

**TENDER DOCUMENT FOR PEON**

F. No. 26/2/2011-Genl. Admn.  
Government of India  
Ministry of Finance  
Department of Disinvestment

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**TENDER DOCUMENT**

For providing peons on Outsourcing Basis to Department of Disinvestment, Ministry of Finance.

**Manpower Agency**

Date & time for submission of Document: up to **12.00 PM on 12<sup>th</sup> June, 2015.**

Date & time for opening of Tender Documents: **03.00 PM on 12<sup>th</sup> June, 2015.**

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F. No. 26/2/2011-Genl. Admn.  
Government of India Ministry of  
Finance Department of  
Disinvestment

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Block No. 11 & 14, CGO Complex,  
Lodhi Road, New Delhi-110003.

Dated the 22<sup>nd</sup> May, 2015

**TENDER NOTICE**

Sealed tenders are invited by Ministry of Finance, Department of Disinvestment under two bid system i.e. technical bid and financial bid from reputed experienced and financially sound service providers for providing peons in the Department of Disinvestment, CGO Complex, Lodhi Road, New Delhi. The contract will be initially for one year from the date of taking up of supply of manpower in pursuance of contract unless extended further by mutual consent of the Department and service provider, on the same terms and conditions.

The present requirement is for 14 (fourteen) peons. However, the number may be increased or decreased depending on the requirement of the Department.

2. Complete Tender Documents can be downloaded from the website of this Department ([www.divest.nic.in](http://www.divest.nic.in)) as well as from the CPP Portal (<http://eprocure.gov.in/ppp>).

3. Interested Service Providers may submit the tender documents complete in all respects along with Earnest Money Deposit (EMD) of ₹30,000/- in the form of Account Payee Demand Draft/ Bankers Cheque drawn in favour of DDO, Department of Disinvestment, in a sealed cover addressed to Under Secretary (Admn.) and delivered in Room No. 215, Block No. 11, CGO Complex, Lodhi Road, New Delhi-110003. Bids shall not be considered in case the EMD is not submitted along with the required documents and would be rejected summarily. The last date of submission of tender and time of receipt of Tender is **12.00 O'clock on 12<sup>th</sup> June, 2015. Tender received after this deadline shall not be entertained under any circumstances whatsoever.**

4. The Department of Disinvestment reserves the right to amend or withdraw any of the terms and conditions contained in the Tender Document or to reject any or all tenders without giving any notice or assigning any reason. The decision of the Joint Secretary (Admn.), Department of Disinvestment in this regard shall be final and binding on all.

(Ashish Kumar)  
Under Secretary to the Government of India  
Tel: No. 2436 8785

Copy to:

1. Notice Board.
2. NIC-for display on website of DoD & CPP Portal.

- (A) General terms and conditions for the contract are as under: -**
- (i) The service provider will be responsible for the conduct and behavior of the persons engaged as peons. **The candidates must be at least 10<sup>th</sup> Standard pass from a recognized Board/University and should have reading knowledge of English.**
  - (ii) **The service provider should have an experience of at least three years in providing the services of supply of manpower in the relevant field. The service provider must have a total turnover of Rs. 30 lakh per year for last three financial years.**
  - (iii) The service provider shall furnish a list of the workers deployed along with their **full names, fathers' husband 's name, date of birth, full residential address (present and permanent) Contact No. etc.** **The service provider shall be responsible to get the character and antecedents of the Workers verified by Police** before deploying them in the Department of Disinvestment. The authenticated copies of the police verification certificate/documents of the workers, who are to be deployed in this Department, shall be submitted by the service provider to this Department. This Department also reserves the right to get the staff verified by the Police, if necessary.
  - (iv) The service provider will also ensure that workers deployed in this Department are medically fit and keep record of their medical fitness. The company shall withdraw such workers and supervisors, who not found suitable by the Ministry for any reasons, immediately on receipt of such request from Ministry. The copies of medical fitness certificate of the workers, who are to be deployed in this Department, shall be submitted by the successful bidder to this Department.
  - (v) The service provider shall appoint a coordinator, who would be responsible for immediate interaction with the Department of Disinvestment and the service provider, so that optimal services are available without disruption.
  - (vi) The workers deployed shall be required to report for duty at 9.00 AM on the working days to the Section Officer (Admn.), Department of Disinvestment and to work until 5.30 PM or more as per instructions of US (Admn.).
  - (vii) The working hours of the workers shall be from 9.00 AM to 5.30 PM on the basis of 5 working days in a week (from Monday to Friday). The workers shall have to sign the Attendance both at the time of arrival and departure in attendance register as well as biometric machine.
  - (viii) **In emergent situations the services of the workers may be required on Saturdays/Sundays/Holidays also.**
  - (ix) If any extra services are provided viz., additional workers, additional hours of duty, duty on holidays, the service provider may claim the dues in terms of minimum wages prescribed.
  - (x) If any worker arrives late or leaves early, a deduction of the daily rate shall be made on half-day basis.
  - (xi) The persons engaged will observe office discipline and decorum and shall not misbehave with any official.

