



भारत सरकार

GOVERNMENT OF INDIA

गृह मंत्रालय

MINISTRY OF HOME AFFAIRS

जनगणना कार्य निदेशालय, झारखण्ड

DIRECTORATE OF CENSUS OPERATIONS, JHARKHAND

जियाडा केन्द्रीय कार्यालय भवन, द्वितीय तल, औद्योगिक क्षेत्र नामकुम, राँची-834010
JIADA Central Office Building, 2nd Floor, Industrial Area, Namkum, Ranchi-834010

Phone No.- 0651- 2460340/2460170 (FAX), 2460410/ 2460383

Website:- [http// www.censusindia.gov.in](http://www.censusindia.gov.in)

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File No.: G 27034/1/2018 - 717

Dated: 18.10.2018

E-Procurement Notice

On behalf of the President of India, Directorate of Census Operations, Jharkhand invites e-Tenders (online) from reputed/capable firms/agencies for Supply of Security Guards, Peons and Sweeper for deputing at Record Office, Raja Bangla, Indrapuri Chowk, Hazaribagh. Tender documents containing Terms and conditions can be downloaded from the website www.censusindia.gov.in or www.eprocure.gov.in. The last date for submission of bid is 17.11.2018 at 15:00 Hrs. The quotations (Technical Bids) received will be opened on 19.11.2018 at 16:00 hrs in this office in presence of the authorized officers of this office and member of the respective firms, if any.

(ISHWAR SINGH KHANGWAL)

Assistant Director (Administration)

Directorate of Census Operations, Jharkhand,
Ranchi.



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Notice Inviting Tender for Hiring of Security Guard, Peons and Sweeper.

On behalf of the President of India, Directorate of Census Operations, Jharkhand invites e-Tenders (online) from reputed/capable firms/agencies for Supply of Security Guards, Peons and Sweeper at Record Office, Raja Bangla, Indrapuri Chowk, Hazaribagh as per following details-

1. **Security Guards (Unskilled casual Labour)- Total 03 nos.**
 - a) Candidate should possess a minimum educational qualification of primary (5th Class)
 - b) Candidate should be required to do watch & ward duties of the Office
 - c) Duty will be done in one of the three shifts (8 hours each).
2. **Peons (Semi Skilled casual labour)- Total 01 nos.**
 - a) Candidate should possess a minimum educational qualification of matric (10th Class).
 - b) The age of Candidate should be between 20 to 30 years.
 - c) Candidate should be required to do General cleanliness of Office, maintenance of records, photocopying, set making, Distribution of file & other Dak and other similar works assigned from time to time etc.
 - d) Duty hours will be from 9.30 AM to 6.00 PM.
3. **Sweepers (Unskilled casual labour)- Total 01 no.**
 - a) Candidate should be required to do General cleanliness of Office, thorough cleaning of Toilets and other similar works assigned from time to time etc.
 - b) Duty hours will be from 9.30 AM to 6.00 PM.

Invitation to Bid

1. Online bids under open Tender Enquiry in two bid systems in prescribed format (Annexure-I) are invited by the Directorate of Census Operations, Jharkhand, Ranchi from reputed, experienced financially sound Firms/Agencies specialized for the above works.

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The system of e-Tendering shall be adopted comprising of Technical Bid and the Financial Bid. The Financial Bid/Bids will be taken up only if the technical specifications are found satisfactory; otherwise the Tender will be straight way rejected.

2. This service procurement will be carried out through the e-procurement system of NIC at URL <https://eprocure.gov.in/eprocure/app> as per schedule as given in Critical Date sheet.

Technical Bid-

It is necessary to enclose verified copies of the following certificates with the Tender (Annexure-II) :

- a) Registration of Firm/Agency,
- b) Minimum wages certificate along with Labour License of LEO under Minimum wage Act 1948,
- c) PAN Number,
- d) Service Tax Registration,
- e) ESIC and EPF Registration,
- f) Registration under Private Security Agency Act, if applicable in Jharkhand,
- g) Audited Balance Sheet regarding at least 10 lakhs annual turn over in each of preceding three years,
- h) Documents for providing services to other Offices/Institutions during last 3 years,
- i) ITR for last 3 years,
- j) Payment to the manpower, to be provided in this office, should not be less than the minimum wages (daily/monthly+VDA) fixed by Govt. of Jharkhand. This office would not pay the arrears, if the Govt. of Jharkhand enhance the minimum wages in future and difference will be paid by the firm/agency itself. So, firm should take care in quoting the rates. The rates will be applicable for one year from the signing date of contract.

