

Last date of submission of Limited Tender Notice:  
Date of opening of Technical bid.  
Date of opening of Financial bid

05.05.2016 (3.00 PM)  
05.05.2016 (4.00 PM)  
06.05.2016 (4.00 PM)



Government of India  
Ministry of Home Affairs  
**Office of the Director Census Operations, Punjab**  
Jaganana Bhawan, Plot No. 2-B, Sector 19-A,  
Madhya Marg, Chandigarh- 160019.

PHONES : Off. 2541812  
2781803  
Fax : 0172-2784994  
mail : dco-pun.rgi@censusindia.gov.in

No.A-11050/X/2015/Pb.1 /435

Dated: 7.4.16

Limited Tender Notice to provide one Staff Car Driver on contractual basis.

Place of work with Address: Directorate of Census Operations, Punjab (DCO-Pb),  
Plot No.2 B Sector 19-A, Chandigarh.

Terms & Conditions.

1. The Agency is required to provide the services of one staff car driver, having valid Driving Licence with minimum qualification of Matriculation, in this office.
2. The Tenderers should be professional agency having valid licence to provide the manpower and other documents and should have experience of at least three years in providing the services/manpower.
3. The Tender must be accompanied by earnest money of Rs. 2000/- (Rs. Two thousand only) in the shape of Bank Draft/Pay Order of any scheduled Bank drawn in favour of Joint Director, Census Operations, Punjab, Chandigarh. The amount of earnest money shall not be accepted through cheque. The earnest money of the successful tenderer shall be converted into performance security and shall be refunded after the faithful execution/completion of the contract without any interest.
4. Conditional/telegraphic tender/tender received through fax, tenders without earnest money and submitted on the non-prescribed format shall not be entertained.
5. (a) Tenders shall be in two parts i.e. Technical Bid (Part "A") and Financial Bid (Part B").  
(b) The Technical Bid (Part "A") should contain information as detailed therein, Clarification, if any, wherever necessary will be obtained from the concerned tenderer. The information as required in Part "A" & supporting documents have to be submitted by the Tenderer. After necessary appraisal of the tenderer's experience and technical expertise, technical short-listing will be done.

- (c) The tenderer shall ensure regular health checkup of staff car driver at his own.
  - (d) The successful tenderer will furnish the name and his relevant particulars/documents to be employed in DCO-Pb. within one week of the allotment of contract.
  - (e) As per GOI instructions, the firm will have to get the character & antecedents verified from the local police in respect of the contractual employee who has to be deputed for performing the duties of staff car driver.
11. The tenderer shall ensure that the staff car driver, so employed, should be smartly dressed in the prescribed uniform for which no extra payment whatsoever shall be made by this office. If the staff car driver is found without/not in proper uniform, Department reserves the right not to allow entry of such person within the premises/his place of duties. In case agency fails to provide proper uniform to the staff car driver, so employed, DCO-Pb. will be at liberty to purchase & provide the uniform to the incumbent at the risk and cost of Agency and expenses on this account will be recovered out of the pending bill(s).
12. After the finalization of the contract, an agreement will take place between the service provider (Agency) and the purchaser which will be signed by the authorized signatories of both the parties. The service provider (Agency) will have to abide by the provisions of Contract Labour (Regulations & Abolition) Act, 1970. Except the contributions towards EPF/ESI, no other deduction of any type shall be allowed to be made by the Agency directly or indirectly.

**Compensation to the deployed staff car driver.**

13. It is clearly understood that the staff car driver by the tenderer shall be the employee of the agency for all intents and purposes. DCO-Pb. shall have no relationship of employer and employee or master and servant with the contract staff. The staff car driver has to carry out the orders of the Directorate of Census Operations, Punjab, Chandigarh and its authorized officers.
14. DCO-Pb. shall not be liable for any action, direct or indirect or to any claim, damages, compensation that might become payable to the employee of the tenderer under the order of any lawful authority in the event of an accident resulting, if any, possible injury or death of employee of tenderer while performing the duties within/outside the premises or damage of any other kind. The tenderer shall always keep this office/its authorized officers fully indemnified against any such claim or damages.


**Indemnity**

15. If DCO-Pb. suffers any loss or damages on account of negligence, default or theft on the part of staff car driver provided by the Agency during the validity of contract, the tenderer shall be liable to reimburse/make good the loss, so suffered by this office. The tenderer shall keep this office fully indemnified against such loss or damage, which become known even after the expiry of this contract. The above



24. The contract may be terminated on the following contingencies:
- i. On the expiry of the contract period; OR
  - ii. In case the service of the staff car driver is not found satisfactory; OR
  - iii. For committing breach or any of the terms and conditions of the contract by the tenderer; OR
  - iv. On assigning the contract or any part thereof or any benefit or interest therein or there-under by the tenderer to any third person or subletting the whole or a part of the contract to any third person; OR
  - v. If the tenderer being declared insolvent by the competent court of law during the notice period for termination of the contract, in the situations contemplated above, the tenderer shall continue to discharge his duties as before till the expiry of the notice period. It shall be the duty of the tenderer to remove staff car driver deployed by him on termination of the contract on any ground whatsoever and to ensure that the staff car driver does not create any disruption/hindrance/problem or any nature to the Directorate of Census Operations, Punjab, Chandigarh.
25. The tenderer shall not be allowed to be represented by any lawyer.
26. The afore mentioned terms & conditions shall be binding and operative between the tenderer (Contractor) and this office.
27. The undersigned reserves the right to accept or reject any or all the tenders without assigning any reasons whatsoever.
28. In the event of any dispute or difference arising out of or in any way touching or concerning this tender whatsoever ( except as to matters the decision of which is specifically provided under this contract), the same shall be referred to the sole arbitrator appointed by this office.

The award of such arbitrator shall be final and binding on both the parties hereto. The Arbitration and Re-Conciliation Act, 1996, shall be apply to the arbitration proceedings.

  
Joint Director,  
Census Operations, Punjab,  
Chandigarh.

SIGNATURE OF TENDERER  
WITH SEAL & DATE AND ADDRESS:

Enci: i).Bank draft/Pay Order No. \_\_\_\_\_

Dated \_\_\_\_\_ for Rs.2000/-.

ii) Technical Bid(Part "A")

iii) Financial bid (Part "B")

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TECHNICAL DETAILS OF THE TENDERER  
TECHNICAL BID ( PART "A" )

- A. Tender Fee.  
Earnest Money Deposit.
- B. 1.Details of Tenderer-Name, Father's name.  
Name of firm, complete address, date of Incorporation,  
Contract number.
- 2 EPF/ESI code No.
- i. Service tax No.
- ii. PAN .
- iii. The firm must have valid licence for providing  
Staff Car driver with documentary proof.
- iv. Detail of contract labour presently deployed.
- v. Detail of experience.
- vi. List of clients alongwith their addresses.
- vii. Any other information, terms and conditions that  
tenderer may like to add either in this sheet or as Annexure.

Note: Detail regarding the wages and other charges are annexed herewith. The Agency, has never been blacklisted, for providing the manpower on contractual basis, by any State or Central Govt. Department or PSU in the past.

Signature/Stamp

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DATED:

Wages Payable by Directorate of Census Operations, Punjab, Chandigarh

FINANCIAL BID ( PART "B" ) for providing services of one staff car  
driver:-

- I. Minimum wages.
- II. ESI %
- III. EPF%
- IV. Service Charges%
- V. Any other.

Signature/Stamp