



**Government of India
Ministry of Communications & IT
Department of Telecommunications
National Institute of Communication Finance
ALT Complex, Ghaziabad**

No.2-1/DG/2012-NICF (Ghitorni)

Date: 02.05.2012

NOTICE INVITING TENDER

Sealed Tenders are invited on behalf of the President of India for providing **Services of cleaning, Sweeping, office maintenance and moving papers /dak etc** in National Institute of Communication Finance, Mehrauli Gurgaon Road Ghitorni, New Delhi-110047 for a period of one year and to be extendable for a further period as decided by competent authority. The method of submission of tender, amounts of Earnest Money / Security Deposit and General Terms and Conditions applicable to contract has been mentioned in Annexure – I. The work is to be performed strictly as per parameters/ technical specifications given in Part –I of Annexure – II. The terms and conditions specific to the contract have been mentioned in Part – II of Annexure-II. The proforma for submission of tender has been given in Annexure – III (for Technical Bid) and Annexure – IV (for Financial Bid) to this Notice Inviting Tender. The schedule of tender is given as under:-

2.Schedule of Tender

Tender No. :**2-1/DG/2012-NICF (Ghitorni)**

Last Date & Time of Receipt up to 15.00 hours on 25.05.2012
of Tender

Amount of Earnest Money Deposit as per Clause 3 of Annexure – I:
Rs.7500/- (Rupees Seven Thousand Five Hundred Only)

Date & time of opening of Tender:at 15.30 hours on 25.05.2012

Venue : O/O Director General, NICF,
Room No.404, ALT Complex,
Ghaziabad

3. The Tender Form along with terms and conditions can be had free of cost from the undersigned, in this office on any working day upto 13.00 hours on 25.05.2012.
4. The tenders completed in all respects must in all cases be received in this office before date and time indicated in the Schedule of Tender in para 2 above. The tenders received after the scheduled date and time will be rejected outright. The tenders can be put in the box kept for this purpose in the office of Director General, Room No.404, ALT complex, Ghaziabad on all working days till the last date of submission. All outstation tenders should be sent by registered post and only one tender should be kept in one cover.
5. The schedule of tender and tender document are also available for download on our website: www.dot.gov.in/www.nicf.gov.in

(Balmiki Jena)
CAO
NICF, Room No.404,
ALT Complex,
Ghaziabad – 201 002
Ph.No.0120-2728349

ANNEXURE – I

TENDER NO. 2-1 /DG/2012 – NICF (Ghitorni)

DEPARTMENT OF TELECOMMUNICATIONS

GENERAL TERMS AND CONDITIONS

Sub: Notice Inviting Tender for providing **Services of cleaning, Sweeping, office maintenance and moving papers /dak etc** in National Institute of Communication Finance, Mehrauli Gurgaon Road Ghitorni, New Delhi-110047

- 1. Parties:-**The parties to the Contract are the Contractor (the tenderer to whom the work is awarded) and the Government of India through the Director General , National Institute of Communication Finance, ALT Complex, Ghaziabad for and on behalf of the President of India.
- 2. Addresses:-** For all purposes of the contract including arbitration there-under, the address of the Contractor mentioned in the tender shall be final unless the Contractor notifies a change of address by a separate letter sent by registered post with acknowledgement due to the National Institute of Communication Finance, ALT Complex Ghaziabad . The contractor shall be solely responsible for the consequences of any omission or error to notify change of address in the aforesaid manner.
- 3. Earnest Money:**
 - 3.1 Earnest Money of Rs. 7500/- (Rupees Seven Thousand Five Hundred Only) must be deposited by bidders in the form of Demand Draft drawn in favour of National Institute of Communication Finance, Ghaziabad and should be submitted along with the Technical Bids of their tenders.
 - 3.2 No request for transfer of any previous deposit of earnest money or security deposit or payment of any pending bill held by the Department in respect of any previous work will be entertained.
 - 3.3 Tenderer shall not be permitted to withdraw his offer or modify the terms and conditions thereof. In case the tenderer fails to observe and comply with the stipulations made herein or backs out after quoting the rates the aforesaid amount of earnest money will be forfeited to the Government.
 - 3.4 The tenders without Earnest Money Deposit will be summarily rejected.
 - 3.5 No claim shall lie against the Government/ Department in respect of erosion in the value or interest on the amount of earnest money deposit or security deposit.