- (xii) If any point of time, any worker abstains himself/herself, a substitute shall be provided by the service provider immediately.
- (xiii) In case, any worker is absent on a particular day and substitute is not provided, daily rate/pro rate shall be deducted from the bill for the month.
- (xiv) If, at any point of time, the services of any worker being provided by the service provider are found to be unsatisfactory or not to the expected level in any manner, the service provider shall change the worker immediately.
- (xv) The service provider shall be directly responsible for settlement of any dispute or grievance of the workers relating to their deployment in the Department of Disinvestment and any other matters that may arise and this Department, in no way, be responsible for settlement of such issues/disputes.
- (xvi) Any liability regarding payments of wages to the workers arising due to non-compliance with any human loss/injury during the course of work will be sole and personal responsibility of the service provider. **The successful service provider/contract shall submit a, notarized affidavit on a stamp paper of appropriate value to the effect that the service provider undertakes to pay Minimum Rates of Wages to the workers engaged as per applicable orders of Govt. of NCT, Delhi and to enhance the rates, as and when it revised as well as all the statutory dues w.r.t. ESI, EPF etc., to this Department. The service provider will submit the copies of the PF statement/Pass Book, ESI Card and S. tax challans along with monthly bill, without which the payment may not be released.**
- (xvii) **The successful bidder will submit an undertaking in form of duly executed affidavit to deposit EPF contribution of the Employer and Employee in the EPF Account of the workers every month.**
- (xviii) The successful bidder will also submit an undertaking in form of duly executed affidavit to the effect that if the contractor does not provide copies of depositing Employer and Employees share in the EPF Account of the employee, he will not be entitled for these payments.
- (xix) The successful bidders will also submit an undertaking in the form of duly executed affidavit to comply with the instruction relating to payment of EPF in respect of those employees who are not in excluded category as per instruction issued by the Government on the subject.
- (xx) The employer's share of EPF will not be paid to the contractor for those workers, who are in the excluded category of EPF contribution as per latest guidelines issued by Ministry of Labour & Employment in this regard.
- (xxi) At present 11workers are proposed to be deployed but the number may vary depending on requirement at the particular moment.
- (xxii) The deployment will be for a maximum period of one year, which may vary depending upon performance of the service provider and the requirement of the Department.
- (xiii) The service provider shall make an undertaking to provide the services for the entire duration regularly failing which the Performance Security Deposits and

such other amount that may be due from this Department to the service provider shall stand forfeited.