Financial Bid

- a) Rate for the manpower to be provided should be in per person per month (for Security Guard, it will be 30 days basis and for Peon/Sweeper 26 days per month)
- b) Care should be taken in quoting the rates for manpower as deduction of effective PF, ESIC etc. in respect of manpower to be provided is obligatory. TDS on Income will also be deducted as per existing rules.

- c) Firm have to deposit 5% as a security of the total amount calculated on the basis of monthly rate of the manpower along with company profile, registration with various regulatory agencies, work experience. Security deposit should be in form of account payee demand draft of any Nationalized/Scheduled Bank and payable in Ranchi in favour of DDO, DCO Jharkhand.

Technical Bid should inter alia; contain all technical details of services and solutions to be provided along with such documentary proof. Financial Bid (Annexure-III) should inter alia indicate item wise price and other commercial/Financial term against the items mentioned in the Technical Bid.

Bid Submission:

Applicant/intending or interested bidders are invited to submit their online proposal after carefully reading the terms and conditions of :

- a) Technical Bid and
- b) Financial Bid separately clearly mentioning
 - (i) Technical Proposal and
 - (ii) Financial Proposal respectively such proposal are to be submitted online within the stipulated date and time mentioned in the Bid document as given in CRITICAL DATE SHEET.

Bids shall be submitted online only at CPPP website:

<https://eprocure.gov.in/eprocure/app>

Bid document may be scanned with 100 dpi with black and white option which help in reducing size of the scanned document.


Earnest Money Deposit

The Earnest Money Deposit/Bid Security is 5% as a security of the total amount calculated on the basis of monthly rate of the manpower for one year along with company profile, registration with various regulatory agencies only in the form of Demand Draft/Banker's Cheque in favour of DDO, DCO Jharkhand, payable at Ranchi, has to be delivered in original to Directorate of Census Operations, Jharkhand, 2nd Floor, JIADA Central Office Building, Namkum Industrial Area, Namkum, Ranchi-834010 before the Bid Submission End Date & Time.

CRITICAL DATE SHEET

1	Date of Issue of Tender	23.10.2018 at 16:00 PM
2	Bid Document Download/Sale Start Date	23.10.2018 at 16:30 PM
3	Date of Pre Bid Conference for Clarify Issue and doubts. If any about specification of material and services projected in Bid document	24.10.2018 at 15:00 PM
4	Start date for Submission of filled in tender document.	25.10.2018 at 16:00 PM
5	Last date of Bid Submission	17.11.2018 at 16:00 PM
6	Date of opening of Technical Bid	19.11.2018 at 15:00 PM
7	Date of meeting with bidders post Technical bid opening for presentation and Document Verification.	20.11.2018 at 16:00 PM
8	Date of opening of Financial Bid	22.11.2018 at 16:00 PM
9	Validity of Bid	90 Days

Note: Manual Bids shall not be accepted.



(ISHWAR SINGH KHANGWAL)
Assistant Director (Administration)
Directorate of Census Operations, Jharkhand,
Ranchi.

