

**Engagement of Manpower Service Provider for outsourcing of 'Office Assistance Services' in DFCCIL's Agra, Aligarh and Etawah offices under CPM/Tundla.**

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To,  
**Chief Project Manager,**  
DFCCIL, E-751,  
Shweta Bhawan  
Kamla Nagar,AGRA,282005

**Name of Work: -Engagement of Manpower Service Provider for outsourcing of ‘Office Assistance Services’ in DFCCIL’s Agra,Aligarh and Etawah offices under CPM/Tundla.**

**Ref.:Tender No. TDL/EN/Tender/ Office Assistance /1213**

1. I/We. have read the various conditions of tender attached hereto and hereby agree to abide by the said conditions. I also agree to keep this open tender for acceptance for a period of 90 days from the date fixed for opening the same and in default thereof, I/We will be liable for forfeiture of my/our Earnest Money. I/We offer to do the work as set out in the Bid Document. I/We also agree to abide by the General Terms & Conditions of the Contract and to carry out the work according to the special conditions as laid down by the DFCCIL Administration for the execution of present contract.
2. Until a formal agreement is prepared and executed acceptance of this tender shall constitute a binding contract between us subject to the modifications, as may be mutually agreed to, between us and indicated in the letter of acceptance or my/our offer for the work.

Signature of Bidder

Bidders Address

**Section 1.****Instructions to Bidders**

**Chief Project Manager/DFCCIL/AGRA**, for and on behalf of DFCCIL invites, bids under single packet system from the bidders for Engagement of Manpower Service Provider for outsourcing of 'Office Assistance Services' in DFCCIL's Agra, Aligarh and Etawah offices under CPM/Tundla.

**1.1 ELIGIBILITY CRITERIA FOR MANPOWER SERVICE PROVIDER:-**

<b>S.No.</b>	<b>Criteria</b>	<b>Documents required</b>
i.	<p>(i) Bidder should have successfully completed atleast one work of providing housekeeping services costing not less than Rs. 35% of the estimated cost of work in the last three years {i.e. current year and previous three financial years} for any government department/PSU. (date of start of work may not fall in this period.)</p> <p style="text-align: center;"><b>OR</b></p> <p>(ii) Bidder should be carrying out atleast one work of providing housekeeping services for at least two years with average annual payment not less than Rs. 15,00,000/- Fifteen Lakh only in any government department/PSU.</p>	The bidder has to submit certificate issued by concerned authorities as per Performa given in Annexure-I of the bid document.
ii.	The bidder should have received payment against satisfactory execution of completed and ongoing works of all types during last three Financial years i.e. current year and preceding 3 years as per current ITCC/audited balance sheet of not less than 150% of the advertised estimated cost of work.	Copy of audited Profit/Loss Account, Balance Sheet, copy of Income-Tax Return certified by Chartered Accountant.
iii.	<p>a) Registration for ESI, EPF, Service Tax, PAN number.</p> <p>b) Affidavit that the firm has not been blacklisted for business by any government department /PSU and that in last three years to be reckoned from date of invitation of tender there has not been any work cancelled against them for poor performance.</p> <p>c) Registered under Contract Labour (Regulation and Abolition) Act'1970 and a valid labour licence under this Act.</p>	Registration certificates/Affidavit/ documents to be enclosed. Performa of Affidavit is given in Annexure-II of the bid document.

Note:- Consortium bidding shall not be allowed at any stage for fulfillment of eligibility criteria

**Details of the Bidder:**

S. No.	Particulars	Details		
1	Name of Manpower Service Provider			
2	Address with Telephone and fax no.			
3	Status of applicant (individual/proprietorship firm/partnership firm/private limited/society/autonomous bodies(attach documentary evidence)			
4	Types of the services provided			
5	Annual turnover of last three financial years	2009-10	2010-11	2011-12

- 1.3 Tender form can be purchased from the above address on all working days from 1100 hrs to 1700 hrs and upto 1300 hrs on **30.04.13** on payment of **Rs.5,000/-** in the form of Demand Draft/Bankers Cheque in favour of DFCCIL, Kanpur issued by any Nationalized Bank of India or any Scheduled Bank.
- 1.4 Bids must be accompanied by an Earnest Money of Rs. **1,86,000/-** by a crossed Demand Draft issued by any Nationalized / Scheduled Bank drawn in favour of Dedicated Freight Corridor Corporation of India Ltd, payable at Delhi. Bids received without earnest money shall be summarily rejected. No interest shall be paid on EMD. The EMD of the successful bidder shall be adjusted against Security deposit. The earnest money deposit (EMD) will be forfeited if the bidder withdraws or amends impairs and derogates from the tender in any respect within the period of validity of tender or fails to furnish the Performance guarantee.
- 1.5 Bid documents along with EMD and cost of tender form should be submitted in sealed covers superscribed as **Engagement of Manpower Service Provider for outsourcing of 'Office Assistance Services' in DFCCIL's Agra, Aligarh and Etawah offices under CPM/Tundla. Tender No. Tender No. TDL/EN/Tender/ Office Assistance /2013:** should be deposited in the Tender Box kept in the office of DFCCIL, Agra at above address. The bids would be opened at as per schedule in the presence of representatives of the agencies who choose to remain present. Submission of bids by the Bidder implies that he has fully read and understood the NIT instructions, terms & condition and all other contract documents and other factors bearing on execution of works.
- 1.6 Contract shall be deemed to have commenced as on from date of issuance of letter of intent and shall be in force for an initial period of two years extendable further for one year with written mutual consent on existing terms and conditions or new terms and condition to be decided at the time of such extension.

- 1.7 DFCCIL reserves the rights to modify, expand, restrict, scrap, re-float the tender without assigning any reasons.
- 1.8 The bidders shall keep their offer open for a minimum period of **90 days** from the date of opening of the bid, being extended further if required by mutual agreement from time to time. Any contravention of the above condition shall make the bidder liable for forfeiture of his earnest money deposit. The bidders cannot withdraw their offer within the period of validity / extended validity.
- 1.9 Bidders are required to give unconditional offers. A conditional offer, having financial implication, is liable to be rejected.
- 1.10 Bids will be assessed based on the information submitted by bidder. However, DFCCIL reserves the **right to seek clarification from the bidders**, if the evaluation committee considers it necessary for proper assessment of the proposal. Lowest eligible bidder shall be awarded the work. Within 15 days from the date of issue of the letter of award, the successful Bidder will be required to (i) execute the Contract Agreement for Services as per General terms & Conditions of Contract (**section 2**) and Special Conditions of Contract (**section 3**). The successful Bidder with whom the contract is signed shall commence the assignment within 7 days from the date of issue of acceptance letter.

