

No.A.14011/2/2009-DWS-II
Government of India
Ministry of Rural development
Department of drinking Water Supply

8th floor, Paryavaran Bhawan,
CGO Complex, Lodhi Road,
New delhi-110003
Dated : 14th October, 2009

To

- 1) Vinayak Courier Pvt. Ltd.
45/6, Basement, East Patel Nagar,
New Delhi.
- 2) M/s. Vishal International
219, Paras Bazar
Gali Ghante Wali
Chandni Chowk
Delhi-110006
- 3) B N Service Provider
217, Vardhman Diamond Plaza
3, D B Gupta Road
Motia Khan, Paharganj
New Delhi-1100055
- 4) SMSB Contractors
B-8/24, Krishna Nagar
Delhi-110051
- 5) A K Enterprises
C/o. Vishal House
104/1, East Azad Nagar
Gali No.9
Delhi-110051
- 6) Indo Mail Services,
47/13 Basement Old Rajender Nagar,
New Delhi.
- 7) Proactive Cargo & Logistics,
214, DDA Flat Pkt -1, Sector -23,
Dwarka, New Delhi.
- 8) Elite Mangement Services,
Flat No.14, Lower Ground Floor,
Krishna Market, Lajpat Nagar,
New Delhi.
- 9) Akash Ganga Courier Ltd.
16/194, 2nd Floor, Faiz Road,
Karol Bagh,
New Delhi-110005.
- 10) BSA Citi Courier Pvt. Ltd.
B11/2,
Okhla Industrial Estate,
Delhi.

11) Courier N Cargo Alliance Private Ltd.
4/1, Patel Nagar,
Delhi.

12) Aramex Courier India Pvt. Ltd.
B-6, Ground Floor,
Kalkaji,
Delhi.

Subject : Tender for award of contract for providing the services of Three wheeler with messenger driver.

Sir,

Sealed tenders are invited from reputed Manpower Agencies for outsourcing of Three Wheeler with Messengers driver on contract basis for distribution of Dak of Department of Drinking Water Supply concerning to various Government offices situated in Delhi/New Delhi:

Sl. No.	Name of the Post	Educational/ other Qualification	Skill Qualification
1.	Three Wheeler Messenger Driver	<ul style="list-style-type: none">• VIIIth Standard or more;• Should be able to read Hindi & English;• Should be young & active with good health.	<ul style="list-style-type: none">•Should be having good knowledge of location of various offices under Government of India.•Must have Driving License of Three wheeler/LMV issued by Competent Authority.•Must be male.

2. Age Limit: Not exceeding 30 years.

3. Period: Approximately for One year.

4. Security considerations:

The persons supplied by the agency should not have any Police records/criminal cases against him. The agency should make adequate enquiries about the character and antecedents of the person whom they are recommending.

5. Period within which manpower is to be supplied: Within 15 days of award of contract.

6. Terms and Conditions: As at **Annexure-I**.

7. The tenderers will fill up the technical details in the **Annexure-II** and financial information in **Annexure-III** shall consist of rates inclusive of all charges/service tax etc., based on minimum wages payable to the skilled worker under the Minimum wages Act. Both the Annexure can be put in a single cover while submitting the proposal to this Department.

8. The quotation shall be super-scribed as **“Quotation for providing Three wheeler with messenger driver.”** The quotation should be accompanied by an Earnest Money Deposit of Rs.5000/- (Rupees Five Thousand only) in the form of Bank Draft payable to the Pay & Accounts Officer, Ministry of Rural Development, New Delhi. The tender received without EMD will be rejected summarily. The EMD is returnable to the bidders after award of the contract. The successful tenderer will have to submit Performance Security Equivalent to 10% of the amount payable per year which will be forfeited in case of absence from duty/ misconduct on the part of manpower supplied by the agency. The amount will be payable through Bank Draft/ Bank Guarantee/ Fixed Deposit Receipts drawn in favour of Drawing & Disbursing Officer, Department of Drinking Water Supply, 8th Floor, Paryavaran Bhavan, New Delhi. The validity of the Bank Draft shall be upto 60 Days after the period of contacts.

9. The successful tenderer will have to enter into an Agreement with the Department.

10. You are therefore, requested to quote your rates in the proforma as per Annexure-III to this letter. The rates quoted by the tender should be inclusive all taxes/tariffs payable to Public authority. The quotation must reach in a sealed cover to the undersigned, 8th Floor, Paryavaran Bhavan, CGO Complex, New Delhi latest by **15.00 hrs on 30th October, 2009 positively**. The bids will be opened on same day at 16.30 hrs on the same day in the presence of representative of the bidders who wish to participate.

Yours faithfully

(K. Narayana Reddy)
Under Secretary to the Govt. of India
Tel : 24364780

Copy to :

Technical Director (NIC) for hoisting on Department's website www.ddws.nic.in

TERMS AND CONDITIONS

- (a) The Department may require the service provider to dismiss or remove from the site of work, any person or persons, employed by the service provider, who may be incompetent or may not conduct himself/ herself properly and service provider shall forthwith comply with such requirements.
- (b) The service provider has to provide the Photo Identity Cards to the persons employed by him/ her for carrying out the work. These cards are to be constantly displayed & their loss reported immediately.
- (c) All services shall be performed by persons qualified and skilled in performing such services.
- (d) The Service Provider shall replace, immediately any of its personnel (if they are unacceptable to the office because of security risk, incompetence, conflict of interest and breach of confidentiality or improper conduct) upon receiving written notice from office.
- (e) Office shall not be liable for any loss, damage, theft, burglary or robbery of any personal belongings, equipment or vehicles of the personnel of the service provider.
- (f) The service provider's personnel working should be polite, cordial, positive and efficient, while handling the assigned work and their actions shall promote good will and enhance the image of this office. The service provider shall be responsible for any act of indiscipline on the part of persons deployed by him.
- (g) The service provider shall not assign, transfer, pledge or sub contract the performance of services without the prior written consent of this office.
- (h) The service provider's personnel shall not divulge or disclose to any person, any details of office, operational process, technical know-how, security arrangements, administrative/ organizational matters as all are of confidential/ secret nature.
- (i) The service provider's person shall not claim any benefit/ compensations/ absorption/ regularization of services with office under the provision of Industrial Disputes Act., 1947 or Contract Labor (Regulation & Abolition) Act, 1970. Undertaking from the person this effect will be required to be submitted by the service provider to this office.
- (j) The person deployed shall not claim any Master & Servant relationship against this office.
- (k) The service provider shall ensure deployment of suitable persons from proper background after investigation by the local police, collecting proofs of identity like driving license, bank account details, previous work experience, proof of residence and recent photograph and withdraw such employees who are not found suitable by the office for any reasons immediately on receipt of such a request. The character and antecedents of each personnel of the service provider will be got verified by the service provider through Police/ District Authorities before their deployment and a certification to this effect submitted to the Ministry.
- (l) The service provider shall ensure proper conduct of his person in office premises, and enforce prohibition of consumption of alcoholic drinks, paan, smoking, loitering without work.
- (m) The service provider shall engage the necessary person as required by our office from time to time. The said persons engaged by the service provider shall be the employees of the service provider and it shall be the duty of the service provider to pay their salary every month. There is no Master & Servant relationship between the employees or the service provider and the Purchaser (Office). Further, the said person of the service provider shall not claim any absorption.

- (n) The transportation, food, medical and other statutory requirement in respect of each personnel of the service provider will be the responsibility of the service provider.
- (o) Working hours would be normally 9 hours per day including half hour lunch break between 9.00 A.M. to 6.00 P.M. during working days. However, the concerned person may have to work beyond office hours if, there is any urgency.
- (p) The personnel may be called on Saturday, Sunday and other gazette holiday, if required. They may be paid extra as per the rates approved by the office.
- (q) The service provider will submit the bill in triplicate in the 2nd week of the month. The payment will be released by the 1st week of the following month.
- (r) The service provider will provide the required personnel for a shorter period also, in case of any exigencies as per the requirement of the office.
- (s) The service provider shall provide a substitute well in advance if there is any probability of the person leaving the job due to his/ her own personal reasons. The payment in respect of the overlapping period of the substitute shall be the responsibility of the service provider. The Service Provider shall be responsible for contributions towards Provident Fund and Employees State Insurance, wherever applicable.
- (t) Payment to the service provider would be strictly on certification by the officer, with whom the concerned person is attached, that his services were satisfactory and attendance as per the bill preferred by the service provider. The Agency's workers will work under the overall supervision and direction of the authorized Officer of the Department.
- (u) The service provider shall be contactable at all times and message sent by e-mail/ Fax/ Special Messenger from Ministry to the service provider shall be acknowledged immediately on receipt on the same day.
- (v) The agency should be registered with the concerned Govt. Authorities, i.e. Labour Commissioner, Provident Fund Authorities, Employees State Insurance Corporation etc., and a copy of the registration should be submitted.
- (w) The agency should submit its PAN and Sales Tax Registration Number.
- (x) Escalation clause shall not be accepted on any grounds during the period the contract is in force.
- (y) The award of the Contract will be subject to the fulfillment of the conditions laid down in Rules 157, 158 and 160 of GFR, 2005 as amended from time to time.
- (z) Any dispute arising out of the contract will be settled within the jurisdiction of Delhi Courts.



TECHNICAL BID

Technical Bid should indicate the following information along with the self attested photocopies of these documents:

- I. Requirement as to Legal status of the tender
 - a) Profile of the Company:
 - b) Proof of Incorporation/ inception of the Agency
 - c) Registration for manpower supply
 - d) PF Registration details
 - e) ESI Registration details
 - f) PAN Number
 - g) Details of Registration with the Labour Commissioner
 - h) Any other relevant information

(Name and Signature of the authorized person
Of the firm alongwith the seal)

FINANCIAL BID

To

Subject: Quotation for award of contract for providing the services of Three wheeler with messenger driver for a period of one year.

Sir,

With reference to your letter No.A.14011/2/2009-DWS-II dated _____ on the subject mentioned above I/We quote the rate for above mentioned work as under:

Particular	Rate per month (In Rupees)	
	Amount (In Figure)	Amount (In Words)

I /We accept all the terms and conditions of your letter referred to above.

Yours faithfully,

(Authorised signatory)