



सत्यमेव जयते

GOVERNMENT OF INDIA
MINISTRY OF HOME AFFAIRS
DIRECTORATE OF CENSUS OPERATIONS, J&K,
SUB-OFFICE, 285-A, KRISHNA NAGAR, JAMMU-180016

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No.Cen.J- 742/10/2015
Date 08/02/16

Short/Limited Tender Notice

Back ground. The Director of Census operations J&K 285-A Krishan Nagar Jammu require the services of following staff on Contractual basis.

1.Sweeper- cum-Helper 01

Hence Short/Limited Tenders are invited in two bid system i.e i) Technical Bid and ii) Financial bid.

Terms and Conditions


1. The person should be well sound/having good physique and at least middle pass.
2. The Tenderer must have the valid license for providing such type of manpower.
3. Technical Bid. Copy of valid license experience details and earnest Money Deposit (Bank draft for Rs.1000/- in favour of Deputy Director Census operation Jammu) should be attached.
4. Financial Bid. The rates should be separately quoted along with other charges i.e ESI/EPF/Services charges/Service tax etc.
5. Tender received through fax will not be accepted. The Technical bids/Financial bids will be opened in the presence of representatives of the tenderes. If present at the time of opening of Bids.
6. Clarification, if required in the matter wherever necessary, will be obtained from the concerned tenderer.
7. The duration of contractual arrangement will be for one year from the date of deployment of person. The contract will be terminated (i) on the expiry of contact period (ii) in case the services of the employees are not found satisfactory(iii) for committing breach or any of the terms and conditions of the contract by the tenderer (iv) Sub letting the contract to third party & (v) if the tenderer bring declared insolvent by the competent court of law.
8. The monthly wage bill received from the service provider, will be processed and payment will be released within 10 days after deducting the TDS as per Rules. The contractual agency will pay legal dues to the employees under the law in force.

9. The rates will remain fixed during the period of contact and there will be no increase for one year.
10. The service provider will have to provide the contractual persons within one week of the job order. Weekly rests will be permissible as per rules. No uniform articles will be issued by this office.
11. In case other statutory obligations like EPF, ESI, Minimum wages are increased by the respective laws during the contract period, the additional cost would have to be borne by the firms only. Therefore the firms should quote the rates accordingly. Only the changes in the service tax if any would be born by this Directorate.
12. As per GOI instructions, the firms will have to get the character and antecedents verified from the local police in respect of the contractual employees who are to be deputed for performing the duties.
13. After the finalization of the contract, an agreement will take Place between the service provider (Agency) and the Directorates 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.
14. The tender shall observe all laws, rules, regulations, orders and directions issued by the Central Govt. or State Govt. or UT Administration or local authorities concerning the discharge of duties in execution of the contract. Any contravention of such laws, rules, regulations, orders and directions will be deemed to be a breach of the contract and the tenderer shall be liable to all the consequences and in case of any such breaches, if this office incurs any obligations then the tenderer shall be responsible to reimburse to this office any loss, monetary or otherwise, occurred on account of any such breach or contravention
15. The tenderer shall ensure that no financial or any other legal liability comes upon this office in respect of any nature whatsoever for the fact done by the employee of the tenderer and shall keep this office indemnified in this respect.
16. The tenderer shall not sublet, transfer or assign the contract to any other party.
17. The Directorate shall not in any manner concerned with internal affairs of the tenderer i.e. dispute and dissolution etc. or affairs concerning any other (third) party that the tenderer may be having
18. The EMD of successful tenderer will be converted into performance security deposit. The performance security deposit will not carry any interest and will be refunded after the **satisfactory completion of contract.**

19. The Directorate reserves the right to accept or reject any or all the tenders without assigning any reasons whatsoever

20. In the event of any dispute or difference arising out or in any way touching or concerning this tender whatsoever (Except as to matters the decision of which is specially provided under this contract), the same shall be referred to the sole arbitrator appointed by this office.

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


Deputy Director
Census operation, J&K
Jammu

Last date of submission of tender application 29/02/2016(3 .00Pm)

Date of opening of Technical bid. 29/02/2016(3 .30Pm)

Date of opening of Financial bid. 29/02/2016(4 .00Pm)

PRESCRIBED PRO-FORMA FOR TECHNICAL BID

With Reference to Tender No _____ dated _____, the undersigned furnishes/enclose herewith following documents as part of " Technical Bid" for consideration : -

1.Name of the reputed firm.

2.Period of validity of offer price (in day)

3.Earnest Money Deposit EMD detail Band Draft for Rs.1000/-

Name of Bank

Date of issue.

4.Details of other Documents attached.

Sign. _____

Name _____

Address _____

Stamp _____

Last date of submission of tender application 29/02/2016(3 .00Pm)

Date of opening of Technical bid. 29/02/2016(3 .30Pm)

Date of opening of Financial bid. 29/02/2016(4 .00Pm)

PRESCRIBED PRO-FORMA FOR FINANCIAL BID

With reference to Tender Notice No. _____ dated _____ the rate quoted for each posts for contractual basis as under: -

Rates (detail-wise for persons to be deployed on contractual basis	Ward and Watch duties	Sweeper cum helper	
Basic Salary			
ESIC			
EPF			
Service Charges			
Service Tax			
G. Total			

I agreed to the terms and conditions as mentioned in the tender Notice No. _____ dated _____ issued by the Directorate of Census operation, J&K Jammu. The financial bid is being submitted as per the specification specified in the tender notice.

Sign. _____

Name _____

Address _____

Stamp _____