

Office of the Chief Controller of Accounts
Ministry of Chemicals & Fertilizers
Deptt. of Fertilizers
7th Floor, 'A' wing, Janpath Bhawan
Janpath, New Delhi

PAO/Fert/Admn/Unskilled/2015-16/530

Dated: 27-07-2015

To,

The Officer Incharge
N.I.C. Division
Ministry of Chemicals & Fertilizers
Deptt. of Fertilizers, Shastri Bhawan
New Delhi-110001.

Sub: Uploading of tender for supplying of unskilled manpower on contract basis.

Sir,

Please upload the enclosed tender (hard copy) for above subject on the website of N.I.C. Deptt. of Fertilizers & website of Central Public Procurement (e-publish) M/o Finance, Deptt. of Expenditure.

Encl. Hard copy of Tender

Yours faithfully



Sr. Accounts Officer
(Admn)

Government of India
Office of the Chief Controller of Accounts
Ministry of Chemicals & Fertilizers
7th Floor, 'A' Wing, Janpath Bhawan
Janpath , New Delhi-110001.

Notice Inviting Tender

Tender Notice No. : PAO/Fert/Unskilled/2015-16/1530 Dated: 24-07-2015
Name of Work : Providing Unskilled Labour (3)
(One for cleaning work+two for guard's duty)
Tender Cost : Nil
Earnest Money : 10000/- (Rupees Ten Thousand only)
EMD in f/o : "Pay & Accounts Officer, Deptt. of Fertilizers, payable at New Delhi

Office of the Chief Controller of Accounts, M/o Chemicals & Fertilizers, New Delhi invites sealed tenders from eligible registered/licensed manpower supplier firm for supplying unskilled manpower for various services on contract basis. Tender documents can be, downloaded from web site www.eprocure.gov.in and www.fert.nic.in. Detailed terms & conditions are given in the Tender Document. Sealed Tenders should be dropped in box kept for the purpose in the office of Sr. Accounts Officer (Admn) before 3.00 P.M. on 19.08.2015 The tenders will be opened on the same day at 3.30 P.M. in presence of authorized representatives of the bidders if any at the time, in the office Sr. A.O. (Admn), Office of Chief Controller of Accounts, M/o Chemicals & Fertilizers, Deptt. of Fertilizers, 7th Floor, 'A' Wing, Janpath Bhawan, New Delhi.


Sr. Accounts Officer
(Admn)

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Janpath , New Delhi-110001.

Notice Inviting Tender

Sealed tenders are invited from registered/licensed manpower supplier firm with Labour Department of any State/Central Government for supplying unskilled manpower on contract basis under single bid system.

Scope of Work

Supply of Three unskilled manpower at the office of Chief Controller of Accounts, M/o Chemicals & Fertilizers, 7th Floor, Janpath Bhawan, Janpath, New Delhi (One for cleaning work + Two for guards duty)

Eligibility Criteria for Bidders:-

The Bidders must have such type of previous experience in Central Government/State Government /Public Sector undertaking or/and have entered into similar type of rate contract for supplying such manpower.

Terms and Conditions of contract

1. The initial period of contract would be 1 year extendable by another one year on satisfactory performance with such amendments as may be mutually agreed to and also subject to necessary approval of the competent authority.
2. The tenderer shall have to clearly mention in bold letters the name of the work on the top of the sealed envelope containing tender document i.e. Sealed cover should be super scribed "Tender for providing Unskilled manpower". The tender should preferably be submitted in the Printed envelope of the bidder otherwise he shall have to print his rubber seal stamp on the envelop.
3. Manpower supplier firm should be registered/licensed with the labour Department of any State/Central Government for supplying unskilled manpower.
4. Interested manpower supplier firms may quote their rates for engaging manpower on monthly basis. All the liabilities of supplied manpower directly or indirectly will be the sole responsibility of the service supplier firm. The other statutory expenses like Minimum Wages, EPF, ESI, Workmen compensation, Bonus etc. will be the responsibility of the supplier.
5. The manpower supplier firm must fulfill all conditions required under Labour Contract Employment Act as amended from time to time.
6. The payment to be made to the contractor are subject to deduction of taxes leviable by any Government as per rules from time to time and will be made after the completion of every month.
7. The manpower supplier firm will be responsible for making the payment directly to the supplied manpower by 7th of each month.
8. In the event of injury, illness or accidents to any worker, this office will not be liable to pay any compensation.