4. Preparation and Submission of Tender:

The tender should be submitted in two parts namely Technical Bid along with the proof of Earnest Money Deposit (in form given in Annexure – III) and Financial Bid (in form given in Annexure – IV) and each should be kept in a separate sealed cover. Both the bids sealed in separate covers should be kept in another sealed cover addressed to the Director General, National Institute of Communication Finance, ALT Complex, Ghaziabad. **The outer envelope containing sealed cover should bear the address, Tender Number and date, subject of tender, date and time of opening of the same and inverted Comas “for Ghitorni New Delhi-110047”. The inner envelopes should be super-scribed with Tender Number, subject of Tender, whether the envelope is containing “Technical Bid” or “Financial Bid” and date of opening of tender and in inverted Comas “for Ghitorni New Delhi-110047”.**

5. Signing of Tender:

Individual signing the tender or other documents connected with contract must specify whether he signs as:-

- (a) A “sole proprietor” of the concern or constituted attorney of such sole proprietor.
- (b) A partner of the firm, if it be a partnership firm, in which case he must have authority to execute contracts on behalf of the firm and to refer to arbitration disputes concerning the business of the partnership either by virtue of the partnership agreement or by a power of attorney duly executed by the partners of the firm.
- (c) Director or a principal officer duly authorized by the Board of Directors of the Company, if it is a Company.

Note:

- (1) In case of partnership firms, a copy of the partnership agreement, or general power of attorney duly attested by a Notary Public, should be furnished on stamped paper duly sworn or affirmed by all the partners admitting execution of the partnership agreement or the general power of attorney. The attested copy of the certificate of registration of firm should also be enclosed along with the tender.
- (2) In the case of partnership firms, where no authority to refer disputes concerning the business of partnership firm has been conferred on any parties the tender and all other related documents must be signed by all partners of the firm.
- (3) A person signing the tender form or any documents forming part of the tender on behalf of another person should have an authority to bid on behalf of such other

person and if, on enquiry it appears that the persons so signing had no authority to do so, the Director General, NICF may, without prejudice cancel the contract and hold the signatory liable for all costs, consequences and damages under the civil and criminal remedies available.

- (4) The tenderer should sign and affix his firm's stamp at each page of the tender and all its Annexures as the acceptance of the offer made by the tenderer will be deemed as a contract and no separate formal contract will be drawn. **NO PAGE SHOULD BE REMOVED/ DETACHED FROM THIS NOTICE INVITING TENDER.**

6. Technical Bid:-

- 6.1 The Technical bid should be submitted in form given in Annexure – III along with the original Demand Draft for Earnest Money for the amount indicated above along with full details of technical facilities for executing the work and other information sought for in the Annexure – II.
- 6.2 The Contractor should have a valid license to run the services as required by Law.
- 6.3 **The firm must be registered under EPF and ESI scheme.**

7. Financial Bid:

- 7.1 The Financial Bid should be submitted in form given in Annexure IV in a separate sealed cover kept inside the main cover. The Financial Bids of the tenderers short – listed after evaluation of technical bids only will be opened on a specified date and time to be intimated to the respective tenderer. A duly constituted Tender Evaluation Committee (TEC) will evaluate the Financial Bids.
- 7.2 A consolidated rate should be quoted along with its break up showing various items of charge. The tenderer has to comply with the provisions of the Minimum Wages Act in respect of all employees engaged and **show proof of this in the breakup of the charges quoted by him.** The rates quoted shall be firm and final.
- 7.3 Taxes, if any, to be paid need to be duly indicated in the bid. Otherwise no extra payment would be made for this purpose.
- 7.4 Terms of payment as stated in the Tender Document shall be final.
- 7.5 At the time of payment of bills, the income tax and other taxes, if any, shall be deducted at source as per Government rules and guidelines as may be prevailing at the time of payment.

8. Validity of the Bids:-

The bids shall be valid for a period of 180 days from the date of opening of the tenders. This has to be so specified by the tenderer in the Financial bid.

9. Opening of Tender:-

The tenderer is at liberty either to be present himself or authorize not more than one representative to be present at the opening of the tender. The representative attending the opening of the tender on behalf of the tenderer should bring with him a letter of authority from the tenderer and proof of identification.

10. Criteria for Evaluation of Tenders:

The evaluation of the tenders will be made first on the basis of technical information furnished in form given in Annexure - III and then on the basis of Financial information furnished in form given in Annexure – IV. The Financial bid (Annexure – IV) of such firms found valid based on technical parameters (as per Annexure – III) will be opened on the date, time and venue to be announced after opening of the Technical Bid. **It must be kept in view that no decision will be given by the Tender Evaluation Committee** or any inference drawn during the meeting of this Committee by the tenderers or their representatives will be their own view and the Department will not be responsible and abide by the same. The reasons for selection or rejection of a particular tender will not be disclosed. The award of work will be further subject to any specific terms and conditions of the contract given in Part – II of Annexure – II of this NIT.

11. Right of Acceptance:

11.1 The Director General, National Institute of Communication Finance, reserves all rights to reject any tender including of those tenderers who fail to comply with the instructions without assigning any reason whatsoever and does not bind itself to accept the lowest or any specific tender. The decision of the Director General, National Institute of Communication Finance, in this regard is final and binding.

11.2 Any failure on the part of the tenderer to observe the prescribed procedure and any attempt to canvass for the work will prejudice the tenderer's quotation.

12. Communication of Acceptance:

The successful Tenderer will be informed of the acceptance of his tender. Necessary instructions regarding the amount and time provided for Security Deposit will be communicated.

13. Time Schedule for Commencement of Work:

The work must be commenced within a period of 10 days from the date of award of work or as per schedule mentioned in Part – II of Annexure – II.

14. Security Deposit:

14.1 The successful tenderer will have to deposit a performance security (security deposit) for **Rs. 15000/-** (Rs. Fifteen Thousand Only) in the form of **Demand Draft** drawn in favour of National Institute of Communication Finance, Ghaziabad or a **Bank Guarantee** for the amount valid for the period extending at least six months beyond the date of completion of work may be furnished. The Security Deposit will not be adjusted against any payment due to the firm from the Department or the Central Government.

14.2 The Security Deposit can be forfeited by order of the Director General, NICF, in the event of any breach or negligence or non-observance of any condition of contract or for unsatisfactory performance or for non-acceptance of the work order. On expiry of the contract, such portion of the said security deposit as may be considered by the Department of Telecom sufficient to cover any incorrect or excess payments made on the bills to the firm, shall be retained until the final audit report on the account of firm's bill has been received and examined.

15. Penalty:

In the event of the contractor failing to:

- (i) observe or perform any of the conditions of the work as set out herein; or
 - (ii) execute the work in good manner and to the satisfaction of the Director General, NICF, Ghaziabad
- a) It shall be lawful for the Director General, NICF, in its discretion in the former event to remove or withhold any part of the work until such times as he may be satisfied that the contractor is able to do and will duly observe the said conditions and in the latter event to reject or remove as the case may require, any work executed otherwise than in good and workman-like manner. In both or either of these events aforesaid, the contractor has to make such arrangements as he may think fit for the reproduction of the work in lieu of that so rejected or removed.
 - b) Provided further that if in either event any excess cost be incurred by reason of the difference between the prices paid and the accepted rates, Director General, NICF may charge the amount of such excess cost to the contractor and the

same may at any time thereafter be deducted from any amount that may become due to the contractor under this or any other contract or from the security deposit or may be demanded of him to be paid within seven days to the credit of the Director General, NICF.

- c) In the event of discovery of any error or defect due to the fault of the contractor, the contractor shall be bound, if called upon to do so, to rectify such error or defect at his own cost to the satisfaction of and within the time fixed by the Director General, NICF. In the event of the delivery of any defective work, which owing to any reason cannot be wholly rejected, the Director General, NICF shall have the power to deduct from any payment due to the contractor such sum as he may deem expedient
- d) In the event of a work being wholly rejected, the Director General, NICF may at his discretion either.
 - (i) Permit the contractor to re -do the same within such time as he may specify at contractor's own cost, or
 - (ii) Arrange to get the additional work done elsewhere and by any other person or from any other source than the contractor in which case the amount of extra cost, if any, shall be recovered from the contractor in the manner provided in sub clause (b) of this clause.
- e) The powers of the Director General, NICF under these conditions shall in no way affect or prejudice the powers in certain events to terminate the contract vested in him as herein provided nor forfeiture of deposit mentioned under clause - 14 above.
- f) Since the work being awarded to the contractor is of important nature the time schedule given in clause - 13 must be adhered to failing which Penalty at the rate of Rs. 1,000/- for every week's delay will be imposed which will be recovered in the manner stated in sub - clause (b) of this clause.

16.Labour Regulations

The Contractor shall comply with all Labour Laws and regulations in force. The contractor shall also abide by and comply with the provisions of the Child Labour (Prohibition and Regulation) Act 1949, Payment of Wages Act 1936, Minimum Wages Act 1948, Employees Liability Act 1938, Workmen's Compensation Act 1923, Industrial Disputes Act 1947, Maternity Benefits Act 1961, Apprentices Act, 1961 or the modifications thereof or any other laws relating thereto and the rules made there-under from time to time. The contractor is fully responsible to observe the above laws as amended from time to time in regard to his employees and compensation and

other benefits/ risks in relation to employees to be engaged by him. The contractor shall maintain all the statutory registers, required under labour laws. The contractor shall also produce these records on demand by NICF authority. If he fails to do so, his failure will be a breach of the contract and NICF may at its discretion cancel the contract without prejudice to any other action under the law and contract. The contractor shall also be liable for any pecuniary liability arising on account of any violation by him of the provisions of the acts.

- 16.1 The contractor shall indemnify NICF against payments to be made be under and for the observance of the laws.
- 16.2 The regulations aforesaid shall be deemed to be part of this contract and any breach thereof shall be deemed to be a breach of this contract.
- 16.3 NICF shall have the right to deduct from the money due to the contractor, any sum required or estimated to be required, for making good the loss suffered by a worker or workers, by reason of non – fulfillment of the conditions of the contract of the benefit of the workers, non – payment of wages or of deduction made from his or their wages which are not justified by their terms of the contract or non – observance of the Regulations.
- 16.4 The event of any failure in this regard and in the event of any loss/ damages caused directly or indirectly to NICF, the same will be payable by the contractor along with such penalty as may be decided by NICF which shall not be less than 10 percent of the total loss suffered by NICF.

17. Insolvency etc.

In the event of the firm being adjudged insolvent or having a receiver appointed for it by a court or any other order under the Insolvency Act made against them or in the case of a company passing any resolution or making of any order for winding up, whether voluntary or otherwise, or in the event of the firm failing to comply with any of the conditions herein specified, the Director General, NICF , Ghaziabad shall have the power to terminate the contract without previous notice.

18. Breach of Terms and Conditions:

In case of breach of any of terms and conditions mentioned above, the Competent Authority will have the right to cancel the work order without assigning any reason thereof and nothing will be payable by National Institute of Communication Finance, Ghaziabad in that event and the security deposit shall also stand forfeited.

19.Subletting of Work:

The firm shall not assign or sublet the work or any part of it to any other person or party without having first obtained permission in writing of the Director General, NICF, Ghaziabad, which he will be at liberty to refuse if he thinks fit.

- 19.1 Right to call upon Information Regarding Status of Work: Director General, NICF , Ghaziabad will have the right to call upon any information regarding status of work at any point of time.

20.Precautionary Measures:

- 20.1 The contractor must be careful that quality in services is maintained as well as time schedule prescribed etc., should not be disturbed.
- 20.2 The contractor must take every care to see that the work or any portion thereof does not fall into unauthorized hands. Care should be taken to execute the work under proper security conditions and no spare item of work/ copies should be retained/ sold or otherwise made over by the contractor or any of his staff member to any person other than the person(s) authorized by the Director General, NICF, New Delhi.
- 20.3 The tender is not transferable. Only one tender shall be submitted by one tenderer.

21.Terms of payment:

- 21.1 No payment shall be made in advance nor any loan from any bank or financial institution shall be recommended on the basis of the order of award of work.
- 21.2 The contractor shall submit the monthly bill in the first week of following month in respect of previous month (in case of monthly payments) for sanction of the amount of bill and passing the bill for payment.
- 21.3 All payments shall be made by Account Payee cheque only.
- 21.4 The National Institute of Communication Finance, shall be at liberty to withhold any of the payments in full or in part subject to recovery of penalties mentioned in preceding paras.
- 21.5 The term “payment” mentioned in this para includes all types of payment due to the contractor arising on account of this contract excluding Earnest Money and Security Deposit governed by the separate clauses of the contract.

21.6 Wherever applicable all payments will be made as per schedule of payments stated in Part – II of Annexure – II.

22.Arbitration:

If any difference arises concerning this Agreement, its interpretation on the payment to be made there under, the same shall be settled by Arbitration. For this purpose DG, NICF shall appoint an Arbitrator whose decision shall be final and binding on both the parties.

(**Balmiki Jena**)
CAO

ANNEXURE – II

TENDER NO. 2-1/DG/2012-NICF(Ghitorni)

DEPARTMENT OF TELECOMMUNICATIONS

Sub: Notice Inviting Tender **for providing Services of cleaning, maintenance and moving papers /dak etc. in** National Institute of Communication Finance, Ghitorni, New Delhi-110047.

PART – I

PARAMETERS AND TECHNICAL SPECIFICATIONS FOR EXECUTING THE WORK

The tendering manpower Company / Firm / Agency should fulfil the following technical specifications:

- (a) The Registered Office or one of the Branch Office's of the manpower Company / Firm / Agency should be located either in, Delhi/ New Delhi or in any of the Satellite Towns of Delhi (NCR)
- (b) The Company / Firm / Agency should have at least two years experience in providing manpower to Public Sector Companies / Banks/Government Departments etc;
- (c) The Company/Firm/Agency should have its own Bank Account;
- (d) The Company / Firm / Agency should be registered with Income Tax and Service Tax departments;
- (e) The Company / Firm / Agency should be registered with EPF organisation, India & ESI of India ;

TECHNICAL REQUIREMENTS FOR THE COMPANY / FIRM / AGENCY FOR PROVIDING SERVICES OF CLEANING, MAINTENANCE AND MOVING PAPERS/DAK ETC IN THE NATIONAL INSTITUTE OF COMMUNICATION FINANCE

1. She / he should be able to read and write Hindi and also be able to read addresses and names in English. The nature of services shall include carrying out all the functions generally performed in the Government Offices by attendants and such other duties as may be assigned to him/her. The manpower to be engaged should be between 18-45 years in age.
2. His / her antecedents should have been got verified by the agency from the local police authorities.

PART - II

TERMS AND CONDITIONS SPECIFIC TO THE CONTRACT

General

1. The contract shall be for a period of one year from the date of acceptance of the offer to be extendable for a period as decided by competent authority.
2. **The NICF, at present, has requirement of workload of 4 persons VIZ Two for Group 'D' work, One Safaiwala, One Cook cum Caretaker. The requirement of the NICF may further increase or decrease during the period of initial contract also and the tenderer would have to provide additional Attendants, if required on the same terms and conditions.**
3. The tenderer will be bound by the details furnished by him / her to this office, while submitting the tender or at subsequent stage. In case, any of such documents furnished by him / her is found to be false at any stage, it would be deemed to be a breach of terms of contract making him / her liable for legal action besides termination of contract.
4. The firm should be registered with appropriate authorities.
5. The contracting agency shall ensure that the manpower deployed in the National Institute of Communication Finance, New Delhi conforms to the technical specifications of age and language skills prescribed in the Tender Document.
6. The Group 'D' manpower employed by the agency shall be required to work normally as per the NICF working days, i.e. from Monday to Friday from 0900 hrs. to 1800 hrs. with a lunch break of ½ hour from 13.30 hrs. to 14.00 hrs. However, they may be asked to work beyond office hours if so require. The manpower may also be called upon to perform duties on Saturday, Sunday and other gazetted holidays, if required. No extra wages will be paid for attending the office on such holidays. The attendant, if deputed for any official work outside the office within NCR Region, shall not be entitled any other emoluments except only the actual bus fare for the purpose. Work of Safaiwala and cook cum caretaker will be continuous in nature. Hence the contractor has to provide the manpower in such a way that the work should not be interrupted by way of providing support manpower on weekends and holidays. Caretaker cum cook will be housed at Ghitorni Campus of NICF for which NICF will provide suitable accommodation.
7. The contracting Company / Firm / Agency shall furnish the following documents in respect of the individual Attendants who

will be deployed by it in this Department before the commencement of work:

- a. List of Attendants short listed by agency for deployment in the NICF full details i.e. date of birth, marital status, address etc;
 - b. Bio-data of the persons.
 - c. Contact numbers.
8. In case, the person employed by the successful Company / Firm / Agency commits any act of omission / commission that amounts to misconduct / indiscipline / incompetence and security risks, the successful Company / Firm / Agency will be liable to take appropriate disciplinary action against such persons, including their removal from site of work, if required by the NICF within 2 days of being brought to their notice.
9. The service provider shall ensure that any details of office, operational process, technical know-how, security arrangements, and administrative/organizational matters are not divulged or disclosed to any person by its personnel deployed in the NICF.
10. The person deployed shall be required to report for work at 09.00 hrs. to Asstt. Accounts Officer and would leave at 18.00 hrs unless asked to stay beyond office hours. In case, person deployed is absent on a particular day or comes late / leaves early on three occasions, one day wage shall be deducted. In case of repetition of such instances, clause 18 will be applicable.
11. The agency shall depute a co-ordinator, out of the deployed personnel, who would be responsible for immediate interaction with the NICF so that optimal services of the persons deployed by the agency could be availed without any disruption.
12. The selected agency shall immediately provide a substitute in the event of any person leaving the job due to his / her personal reasons. **The delay by the Agency in providing a substitute beyond three working days shall attract liquidated damages @ Rs.500 per day (per such case) on the service providing agency, besides deduction in payment on pro-rata basis.**
13. It will be the responsibilities of the service providing agencies to meet transportation, food, medical and any other requirements in respect of the persons deployed by it (Agency) in this office and NICF will have no liabilities in this regard.
14. For all intents and purposes, the service providing agency shall be the "Employer" within the meaning of different Labour Legislations in respect of Attendants so employed and deployed in office. **The persons deployed by the agency in the NICF shall not have claims of any Master and Servant relationship nor have any principal and agent relationship with or against NICF, Ghaziabad.**

15. The service providing agency shall be solely responsible for the redressal of grievances / resolution of disputes relating to person deployed. This office shall, in no way, be responsible for settlement of such issues whatsoever.
16. This office shall not be responsible for any damages, losses, claims, financial or other injury to any person deployed by service providing agency in the course of their performing the functions/duties, or for payment towards any compensation.
17. The persons deployed by the service providing agency shall not claim nor shall be entitled to pay, perks and other facilities admissible to casual, adhoc, regular / confirmed employees of this office during the currency or after expiry of the contract.
18. In case of termination of this contract on its expiry or otherwise, the persons deployed by the service providing agency shall not be entitled to any compensation and will have no claim for any absorption nor for any relaxation for absorption in the regular / otherwise capacity in NICF.