- (xxiv) If, at any point of time, the services being provided by the service provider are found to be unsatisfactory in any manner, the Department of Disinvestment will have full authority to discontinue the services of the service provider by giving notice of 15 days. The decision of the Department of Disinvestment in this regard shall be final and binding on the service provider.
- (xxv) The contract does not amount to employment with the Government nor confer any right on the service provider or the workers engaged by service provider, nor any representation by the Government as to the possibility or preference in employment at any time in future in respect of security and other personnel of the service provider in any office/establishment of the Government.
- (xxvi) There shall be no representations of any kind, implied or otherwise, of any automatic absorption, regularization, continued engagement or concession or preference for employment security or other persons engaged by the service provider/service provider for any engagement, service or employment in any capacity, in any office or establishment of the Government.
- (xxvii) The workers shall not be entitled for any financial benefits that are admissible to regular employees of the Department of Disinvestment. However, the service provider is required to pay wages to the workers engaged strictly as per the Minimum Wages Act modified from time to time including EPF, ESI and other social security schemes of the Government of NCT of Delhi and Ministry of Labour. The wages to the workers would be dynamic. The weekly rest etc. should also be allowed to workers as per statutory provisions. This is required to be quoted by all bidders at the time of submitting bids, which would be increased as and when increased by the Government authorities. All the statutory requirement such as obtaining valid Labour License on the basis of contract letter and compliance of all the provisions of social security legislations in general and provisions of the Contract Labour (Regulation & Abolition) Act, 1971 and the Contract Labour (R&A) Rules, 1972 in particular are required to be complied with by the service provider. **The service provider would quote Service Charge for providing services of workers for this Department over and above the statutory payments to be made to each other, so deployed.** Except the Administrative Service Charges, quoted by the service provider, no other amount is to be retained by the service provider out of the minimum wages, EPF, ESI etc. as mandated by the statutory provisions on the subject. The proof of depositing the service tax with the appropriate authorities has to be submitted to this Department periodically.
- (xxviii) **The Administrative Service Charges per worker quoted by the service provider in the financial bid shall be commensurate with the administrative and supervisory effort required for executing the contract.**
- (xxix) The rates of wages and the consequential revision in the statutory contribution on workers' wages will be revised by this Department from the date of statutory revision in minimum wages of the worker and in case of revision in the rate of contribution on workers' wages (i.e. EPF, ESI etc.) by the Delhi Government/Central Government, whatsoever may be the case. However, there

will be no subsequent increase in the Administrative Service Charges quoted by the service provider.

(xxx) Complementary service by any service provider is not acceptable. If any service provider quotes Administrative service Charges as zero/nil, it shall not be treated as a valid quote and shall summarily result in dismissal of the financial bid even though the service provider otherwise is technically qualified.

**(xxxi) The service provider should be registered with ESI, PF, Service Tax, Work Contract Tax, Labour License & PAN with the concerned authorities.**

(xxxii) The service provider shall comply with all relevant laws and the Rules made there under viz. Income Tax, ESI Act, PF Act, Factories Act, ID Act and Contract Labour (Regulation & Abolition) Act. Private security Agencies (Regulation Act, 2005) and Private Security Agencies Central Model rules, 2006. Payment shall be conditional on fulfillment of the provisions of these Acts and the rules framed there under.

(xxiii) The service provider must be registered under Contract Labour Act and must have the valid labour license for at least 150 workers from the competent Licensing officer under the provisions of the Contract Labour (regulation & Abolition) Act 1970 and the Contract Labour (Regulation & Abolition) Central Rules, 1971

**(xxxiv) The payment of wages to the workers have to be made by the service provider in accordance with the provision of Section 21 of the service provider labour (Regulation & Abolition) Act, 1970. The provisions of the said section are given as under:**

**“21. Responsibility for the payment of wages :**

- (1) A service provider shall be responsible for payment of wages to each worker employed by him as contract labour and such wages shall be paid before the expiry of such period as may be prescribed.
- (2) every principal employer shall nominate a representative duly authorized by him to be present at the time of disbursement of wages by the service provider and it shall be duty of such representative to certify the amounts paid as wages in such manner as may be prescribed.
- (3) It shall be the duty of the service provider to ensure the disbursement of wages in the presence of the authorized representative of the principal employer.
- (4) In case the service provider fails to make payment of wages within the prescribed period or makes short payment, then the principal employer shall be liable to make payment of wages in full or the unpaid balance due, as the case may be to the contract labour employed by the service provider and recover the amount so paid from the service provider either by deduction from any amount payable to the service provider under any contract of as a debt payable by the service provider.”

(xxxv) The service provider will make payment of wages to the workers by 7<sup>th</sup> of every month.

(xxxvi) In case of failure to make payment of wages to the workers within the prescribed period or making short payment by the service provider, the Performance

Security Deposit amount deposited by the service provider with the Department will be forfeited. The service provider will also be blacklisted.

