

**F.No.NICS: 18(10)/2017-Adm.**  
**Government of India**  
**Ministry of Labour & Employment**  
**National Institute for Career Service**  
**Plot No.A-49, Sector-62, Noida, U.P.**

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| <b>Subject:</b> | <i>E-TENDERING FOR ENGAGEMENT OF HOUSE KEEPING AND DRIVER FOR PROVIDING SERVICES OF SANITATION AND DRIVER ON OUTSOURCING CONTRACT BASIS IN NATIONAL INSTITUTE FOR CAREER SERVICE, PLOT NO.A-49, SECTOR-62, NOIDA, UTTAR PRADESH.(PLOT AREA OF NICS IS 2.5 HECTORES)</i> |
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- 1.** National Institute for Career Service, under Directorate General of Employment, Ministry of Labour & Employment, Government of India is inviting sealed quotations for **Providing 3 Nos. Sweepers and 1 No.Driver** for at NICS, Plot No.A-49, Sector-62, Noida, Uttar Pradesh. The plot area of NICS premises is **2.5 Hectares.**
- 2.** The sealed tender in prescribed form (**Annexure-I**) duly filled in and addressed to the Director must reach the Institute **on or before 30<sup>th</sup> October 2017 up to 4.00 P.M.** A sealed tender box for bidders, who intend to deposit the tender form, will be placed in the Director (NICS) room of the Institute till 4.00 P.M. Tender form submitted thereafter will not be considered. The envelope should be marked as **“TENDER FOR HOUSE KEEPING & DRIVER SERVICES FOR NICS, NOIDA”** and the name of the firm should be mentioned on the envelope.
- 3.** The tender will be opened on **31<sup>st</sup> October 2017 at 3.00 P.M.** in the room of Director at NICS, Noida by the tender opening committee in the presence of bidders who intend to participate. Intending bidders may please note that their annual average turnover in the preceding 03 (three) completed financial years should be at least **Rupees Thirty Lakhs** for each financial year, to be eligible to quote the rates. Further the bidders should have executed one single contract of value not less than 10 lakhs per annum with Central Government/PSU reputed company during the last 3 years. The bidders should be having a permanent employees/staff on their rolls with clear and regular recruitment policy. The bidders fulfilling the above mentioned conditions may quote their rates in the tender form at (**Annexure-I**). Other eligibility conditions at (**Annexure- II**) Terms & conditions at (**Annexure-III**) and Check list at (**Annexure-IV**).

(M.L. GAUTAM)  
Director i/c & Head of Office  
NICS, NOIDA.

To

The NIC, DGE, Ministry of Labour & Employment, Government of India with requesting to publish on web portal of NICS (CIRTES), DGE, Ministry of Labour.

**TENDER FORM FOR PROVIDING SANITATION & DRIVER SERVICES IN NATIONAL INSTITUTE FOR CAREER SERVICE (NICS), PLOT NO.A-49, SECTOR-62, NOIDA, (U.P)**

1. Last date and time of submission.
2. Name, address of the bidder with Telephone No.
3. Registration Number of the bidder.
4. Name, Designation, Address and Telephone No. of Authorised person of the bidder to deal with.
5. Please specify as to whether bidder is a sole Proprietor/Partnership Address and Telephone No. of Director/Partners should be Specified.(If necessary, use separate sheet).
6. PAN of Income Tax Department (Attach Proof).
7. Provident Fund Account Number (Attach Proof).
8. ESI Number (Attach Proof).
9. License Number under Contract Labour (R&A) Act (Attach Proof).
10. Proposed rates (per month) for per Sweeper and Driver Rs. \_\_\_\_\_ + @ % of tax/GST.  
(Rupees \_\_\_\_\_)
11. Total rates of 03 (Three Nos. Sweepers and 1 No. Driver per month is Rs. \_\_\_\_\_  
(Rupees \_\_\_\_\_)  
( A total of 03 (Three Nos.) Sweepers and 1 No. Driver are required for sanitation and Driver services of this Institute for 8 hours)
12. Details of experience with regard to sanitation and Driver services (with full details of organisation with whom contracts(s) was/were entered into for providing sanitation and Driver services). Copies of the satisfactory reports should be attached. Separate sheet may be used for indicating experience etc.
13. Any other information.
14. Declaration by the contractor:-  
This is to certify that I/We before signing this tender have read and fully understood all the terms and conditions and instructions contained herein and attached herewith. I/We undertake myself/ourselves to abide by the said terms and conditions.

