer (TERM), III floor, Kellys Telephone Exchange, 22, Kellys Road, Chennai – 600 010 (Phone No.044 26454200) (on all working days between 10.30 hours and 13.30 hours) upto 14.11.2008 on payment of the cost of tender form of Rs.525/- (non- refundable and non-transferrable) in the form of a Demand draft drawn in the favour of Communication Accounts Officer, O/o CCA, Tamilnadu payable at Chennai. The tenderers, who are near relatives of employees working in DoT, are not eligible to participate in this tender.

3. Tender documents downloaded from the DOT web site- www.dot.gov.in are also acceptable provided the requisite tender fee/cost i.e. Rs.525/- is enclosed in the form of Account Payee Demand Draft from any of the Commercial Bank in favor of Communication Accounts Officer, CCA,TN payable at Chennai at the time of submission of bid document. Tender submitted without cost of Tender form will be summarily rejected.

4. Schedule –

Date & time of issue of Bid Document : 24.10.2008 to 14.11.2008
(Time 1030 hrs to 1330hrs.)

Last date & time for receipt of tenders : 14.11.2008, Time 1500 hrs.

Date & Time for opening of Qualifying Bid : 14.11.2008, Time 1530 hrs.

**Date & Time for opening of Financial
Bids for technically qualified bidders :** To be notified later

Place of opening the Tenders : O/o Dy. Director General(TERM)
Dept of Telecommunications,
III floor, Kellys Telephone Exchange
22, Kellys Road, Chennai – 600 010.

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/- and other requisite documents from 1030 hrs on 24.10.2008 upto 1500 hours on 14.11.2008 in the Tender Box kept in Office of Dy. Director General(TERM), Dept of Telecommunications, III floor, Kellys Telephone Exchange, 22, Kellys Road, Chennai – 600 010. The tenders shall not be entertained after this deadline under any circumstances whatsoever.

6. **Tender Evaluation :** Rates should be quoted for all the items (i.e. Sl.no.1 & Sl.no.2 of the Annexure – II) mentioned in the Financial bid. No item should be left blank. The rates quoted for the items at Sl. No.1 and Sl.no.2 will be added and the person/firm whose amount/quoted rate happens to be the most minimum sum, will be designated as L1, and he will be called for negotiation. However, all the rates quoted are negotiable.

7. 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 DDG(TERM), Chennai, Department of Telecommunications, Govt of India, in this regard shall be final and binding on all.

8. The Bidder is expected to examine all instructions, forms, specifications, terms and conditions in the Bid Documents. Failure to furnish all information and documents required as per the Bid Documents or submission of bids not substantially responsive to the Bid Documents in every respect will be at the Bidder's risk and shall result in rejection of the bid.

(K Haridhasapavalan)
Divisional Engineer(TERM)
Office of Dy. Director General(TERM)
Dept of Telecommunications,
III Floor, Kellys Telephone Exchange
22, Kellys Road, Chennai – 600 0100.

SCOPE OF WORK AND GENERAL INSTRUCTIONS FOR TENDERERS

1. The Office of Deputy Director General (TERM) Ministry of Communications & IT, Department of Telecommunications located at III floor, Kellys Telephone Exchange, 22, Kellys Road, Chennai – 600 010 requires the services of registered, reputed, well established and financially sound Manpower Companies / Firms / Agency to provide services of un-skilled and semi-skilled manpower to this office.

2. The contract is likely to commence from December 2008 and would continue till November 2009. The period of the contract may be further extended for a period of 1 year after the completion of contract based on the requirement of this office for the above manpower at that time or may be curtailed / terminated before the contract period owing to deficiency in service or substandard quality of the manpower deployed by the selected Company / Firm / Agency. This office, however, reserves right to terminate this initial contract at any time after giving one week notice to the selected service providing Company / Firm / Agency.

3. This office has initial requirement for **one unskilled and three semi-skilled manpower**. The semiskilled manpower should be at least matriculation pass with a fair command on English. The nature of services shall include carrying out all the functions generally performed in this office by Attendants/Messengers including but not limited to the work in the Dak section, Dispatch of the Dak at post office, Delivery of the letters to other offices and any other duty assigned to him/her.

The nature of service will require the following abilities.

I) For unskilled Manpower

- a. Opening and Closing of the office.
- b. Regular cleaning, sweeping and mopping of the office building/compound, dusting of furniture etc. so as to maintain general cleanliness and hygiene in office.
- c. Cleaning of the electrical appliances like fans and lights.
- d. Making arrangements for tea, coffee, water etc. during the meetings and routinely to the officers of TERM Cell and other official visitors/representatives.
- e. Any other miscellaneous type of work assigned by the officer-in-charge.

II) For Semiskilled Manpower

- a. Photocopying, making sets of reports and other general office documents.
- b. Dispatch and delivery of official letters by messenger, ordinary post and registered post.
- c. Distribution of office dak & files of general nature among the officers.
- d. Any other miscellaneous type of work assigned by the officer-in-charge.

The requirement of this office may increase or decrease during the initial period of contract also.

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

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

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 Communication Accounts Officer, O/o CCA, Tamilnadu, payable at Chennai and other requisite documents from 1030 hrs on 24.10.2008 upto 1500 hours on 14.11.2008 in the Tender Box kept in Office of Dy. Director General(TERM), Dept of Telecommunications, III floor, Kellys Telephone Exchange, 22, Kellys Road, Chennai – 600 010.

5. The various crucial dates relating to “**Tender for the upkeeping & housekeeping works for the O/o DDG(TERM), Chennai**” are cited as under:

**i) Date of issue of Bid Document : From 24.10.2008 to 14.11.2008
(Time 1030 hrs to 1330 hrs)**

**ii) Last date & time for receipt of tenders : 14.11.2008 Time 1500 hrs.
(Qualifying/Financial)**

iii) Office address : The Office of Deputy Director General (TERM), Dept of Telecommunications, III floor, Kellys Telephone Exchange, 22, Kellys Road, Chennai – 600 010.

**iv) Date & time for opening of Qualifying bids : 14.11.2008
Time 1530 Hrs.**

v) Date & Time for opening of financial Bids : To be notified later.

vi) Validity of Tenders : 90 days from the date of Opening of tenders.

vii) Likely date for deployment of Attendants: December 2008.

6. The tenders have been invited under **two bid system i.e. Qualifying Bid and Financial Bid**. The interested agencies are advised to submit two separate sealed envelopes superscribing **“Qualifying Bids for Tender for the upkeeping & housekeeping works for the O/o DDG(TERM), Chennai”** and **“Financial Bids for Tender for the upkeeping & housekeeping works for the O/o DDG(TERM), Chennai ”**. Both sealed envelopes should be kept in a third sealed envelope superscribing **“Tender for the upkeeping & housekeeping works for the O/o DDG(TERM), Chennai ”**

7. The Earnest Money Deposit (EMD) of Rs.5,000 (Rupees Five Thousand only), refundable (without interest), should be necessarily accompanied with the Qualifying Bid of the agency in the form of Demand Draft / Pay Order from any of the Commercial Bank drawn in favour of Communication Accounts Officer, O/o CCA, Tamilnadu payable at Chennai 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 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, Tamilnadu payable at Chennai, Department of Telecommunications or Fixed Deposit Receipt (FDR) from a Commercial Bank made in the name of the Company / Firm / Agency **but hypothecated to the Communication Accounts Officer, O/o CCA, Tamilnadu payable at Chennai**. The performance security should remain valid for a period of 60 days beyond the date of completion of all the contractual obligations of the tenderer.

9. The proceeds of the performance security shall be payable to the DoT as compensation for any loss resulting from the contractor's failure to complete its obligations under the contract.

10. The Performance Security deposit of the contractor shall be refunded after successful completion of the contract period provided there are no recoveries to be made arising out of poor quality of work, incomplete work and / or violation of any terms and conditions of the contract as stipulated in the bid document. Refund of SD 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.

11. The tendering Companies / Firms / Agencies are required to enclose photocopies of the following documents (Duly attested by Gazetted Officers of the Government of India,

along with the Qualifying Bid, failing which their bids shall be summarily/out rightly 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 two financial years;
- (d) Copies of EPF and ESI certificates;
- (e) Copy of the Service Tax registration certificate;
- (f) Certified extracts of the Bank Account containing transactions during last two years.
- (g) Work experience of similar work during the past 2 years.

12. The conditional bids shall not be considered and will be out rightly rejected in very first instance.

13. 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.

14. The envelope containing Qualifying Bid shall be opened first on the scheduled date and time (At 1530 hrs on 14.11.2008 at the office of DDG (TERM), Dept of Telecommunications, III floor, Kellys Telephone Exchange, 22, Kellys Road, Chennai – 600 010 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 Qualifying Bids shall be evaluated by the competent authority. Financial bids of technically qualified, eligible bidders meeting all the requisite criteria only shall be opened on a date & place to be notified later in presence of short listed contractors or their authorized representatives.

13. The competent authority of O/o DDG (TERM), Chennai, Department of Telecommunications reserves the right to annul any or all bids without assigning any reason.

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

**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 Office's of the manpower Company / Firm / Agency should be located in Chennai;

(b) The manpower Company / Firm / Agency should be registered with the appropriate registration authority;

(c) The Company / Firm / Agency should have at least two years experience in providing manpower to Public Sector Companies / Banks 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 and Service Tax departments;

(f) The Company / Firm / Agency should be registered with appropriate authorities under Employees Provident Fund and Employees State Insurance Acts.

TERMS AND CONDITIONS

General

1. The contracting firm / agency / company should be registered with appropriate authorities.
2. The contract shall commence from December 2008 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. The contract shall automatically expire after one year from commencement of the contract unless extended further by this office.
4. The contract may be extended, on the same terms and conditions, for a further period not exceeding one year.
5. 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.
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. The contract will remain valid for one year or the period specified in the letter communicating the acceptance, whichever is earlier, unless terminated earlier by the DDG(TERM).
7. This office, at present, has requirement of workload equivalent to one unskilled and three semi-skilled manpower. The requirement of this office may further increase or decrease during the period of initial contract also and the tenderer would have to provide additional manpower, if required on the same terms and conditions.
8. 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.
9. Financial bids of only those tenderers who are technically responsive shall be evaluated. This office reserves right to terminate the contract during initial period also after giving a week's notice to the contracting agency.

10. In case the date fixed for opening of bids is subsequently declared as holiday by the Government the bids will be opened on next working day, time and venue remaining unaltered.

11. The contracting agency shall ensure that the manpower deployed in the Office of DDG(TERM), Chennai, Department of Telecommunications conforms to the technical specifications of age and language skills prescribed at page No.5/6 of the Tender Document.

12. Services shall be from 0900 to 1800 Hrs on Monday to Friday, with a 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.

13. 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 short listed by agency for deployment at the O/o DDG (TERM), Chennai, containing full details i.e. date of birth, marital status, address etc;
- b. Bio-data of the persons.

14. 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 this office within 2 days of being brought to their notice.

15. The tendering company 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.

16. 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 this office.

17. 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.

18. The contractor shall be responsible for any theft of the items 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 DoT authorities on this will be final and binding on the contractor.

19. The person deployed shall be required to report for work at 0900 hrs. to DE (TERM), Chennai 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. In case of repetition of such instances, clause 14 will be applicable.

20. The agency shall depute a coordinator, 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.

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

23. 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 office. The persons deployed by the 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 DDG (TERM), Chennai, Department of Telecommunications.

24. The service providing agency shall be solely responsible for the redressal of grievances / resolution of disputes relating to person 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 service providing agency in the course of their performing the functions/duties, or for payment towards any compensation.

25. 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 office during the currency or after expiry of the contract.

26. 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 office. Contractor should make it known the above to the manpower of the contractor.

27. The payment shall be made only to the contractor and on monthly lump sum basis as per actual service.

LEGAL

28. 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 the persons deployed by it in this office. The payment particulars of Service Tax, EPF, ESI etc of previous month may be submitted along with the current month bill.

29. Tendering agency shall also be liable for depositing all taxes, levies, Cess etc. on account of service rendered by it to Ministry of Communications & IT to concerned tax collection authorities from time to time as per extant rules and regulations on the matter.

30. 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 office or any other authority under Law.

31. 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.