9. The manpower supplier firm shall in no case pay its employees less than the minimum mandatory rates per day in accordance with the Minimum Wages fixed by State/Central Government and a record of that should be kept in a register which may be made available for examination to this office as and when demanded.
10. The manpower supplier firm shall not appoint any sub company/Agency to carry out any obligation under the contract.
11. The contractor shall abide by all the law of land including labour laws (PF, Income Tax Service Tax or any other extra taxes levied by Government), Companies Act, Tax deduction liabilities, Welfare measures of its employees and all other obligations that is being instructed in such cases and are not essentially enumerated and defined herein, though any such burden/ duty shall be the exclusive responsibility of the contractor and it shall not involve O/o CCA in any way whatsoever.
12. In case of any damage or loss caused to the O/o CCA property by the manpower supplied is found same shall be charged from manpower supplier firm. It must be ensured by the manpower supplier firm by submitting an affidavit on Non-Judicial stamp paper of Rs. 100.00 stating herein that he will bear the loss out of his own.
13. The manpower supplier firm shall replace immediately any of its personnel who is found unacceptable to O/o the Chief Controller of Accounts because of security risks, incompetence, conflict of interest, improper conduct etc. upon receiving a notice from O/o CCA. No association or trade union activities will be allowed by the manpower supplied by the agency.
14. The normal working hour shall be 08.15 am to 05.30 pm with half an hour lunch break from 12.45 pm to 01.15 pm. However, the timing may be changed at the discretion of O/o the Chief Controller of Accounts from time to time. In case of urgency / emergency, the worker can be deployed beyond normal duty hours, which shall be compensated either in monetary or leave form, also for job works and housekeeping the suitable timing will be according to need.
15. O/o the Chief Controller of Accounts is not responsible for any dispute of manpower supplied, and the manpower so provided shall not be in any way be the employees of O/o the Chief Controller of Accounts.
16. In case of termination of this contract on its expiry or otherwise, the persons employed by the manpower supplier firm shall not be entitled to and will have no claim for any absorption not for any relaxation for absorption in the regular/otherwise capacity in the O/o the Chief Controller of Accounts.
17. Notwithstanding the above, O/o the Chief Controller of Accounts reserve the right to accept or reject any tender or rejects all tenders at any time prior to the award of the contract, without assigning any reason, whatsoever, and without incurring any liability or obligations, whatsoever to the affected bidder(s).
18. Sealed tenders shall have to be dropped in the Tender Box placed with Sr. AO (Admn) in the Office of the Chief Controller of Accounts, M/o Chemicals & Fertilizers, 7th Floor, 'A' Wing, Janpath Bhawan, Janpath, New Delhi-110001.
19. Sealed tenders shall be opened in the office of Sr.AO(Admn), New Delhi at 3.30 PM on 19.08.2015 in the presence of the contractors or their authorized representatives, those who remain present at that time.
20. The Bid should be accompanied with an Earnest Money Deposit (EMD) refundable without interest , of Rs. 10000/- (Rupees Ten Thousand only) in the form of DD/Pay Order drawn in favour of Pay & Accounts Officer, Deptt. of Fertilizers failing which the tender shall be rejected. Tenders submitted without earnest money shall not be entertained. Bid securities of the unsuccessful bidders should be returned to them at the earliest after expiry of the final bid validity and latest on or before the 30th day after the award of the contract.

21. The successful tenders will have to deposit a performance security amounting to Rs. 25000/- (Rupees Twenty Five Thousand only) in the form of Fixed Deposit Receipt (FDR) from commercial bank/ bank guarantee from a commercial bank in an acceptable from safeguarding the interest of Office of the CCA, in all respects. Performance Security should remain valid for a period of sixty days beyond the date of completion of all contractual obligations of the service provider. In case of break of any terms & conditions attached in the contract, the Performance Security deposit will be liable to be forfeited by the Office of CCA besides annulment of the contract In case, the contract is further extended beyond the initial period, the FDR will have to be accordingly renewed by the service provider.
22. Conditional tenders shall not be considered
23. All pages of tender should be signed by bidder.
24. Work shall be awarded to lowest bidder who has qualified as per other conditions mentioned above. However, O/o the Chief Controller of Accounts reserves the right to reject any bid without any assigning reason what-so-ever.
25. The claims in bills regarding ESI, PF Wages etc. should be necessarily accompanied with documentary proof pertaining to the concerned bill month.



Sr. A.O. (Admn)

PRICE BID

“Tender for providing Unskilled Manpower, O/o CCA, M/o Chemicals & Fertilizers New Delhi.”

| Description of Manpower | Minimum wages as per N.C.T. Delhi | PF | ESI | Service Tax | Service Charge/Admn charges | Total |
|---|-----------------------------------|----|-----|-------------|-----------------------------|-------|
| 1 Cleaning work +2 guards duty/general duty Total=3 | | | | | | |
| | | | | | | |

Signature of Authorized Signatory:.....

Date:.....

Seal of the Firm.....