#### 1.11 **PAYMENT TERMS**

The lump sum amount payable by DFCCIL to the Manpower Service Provider every month shall include

- i. the remuneration payable for the outsourced manpower,
- ii. the commission payable to the Manpower Service Provider,
- iii. applicable Service Tax in accordance with clause 7.3 (page 20).

The aforesaid consideration will be paid by DFCCIL to the Manpower Service Provider within 15 days against the monthly invoices raised by Manpower Service Provider at the end of each month, in duplicate. **Deduction towards Income Tax as applicable under the Income Tax Act, 1961**, shall be made from all payments made to the manpower service provider and in respect of such deductions necessary certificates of Tax Deduction shall be given;

The Manpower Service Provider shall provide details every quarter regarding submission of statutory payments towards PF, ESI etc. in account of outsourced personnel with the appropriate authorities.

The monthly payment to the outsourced personnel shall be made as per rates quoted by 10<sup>th</sup> day of every month.

- 1.12 DFCCIL reserves the right to increase/decrease the number of manpower under different categories depending as per its requirement.

**SECTION-2****GENERAL TERMS & CONDITIONS OF CONTRACT**

**2.1 GENERAL TERMS & CONDITIONS OF CONTRACT** will form an integral part of the Bid and contract, which is enclosed along with the tender documents. In case of any deviation between conditions of contract and any other special condition & specifications of contract of this tender document, the special condition & specifications of contract of this tender document shall prevail. The tenderers must give a certificate along with their offer that they have thoroughly read, understood and accepted the conditions/special conditions & specifications of contract as well as other conditions of tender etc.

**2.2 Definitions:-**

- (a) The Contract shall mean agreement entered into between DFCCIL and the contractor as recorded in the contract form signed by the parties include all attachment, the notice of tender, the sealed quotation and the tender documents including the tender and acceptance thereof together with the documents referred to therein, and the accepted conditions with annexure mentioned therein including any special conditions, specifications, price schedule / bill of quantities and schedule of rates. All these documents taken together shall be deemed to form one contract and shall be complementary to one another. Contracts deed of contract together with its entire accompaniment and those later incorporated in it by internal consent.
- (b) The Contractor/ Bidder/Manpower Service Provider shall mean the individual or firm or company whether incorporated or not, undertaking the work and shall include legal representative of such an individual or persons comprising such firms or company as the case may be and permitted, assigns of such individual or firm or company.
- (c) The Contract value shall mean the sum for which the tender is accepted.
- (d) The Contract time means period specified in the tender document for entire execution of contracted works from the date of notification of award.

**2.3 Performance Guarantee - Deleted****2.4 DEFINITIONS**

Unless excluded by or repugnant to the context:

- a) The expression employer /DFCCIL as used in the tender papers shall mean the Dedicated Freight corridor Corporation of India Ltd.
- b) The expression Corporation as used in the tender paper means Dedicated Freight corridor Corporation of India Ltd.
- c) The expression "Department" as used in the tender papers shall mean Dedicated Freight corridor Corporation of India Ltd.

- d) “Drawing” shall be mean the drawings referred to in specifications and any modifications of such drawings approved in writing by engineers and such other drawings as may from time to time be furnished or approved in writing by the Engineer In Charge.
- e) Engineer/ “Engineer-in-charge” of the work shall mean the ‘Representative’ appointed by DFCCIL.
- f) The “Site” shall mean the lands and / or other places on under in or through which the work is to be executed under the contract including any other lands or place used for the purpose of contract.
- g) Part(s) thereof as the case may be and shall include all extra or additional, altered or substituted works as required for performance of the contract.
- h) The “Contract” shall mean The agreement entered into between the owner and the contractor as recorded in the contract form signed by the parties include all attachment the notice of tender, the sealed quotation and the tender documents including the tender and acceptance thereof together with the documents referred to therein, and the accepted conditions with annexure mentioned therein including any special conditions, specifications, designs, drawings, price schedule / bill of quantities and schedule of rates. All these documents taken together shall be deemed to form one contract and shall be complementary to one another. Contract is deed of contract together with its entire accompaniment and those later incorporated in it by internal consent.
- i) The “Contractor/ Bidder” shall mean the individual or firm or company whether incorporated or not, undertaking the work and shall include legal representative of such an individual or persons comprising such firms or company as the case may be and permitted, assigns of such individual or firm or company.
- j) The “Contract sum” / “Contract price” shall mean the sum for which the tender is accepted.
- k) The “Contract time” means period specified in the tender document for entire execution of contracted works from the date of notification of award including monsoon period.
- l) A “Day” shall mean a day of 24 hours from midnight to midnight irrespective of the number of hours worked in that day.
- m) A “month” shall mean a calendar month.
- n) A “week” shall mean seven consecutive days without regard to the number of hours worked in any day in that week.
- o) “Excepted Risks” are risks due to riots (other wise than among contractor’s employees) and civil commotion (in so far as both these are un-insurable) was (whether declared or not), invasion, act of foreign enemies, hostilities, civil war, rebellion, revolution, insurrection, military or usurped power, any acts of God, such as earthquake, lightening and un-precedent floods over which the contractor has no control.

- p) “Temporary works” shall mean all temporary works of every kind required in or about the execution completion or maintenance of the works.
- q) “Urgent works” shall mean any measures, which in the opinion of the Engineer, become necessary during the progress of the works to obviate any risk or accident or failure or which become necessary for security of the work or the persons working, thereon.
- r) Where the context so requires, word importing the singular number only also include the plural number of vice-versa.

### **3. SECURITY DEPOSIT**

On acceptance of the bid, the successful bidder shall submit a security\_deposit equal to 5% of the contract value. The earnest money of the successful bidder will be converted into initial security deposit. Balance Security deposit shall be deducted at the rate of 10% from each of the running bill of the Bidder till the realization of full amount of security deposit as per contract. The amount of security deposit will be retained till the 60 days period after the completion of contract. The security deposit shall be returned to the contractor without any interest.