Conduct:

- (i) The personnel employed by the contractor should be courteous and polite in behaviour towards all the trainee officers and the NICF establishment. The personnel will be bound to observe all instructions issued by NICF authority concerning general discipline and behaviour.
- (ii) Equipment like TV, A/C in rooms etc. should not be used by the contractor or his personnel.
- (iii) The penalty clause will apply if the personnel engaged are found/ reported to be demanding tips in cash/ kind. This may also lead to cancellation of contract.
- (iv) The contractor will ensure that the personnel employed are not loitering in the corridors chewing pan or smoking. The personnel shall not indulge in playing cards, consuming liquor or narcotics or indulging in gossip with any outsider while on duty within the premises of NICF.
- (v) The personnel should leave the campus immediately after completion of their job on the campus unless otherwise ordered.
- (vi) If any employee's work is not satisfactory, the matter will be reported to the contractor and the contractor shall not deploy such personnel in NICF.
- (vii) The personnel will abstain from taking part in any staff Union and Association activities.

Theft:

The contractor shall be responsible for any theft of the items from the rooms or any other area of the office. The details of the stolen materials/ stores, will be given to the contractor in writing by the designated authority and the full cost of the material reported stolen will be recovered from the contractor within 4 weeks from the date of theft. The decision of NICF authorities on this will be final and binding on the contractor.

Payments:

- (i) If for any reason work is done for only a part of the month, payment will be made on prorated basis for the number of days work has been performed assuming 30 days in a month. This is without prejudice to the penalty to be imposed for contractual defaults.
- (ii) The Contractor will be required to pay minimum wages as prescribed under the Minimum Wages Act. The contractor will maintain proper record as required under the Law/ Acts. On revision of minimum wages the difference amount of new & old rate (at the time of approval of Tender) multiplied by no. Of person shall be paid extra by NICF on production of bill. For this purpose circular of minimum wages has to be submitted alongwith bill.

Deductions:

- (i) In case the contractor fails to execute/ perform the assigned works or a part thereof, NICF shall be authorized to make suitable deductions as deemed fit by NICF from the bills of the contractor and damages will be charged to the extent of loss.
- (ii) In case of any unsatisfactory service deduction upto 10% of the amount due during the month will be imposed on the Contractor.
- (iii) In case of late attendance/ absence during working hours/ loitering during working hours by any personnel, the Director General, NICF reserves the right of reduction of any amount from the bills payable.

Provision for Termination/ Extension

The contract will initially remain valid for one year or the period specified in the letter communicating the acceptance, whichever is earlier, unless terminated earlier by the Director General, NICF. The period of contract can be extended for a period as decided by the competent authority.

(Balmiki Jena)
CAO
NICF, ALT Complex,
Ghaziabad-201002

ANNEXURE – III

**TENDER NO. 2-1/DG/2012-NICF(Ghitorni)
DEPARTMENT OF TELECOMMUNICATIONS**

**TENDER FORM FOR TECHNICAL INFORMATION AND
UNDERTAKING**

(See Clause 6 of Annexure – I of this Tender Document)

Sub: Notice Inviting Tender **for providing Services of cleaning, maintenance and moving papers /dak etc** in National Institute of Communication Finance, Ghitorni, New Delhi-110047.

1. Name of Tendering Company/ Firm / Agency :
(Attach certificate of registration)

2. Nature of the Concern :
(i.e. Sole proprietor or partnership firm or a company or a Government Department or a Public Sector Organization)

3. Full Address of Registered Office of the Firm:
.....
 - (i) Telephone/Mobile No:
 - (ii) FAX No:
 - (iii) E-Mail Address :

4. Full address of Operating/ Branch Office of the firm :
.....
 - (i) Telephone/Mobile No:
 - (ii) FAX No:
 - (iii) E-Mail Address :

5. PAN / GIR No. of the Firm :
(Attach attested copy)

6. Photocopy of Income Tax Returns for latest year:.....
(Attach attested copy)

7. Service Tax Registration No. :
(Attach attested copy)

8. E.P.F. Registration No. :
(Attach attested copy)

9. E.S.I. Registration No. :
(Attach attested copy)

10. Financial Turnover of the tendering **Firm / Agency** for the last 2 Financial Years:

(Attach separate sheet if space provided is insufficient)

