

Government of India  
Ministry of Communications and Information Technology  
Department of Telecommunication  
Dy. Director General, Telecom Enforcement, Resources &  
Monitoring Cell, Mumbai  
5<sup>th</sup> Floor, Saki Vihar Telephone Exchange Bldg, SakiVihar. road, Andheri (East),  
Mumbai 400 072  
**Limited Tender No. DDG/TERM/MBI/Manpower Tender/2011-12**

## **BID DOCUMENT**

**For providing Services of  
unskilled and semi-skilled manpower to  
Telecom Enforcement, Resources &  
Monitoring Cell, Mumbai**

(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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Name of Tenderer :  
Signature & Stamp:

**O/o Deputy Director General**  
**(Telecom Enforcement, Resources & Monitoring)**  
**Government of India, Ministry of Communications & IT**  
**Department of Telecommunications**

5<sup>th</sup> Floor, Saki Vihar Telephone Exchange Bldg, SakiVihar. road, Andheri (East),  
Mumbai 400 072

**No. DDG/TERM/MBI/Manpower Tender/2011-12**

**dated : 21.03.2011**

**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 one un-skilled and three semi-skilled manpower in the office of DDG (TERM), Mumbai, for a period of one year from the date of contract.
2. Desirous companies/firms/agency may obtain tender documents w.e.f. 21.03.2011 on request in writing from Astd. Director General(TERM),5<sup>th</sup> Floor, SakiVihar Tele. Exch. Bldg, SakiVihar road , Andheri (East), Mumbai – 400 072 (Phone No.25874014) (on all working days between 1030 hours and 1330 hours) up to 11.04.2011 on payment of Rs. 100/- (non- refundable) in the form of Demand draft/Pay Order drawn in favor of “**CAO, CCA(Maharashtra)**”, payable at Mumbai
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 ie. Rs. 100/- is enclosed in the form of Account Payee Demand Draft from any of the Commercial Banks in favor of “**CAO, CCA(Maharashtra)**”, payable at Mumbai at the time of submission of bid document.

Name of Tenderer :  
Signature & Stamp:

4. Schedule –

|   |   |   |
|---|---|---|
| Date & time of issue of Bid Document  | : | 21.03.2011 to 11.04.2011<br>(Time 1030 hrs to 1330hrs.)   |
| Last date & time for receipt of tenders                                     | : | 11.04.2011, Time 1600 hrs.  |
| Date & Time for opening of Technical Bid                                    | : | 11.04.2011, Time 1630 hrs.  |
| Date & Time for opening of Financial Bids for technically qualified bidders | : | To be notified later  |
| Place of opening the Tenders  | : | Office of Dy. Director General(TERM)<br>5 <sup>th</sup> Floor, Saki Vihar Tele Exch Bldg<br>Saki Vihar Rd, Andheri (E), Mumbai – 72 |
| Validity of Tenders   | : | 90 days from the date of<br>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. 7,000/- and other requisite documents from 10:30 AM on 21.03.2011 up to 1600 hours on 11.04.2011 in the Tender Box kept in Office of Dy. Director General(TERM), 5<sup>th</sup> Floor, Saki Vihar Tele Exch Bldg, Saki Vihar road, Andheri (E), Mumbai – 400 072. The tenders shall not be entertained after this deadline under any circumstances whatsoever.

6. 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), Mumbai, Department of Telecommunications, Govt of India, in this regard shall be final and binding on all.

