

F.No. 1-90/2012/NCW (Admn.)
National Commission for Women
4, Deen Dayal Upadhyaya Marg
New Delhi-110 002

23rd October, 2012

T E N D E R

Sub: Engagement of one (01) Peon on monthly contract basis.

This office is interested in having a contractual arrangement with a suitable placement agency/service provider for providing the services of one peon on monthly contract basis. The general terms and conditions are as under.

- The contract shall be **initially for six months** and can be renewed further depending upon the requirement of the Commission. However, the office shall have the right to terminate the contract by giving 15 days notice before expiry of the period without assigning any reason what so ever.
- The person engaged must be in the age of between 18-30 years with at least matriculation passed and preference will be given to those who have computer knowledge.
- The manpower supplied by service provider should not have any police record/criminal cases against him. The service provider should make adequate enquiries about the character and antecedents of the person whom they are recommending.
- The service provider firm shall have experience in the similar job for more than three years and presently having 02-03 contracts with various Govt. Departments.
- The selected agency shall be solely responsible for complying with all statutory obligations including minimum wages Act etc.
- The agency shall not engage the service to any sub-contractor or transfer the contract to any other person.

- The agency shall be fully responsible and answerable to the Commission for the performance of the contract entrusted to them under the contract and also for any act of commission and/or omission on the part of the worker deployed by them.
- It may also be ensured that the person so engaged will observe office discipline and decorum and may not misbehave with any official.
- The service provider's personnel shall not divulge or disclose to any person any details of office files/appeal memos information, technical literature, documents, operational systems of this office etc as well as confidential data's to any other person in any case.
- The service provider shall engage the necessary person as required by the Commission from time to time under the contract. The person so engaged by the service provider shall be the employee of the service provider and it shall be the duty of the service provider to pay their salary every month.
- The working hours should be normally 9.00 AM to 6.00 P.M during working days. However in case of emergency the personnel may be directed to attend the duty beyond 06.00 P.M in that case no overtime is admissible to him.
- The payment to the service provider would be strictly on certification by the officer with whom he is attached, that his service were satisfactory and attendance as per the attendance sheet enclosed with the bill preferred by the service provider.
- In case of service are not given for a particular day by any person, proportionate recovery will be made at the quoted rate of monthly rupees per person divided by thirty days. Similarly proportionate payment will be paid in respect of a worker who is absent from his duty during the day/ month. However, service provider before doing the same should take adequate steps well in advance to arrange substitute person in case of any man power going on leave.

- Any liability regarding payments to the worker, or arising due to non compliance with any of the labour laws or due to any human loss/injury during the course of work will be the sole and personal responsibility of the contractor.
- The service provider/contractor should submit two sealed cover containing technical information as per Annexure –I and Financial bid as per Annexure-II in two separate envelopes.
- An earnest money of Rs. 2000/- (Rs Two Thousand Only) must be deposited in form of Demand Draft pay to ‘PAO National Commission for Women’. The particulars of the earnest money deposited must also be superscribed on the be of the envelope by indicating the DD No. and dated. The tenders shall not be considered if earnest money is not being deposited with the trader.
- The successful contractor shall have to submit performance security by way of fixed deposit of Rs. 6000/- which shall be valid for 15 months from the date of execution of contract.
- The last date of submission of tender along with credentials strictly as per Annexure –I and II on or before 2nd November, 2012 before 17.00 hrs. Personally to the undersigned. However, this office has right to modify, cancel any tender without assigning any reason thereof.

Sd/-
Under Secretary

Copy to Notice board/website

NAME OF THE COMPANY WITH FULL ADDRESS

TECHNICAL BID

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

1. Profile & work experience of the company.
2. Proof of incorporation/inception of the agency.
3. Registration for man power supply
4. PF Registration details
5. ESI Registration details
6. Copy of PAN Number/certificate.
7. Service Tax Registration Number.
8. Details of Registration with Labour Commissioner.
9. Any other relevant information

Date:

Name and signature of the authorized person
Of the company along with seal and designation

Financial Bid

To
National Commission for Women
4,Deen Dayal Upadhyay Marg,
New Delhi

Sub: Quotation for award of Contract for Providing Services of one Peon.

Sir,

With reference to tender enquiry No1-90/2012/NCW (Admn.) dated---
23.10.12 on the subject mentioned above I/we quote the rate for above
mentioned work as under.

Rate per person, per month(inclusive of all charges except service Tax)
Rs. ----- (in figures)
Rs. (in words)
Total amount payable for one person Rs.

Date:

Name & signature of the Authorized Person
Of the firm along with seal and designation