The security deposit shall be returned to the contractor without any interest when the contractor ceases to be under any obligations under the contract i.e. after completion of defect liability period i.e after 120 days of the satisfactory completion of the work.

### **4. SUPERVISION AND SUPERINTENDENCE**

#### **4.1 CONTRACTOR'S SUPERVISION**

The Contractor’s Supervisor shall supervise & direct the works efficiently & with his best skill & attention. He shall be solely responsible for means, methods, techniques, procedures & sequences of construction. The Contractor shall co-ordinate all parts of the work and shall be responsible to see that the finished work complies fully with the contract documents, & such instructions & variation orders as the Engineer may issue during the progress of the works.

### **5. USE OF EXPLOSIVES**

Blasting is not permitted on this work unless under exceptionally unavoidable conditions but subject to Government’s Policy on the subject matter and approval of engineer in charge.

### **6. PROTECTION**

The works included in this contract are to be carried out close to the running tracks and public utilities, therefore, safety of running trains and the public is paramount. Therefore, all activities undertaken by the Contractor / his Sub-contractors shall ensure safety at all times. The contractor shall comply with the instructions issued by the DFCCIL/ Engineer / Employer from time to time



to ensure safe running of trains while carrying out works . The rates quoted by the Contractor shall be deemed to include all expenditure incurred in compliance with the same.

**7. WORKMEN**

The contractor shall at all times enforce strict discipline and good order among his employees and shall not employ on the works any unfit person or anyone not skilled and experienced in the assigned task. The Contractor shall in respect of labour employed by him comply with or cause to be complied with the provisions of various labour law and rules and regulations as applicable to them in regard to all matters provided therein and shall indemnify the owner in respect of all claims that may be made against the owner for non-compliance thereof by the Contractor. In the event of the contractor committing a default or breach of any provisions of labour laws and rules and regulations, the Contractor shall without prejudice is liable to prosecuted as per Indian Laws.

**8. LAWS AND REGULATIONS :**

Governing Law : The contract documents shall be governed by the laws and by-laws of India.

**9. SAFETY PRECAUTIONS AND EMERGENCIES AND PROTECTION OF ENVIRONMENT**

The contractor shall be solely responsible notwithstanding any stipulations by owner or Engineer for initiating, maintaining and supervising all safety precautions and programmes, in connection with the work and shall comply with all laws, ordinance, code rules, regulations and lawful orders of any public authority having jurisdiction for the safety of persons or property or to protect them from damages, injury or loss during the entire contract period including non-working hours.

**10. INCOME TAX**

Income Tax as per rates applicable/amended under the Income Tax Act of work shall be deducted at source unless the contractor is exempted by Income Tax Authorities.

**11. SERVICE TAX**

Service Tax as applicable on gross value of each running account bill shall be paid by DFCCIL as per prevailing law.

**12. PERMITS, FEES, TAXES & ROYALTIES**

Unless otherwise provided in the contract documents, the contractor shall secure and pay for all permits, Government fees and licenses necessary for the execution and completion of the works. The contractor shall pay all duties including excise duty, sales tax, works contract tax, local taxes, income tax, octroi and other taxes Govt except service tax . The service tax will be paid extra if payable under law on submission of the documentary evidence. The DFCCIL authorities will not take any responsibility of refund of such taxes/fees. Any violation, in the legal provisions of taxes, duties, permits and fees, carried out by the Contractor and detected subsequently shall be the sole responsibility of the Contractor and his legal heirs.

**13 STATUTORY INCREASE IN DUTIES, TAXES ETC**

All the taxes and duties levied by the State and Central Govt. and by Local Bodies at the prevailing rates applicable on the date of receipt of tender shall be fully borne by the Contractor and shall not be reimbursed to him on any account. The tender shall be inclusive of all taxes levies, octroi etc.

Further DFCCIL shall not honour any claim arising out of any increase in any of the prevailing statutory duties, taxes, levies, octroi, etc. At the time of quoting/bidding contractor should bear the above fact in mind.

**14. DELAY AND EXTENSION OF CONTRACT PERIOD / LIQUIDATED DAMAGES**

- 14.1 The time allowed for execution and completion of the works or part of the works as specified in the contract, shall be essence of the contract on the part of the Firm/Contractor.
- 14.2 As soon as it becomes apparent to the Firm/Contractor, that the work and / or portions thereof (required to be completed earlier), cannot be completed within the period(s) stipulated in the contract, or the extended periods granted, he shall forthwith inform the Engineer and advise him of the reasons for the delay, as also the extra time required to complete the work and / or portions of work, together with justification thereof. In all such cases, whether the delay is attributable to the Firm/Contractor or not, the Firm/Contractor shall be bound to apply for extension well within the period of completion / extended period of completion of the whole works and / or portions thereof.
- 14.3 Extension due to modifications  
If any modifications are ordered by the Engineer or site conditions actually encountered are such, that in the opinion of the Engineer the magnitude of the work has increased materially, then such extension of the stipulated date of completion may be granted, as shall appear to the Engineer to be reasonable.
- 14.4 Delays not due to Employer  
If the completion of the whole works (or part thereof which as per the contract is required to be completed earlier) , is likely to be delayed on account of:
- Any force majeure event referred to in Clause 20.0 or
  - Any relevant order of court or
  - Any other event or occurrence which, according to the Engineer is not due to the Firm/Contractor's failure or fault, and is beyond his control. The Engineer may grant such extensions of the completion period as in his opinion reasonable.
- 14.5. Delays due to Employer / Engineer  
In the event of any failure or delay by the Employer / Engineer in fulfilling his obligations under the contract, then such failure or delay, shall in no way affect or vitiate the contract or alter the character thereof; or entitle the Firm/Contractor to damages or compensation thereof but in any

such case, the Engineer shall grant such extension or extensions of time to complete the work, as in his opinion is / are reasonable.