Financial Year	Amount (Rs.lacs)	Remarks, if any
2010-11		
2011-12		

9. Details of Earnest Money Deposit : Rs.D.D. No.
Date _____ Drawn on Bank _____

10. Whether each page of NIT and its annexures have been signed and stamped:

11. Additional information, if any
(Attach separate sheet, if required)

**(Signature of Tenderer
with stamp of the firm)**

Date:
Place:

UNDERTAKING

1. I, _____ Son / Daughter / Wife of
Shri _____ Proprietor /
Director/Authorized Signatory of the Agency/Firm, mentioned
above, is competent to sign this declaration and execute this tender
document;
2. I have carefully read and understood all the terms and conditions of
the tender 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 / fabricated document would lead to rejection of
my tender at any stage besides liabilities towards prosecution
under appropriate law.

**(Signature of tenderer
with stamp of the firm)**

Dated at

ANNEXURE – IV
TENDER NO. 2-1/DG/ 2012 –NICF(Ghitorni)
DEPARTMENT OF TELECOMMUNICATIONS
FINANCIAL BID

(See Clause 7 of Annexure –I of the Tender Document)

Sub: Tender **for providing Services of cleaning, maintenance and moving papers /dak etc** in National Institute of Communication Finance, Ghitorni, New Delhi-110047s

1. Name of tendering Firm / Agency:

2. Consolidated rate with details:

Item		Conditions	Total monthly amount in Rs. (figure)	Total monthly amount in Rs. (words)
A. Monthly wage for four persons as:	Minimum Position required	Subject to the minimum wage of the Labour Commissioner		
i) Cleaning and Sweeping	1 X	(Per person)		
ii) File handling, supplying waters, dusting, serving water/ Tea,Xeroxing and other misc office work. (Semi-skilled)	2 X	(Per person)		
iii) Cook cum caretaker (full time) (Skilled)	1 X (Residential)	(Per person)		
iv) Total wage of all above four position per month	4 X	(Total of above three column)		
B. E.S.I.(...% of A)		As applicable under relevant rules		
C. E.P.F.(...% of A)		As applicable under relevant rules		
D. Other charges, if any.				
E. Service Charges		To be quoted by the tenderer		
F. Service Tax		As applicable under relevant rules		
G. Total cost per month				

Note :

1. The payment shall be made on conclusion of the calendar month only on the basis of duties performed by each manpower during the month.

Date:
Place:

Signature of the Tenderer
Stamp of the firm

Annexure 'A'

**DECLARATION OF NEAR RELATIVES TO BE SUBMITTED
BY THE TENDERER**

We M/s R/o hereby certify that none of our relative(s) as defined in the tender document is / are employed in Office of Department of Telecommunication as per details given in tender document. In case at any stage, it is found that the information given by us is false / incorrect, DG, NICF shall have the absolute right to take any action as deemed fit / without any prior intimation to me.

Date: Signature of the Tenderer with seal

Annexure-‘B’

Certificate of Minimum wages to be submitted by the tenderer

We M/s
R/o hereby certify that we shall comply with Minimum Wages Act that are to be paid to the labourers engaged by us vide latest rate as fixed by the Labour Commissioner. While quoting the rates for the tender. Any dispute arises out of the payment of minimum wages responsibility lies with us only. We also certify that we shall comply with the ESI, EPF, Service Taxes and other mandatory charges regularly as per the existing rules without any fail.

Date: Signature of the Tenderer with seal

Place :

Annexure-‘C’

DECLARATION

I

Proprietor/Partner(s) hereby declare that the Firm / Company namely M/s has not been black-listed or debarred in the past by DOT/any other Government or Semi-Government Organization from taking part in tenders.

Was / were black-listed/debarred by DOT/any other Government or Semi-Government Organization (Name of the Organization) from taking part in tenders for a period of years w.e.f. The period is over on and now I/We/firm/Company is entitled to take part in the tenders from

In case the above information is found false at any times, I/We are fully aware that the tender/contract will be rejected/cancelled by the Office of Director General, NICF, Ghaziabad and EMD shall be forfeited.

Date: Signature of the Tenderer with seal

Station :