**(Amit Kumar Chauhan)**  
Asth. Director General(TERM)  
Office of Dy. Director General(TERM)  
5<sup>th</sup> Floor, Saki Vihar Tele Exch Bldg  
S V road, Andheri (E), Mumbai –72

Name of Tenderer :  
Signature & Stamp:

## **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 5<sup>th</sup> Floor, Saki Vihar a Telephone Exchange Bldg, Saki Vihar road , Andheri (East), Mumbai – 400 072 requires the services of 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 May 2011 and would continue till April 2012. The period of the contract may be further extended for a period of 1 year after the completion of contract provided the requirement of this office for semi-skilled 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 the 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 unskilled manpower 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 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 semi-skilled manpower should be at least HSC/Intermediate pass from a recognized institute

The nature of service for unskilled Manpower will require following abilities :-

- a) Regular cleaning, sweeping and mopping of the office area, Dusting of furniture etc. so as to maintain cleanliness and hygiene in office.
- b) Making arrangements for tea, coffee, water etc. during the meetings And routinely to the officers of TERM Cell and other official visitors, representatives

The nature of service for Semiskilled Manpower will require following abilities;-

- 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 and files of general nature among the officers.

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

Name of Tenderer :  
Signature & Stamp:

4. Interested Companies/Firms/Agencies may put the tender document complete in all respects along with Earnest Money Deposit (EMD) of Rs. 7,000/-(Rupees Seven Thousand only) in the form of demand draft drawn in favor of “**CAO, CCA(Maharashtra)**”, payable at Mumbai and other requisite documents from 21.03.2011 to 11.04.2011 between 1030 Hrs. to 1600 Hrs. in the Tender Box kept in O/o of The DDG (TERM),5<sup>th</sup> Floor, Saki Vihar Telephone Exchange Bldg, S V road, Andheri (east), Mumbai – 400 072.

5. The various crucial dates relating to “**Tender for Providing Services of unskilled and semi-skilled manpower to TERM cell Mumbai, Department of Telecommunications**” are cited as under :

i) Date of issue of Bid Document : From 21.3.2011 to 11.04.2011  
(Time 1030 hrs to 1330 hrs)

ii) Last date & time for receipt of tenders: 11.04.2011 Time 1600 hrs.  
(Technical/Financial)

iii) Address for submission of Tenders : The Office of Deputy Director General (TERM) 5<sup>th</sup> Floor, Saki Vihar Telephone Exchange Bldg, Saki Vihar Road, Andheri (east), Mumbai – 400 072

iv) Date & Time for opening of technical bids. 11.04.2011, Time 1630 hrs.

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

vi) Validity of Tenders : 90 days from the date of tender opening

vii) Likely date for deployment of Attendants: May 2011

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 one unskilled and three semi-skilled manpower to the office of DDG (TERM), Telecom Enforcement, Resources and monitoring Cell, Department of Telecommunications” and “Financial Bids for Providing services of one unskilled and three semi-skilled manpower to the office of DDG (TERM), Telecom Enforcement, Resources and monitoring Cell, Department of Telecommunications”. Both sealed envelopes should be kept in a third sealed envelope superscribing “Tender for Providing services of one unskilled and three semi-skilled manpower to the office of DDG

Name of Tenderer :  
Signature & Stamp:

(TERM), Telecom Enforcement, Resources and monitoring Cell, Department of Telecommunications”

7. The Earnest Money Deposit (EMD) of Rs.7,000/- (Rupees Seven Thousand only), refundable (without interest), should be necessarily accompanied with the Technical Bid of the agency in the form of Demand Draft from any of the Commercial Banks drawn in favor of “**CAO, CCA(Maharashtra)**”, payable at Mumbai 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 equivalent to 5% of the contract value subject to 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 favor of “**CAO, CCA(Maharashtra)**”, payable at Mumbai, 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 CAO, CCA(Maharashtra)**, payable at Mumbai. 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 photocopies of the following documents (Duly attested by Gazetted Officers of the Government of India, along with the Technical 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 three 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 three years.
- (g) Work experience of similar work during the past 3 years.