14.6 Delays due to Firm/Contractor and Liquidated Damages

If the delay in the completion of the whole works or a part of the works, beyond stipulated completion period, is due to the Firm/Contractor's failure or fault, and the Engineer feels that the remaining works or the portion of works can be completed by the Firm/Contractor in a reasonable and acceptable short time, then, the Engineer may allow the Firm/Contractor extension or further extension of time, for completion, as he may decide, subject to the following: -

Without prejudice to any other right or remedy available to the Engineer, recover by way of liquidated damages and not as penalty, a sum equivalent to quarter of one percent (0.25%) of the contract value of the works, for each week or part thereof the Firm/Contractor is in default.

The recovery on account of compensation for delay shall be limited to 5% of his contract value of the works, or the portion of the works, as the case may be.

The recovery of such damages shall not relieve the Firm/Contractor from his obligation to complete the work or from any other obligation and liability under the contract.

15.7 Engineer's decision on compensation payable being final

The decision of the Engineer as to the compensation, if any, payable by the Firm/Contractor under this clause shall be final and binding.

15.8 Time shall continue to be treated as the essence of contract in spite of extension of time. It is an agreed term of the contract that notwithstanding grant of extension of time under any of the sub-clauses mentioned herein, time shall continue to be treated as the essence of contract on the part of the Firm/Contractor.

**16. DETERMINATION OF CONTRACT DUE TO FIRM/ CONTRACTOR'S DEFAULT**

16.1 Conditions leading to determination of contract

- I) If the Firm/Contractor
  - a) becomes bankrupt or insolvent, or,
  - b) makes arrangements with or assignment in favour of his creditor, or agrees to carry out the contract under a committee of inspection of his creditors or
  - c) being a company or corporation goes into liquidation by a resolution passed by the Board of Directors / General Body of the share-holders or as a result of court order (other than voluntary liquidation for the purpose of amalgamation or reconstruction) ; or
  - d) has execution levied on his goods or property or the works, or
  - e) assigns or sublets the contract or any part thereof otherwise than as provided for under conditions of this contract, or
  - f) abandons the contract, or
  - g) persistently disregards instructions of the Engineer or contravenes any provisions of the contract, or
  - h) fails to adhere to the agreed programme of work or fails to complete the works or parts of the works within the stipulated or extended period of completion, or is unlikely to

complete the whole work or part thereof within time because of poor record of progress;  
or

- i) fails to take steps to employ competent and / or additional staff and labour, or
  - j) promises, offers or gives any bribe, commission, gift or advantage, either himself or through his partners, agents or servants to any officer or employee of the Engineer or the Employer, or to any person on their behalf, in relation to obtaining or execution of this or any other contract with the Employer, or
  - k) Suppresses or gives wrong information while submitting the tender. In any such case the Engineer on behalf of the Employer may serve the Firm/Contractor with a notice in writing to that effect and if the Firm/Contractor does not, within 7 days after delivery to him of such notice, proceed to make good his default in so far as the same is capable of being made good, and carry on the work or comply with such instructions as aforesaid to the entire satisfaction of the Engineer, the Employer shall be entitled after giving 48 hours notice in writing to terminate the contract, as a whole or in part or parts (as may be specified in such notice).
- 16.2 In such a case of termination, the Employer / Engineer may adopt the following course  
Carry out the whole or part of the work from which the Firm/Contractor has been removed by engaging another Firm/Contractor or deployment of technical staff at site.

## **17. DETERMINATION OF CONTRACT ON EMPLOYER / ENGINEER'S ACCOUNT**

- 17.1 The Employer / Engineer shall be entitled to determinate the contract, at any time, should, in the Employer / Engineer's opinion, the cessation of works becomes necessary, owing to paucity of funds or due to court orders or from any other cause whatsoever. Notice in writing from the Employer / Engineer of such termination and reasons therefore, shall be conclusive evidence thereof.
- 17.2 In case of determination of contract on Employer / Engineer's account as described above, the claims of the Firm/Contractor towards expenditure incurred by him in the expectation of completing the whole works, shall be admitted and considered for payment as deemed reasonable and are supported by the documents / vouchers etc., to the satisfaction of Employer / Engineer. The decision of the Employer / Engineer on the necessity and propriety of such expenditure shall be final and conclusive. However, the Firm/Contractor shall have no claim to any payment of compensation or otherwise, on account of any profit or advantage which he might have derived from the execution of the work in full but which he could not in consequence of determination of contract under this clause.

## **18. FOSSILS ETC**

All fossils, coins, articles of value of antiquity and structures or other remains or things of geological or archaeological interest discovered on the site shall be deemed to be the property of the owner and the Contractor shall take reasonable precautions to prevent his workmen or any other person from removing or damaging any such article or thing and shall immediately upon discovery thereof and before removal acquaint the Engineer of such discovery and carry out at the expenses of the Engineer's order as to the disposal of the same.

**19 LABOUR RULES**

- 19.1 The contractor will have to produce to the satisfaction of the accepting authority a valid and current license issued in his favour under the provision of Contract Labour (Regulation and Abolition) Act 1970, before starting the work, otherwise the Contractor shall have to face the further consequences.
- 19.2 The contractor shall have to follow all rules and regulations pertaining to payment of Minimum Wages Act as notified by C.G. Government applicable for Project Sites. The contractor shall also be responsible for observance of labour regulations in respect of labour welfare, PF & EI.

**20. FORCE MAJEURE**

War, invasion, revolution, riots, sabotage, lockouts, strikes, work shut downs imposed by Government, acts of Legislative or other Authorities, stoppage in supply of raw materials, fuel or electricity, breakdown of machinery, act of God, epidemics, fires, earthquakes, floods, explosives, accidents and navigation blockages, or any other acts or events whatsoever, which are beyond reasonable control of Contractor and which shall directly or indirectly prevent completion of the project within the time specified in the agreement, will be considered Force Majeure. Contractor shall be granted necessary extension of completion date to cover the delay caused by Force Majeure without any financial repercussions.

**21 SETTLEMENT OF DISPUTES**

All disputes or differences of any kind whatsoever that may arise between the Employer / Engineer and the Bidder in connection with or arising out of the contract or subject matter thereof or the execution of works, whether during the progress of works or after their completion, whether before or after determination of contract shall be settled as under:

**21.1 Mutual Settlement**

All such disputes or differences shall in the first place be referred by the Bidder to the Employer in writing for resolving the same through mutual discussions, negotiations, deliberation etc. associating representatives from both the sides and concerted efforts shall be made for reaching amicable settlement of disputes or differences.

**22.2 Conciliation/Arbitration**

23.2.1 It is a term of this contract that Conciliation / Arbitration of disputes to settle shall not be commenced unless an attempt has first been made by the parties such disputes through mutual settlement.

23.2.2 If the Bidder is not satisfied with the settlement by the Employer on any matter in question, disputes or differences, the Bidder may refer to the Managing Director of the Employer in writing to settle such disputes or differences through Conciliation or Arbitration provided that

the demand for Conciliation or Arbitration shall specify the matters, which are in question or subject of the disputes or differences as also the amount of claim, item wise. Only such dispute(s), or difference(s) in respect of which the demand has been made, together with counter claims of, the Employer shall be referred to Conciliator or Arbitrator as the case may be and other matters shall not be included in the reference.

- 23.2.3 Managing Director of the Employer may himself act as Sole Conciliator/Sole Arbitrator or may at his option appoint another person as Sole Conciliator or Sole Arbitrator, as the case may be. In case, Managing Director of the Employer decides to appoint a Sole Conciliator / Sole Arbitrator, then a panel of atleast three names will be sent to the Bidder. Such persons may be working / retired employees of the Employer who had not been connected with the work. The Bidder shall suggest minimum two names out of this panel for appointment of Sole Conciliator / Sole Arbitrator. Managing Director of the Employer will appoint Sole Conciliator / Sole Arbitrator out of the names agreed by the Bidder.
- 23.2.4 In case, the Bidder opts for settlement of disputes through Conciliation at first stage and if the efforts to resolve all or any of the disputes through Conciliation fails, the Bidder may refer to the Managing Director of the Employer for settlement of such disputes or differences through Arbitration. The appointment of Sole Arbitrator shall be done by the Managing Director of the Employer as per the procedure described above. No disputes or differences shall be referred to Arbitration after expiry of 60 days from the date of notification of failure of Conciliation.
- 23.2.5 The Conciliation and / or Arbitration proceedings shall be governed by the provisions of the Indian Arbitration and Conciliation Act 1996 or any statutory modification or re-enactment thereof and the rules made there under and for the time being in force shall apply to the conciliation and arbitration proceedings under this clause.
- 23.2.6 The language of proceedings, documents or communications shall be in English and the award shall be made in English in writing.
- 23.2.7 The conciliation / arbitration proceedings shall be held at a place decided by Conciliator / Arbitrator.
- 23.2.8 The fees and other charges of the Conciliator / Arbitrator shall be as per the scales fixed by the Employer and shall be shared equally between the Employer and the Bidder.
- 23.3 Settlement through Court  
It is a term of this contract that the Bidder shall not approach any Court of Law for settlement of such disputes or differences unless an attempt has first been made by the parties to settle such disputes or differences through clauses 14.1 and 14.2.
- 23.4 Suspension of work

The Obligations of the Employer, the Engineer and the Bidder shall not be altered by reasons of conciliation / arbitration being conducted during the progress of works. Neither party shall be

entitled to suspend the work on account of conciliation / arbitration and payments to the Bidder shall continue to be made in terms of the contract.

23.5 Award to be binding on all parties

The award of the Sole Arbitrator, unless challenged in court of law, shall be binding on all parties.

23.6 Exception

For settlement of disputes with central PSUs, the procedure as per existing orders of Permanent Machinery for Arbitration (PMA), Bureau of Public Enterprises, Govt. of India shall be followed.

23.7 Jurisdiction of Courts

Jurisdiction of courts for dispute resolution shall be AGRA only.



### SECTION-3

#### SPECIAL CONDITIONS OF CONTRACT

##### **3.1 OBLIGATION OF MANPOWER SERVICE PROVIDER**

- 3.1.1 The Manpower Service provider shall, if and when so requested by DFCCIL, will provide the outsourced manpower at the premises, or any other office of DFCCIL, as may be required by DFCCIL, at the agreed rates. The essential qualification/skills/experience and the tentative number of outsourced personnel and scope of services is given at Annexure III of the Bid document.
- 3.1.2 It shall be the responsibility of the Manpower service Provider to verify the qualification and experience of the outsourced manpower. Candidates will be examined for performing the defined functions by DFCCIL and DFCCIL reserves the rights to verify and check the credentials and qualification of the outsourced manpower. If during the course of engagement of any outsourced personnel, it comes to notice that he/she has misrepresented the fact about his/her qualification/experience, the Manpower Service Provider will have to terminate the service of such staff immediately and shall provide suitable replacement within 05 days time.
- 3.2.3 If the performance of the outsourced personnel is unsatisfactory, DFCCIL shall give a notice of 15 days to the Manpower Service Provider to take necessary action to improve the performance of outsourced personnel and the performance does not improve even after 15 days of such communication, the Manpower Service Provider shall provide a replacement acceptable to DFCCIL within 05 days time.
- 3.2.4 The Manpower Service Provider shall make actual disbursement of salary to the outsourced person in various categories as agreed with DFCCIL and in no circumstances the actual disbursement shall be less than the agreed amount without prior written approval of DFCCIL.

##### **3.3 TERMINATION OF CONTRACT-**

- 3.3.1 In case the services of the Manpower Service Provider are not found satisfactory, or there is a breach of any of the terms & conditions of the contract and/or fails/neglects to carry out any instruction issued to it by DFCCIL from time to time the same can be terminated by DFCCIL on giving of a notice of **one month**. In case of unsatisfactory performance of the contract, a warning letter will be issued to the Manpower Service Provider. In case corrective action is not taken, DFCCIL shall have the right to terminate the agreement without any further notice. Unsatisfactory service in this case would be frequent absence or poor attendance of housekeeping staff, inability to provide replacement, lackadaisical work in maintaining cleanliness, discourteous behaviour by the house keeping staff, indiscipline in the premises (which includes taking alcohol, using foul language, getting involved in objectionable activities, etc.) or any other non-compliance of the provisions of the Agreement.



- 3.3.2 The Manpower Service Provider shall not terminate the services of hired staff unilaterally. In case any hired staff is proposed to be replaced/ terminated by the Manpower Service Provider, such action should be taken only with approval of DFCCIL.
4. Manpower Service Provider shall ensure complete compliance (in respect of the personnel provided to DFCCIL) of all the prevailing provisions of the Payment of Wages Act 1936, Minimum Wages Act 1948, Workmen Compensation Act 1923, Contract Labour Act 1970, Employees Provident Fund, ESI Act and Miscellaneous Provisions Act 1952 under labour laws, etc, and any other act, rules or regulations as may be enacted by the government or any modifications thereof or any other law relating thereto and rules made there under from time to time. In the event of non-compliance of the same, the Manpower service provider would undertake to indemnify DFCCIL on any cost or liability it may incur on account of such non-compliance.
  5. In case of any statutory increases in the wages of labour in accordance with the Minimum wages notification issued by the appropriate authority under the Minimum\_Wages Act from time to time after submission of the tender, payment of minimum wages to the personnel deployed should be revised accordingly and claimed from DFCCIL with the monthly bill. As on date the prevailing notification of Dy.C.L.C/Kanpur for minimum wages (for various category of workers) is effective from October 2012 and this will be treated as the reference rate for calculating the proportionate increase over the tendered rates.
  6. The Manpower Service Provider will, for the purpose, aforesaid continuously monitor the Services being rendered by it to ensure that these are upto the standards required by DFCCIL.
  7. The Manpower Service Provider would comply with the statutory requirements; rules and regulations applicable to outsourced persons engaged by DFCCIL and shall obtain all necessary registrations, licenses, approvals and sanctions under the laws applicable. The Manpower Service Provider shall obtain appropriate license under the Contract Labour (Regulation and Abolition) Act, 1970 and the Rules as amended upto date and shall comply with all terms and conditions thereof strictly, and shall keep such license duly validated and/or renewed from time to time throughout the currency of this Contract.
  8. The Manpower Service Provider provides adequate cover to the outsourced persons for death, disability, sickness etc. DFCCIL shall not be liable to pay or bear any premium / compensation at any stage in respect of Insurance made by Manpower Service Provider to cover the risk (death,disability,sickness) etc. Manpower Service Provider shall submit the copies of such policies and their renewal receipts as well as documentary evidence of payment of premiums to DFCCIL and shall act all times keep the requisite policies running.
  9.
    - 9.1 The Manpower Service Provider shall decide the modus operandi as to engage workers by them rendering proper and efficient services and to conform to the prescribed standards. The Manpower Service Provider shall submit a copy of the appointment letters issued by it to the outsourced

person(s) placed at the office of the DFCCIL for discharging defined activities/ functions.

- 9.2 No relationship of employer and employee shall be entertained between the DFCCIL and the outsourced personnel engaged by the Manpower Service Provider. The Manpower Service Provider shall ensure that all persons employed by them shall be efficient, skilled, honest and conversant with the nature of work as required.
10. The Manpower Service Provider alone shall have the right to take disciplinary action against any person(s) engaged/employed by them; while no right whatsoever shall vest in any such person(s) to raise any dispute and/or claim whatsoever against the DFCCIL. The DFCCIL shall, under no circumstances be deemed or treated as the employer in respect of any person(s) engaged/employed by the Manpower Service Provider for any purpose whatsoever nor would the DFCCIL be liable for any claim(s) whatsoever of any person(s) of the Manpower Service Provider and Manpower Service Provider shall keep DFCCIL totally and completely indemnified against any such claim(s).
  11. The Manpower Service Provider shall maintain all registers required under various Acts, which may be inspected by the DFCCIL as well as the appropriate authorities at any time.
  12. The attendance rolls for the personnel deployed by the Manpower Service Provider at the premises of DFCCIL shall be provided by the Manpower Service Provider and it shall be monitored by the Manpower Service Provider. These attendance rolls shall be signed by the authorised representative of Manpower Service Provider who shall get it verified by the designated officer of DFCCIL.
  13. Notwithstanding anything herein contained, the Manpower Service Provider will be liable to adequately compensate DFCCIL for any loss or damage occasioned by any act, omission or lapse on the part of the Manpower Service Provider or of any persons deployed by it pursuant to the Contract.
  14. The Manpower Service Provider must also be able to arrange for the replacement of the existing outsourced person, as per the instructions of DFCCIL.
  15. The engagement of outsourced person shall be purely on temporary and on contract basis. The Manpower Service Provider shall at all times make it absolutely clear to the outsourced personnel hired through them in DFCCIL that such deputed do not have any claim whatsoever for any regular employment in DFCCIL. Any outsourced personnel deputed in DFCCIL can be removed any time by giving notice to the Manpower Service Provider and the staff in the circumstances provided herein above. The Manpower Service Provider will have to provide suitable replacement acceptable to DFCCIL within 05 days time.
  16. The outsourced person shall at all time maintain absolute integrity and devotion to duty and conduct himself/herself in a manner conducive to the best interests, credits and prestige of DFCCIL.
  17. The Manpower Service Provider shall indemnify and keep DFCCIL indemnified and harmless from and against all disputes, claims, fines, penalties, litigations criminal as well as civil that may be initiated against the DFCCIL on account of and/or arising out of the failure of the Manpower Service Provider to adhere to any statutory requirement, or to follow such rules regulations, guidelines or procedures as may be required under any statute or directive.
  18. The outsourced personnel should be in proper uniform with name badges. The Manpower Service Provider will provide at least two sets of uniform to each staff which shall be reimbursed by DFCCIL as per rates specified.
  19. In case the outsourced personnel deployed by the Manpower Service Provider is found to be suffering from any disease which renders him unsuitable for the job he should be immediately replaced.