(Signature of bidder)

Name:

Designation:

Date:

Address:

Telephone No.....(O) Telephone No.....(R)

**ELIGIBILITY CONDITIONS:**

1. The tenderer should be an Indian House Keeping agency and should have been in the field of providing sanitation services for at least preceding three years as on the date of opening of the tender.
2. The tender should have a separate Provident Fund Code No. allotted by the concerned Regional Provident Fund Commissioner to provide Provident Fund benefits to workers engaged by it as provided under EPF Scheme, 1952. The total strength of employees/staff on the rolls for whom PF is being deposited under the PF Act should not be less than 150 in the preceding financial year.
3. The tenderer should possess license under the Contract Labour Regulation and Abolition Act.
4. The tenderer should be registered with ESI, having an independent ESI Code valid for working at Noida, Uttar Pradesh to cover his employees under the ESI Act.
5. The rates for Sweepers & Driver should be quoted as stipulated in Annexure-I. The rates should be inclusive of and in accordance with the provision of the Minimum Wages Act, Contract Labour regulation and abolition Act and other statutory provisions regarding Provident Fund, ESI, Bonus, Gratuity, Leave, uniform etc. The rates should also inclusive of the charges for weekly off, No amount over and above the rate quoted shall be considered or paid.
6. The tenderer should please note that it will be his entire responsibility to adhere to the provisions of the statutory rules/Acts mentioned above in the matter of payment of the EPF subscription ESI subscription, service tax etc. Therefore, the rates should quoted with explicit understanding of his statutory obligations.
7. The tenderer should have valid and latest Income Tax clearance Certificate issued by Assessing Officer. PAN No. allotted by the Income Department which should be quoted and a photocopy should be enclosed.
8. The tender forms are clearly filled-in & legibly. The tenderer should quote the rates in figures as well as in words, the rates and amount tendered by him/them. Alterations unless legibly attested by the tenderer, shall disqualify the tender. Every page of the tender document should be signed by tenderer duly stamped. The forwarding letter should be signed along with quotation.
9. The Director of Institute reserved the right to cancel/reject any or all tenders without assigning reasons therefore.
10. In addition to the above mentioned terms and conditions, the terms and conditions stated in Annexure- III attached hereto form part of the tender document. Tender while submitting a tender would be presumed to have read, understood and accepted all the terms and conditions. No enquiry, verbal or written shall be entertained in respect of acceptance/rejection of the tender.
11. The firm applying for tender should certify that they will adhere, fulfil and meet the terms of payment of Minimum Wages under Minimum Wages Act as declared by Government from time to time.

**TERMS & CONDITIONS:**

1. The contract shall be awarded for a period of one year only.
2. The Institute will deduct Income Tax at Source under section 194-C of the Income Tax Act, 1961 from the contractor.
3. The contractor shall be solely liable for payment of service tax and all other taxes and levies as may be subsequently imposed.
4. The contractor shall provide a non-judicial stamp paper of Rs.10/- for preparing a Contract Agreement.
5. The contractor shall seek instructions from Director of the National Institute for Career Service (NICS) for any other officer authorised by him/her for the purpose (Authorised Officer).
6. The contractor shall be fully responsible for the sanitation works in the premises of the Institute.
7. A complete list of the sweepers and Driver engaged by the contractor for deployment in the Institute will be furnished by the contractor along with complete addresses and other antecedents. The contractor shall deploy only those whose antecedents have been verified by the Police Authorities.
8. The contractor shall submit weekly duty chart of the sweepers and Driver to the Director or Authorised Officer prior to the commencement of the week. He shall also submit the daily attendance sheet of the sweepers and Driver for the previous working day to the Director or the Authorised Officer. Failure to do so shall result in on payment for the day/days for which the attendance sheet is not furnished.
9. The contractor shall not replace the sweepers and Driver at random. This shall be done with the prior knowledge of the Director or the Authorised Officer and full particulars of the Sweepers and Driver so deployed shall be given to the Director or the Authorised Officer.
10. The contractor shall be liable to make alternate arrangements in case of the absence of the Sweepers and Driver. Similarly, the Contractor shall have to make alternate arrangements in case of National Holiday/Gazetted Holiday/Weekly off, no extra payment shall be payable on this account. The contractor shall keep sufficient number of leave reserved.
11. In case of absence of Driver and Sweeper(s) on any particular day compensation @ **Rs.500/- per sweeper(s)/Driver per absence** will be recovered from the monthly bill of the contractor.
12. The contractor shall arrange to provide dress/uniform to all the sweepers and Driver on duty and ensure good behaviour with all the staff of Institute and as well as with the visitors and visiting the Institute. They shall abstain from taking part in any staff union and association activities. The contractor shall provide separate dress for summer and winter seasons. The Sweeper and Driver shall not be permitted to wear any odd wrappers. The dress shall be of uniform colour and design. Each person deployed by the contractor shall wear a badge bearing his name and designation.
13. The Institute shall not be liable to provide any residential accommodation to the sweepers and Driver. No cooking or lodging shall be allowed in the premises of the Institute.
14. The sweepers and Driver shall be bound to observe all the instructions issued by the Director and the Authorised Officer concerning general discipline and behaviour. In case, any person employed by the contractor is inefficient, quarrelsome, infirm and invalid or indulges in unlawful activity or the like, the contractor shall replace such person with a suitable substitute immediately.