Name of Tenderer :  
Signature & Stamp:

10. **The conditional bids shall not be considered and will be out rightly 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 1630 hrs on 11.04.2011 at the office of DDG (TERM), 5<sup>th</sup> Floor, Saki Vihar Telephone Exchange Bldg, SakiVihar road Andheri (East), Mumbai – 400 072 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 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), 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.**

Name of Tenderer :  
Signature & Stamp:

**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 either in Greater Mumbai/ Navi Mumbai/Thane ;
- (b) The manpower Company / Firm / Agency should be registered with the appropriate registration authority;
- (c) The Company / Firm / Agency should have at least three 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.
- (g) The Company/Firm/Agency should have a minimum financial turnover of Rs.10 lakhs per annum during the last year 2009-2010 and previous year 2008-2009.

**TECHNICAL REQUIREMENTS FOR THE COMPANY / FIRM / AGENCY FOR  
PROVIDING SERVICES OF MOVING PAPERS/DAK IN THE DEPARTMENT OF  
TELECOMMUNICATIONS**

1. The unskilled manpower 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 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 semi-skilled manpower should be at least HSC/Intermediate pass from a recognized institute

The nature of service for unskilled Manpower will require following abilities :

- a) Regular cleaning, sweeping and mopping of the office area,  
Dusting of furniture etc. so as to maintain cleanliness and hygiene in office.
- b) Making arrangements for tea, coffee, water etc. during the meetings  
And routinely to the officers of TERM Cell and other official visitors  
, representatives

The nature of service for the semi-skilled manpower will require the following abilities

- 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.

Name of Tenderer :  
Signature & Stamp:

- c) Distribution of office dak and files of general nature among the officers.

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.

## **TERMS AND CONDITIONS**

### **General**

1. The contracting firm / agency / company should be registered with appropriate authorities
2. The contract shall commence from May 2011 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 the mutual consent of contracting agency and this office.
4. 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.
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). The rate will not change during Tender process.
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 tender would have to provide additional Attendants, 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

Name of Tenderer :  
Signature & Stamp:

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. The contracting agency shall ensure that the manpower deployed in The Office DDG (TERM), Mumbai, Department of Telecommunications conforms to the technical specifications of age and language skills prescribed at page No.9&10 of the Tender Document.

11. Service 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

12. 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 0900 hrs. 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. The attendant, if deputed for any official work outside the office within Mumbai area, shall not be entitled any other emoluments except only the actual bus fare fore the purpose.

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), Mumbai, containing full details i.e. date of birth, marital status, address etc;
- b. Bio-data of the persons.
- c. Character certificate from a Gazetted officer of the Central / State Government.
- d. Certificate of verification of antecedents of persons by local police authority.

Name of Tenderer :  
Signature & Stamp:

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 person deployed shall be required to report for work at 900 hrs. to Astd. Director General(TERM),Mumbai 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 18 will be applicable.

19. 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.

**20. 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.**

21. 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.

**22. 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), Department of Telecommunications.**

Name of Tenderer :  
Signature & Stamp:

23. 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.

24. 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. .

27. It will be the responsibility of the contractor to meet other transportation, food, medical and any other requirement of contractor's manpower for carrying out the contract works. TERM cell will have no liability in these regard at any stage.

28. For all intent and purpose, the contractor shall be the "Employer" within the meaning of different Labour Legislations in respect of manpower deployed for contractual services.

29. The man power deployed by the contractor shall not have any claims of Master and Servant relationship vis a vis TERM cell nor have any principal and agent relationship with or against the TERM cell.

30. The man power deployed by the contractor for the contract shall not be entitled for claim, pay, perks and other facilities which may be admissible to casual, ad-hoc regular / confirmed manpower, during the currency or after expiry of the contract. In case of termination of the contract also, the persons deployed by the contractor shall not be entitled to or and will have any claim for absorption or relaxation for absorption in the regular / otherwise capacity in the TERM cell. Contractor should make it known the above to the manpower of the contractor.

31. The contractor shall be solely responsible for redress of grievances / resolution of disputes relating to the manpower deployed.

32. The TERM cell shall not be responsible for any damages, losses, claims, financial or other injury or any person deployed by the contractor during the course of their executing the services, or for payment towards any compensation.