(xxxvii) The Contract can be renewed at the appropriate time depending upon the requirement of the Department and performance of the contracting service provider during the contract period.

(xxxviii) Department of Disinvestment reserves the right to reject any/all offers without assigning any reason thereof.

**(Ashish Kumar)**  
**Under Secretary to the Government of India**  
**Tel. No. 24368785**

**(B) TECHNICAL BID QUALIFICATION CRITERIA**

The Tendering Agency/ Service provider must fulfill the following technical specifications in order to be eligible to be clearing the technical evaluation of the bid:

- (a) The office of the service providers should be located either in Delhi/ New Delhi.
- (b) In case of partnership firm, a copy of partnership deed, or General Power of Attorney (GPA) duly attested by a Notary Public should be furnished on stamped paper dully sworn in and affirmed by all the partners admitting execution of the partnership agreement of the GPA. The attested copy of the certificate of registration of service provider should also be furnished along with the tender.
- (c) The service provider should have **an experience of at least three years in providing the services of supply of "Peons" at least in three Govt. Ministries/Department/PSU/reputed companies.** A complete list of clients served during the last 3 years (year -wise) shall be provided along with the value of contracts executed.
- (d) The total turnover of the service provider for providing 'peons' for each of the years during the preceding 3 (three) financial years should not be less than Rs. 20 lakh (rupees thirty lakh only) each year. **Copies of turn over statements duly certified by the authorized person are to be furnished with the technical bid and copies of Income Tax Returns for the last two years, i.e. 2012-13 and 2013-14 should also be submitted.**
- (e) The service providers should have their own Bank Account. The certified copy of the account maintained for the last one year issued by the Bank shall be furnished with bid documents.
- (f) The interested service providers/bidders should also be registered with ESI, PF Service Tax, Labour and Income Tax, Authorities. Certified copies of the registration shall be furnished the bid documents.
- (g) Self attested copy of the PAN card of the bidding service providers shall be furnished with the bid document.
- (h) The service providers/bidders should not have been blacklisted by any Ministry/Department of the Government of India. The tendering service provider/bidders shall have to give a notarized affidavit on a stamp paper of appropriate value to the effect that they have not been blacklisted or their business dealings with the Government Ministries/Department have not been banned. The affidavit should be furnished with bid documents.
- (i) The organization must undertake to provide clearance from police authorities in respect of the workers. The undertaking should be furnished with bid documents.
- (j) The service provider/bidder must undertake to pay Minimum Rates of Wages to the workers engaged as per applicable orders of Govt. of NCT of Delhi and to enhance the rates, as and when it is revised. The tendering service providers/bidders shall have to give a notarized affidavit on a stamp paper of appropriate value to the effect that the service provider undertake to pay Minimum Rates of Wages to the workers engaged as per applicable orders of Govt. of NCT of Delhi and to enhance the rates as and when it is revised as well



as all the statutory dues w.r.t. ESI, PF etc. The affidavit should be furnished with bid documents.

- (k) A copy of the tender document should be duly signed and stamped by the bidder in all pages thereby conveying his/her acceptance of all the terms and conditions mentioned therein, and submit it with the technical bid document.
- (l) If it is found that the information/certificates furnished by the participating service provider is incorrect/wrong or bogus, the service provider shall be blacklisted, its bids will be ignored and EMD /Performance security will be forfeited.

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**(C). PROFORMA FOR TECHNICAL BID**

**APPLICATION FOR PROVIDING THE SERVICES OF 'PEONS' TO THE DEPARTMENT OF DISINVESTMENT, MINISTRY OF FINANCE.**

<b>Criteria</b>	
1.	Name of Agency
2.	Nature of the company  (i.e. Sole Proprietor or Partnership service provider or a Company or a Government Department or a Public Sector Organization)
3.	Full Address of Reg. Office Tele No. Fax no. Email Address
4.	Full Address of Operating/Branch office in Delhi Tele No. Fax no. Email Address
5.	Bank of Agency with full address (Attach Bankers certificate of account maintenance for the last two years)  Tele. No. of Bank
6.	Registration No. of the Agency/Service provider
7.	PAN of the Service provider
8.	Statutory requirements:-  (a) Whether the service provider/company is registered with Labour Department of State Government/UT Administration.  (b) Whether the service provider Company is registered under the Employees' State Insurance Act, 1948.  (c) Whether the service provider/company is registered with under the Employees' Provident Fund & Miscellaneous Provision Act, 1952.

9.	ESI, PF, Service Tax Labour Registration No.  (Dully attested relevant documents should be furnished with technical bid document)	(i)  (ii)  (iii)  (iv)
10.	Service Tax paid during FY 2012-13 & 2013-14	
11.	Financial Turnover of the last two FY and IT returns of the agency for FY 2012-13 & 2013-14	
12.	Documents supporting the experience of the service provider (for at least last 3 years)	
13.	Certificate of satisfactory performance from the organization to whom the service was provided	
14.	Affidavit by the service providers to pay Minimum Rates of Wages to the workers engaged as per applicable orders of Govt. of NCT, Delhi and to enhance the rates, as and when it is revised.	
15.	Undertaking by the service provider to provide clearance from police authorities in respect of the workers.	
16.	Affidavit by the service provider that it is not blacklisted etc.	

Signature of Authorized Signatory

Date:

Name:

Place:

Seal service provider/company:

**Declaration**

I ----- S/o -----  
Proprietor/Director of the Service provider/company, mentioned above, is competent to sign this declaration and execute this tender.

2. I have carefully read and understood all the terms and conditions, as mentioned in the tender documents, and undertake to abide by them.

3. The information/documents furnished along with the above application are true and authentic to the best of my knowledge and belief. I/We am/are well aware of the fact that furnishing of any false information/document would lead to rejection of my/our tender besides liabilities for prosecution under appropriate law.

Full Name and Signature of Authorized Signatory

(Seal of Service provider/Company)

Place:

Date:

**(D) FINANCIAL BID**

(i) Complementary service by any service provider is not acceptable. If any service provider quote the Administrative Service Charges as zero/nil, it shall not be treated as a valid quote and shall result in summarily dismissal of the financial bid even though the service provider otherwise technically qualified.

(ii) The Administrative Service Charges per worker per month quoted by the service provider in the financial bid shall be commensurate with the administrative and supervisory efforts required for executing the contract.

(iii) The bidder shall quote monthly wages rate per worker, which is not less than the minimum wages prescribed by the Govt. of NCT of Delhi under Minimum Wages Act, 1948.

(iv) This Department shall make payment of the minimum wages prescribed by the Government of NCT of Delhi under Minimum Wages Act, 1948 and the statutory contributions on worker's wages to the bidder even if the bidder quote more monthly wages rate per worker than the minimum wages prescribed by the Govt. of NCT of Delhi under Minimum Wages Act, 1948.

(v) The financial bid will be evaluated and L1 will be decided on the basis of the "Service provider's Administrative Service Charges per worker per month" quoted by the service provider.

(vi) The experience and performance of the bidders for providing services of supply of "Peons" in the Central Government Ministries/Departments/PSUs shall be considered, if necessary, at the time of evaluation of financial bid.

(vii) The Department shall correct (increase or decrease) the rates of statutory payments if there is a variation in the rates quoted by the bidder and those notified by the Govt.

**(E) PROFORMA FOR FINANCIAL BID**

To,

The Under Secretary (Admn.)  
Ministry of Finance  
Department of Disinvestment  
Block No. 11  
CGO Complex, Lodhi Road  
New Delhi

Sub: Quotation for award of contract for providing 'Peons' - reg.

Sir,

With reference to your Letter No. ----- dated -----  
on the subject cited above I/We quote the rates for above mentioned work as under: -

Sl. No.	Rate (Per month per person)	
1.		Daily Wage Rate not less than as per MWA, 1948
2.		Employees Provident Fund @ % of 1 above
3.		Employees State Insurance @ % of 1 above
4.		Service Tax Liability @ % of
5.		Any other liability (Pl. indicate)
6.		Service providers Admn./Service Charge
Total Column (1 to 6)		

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

Yours' faithfully

(Name /Seal of service provider/company)