15. The Institute has also the right to check the various sanitation works. The contractor shall maintain these items to the satisfaction of the Institute.
16. The contractor shall provide at his cost all statutory benefits to the sweepers and Driver deployed by it at the Institute including, but not limited to weekly off for 6 days work and off on National Holidays. The Institute will not entertain any liability whatsoever on this account. The contractor shall comply with all the statutory provisions as laid down under various Labour Laws/Acts/Rules in respect of Minimum Wages, Provident Funds, ESI, Labour Legislations. The contractor shall comply with all legal requirements for obtaining licence under the contract Labour (R&A) Act, 1970 at its own cost. In case of any violation of Labour Laws by the contractor, there will not be any liability on the Institute and the contract shall be solely liable. The contractor shall produce for inspection of the Director or the Authorised Officer payment of wages register and all other registers/records/books maintained by the contractor under different Labour statutory.
17. The sweepers and Driver deployed by the contractor shall be the employee of the contractor. The contractor shall bear all expenses in connection with the employment. The Institute shall not be responsible financially or otherwise for any injury to the sweepers and Driver in the course of performing the sanitation/Driver services functions.
18. The contractor shall not be permitted to transfer/assign his right and obligations under the contract to any other agency or organisation or contractor.
19. The duration of the contract shall be one year and after the expiry of the said period of one year, the contract may at the sole discretion of the Director be extended for further period of one year on the same rate and terms and condition.
20. Director of the Institute shall have the absolute right to terminate the contract at any time without assigning any reason thereof, by giving to the contractor 15 days' notice of his intention to terminate the contract. Director will also have the right to extend the contract on the same terms and conditions until such time, the agency take over in case of fresh tendering is required.
21. In case the contractor wishes to terminate the contract, he shall give three (03) months advance notice in writing to this effect to the Institute.
22. Hours of duty:-
  1. Sweepers 09.00 hours to 17.30 hours (9.00 AM to 5.30 PM).
  2. Driver 09.30 hours to 18.00 hours (9.30 AM to 6.00 PM)(Duty hours may, however, be changed by the Director of the Institute or the Authorised Officer without any prior intimation)
23. Any other provision as may be deemed appropriate by the Director or the Authorised Officer shall be incorporated in the arrangement. The same shall also be binding on the contractor.
24. If any information furnished by the contractor is found to be incorrect at any point of time, the contract is liable to be terminated without any notice.
25. All disputes and differences of any kind whatsoever arising, out of or in connection with this agreement shall be referred to the arbitration of a sole arbitrator to be appointed by the Director. The arbitration shall be in accordance with the Arbitration and Conciliation Act, 1996. The place of arbitration shall be New Delhi. The Courts in Delhi alone shall have jurisdiction to deal with any matter arising out of the arbitration proceedings.

**CHECK LIST**

**(Please check whether the attested copies of the following documents have been attached or not and tick accordingly).**

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| 1. Registration Number of the Firm/Company/Agency   | Yes/No |
| 2. PAN Number and Income Tax Clearance Certificate  | Yes/No |
| 3. Provident Fund Account Number issued by the competent Authority  | Yes/No |
| 4. ESI Registration Number issued by the Competent Authority  | Yes/No |
| 5. Contract License issued by the Labour Commissioner under contract (Regulation and Abolish) Act.  | Yes/No |
| 6. Detail of experience certificate with regard to Sanitation/Driver work Along with the satisfactory report issued by the agencies where such Work was undertaken earlier.                 | Yes/No |
| 7. Proof of contractor  | Yes/No |
| 8. The firm applying for tender should certify that they will adhere, Fulfil and meet the terms of payment of Minimum wages under Minimum Wages Act as declared by Govt. from time to time. | Yes/No |

(Signature of tenderer)

End