33. Payment shall be made only to the contractor and on monthly lump sum basis as per actual service.

Name of Tenderer :  
Signature & Stamp:

## LEGAL

35. 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.

36. 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.

37. 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.

38. 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.

39. 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

40. The Technical Bid should be accompanied with an Earnest Money Deposit (EMD), refundable, of Rs.7,000/- (Rupees Seven Thousand Only) in the form of Demand Draft / Pay Order drawn in favour of “CAO, CCA(Maharashtra)”, payable at Mumbai, **failing which the tender shall be rejected out rightly.**

41 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.**

Name of Tenderer :  
Signature & Stamp:

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

43 The successful tenderer will have to deposit a Performance Security Deposit for a sum equivalent to 5% of contract value subject to 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 favor of “**CAO, CCA(Maharashtra)**”, payable at Mumbai or Fixed Deposit Receipt (FDR) from a Commercial Bank. made in the name of the Company / Firm / Agency **but hypothecated to the CAO, CCA(Maharashtra), Mumbai**. 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.

44 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.

45 The agency shall raise the bill, in triplicate, along with attendance sheet [duly verified by ADG(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.

46 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.

47 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.

48 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.

**(Amit kumar Chauhan)**  
Asst. Director General(TERM)  
Office of Dy. Director General(TERM)  
Saki Vihar road, Andheri (E), Mumbai –72

Name of Tenderer :  
Signature & Stamp:

**Annexure-I**  
**TECHNICAL BID**

(To be enclosed in a separate sealed envelope)

**For Providing services of unskilled and semiskilled to O/o DDG (TERM), Mumbai,  
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 : \_\_\_\_\_

6. 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

7. PAN / GIR No. : \_\_\_\_\_  
(Attach attested copy)

8. Service Tax Registration No. : \_\_\_\_\_  
(Attach attested copy)

9. E.P.F. Registration No. : \_\_\_\_\_  
(Attach attested copy)

10. E.S.I. Registration No. : \_\_\_\_\_  
(Attach attested copy)

Name of Tenderer :  
Signature & Stamp:

11. 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 |
|----------------|------------------|-----------------|
| 2008-09        |                  |                 |
| 2009-10        |                  |                 |

12. 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)

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

Date: \_\_\_\_\_ Signature of authorized person

Name: \_\_\_\_\_ Seal :

Place: \_\_\_\_\_

Name of Tenderer :  
Signature & Stamp:

## 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 :

Name of Tenderer :  
Signature & Stamp:

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

1. Application – Technical Bid;
2. Attested copy of registration of agency;
3. Certified copy of the statement of bank account of agency for the last three 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 document in support of financial turnover of the agency.
10. Certified documents in support of entries in point no. 13 of Technical Bid application;
11. **Copy of the terms and conditions at pages 10-18 in Tender Document with each page duly signed and sealed by the authorized signatory of the agency in token of their acceptance.**

Name of Tenderer :  
Signature & Stamp:

**ANNEXURE-II  
FINANCIAL BID**

(To be enclosed in a separate sealed envelope)

**For Providing services of moving papers/dak etc to Ministry of Communications & IT, 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 Mumbai area on -01.01.2011 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.).

| S.No | Component of Rate   | Amount for 1 person | Total Amount for persons |
|------|---|---------------------|--------------------------|
|      | Monthly Rate (Unskilled category)<br>(As per MWA, 1948 applicable in Mumbai area as on 01.01.2011). |                     |                          |
|      | Employees Provident Fund @ % of 1 above   |                     |                          |
|      | Employees State Insurance @ % of 1 above  |                     |                          |
|      | Service Tax Liability @ % of  |                     |                          |
|      | Any other liability (Pl. indicate)  |                     |                          |
|      | Contractors Adm. / Service Charge   |                     |                          |
|      | Total (Column 1 to 6)   |                     |                          |

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 0900 hrs. 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.

Signature of authorized person

Date:

Full Name:

Place:

Seal :

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.

Name of Tenderer :  
Signature & Stamp: