

No.D.13023/1/2007-Genl.I
Government of India
Planning Commission
(General-I Section)

Yojana Bhavan, Sansad Marg,
New Delhi, February 23, 2007

TENDER NOTICE

Sub: Inviting Limited Tenders for Award of Contract for providing the manpower service for regulating movement and orderly parking of vehicles at Yojana Bhavan premises and Guards for the residences of VIPs/Sr. Officers of Planning Commission and office of the EAC to the Prime Minister at Vigyan Bhavan

Sealed quotations are invited in the prescribed proforma enclosed (attached) for providing the manpower services (only male) to Planning Commission for regulating movement and orderly parking of vehicles in the premises of Yojana Bhavan and for working as Guards at the residences of VIPs/Sr. Officers of Planning Commission and office of the EAC to the Prime Minister at Vigyan Bhavan. The Terms and Conditions for award of the contract are given in the Annexure.

2. Interested firms/agencies may submit their quotations along with the Earnest Money Deposit (as specified in the Terms & Conditions) by 1500 hours on March 12, 2007. The tenders will be opened at 1530 hours in Room no. 344 at Yojana Bhavan on the same day i.e. March 12, 2007, in the presence of such tenderers or their authorized representatives who wish to be present.

[RAVJIT SINGH]
Under Secretary to the Government of India

Encls: as stated above.

Terms and Conditions for award of the contract for supply of manpower services for regulating movement and orderly parking of vehicles in the premises of Yojana Bhavan/Office of EAC to Prime Minister at Yojana Bhavan/residences of VIPs/Sr. Officers of Planning Commission

1. The tenders should be submitted, in prescribed proforma, on company letter head along with Earnest Money Deposit (EMD) of Rs.35,000/- (Rupees Thirty-five thousand only) in the form of Pay Order/Banker's Cheque from a commercial bank, drawn in favour of "Pay & Accounts Officer, Planning Commission, New Delhi", which should remain valid for a period of 45 days beyond the final bid validity period. If the Pay Order/Banker's Cheque is found to be drawn in favour of any other authority, the tender will be liable to be rejected out-right. The EMD will be returned after finalization of the contract. Any tender received without EMD will also be out rightly rejected.
2. The tenderer should produce the copies of firm's Registration Licence, Labour Commissioner's Registration, Income tax Registration with PAN No., Service Tax Registration, ESI Registration, EPF Registration, etc.
3. The firm should have minimum three year's experience of providing manpower services in at least three government departments. A list of their clients should be submitted with the tender, along with proper proof.
4. The wages payable would not be less than those fixed under Minimum Wages Act, 1948. Government taxes, as applicable from time to time, shall be payable by this office.
5. Terms and Conditions, if any, that any tenderer wishes to specify should be clearly stated in the Tender Document and no further correspondence/clarification would be entertained.
6. Tenders incomplete in any form are liable to be rejected out right.
7. The sealed envelope should be captioned with the words "*Tender for Manpower Services for orderly parking and for Guards*".
8. Tenders can either be sent by the stipulated date and time by post to the Under Secretary (GA), Room No. 410, Yojana Bhavan, Sansad Marg, New Delhi-110001 or dropped in the Tender Box kept at the Reception Area of Planning Commission at Yojana Bhavan.
9. The **closing time and date for receipt of tenders will be 1500 hours on 12th March, 2007.** The tenders will be opened at 1530 hours in room no. 344 at Yojana Bhavan on the same day, in the presence of such tenderers or their authorized representative, who wish to be present.
10. Planning Commission reserves the right to reject all or any tender, in whole or in part, without assigning any reason.
11. In case the successful bidder declines the offer of contract, for whatsoever reason(s), the Earnest Money would stand forfeited.
12. The successful tenderer will be required to furnish the security deposit amounting to Rs.75,000/- (Rupees Seventy-five thousand only) within ten days from the date of acceptance of the tender. The security deposit shall be in the form of Fixed Deposit Receipt from a Commercial Bank, hypothecated in favour of the Planning Commission, Govt. of India and valid for a period of 60 days beyond the date of completion of the contract period. The security deposit would be refundable after the successful completion of the contract.

