

**DOEACC SOCIETY, CHANDIGARH CENTRE
SCO 114-116, Sector 17-B, Chandigarh**

DOACH/PUR-14/2010

6th July, 2010

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_____,

SUB: NOTICE INVITING TENDER

Dear Sir,

Sealed tenders on behalf of Director, DOEACC Society, Chandigarh Centre are invited from reputed agencies/contractors under the Contractual Labour (Regulation & Abolition Act, 1970) for providing House Keeping & General Services at DOEACC Society, Chandigarh Centre, Sub Centre, Branch Offices Shimla and New Delhi on annual contract basis. Sealed tender documents complete in all respects should be submitted along with earnest money of Rs. 5000/- for providing services at DOEACC Society, Chandigarh Centre, Branch Offices Shimla and Branch Offices New Delhi in the shape of DD in favour of Director DOEACC Society, Chandigarh Centre payable at Chandigarh on or before 19th July, 2010 by 3.00 p.m. and the same will be opened on the same date at 3.30 p.m. The tenderers may quote on the following terms and conditions:-

Tender Form

1. SCOPE OF WORK

The scope of work shall comprise of maintaining House keeping and General Services for DOEACC Society, Chandigarh Centre and its Branch Offices Shimla and New Delhi. For other services ex-servicemen or civilians may be provided. Following officers may be contacted for any further clarifications for providing services at the following location:-

1. Sh. Tarsem Lal,
Principle Systems Analyst,
DOEACC Society, Chandigarh Centre,
SCO 114-116, Sector 17-B,
Chandigarh
Phone No. - 0172-2700619

2. The Branch Manager,
DOEACC Society, Chandigarh Centre – B.O.Shimla,
Cedarwood Building,
Jakhoo,
Shimla – 171001
Phone No. - 0177-2804216.
3. The Branch Manager,
DOEACC Society, Chandigarh Centre – B.O.Delhi,
Parasnath Metro Mall, 2nd floor,
Near Inderlok Metro Station,
Inderlok,
Delhi – 110052
Phone No. - 011- 23644849

2. WAGES

The Tenderers are required to quote the monthly wages payable for each category of workmen in Appendix A to this tender and indicate percentage of recovery on account of EPF and ESI. They are also required to indicate the administrative charges including TDS and Service Tax for each service. The minimum wages payable to each worker shall not be less than the rates applicable by the respective state Govt./U.T. Administration from time to time.

3. PROVIDENT FUND AND STATUTORY BENEFITS

The contractor shall deduct PF, ESI & other statutory deductions in respect of each worker deployed by him as per instructions of respective State/U.T. Administration. The contractor shall deposit both employer's as well as employee's share of Provident Fund and other statutory deductions with the concerned authorities before the specified dates. He will submit copies of chalans etc as proof to DOEACC.

The Agency should have its office located at Chandigarh for providing Service to DOEACC Society, Chandigarh Centre, Shimla and New Delhi respectively.

4. CONTRACT PERIOD

The contract shall be awarded initially for a period of one year from the date and taking over of charge of the work. However, the contract may be terminated on giving three months notice by the contractor or one month notice by the DOEACC Society, Chandigarh Centre as the case may be. The Centre also reserves the right to award a parallel contract to any other agency during the currency of the contract.

5. PAYMENT TERMS

Monthly payment shall be released on submission of wage bills/invoices duly certified by the concerned Incharge of work on the basis of actual deployment of the workers as agreed to by the Centre.

6. INCOME TAX

The tenderers shall enclose latest income tax clearance certificate with the tender. Income tax applicable if any, as per Income Tax Rules shall be deducted from the payments to be made to the contractor.

7. DISCIPLINE & WELFARE OF WORKERS

For ensuring proper discipline, the contractor shall be required to keep his own attendance cards prepared for each worker which shall be maintained by concerned Project Incharge of this Centre at Chandigarh and by the Branch Manager, Branch Office Shimla and New Delhi.

Discipline and welfare of the workers shall be the responsibility of the contractor and any indiscipline/misconduct on the part of the workers shall be promptly attended to be the contractor.

8. UNIFORMS AND IDENTITY CARDS

All the workers deployed in the Centre by the contractor shall always wear a neat and clean uniform issued to them by the Contractor. The contractor shall have to keep his personnel adequately with a view to exhibit high standard of turnout at all time. The contractor shall also issue proper laminated identity cards to his workers deployed in the Centre who shall permanently display their identity cards while on duty.

9. SCRUTINY OF CHARACTER AND ANTECEDENTS OF WORKERS

The contractor shall furnish to DOEACC police verification roll in respect of Ex-Servicemen who have retired for more than one year and all the other workers or any additional worker supplied by him before these persons are deployed in the Centre.

TENTATIVE REQUIREMENT OF PERSONNEL

A. DOEACC Sociey, Chandigarh, Centre:-

- a). Safaiwala : 2
- b) Helper : 15
- c) Driver : 1

B. Branch Office Shimla :-

- a). Safaiwala : 1
- b) Helper : 3
- c) Driver : 1

C. Branch Office New Delhi:-

- a). Safaiwala : 2
- b) Helper : 4
- c) Driver : 1

Number of persons may be decreased or increased depending upon requirement from time to time.

10. VALIDITY OFFER

The offer must be kept valid for our acceptance for a period of 90 days from the date of opening of tenders.

11. The contractor shall have to obtain labour license if applicable for the number of persons deployed in the Centre. A copy of the same will be submitted to this Centre.

12. Other terms and conditions given at heretofore shall constitute a working part of the order.

13. The contractor shall abide by rules/regulations and other instructions issued by local Govt. /Govt. of India for arrangements of labour laws.

14. In case the contractor fails to provide the manpower as per agreed terms, penalty shall be imposed @ double the monthly wages of the unsupplied manpower & will be deducted from his subsequent bills.

15. In case of any theft during the tenure of contract, the contractor shall be responsible for the same and loss due to theft will be recovered from the bill of the contractor.

16. In case of any damages to the property of the Centre due to negligence of the contractor's labour/manpower, the contractor will have to make good the

losses suffered by the Centre failing which the losses will be recovered from the dues of the contractor.

17. SECURITY

The contractor shall keep Rs 5000/- for all services as security with this Centre in the shape of Demand Draft in favour of Director, DOEACC Society, Chandigarh.

18. AGREEMENT

The contractor shall be required to enter into an agreement with the Centre on the stipulated terms and conditions covering various aspects. Cost on this account will be borne by the Contractor.

Signed copy of this document must be submitted with the offer

APPENDEX –A

HOUSE KEEPING SERVICES

1	Minimum wages as per Minimum wages Act	Safaiwala	Rs. _____ each
2	Minimum wages as per Minimum wages Act	Helper	Rs. _____ each
3	Minimum wages as per Minimum wages Act	Driver	Rs. _____ each

Epf % : _____

ESI % : _____

% OF Admn. /Supervisory Charges : _____

NOTE:- Tax as applicable will be deducted at source

Date : Signatures : _____

Address of the Agency : _____