20. Manpower Service Provider shall provide identity cards bearing the photographs to the all the outsourced personnel deployed in DFCCIL at its own cost.
21. **WORKING HOURS OF HIRED STAFF:-** The working hours for the outsourced personnel shall be for 8 hours a day for 6 days a week. However, these timings may be changed without any overall impact on the period of duty as per requirement of operation. The personnel would get a day off every week along with National holidays. Proportionate additional payment will be made for attending office on Sundays, if required by DFCC.
22. **Permissible leave to hired staff.**  
Casual/Sickness leave : One day's paid casual leave for every month during the calendar year. Unavailed C.L. will lapse on 31st. of December every year. Leave can not be encashed. Sanctioning of leave will be decided by CPM.
23. **OBLIGATION OF DFCCIL** - DFCCIL will, subject to compliance of this contract and all statutory requirements and the provision of services to its satisfaction by the Manpower Service Provider and subject to deduction of Tax at source under the Income Tax Act, 1961 or any other provision of the law for the time being in force, ensure full and timely payments for the services as provided in this contract adjusted by the manpower Service Provider that Cost to the Company does not increase.
24. **FORCE MAJEURE** - The Obligations of DFCCIL and the Manpower Service Provider shall remain suspended if and to the extent that they are unable to carry out such obligations owing to force majeure. In the event of such inability continuing for more than a week, the other party shall have the right to terminate this contract without further obligation.
25. **INDEMNITY** - The Manpower Service Provider shall indemnify and hold harmless to DFCCIL and its directors, officers and employees from and against all and any claims, demands, losses, damages, penalties, expenses and proceedings connected with the implementation of this contract or arising from any breach or non-compliance whatsoever by the Manpower Service Provider or any of the persons deployed by it pursuant hereto of or in relation to any such matter as aforesaid or otherwise arising from any act or omission on their part, whether will full or not, and whether within or outside the premises including but not limited to any and all claims by the hired staff.
26. In performing the terms and conditions of the contract, the Manpower Service Provider shall at all times act as an Independent Manpower Service Provider. The contract does not in any way create a relationship of principal and agent between DFCCIL and the Manpower Service Provider. The Manpower Service Provider shall not act or attempt or represent itself as an agent of DFCCIL. It is clearly understood and accepted by both parties that this contract between the parties evidenced by it is on a principal to Principal basis and nothing herein contained shall be construed or understood as constituting either party hereto, the agent or representative of the other, under any circumstances. The Manpower Service Provider shall never under any circumstances whatsoever, be entitled to claim themselves to be the employee of DFCCIL.
27. **INCOME TAX** - Income Tax as per rates applicable/amended under the Income Tax Act of work shall be deducted at source unless the contractor is exempted by Income Tax Authorities.
28. **SERVICE TAX** - Service Tax as applicable on gross value of each running account bill shall be paid by DFCCIL as per prevailing law and as detailed in para no. 7.3.(page 20)
29. **RESOLUTION OF DISPUTES & ARBITRATION** - In the event of any dispute or difference whatsoever arising under this contract or in connection therewith including any dispute relating to existing meaning and interpretation of this contract shall be settled amicably through mutual negotiation by the parties. In case the amicable settlement is not possible, the same shall be referred to the sole arbitrator as appointed by DFCCIL. The arbitration shall be conducted in

accordance with the provisions of the Arbitration and Conciliation Act 1996. Notwithstanding any dispute between the parties, the Manpower Service Provider shall not be entitled to withhold, delay or defer its obligation, under the contract, and the same shall be carried out strictly in accordance with the terms and conditions of contract.

30.

**31. PENALTY** - Penalty for an amount of Rs. 500 to Rs.2000 depending on the nature of unsatisfactory service, will be deducted from the due amount in the following conditions:

- a. Absence of staff;
- b. Any undisciplined behavior by the staff;
- c. Discourteous behavior towards any officer or staff of DFCCIL;
- d. Not wearing proper uniforms;
- e. Not carrying out the duties listed in the scope of work in a satisfactory manner;
- f. Damage or stealing of any asset or property of DFCCIL or officers and staff of DFCCIL;

Penalty for some of the breaches in services will be as follows:

S/No.	Type of breaches	Amount of Penalty
1	Staff not in proper uniform	Rs.50/- per staff per day
2	Staff turn up late	Rs.50/- per staff per Hour
3	Failure to provide replacement in time	Rs.100/- per staff per day

**FINANCIAL BID****(Section 4)**

1. Office Assistance Services shall be provided as per details given as under:

S.No.	Category	Qty	Months	Consolidate d (@) wages per month	Total Amount
1	Personal Secretary	1	12	15400.00	184800.00
2	Auto Cad Operator	1	12	18500.00	222000.00
3	Sr.Office Assistant	6	72	13750.00	990000.00
4	Office Assistant	7	78(*)	12100.00	943800.00
5	Jr.Office Assistant (SLAO)	5	50(+)	10450.00	522500.00
6	Revenue Staff	8	72(&)	15000.00	1080000.00
7	Office Attendants	15	180	8370.00	1506600.00
8	<b>TOTAL</b>	<b>43</b>			<b>5449700.00</b>
9	<b>ESI</b>	<b>4.75%</b>			<b>258861.00</b>

(@) Consoloiaded wages are inclusive of EPF as applicable.

(\*) 4 persons for 12 months = 48 man months & 3 persons for 10 months = 30 manmonths.(+) 5 persons for 10 months = 50 man months

(&) 8 persons for 12 months = 48 man months & 4 persons for 6 months = 24 manmonths

**N.B. :** The bidder must quote **their commission** in terms of percentage on the **gross wages (only)** pay able to the outsourced persons as indicated in the financial bid.This percentage shall be applicable on each item of the schedule uniformly.

2. **Schedule of Quantities of the services is enclosed as Annexure “A”**

The bidders are required to fill in the agency commission in the same form and submit the complete document with their signature on all pages of the document.

3. The daily wage rate under the Minimum Wages Act notified by Dy.CLC/Kanpur for various categories of workers mentioned in the chart above shall be deemed to be the reference for calculation of monthly wages and would be revised from time to time as per the notification from appropriate authority. The Manpower Service Provider shall be reimbursed accordingly.
4. Service Tax at applicable rates will be paid extra.
5. The above personnel can also be booked on Sundays and in such a case, a weekly rest will be given on any working day of the following week or proportionate payment due shall be made.
6. Payment will be made on the basis of actual manpower deployed and requirement can be varied at the discretion of DFCCIL.
7. Uniform to the office attendants only, shall be provided by DFCC to the staff engaged by Manpower Service Provider and reimbursement shall be done to the staff directly by DFCCIL @ Rs. 1500/- per year for 2 sets in a year.
8. In case of default in payment of statutory provisions by the Manpower Service Provider, DFCCIL shall deposit the amount of statutory provisions and shall be entitled to deduct the same alongwith 15% overheads of DFCCIL, from any amount outstanding or payable to Manpower Service Provider or the Manpower Service Provider shall reimburse the same to DFCCIL
9. Any savings by the Manpower Service Provider, for any reason whatsoever shall accrue to DFCCIL.