13. The successful firm shall furnish a list of the persons to be deployed along with their full names, father's name, full residential address, contact telephone number, etc. The firm will get police verification of the persons before deploying them on duty.
14. One of the persons shall act as Coordinator on behalf of the firm and would be responsible for immediate interaction between the Commission and the firm, so that optimal services are available without break/disruption. The firm shall convey the name of the person, who will act as Coordinator of the firm.
15. The working hours of the manpower for Yojana Bhavan shall be from 0900 hours to 1830 hours for five days in a week. The working hours at the residences of VIPs/Sr.Officers shall be round the clock with a shift of 8 hours having one Guard per shift for all the seven days in a week. In emergent cases, persons may be required to work beyond office hours and also on holidays, the payment for which would be made on pro-rata basis.
16. The persons should be well behaved and polite in nature and wear uniform provided by the firm.
17. If any Security Guard/Parking Man has to proceed on leave, even for a day, a suitable substitute will have to be provided by the selected firm, failing which, pro-rata rates per day will be deducted from the amount payable to the firm.
18. If at any point of time, the services of the Security Guards/Parking Men, being provided by the firm are noticed to be unsatisfactory or not of the expected level in any manner, the firm will be responsible to change them forthwith.
19. If any worker arrives late (or leaves early) but permitted to perform the duty, pro-rata deduction of the daily rate would be made on hourly basis. Any habitual late comer would be replaced by the firm immediately.
20. The firm, which is awarded the contract, shall have no right to revise the rates quoted by them in the Tender Document during the period of contract.
21. Selected firm will be responsible for the timely payment of wages to their workers.
22. The bills raised by the firm should have all tax registration numbers printed on the bill. Validity of the tax registration during the period of contract shall be the sole responsibility of the firm.
23. The firm shall undertake to provide the services on a regular basis, failing which, the Earnest Money and such amount that may be due from this Commission to the firm, shall stand forfeited.
24. The workers would be required to sign attendance register both at the time of arrival and departure with Caretaker of Yojana Bhavan.
25. The engagement of the manpower is mainly for regulating movement and orderly parking of vehicles. However, the Planning Commission would be free to utilize the services of the workers in any manner viz. Chowkidar, etc. and any other manual work as may be required and this decision would be unquestionable.
26. The Planning Commission will have full authority to discontinue the services of the firm, at any point of time, without giving any reason. The decision of the Planning Commission shall be final in this regard.
27. The number of persons, as mentioned in the table, may decrease or increase depending on the requirement, which shall be provided by the firm.
28. The firm shall be directly responsible for settlement of any dispute or grievance of the workers relating to service and any other matters that may arise during the period of the contract and Planning Commission shall in no way be responsible for settlement of such issues.

29. The contract will be valid for a period of one year from the commencement of the contract. The Planning Commission however, reserves the right to conduct performance review at any time during the contract period and deficiencies, if any, noticed will be required to be rectified by the firm and compliance reported.
30. The term of the contract, on its expiry, may be extended for further period, on request by the firm, on the same terms and conditions, on the basis of performance review of the firm at the end of the contract period.
31. The Planning Commission reserves the right to suo-moto terminates the contract by giving one month's notice at any point of time, without assigning any reason.

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Government of India
Planning Commission

Tender Document for Manpower Services for Orderly Parking in Yojana Bhavan and Guards for the residences of VIPs/Sr. Officers of Planning Commission & Office of EAC to the PM of India, Vigyan Bhavan, New Delhi

TO BE OPENED ON 12TH MARCH, 2007 (MONDAY)

1. Name of the firm _____
2. Complete address _____
3. Telephone No.(s) _____
4. Amount per person (inclusive of ESI, EPF & Other statutory liabilities)

Sl. No.	Place of duty	Duty hours	Rate per person/month (inclusive of ESI,EPF & other statutory liabilities)
1.	Yojana Bhavan premises	0900hrs to 1730hrs – five days in a week (8.30 hrs per day)	Rs.
2.	Residences of VIPs/Sr. Officers	<u>For each location</u> Round the clock duty (Shift – 8 hrs, 1 Guard per shift) 7 days in a week	Rs.

5. Service Charge (if any) _____

A Bank Draft/Pay Order bearing no. _____ for Rs.35,000/- drawn in favour of Pay & Accounts Officer, Planning Commission is sent herewith as Earnest Money against this tender. I agree to abide by the terms and conditions as stipulated in letter no. D.13023/1/2007-Genl.I dated 23.2.2007.

Signature of the Tenderer with Company Seal
NAME :

Date :

Place :