Other Terms –

1. The bids of firm quoting impracticably low or nil service charges are liable to be rejected on technical grounds.
2. A feedback on the reputation of the firm with its existing client Ministries/Departments specifically with reference to timely payment of salaries to staff, quality of staff deployed will be taken into account while considering the financial bid of the firm.
3. Monthly rates are to be submitted keeping in view of the working days of the Office. The staff who are called for duty on weekends and Government Holidays will be paid extra on pro-rata basis.
4. The firm should have prior experience in providing staff in respective categories. Documentary evidence in this regard is to be submitted along with the bids.
5. The bids should comply with the provisions of Minimum Wages Act, ESI/PF Acts and other such applicable statutory provisions.
6. The contract will be for one year initially and on satisfactory service it can be extended further with mutual agreement. However in the event of the services rendered being found unsatisfactory, the contract is liable to be terminated by giving one month's notice in advance.
7. Before deployment of any staff in the Office the proof of verification of character & antecedents of these staff by police will have to be submitted to the Office by the contractor.
8. After award the contractor will not transfer the contract to any other person.
9. The payment will be made on monthly basis after the work for the month has been completed. For release of payment pre-receipted bill will require to be submitted at the end of every month.
10. It shall be the obligation of the firm to ensure timely payment of salaries to the staff deployed in the office even in circumstances where there is any delay on the part of the office to release payments to the firm due to some unavoidable reasons.
11. In the event of some of the staff absenting themselves, substitutes are to be provided for the period of absence.
12. Firms shall be fully responsible for the acts/conducts of all the persons to be deployed. The firms shall employ such persons who will not be nuisance in the premises of the office.
13. Persons to be deployed by the firms shall not claim any Govt. Pay and allowances/regularization of services with this office. This Office shall not be made responsible for any accident/mis-happening occurred during the office hours with the persons to be deployed.
14. Before deployment of the any staff in office, complete details with color photographs of the staff will have to be submitted by the Firm.
15. Premises of the office is tobacco/alcohol free area.

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16. Security Guards/Peons/Sweepers are required to attend various other jobs in addition to the jobs mentioned above on priority basis when assigned by the Caretaker. In the event of some of the staff absenting themselves, substitutes may be deployed in consultation with the Caretaker of this office for the period of absence. Proportionate payments will be made in respect of person who absents himself from his duties during the month.
 17. Timely submission of deductions for EPF and ESIC made from the Salaries of persons should be done to the concerned offices by the Firm and be informed this office accordingly. Any arrears in connection with enhancement of EPF/ESIC will be borne by the firm.
 18. Firm should ensure the deployment of Staff in uniform.
 19. Successful bidder will have to submit performance security having validity of 14 months at rate of 5% of the contractual amount in form of FDR of any nationalized/Scheduled bank payable at Ranchi in favour of DDO, DCO Jharkhand along with contract.
 20. Directorate of Census Operations, Jharkhand reserves the rights to validate/invalidate or cancel the bid(s).
 21. If the services rendered by the firm are found to be unsatisfactory at any stage his services can be terminated at any time.

Annexure-IAPPLICATION FOR TENDER

- 1) Name of Tendering company/firm
Agency (Attach certificate of registration)
- 2) Name of proprietor/Director of Company/Firm/Agency
- 3) Full Address of Regd Office
.....
.....
Telephone No.:
Fax No.:
E-Mail Address:
- 4) Full Address of operating Branch
.....
.....
Telephone No.:
Fax No.:
E-Mail Address:
- 5) (a) Banker of Company/Firm/Agency
(Full Address)
(Attach Certified Copy of statement of
A/C for the last three years)
(b) Telephone Number of banker
- 6) PAN/GIR No.
(Attach attested copy)
- 7) Service Tax Registration No./GST registration
if any (Attach attested copy)
- 8) E. P. F. Registration No. if any
(Attach attested copy)
- 9) E.S. I. Registration No. if any
(Attach attested copy)

10) Financial turnover of the tendering Company/Firm/Agency for the last three Financial Years with documentary proof thereof. (Attach Auditor's Certificate):

Financial Year	Annual Turnover Amount (Rs. Lakhs)	Remarks, if any
2015-16		
2016-17		
2017-18		

11) Give details of the major similar contracts handled by the tendering Company/Firm/ Agency during the last three years in the following format if available :

Sl. No.	Details of client along Address, telephone and FAX numbers	Amount value of contract (Rs. In Lakhs)	Duration of Contract	
			From	To
1.				
2.				
3.				

(If the space provided is insufficient, a separate sheet may be attached)

12) Additional information, if any
(Attach separate sheet, if required)

Signature of authorized person

Date:
Place:

Name:
Seal

DECLARATION

- 1) I, Son/Daughter of Shri
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) My agency has not been blacklisted/ debarred from participating in tender of any
Ministry/ Department of Government of India and Government of India undertaking in
the last (3) Three Years as on date of opening of this tender.
- 4) The information / documents furnished along with the above application are true and
authentic to the best of my knowledge and belief.
- 5) 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 authorized person (s)

Date:

Name:

Place:

Seal:

ANNEXURE-II

APPLICATION FOR TECHNICAL BID
FOR PROVIDING SECURITY GUARDS, PEONS AND SWEEPER

Name of tendering Company/Firms/Agency

SI No	REQUIREMENT	COPY OF RELEVANT DOCUMENT	ENCLOSED YES/NO	PAGE NO OF BID DOCUMENT
1.	The manpower Company /Firm/Agency should be registered with the appropriate registration authority	Copy of registration Certificate		
2.	The Company /Firm / Agency should have an experience in providing manpower to Public sector Companies/ Banks, Government Departments etc.	Copy of work order		
3.	The Company /Firm / Agency should be registered with Service Tax Department	Copy of registration Certificate/ Number		
4.	The Company /Firm / Agency should be registered with the appropriate authorities under Employees Provident fund and Employees State insurance Act.	Copy of registration Certificate/ Number		
5.	PAN Card	Copy of PAN		
6.	Turnover of The Company /Firm / Agency should not be less than 05 Lakhs during last three years	Only certificate from statutory auditor to be enclosed		

Signature of authorized person (s)

Date:

Name:

Place:

Seal

APPLICATION FOR FINANCIAL BID
FOR PROVIDING SECURITY GUARDS, PEONS AND SWEEPER

- 1) Name of tendering Company/Firms/Agency
- 2) Details of Earnest Deposit:
D.D./P.O. No. & Date-
Drawn on Bank-
- 3) The rate which is not in accordance of Minimum wages Act, 1948 notified by the Chief Labour Commissioner, Govt. of Jharkhand as applicable on the date of issue of this tender in Jharkhand for Manpower (Semi skilled/Unskilled Labours) will not be accepted and financial bid shall not be considered.
Further, actual amount payable to the bidder shall not be less than minimum wages as per rules applicable in the respective states/city as per Department of Labour and Employment. For the purpose of evaluation of financial bid, the bidder shall be required to submit copy of the latest notification of minimum wages for Semi skilled/unskilled category as notified by the Govt. of Jharkhand based on which rates; the financial bid is to be quoted.
- 4) The agency will ensure that it is complying with all statutory liabilities relating to taxes, payment of minimum wages and other statutory liabilities.
- 5) Break up rate for Semi skilled Labour(Peon):

Sl No	Component of Rate	Amount in Rs. per person/per day
i.	Daily wages rate including existing dearness allowance (in accordance with Minimum wages Act, 1948) for Manpower (Semi-skilled labours)	
ii.	Employees Provident fund @ 13.36% of (i) above (if applicable)	
iii.	Employees state Insurance @ 4.75% of (i) above (if applicable)	
iv.	Contractors service charge..... INR of (i) above	
v.	Total of i+ii+iii+iv+v above	
vi.	Goods & Service Tax @ 12%	
vii.	Total of v+vi above	
viii.	Total estimate rate/per labour	

6) Break up rate for unskilled Labour (Security Guard):

Sl No	Component of Rate	Amount in Rs. per person/per day
i.	Daily wages rate including existing dearness allowance (in according with Minimum wages Act, 1948) for Manpower (Unskilled labours)	
ii.	Employees Provident fund @ 13.36% of (i) above (if applicable)	
iii.	Employees state Insurance @ 4.75% of (i) above (if applicable)	
iv.	Contractors service charge..... INR of (i) above	
v.	Total of i+ii+iii+iv+v above	
vi.	Goods & Service Tax @ 12%	
vii.	Total of v+vi above	
viii.	Total estimate rate/per labour	

7) Break up rate for unskilled Labour (Sweeper):

Sl No	Component of Rate	Amount in Rs. per person/per day
i.	Daily wages rate including existing dearness allowance (in according with Minimum wages Act, 1948) for Manpower (Unskilled labours)	
ii.	Employees Provident fund @ 13.36% of (i) above (if applicable)	
iii.	Employees state Insurance @ 4.75% of (i) above (if applicable)	
iv.	Contractors service charge..... INR of (i) above	
v.	Total of i+ii+iii+iv+v above	
vi.	Goods & Service Tax @ 12%	
vii.	Total of v+vi above	
viii.	Total estimate rate/per labour	

Date:
Place:

Signature of authorized person (s)
Name:
Seal