

Last date of submission of tender application: 11.02.2016 (3.00 PM)
Date of opening of Technical bid: 11.02.2016 (3.30 PM)
Date of opening of Financial bid: 11.02.2016 (4.30 PM)



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

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TENDER NOTICE No. A-11027/7/2010/Pb/ 283

Dated: 21-1-2016

SHORT/LIMITED TENDER NOTICE

Back ground: The Director of Census Operations, Punjab, Plot No. 2-B,
Sector -19-A, Chandigarh-160019 require the services of
following staff on contractual basis:-

- i. Cook (Halwai for Census Bhawan Canteen) : 01 (For DCO-UT)
- ii. Sweepers (For offices at Chandigarh): 02 (One each for DCO-
UT & DCO-Pb).
- iii. Mali (For offices at Chandigarh): 01 (For DCO-UT)
- iv. Sweeper-cum-Mali-Helper
(for Census Record Office,
Old Baghikhana, Patiala): 01 (For DCO-PB)

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

Terms & Conditions:-

- i. There is requirement of four persons at Chandigarh and one person at Patiala. All the persons should be well sound/having good physique and at least middle pass.
- ii. The Tenderers must have the valid licence for providing such type of manpower.
- iii. Technical Bid: Copy of valid licence, experience details and Earnest Money Deposit (Bank draft for Rs. 2000/- in favour of Joint Director, Census Operations, Punjab, Chandigarh) should be attached.
- iv. Financial Bid: The rates should be separately quoted for Chandigarh offices and that of Census Record Office, Old Baghi Khana, Baradari, Patiala alongwith other charges i.e. ESI/EPF/Service charges/service tax etc.
- v. Tenders received through fax will not be accepted. The Technical bids/Financial bids will be opened in the presence of representatives of the tenderers, if present at the time of opening of Bids.
- vi. Clarification, if required in the matter wherever necessary, will be obtained from the concerned tenderer.

- vii. The duration of the contractual arrangement will be for one year from the date of deployment of persons. The contract will be terminated (i) on the expiry of the contract 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 being declared insolvent by the competent court of law.
- viii. 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.
- ix. The rates will remain fixed during the period of contract and there will be no increase for one year.
- x. 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.
- xi. **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 firm only. Therefore, the firm should quote the rates accordingly.** Only the changes in the service tax, if any, would be borne by this Directorate.
- xii. As per GOI instructions, the firm will have to get the character & antecedents verified from the local police in respect of the contractual employees who are to be deputed for performing the duties.
- xiii. 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.
- xiv. 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.
- xv. The tenderer shall ensure that no financial or any other legal liability comes upon this office in respect of any nature whatsoever for the act done by the employee of the tenderer and shall keep this office indemnified in this respect.
- xvi. The tenderer shall not sublet, transfer or assign the contract to any other party.
- xvii. 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.

- xviii. 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.
- xix. The Directorate reserves the right to accept or reject any or all the tenders without assigning any reasons whatsoever.
- xx. 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 specifically provided under this contract), the same shall be referred to the sole arbitrator appointed by this office.
- xxi. The award of such arbitrator shall be final and binding on both the parties hereto. The Arbitration and Re-Conciliation Act, 1996 shall apply to the arbitration proceedings.

Deputy Director,
Census Operations, Punjab,
Chandigarh.

4

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PRESCRIBED PRO-FORMA FOR TECHNICAL BID

With Reference to Tender Notice NO. A-11027/7/2010/Pb/ 283
DATED 21-1-2016, 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 days):
3. Earnest Money Deposit: EMD detail: Band Draft for Rs.2000/-
Name of Bank:
Date of issue:
4. Detail of other Documents attached:

Sign: _____

Name _____

Address _____

Stamp _____

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PRESCRIBED PRO-FORMA FOR FINANCIAL BID

With Reference to Tender Notice NO. A-11027/7/2010/Pb/ 283
 DATED 21-1-2016 the rate quoted for each posts for contractual basis as under:-

Rates (detail-wise) for persons to be deployed on contractual basis.	Cook/Halwai for Chd.	Mali Chd.	for Sweepers for Chd.	Sweeper-cum-Mali for Patiala
Basic salary:	Rs.	Rs.	Rs.	Rs.
ESIC	Rs.	Rs.	Rs.	Rs.
EPF	Rs.	Rs.	Rs.	Rs.
Service charges	Rs.	Rs.	Rs.	Rs.
Service Tax	Rs.	Rs.	Rs.	Rs.
G.Total	Rs.	Rs.	Rs.	Rs.

I agree to the terms and conditions as mentioned in the Tender Notice No. A-11027/7/2010/Pb/ 283 DATED 21-1-2016, issued by the Directorate of Census Operations, Punjab, GOI/MHA, Plot No. 2 B, Sector 19-A, Chandigarh. The financial Bid is being submitted, as per the specification specified in the Tender Notice.

Sign: _____

Name _____

Address _____

Stamp _____