32. In case, the tendering 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.

FINANCIAL

33. The Qualifying 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 Communication Accounts Officer, O/o CCA, Tamilnadu payable at Chennai **failing which the tender shall be rejected out rightly.**

34. 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 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/SD shall stand forfeited without giving any further notice.**

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

36. The successful tenderer will have to deposit an amount of **Rs.20,000/-** as Performance Security Deposit at the time of placing the work order within 15 days of the receipt of the formal order. E.M.D. in respect of the successful tenderer shall be adjusted towards the Performance Security Deposit. The performance security will be furnished in the form of the Account Payee Demand Draft or Bank Guarantee drawn in favour Communication Accounts Officer, O/o CCA, Tamilnadu payable at Chennai or Fixed Deposit Receipt (FDR) from a Commercial Bank. made in the name of the Company / Firm / Agency but **hypothecated to the Communication Accounts officer, O/o CCA Tamilnadu**. 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. The security deposit will not bear any interest.

37. 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. After executing the agreement, the approved rate and contract shall be valid upto ONE year from the date of execution of the agreement.

38. 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.

39. The agency shall raise the bill, in triplicate, along with attendance sheet [duly verified by DE (TERM) in respect of the persons deployed and submit the same to DDO(TERM) in the first week of the succeeding month. As far as possible the payment will be released by the second week of the succeeding month.

40. 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 office.

41. Settlement of disputes will be as per Indian Arbitration and Conciliation Act-1996 and venue will be the Department of Telecommunications, Ministry of Communications & IT.

42. The Deputy Director General (TERM) 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.

Annexure-I
QUALIFYING BID

(To be enclosed in a separate sealed envelope)

**For the tender for Upkeeping & Housekeeping works in the O/o DDG (TERM), Chennai,
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. Banker of Company/ Firm/ agency with full address _____
(Attach certified copy of statement of A/c
for the last three years)

Telephone Number: _____
Of Banker

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. Financial turnover of the tendering **Company / Firm / Agency** for the last 2 Financial Years:

(Attach separate sheet if space provided is insufficient)

Financial Year	Amount (Rs.lacs)	Remarks, if any
2006-07		
2007-08		

11. Give details of the major similar contracts handled by the tendering Company / Firm / Agency on behalf of PSUs and Government Departments during the last three 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)

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 :

ORDER FOR ARRANGEMENT OF DOCUMENTS WITH THE QUALIFYING BID

1. Application – Qualifying Bid and declaration;
2. Attested copy of registration of agency;
3. Certified copy of the statement of bank account of agency for the last two years;
4. Attested copy of PAN / GIR Card;
5. Attested copy of the latest IT return filed by agency;
6. Attested copy of Service Tax registration certificate;
7. Attested copy of the P.F. registration letter / certificate;
8. Attested copy of the E.S.I. registration letter / certificate;
9. Certified documents in support of entries in column of Qualifying Bid application;
10. Copy of the terms and conditions at pages 10-14 in Tender Document with each page duly signed and sealed by the authorized signatory of the agency in token of their acceptance.

NB:- All copies must be attested by a Gazetted officer.

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

**For the tender for Upkeeping & Housekeeping works in the O/o DDG (TERM), Chennai,
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 the Chennai area on 24.10.2008 for Unskilled and Semi-skilled Daily Wage Workers on per month basis and other bylaws applicable (inclusive of all statutory liabilities, taxes, levies, cess etc.).

Sl No.	Type	Consolidated rate per month for the work inclusive of all kinds of taxes (including Service tax if payable), duties, levies, cess etc. In Rs.
1	Un Skilled Worker	In Figure..... In Words.....
2	Semi Skilled Worker	In Figure..... In Words.....

Total for **1 Unskilled and 3 Semiskilled Workers** In Figure.....

In Words.....

(Please indicate how the above rate was arrived at in Annexure-III)

Note:

1. The rates quoted are inclusive of all statutory/taxation liabilities in force at the time of submission of bid.

Note: These are fixed rates and no variation shall be acceptable from these rates.

Date.....

Place.....

Signature & Seal of the Tenderer

Name.....

ANNEXURE III

S.No.	Compound of Rate	For Unskilled Worker	For Semiskilled Worker
1	Monthly Rate (Unskilled and Semiskilled category) (As per MWA, 1948 applicable in Chennai area as on 24.10.2008).		
2	Employees Provident Fund contribution as applicable		
3	Employees State Insurance contribution as applicable		
4	Service Tax Liability as applicable		
5	Any other liability (Pl. indicate)		
6	Contractors Adm. / Service Charge		
7	Total (Column 1 to 6)		

Signature & Seal of the Tenderer

Name.....