10. Besides the categories mentioned above, DFCCIL may ask the Manpower Service Provider to provide other categories of staff also on hiring basis. The essential qualifications/pay structure for such categories shall be decided by mutual agreement and the services will be provided at the agreed commission.

Manpower Service Provider's Name with signature:-

Manpower Service Provider's Name and Address and signature

Telephone No.

Date:-

**Annexure-I**

**Performa for Experience Certificate.{on the letter head of the issuing department}**

M/s..... has provided housekeeping services to this department and has completed the work/service successfully. The details are as under:-

1. Name of work/ service:
2. Agreement/contract number:
3. Nature of service provided:
4. Date of start of service/work:
5. Date of completion of work/service :
6. Total value of work/service during the contract period (if completed):
7. In case of ongoing work/service, please indicate the annual payment for  
F.Y. 2009-10,  
F.Y.2010-11,  
F.Y. 2011-12.

(Name & signature of the officer with seal of the department and phone no.).

**Annexure-II**

**Performa for Affidavit.{on the letterhead of the bidder}**

I \_\_\_\_\_ Proprietor/Director/Partner of the firm M/s.\_\_\_\_\_ do hereby solemnly affirm that the firm M/s.\_\_\_\_\_ has never been black listed/debarred by any organization/office and there has not been any work cancelled against them for poor performance in the last three years reckoned from the date of invitation of Tender.

**Signature of Proprietor/Director/Partner**



**SCOPE OF SERVICES:-****Detailed Scope of Work**

The scope of work under this tender includes –

Manpower service Provider has to provide services of outsourced persons in various categories (As per annexure –I)

The Details of scope of work is as follows-

**(A) Steno Cum PA**

- 2.1 All sorts of dictation/typing work usually carried out by using the Computer with knowledge of MS Office/Excel or any other suitable software in English/ Hindi, maintenance of files of documents and other relevant works as and when required by the different sections of DFCCIL.
- 2.2 Movement and maintenance of files, papers, drawings, within the office, outside DFCCIL Office including Railway and other offices at Kanpur and other places.
- 2.3 Purchase of petty items from the market and keeping accountal of the same.
- 2.4 Operation of various office equipments like photocopier, fax, telephone, printer, EPABX etc.
- 2.5 Dispatch and receipt of files, letters etc. to and from various Railway offices including various state/central govt. offices/PSU.
- 2.6 Any other work assigned by DFCCIL in connection with smooth functioning of the office.

**(B) Office Assistant/Computer Operator**

- 2.7 All sorts of dictation/typing work usually carried out by using the Computer with knowledge of MS Office/Excel or any other suitable software in English/ Hindi, maintenance of files of documents and other relevant works as and when required by the different sections of DFCCIL.
- 2.8 Movement and maintenance of files, papers, drawings, within the office, outside DFCCIL Office including Railway and other offices at Kanpur and other places.
- 2.9 Purchase of petty items from the market and keeping accountal of the same.
- 2.10 Operation of various office equipments like photocopier, fax, telephone, printer, EPABX etc.
- 2.11 Dispatch and receipt of files, letters etc. to and from various Railway offices including various state/central govt. offices/PSU.
- 2.12 Any other work assigned by DFCCIL in connection with smooth functioning of the office.

**(C) Auto CAD Operator**

- 2.13 Preparation of all sorts of drawings/sketches in AUTO CAD.
- 2.14 Movement and maintenance of drawings and records there of.

- 2.15 Dispatch and receipt of drawings to and from various Railway offices including various State/Central Govt. Offices.
- 2.16 Record keeping of all the drawings and related documents.
- 2.17 Any other work assigned by DFCCIL in connection with smooth functioning of the office.

**(D) Retired Revenue Officers**

- 2.18 To assist competent authority for Land Acquisition Work for DFCCIL Kanpur.
- 2.19 Any other work assigned by DFCCIL authority.

**(E) Office Attendants**

- 2.20 Cleaning of rooms, dusting of furniture and equipments in the entire office building.
- 2.21 Mopping of the floor of all rooms, corridors passages balconies etc with moist mopping cloth of two every day.
- 2.22 Cleaning of all toilets, wash basins, corridors area including front open area outside of main gate and disposal of rubbish collected everyday by cleaning the area as specified above. Required consumable such as phenyl, brooms, mops, dusters etc shall be provided by DFCCIL as per requirement.
- 2.23 Preparation and serving of tea, coffee, snacks etc in office, (raw material shall be provided by DFCCIL), cleaning of utensils used in the pantry etc.
- 2.24 Arranging and serving the business lunch/dinner/high tea etc. in the office premises during official meetings. Cost of the lunch/dinner/tea/snacks shall be borne by DFCCIL.
- 2.25 Horticultured activities such as maintenance of Gamla.
- 2.26 Outstation movement for carrying important letters, files, drawings etc with or without accompanying DFCCIL officials.
- 2.27 Delivering the dak/letters/papers and documents to various Government/non governmental offices in Kanpur. For local movement, contractor shall provide at least one bi-cycle at his cost.
- 2.28 Any other work assigned by DFCCIL in connection with smooth functioning of the office.

**3. QUANTITY VARIATION**

Rates quoted in the schedule of items shall be valid for a variation of the quantity up to maximum of (+-) 25% for each item. In case of variation in quantities beyond + 25%, the rates for the additional quantities beyond +25% variation shall be negotiated/decided on mutually acceptable terms, provided the rate so arrived does not exceed the originally accepted rate as per agreement.

**7.0 Rates**

- 7.1 The rates quoted and accepted by DFCCIL shall be firm and final during the currency of contract.
- 7.2 All statutory taxes (**Except Service Tax**) and liabilities levied/leviable by the Central & State Government or any other governing authority/agency from time to time shall be borne by the contractor and the rate shall be inclusive of all such liabilities.
- 7.3 **Services Tax**, as admissible shall be paid extra on submission of proof of depositing the same to concerned Govt Authority **75%** the gross bill value towards service tax, as applicable shall be borne by DFCCIL remaining **25%** of the same shall be borne by the service provider. DFCCIL's part of Service tax (**75%**) shall be paid to the **service provider** in the first month. Second month onwards the same will be paid by **DFCC on production of payment of 100% of previous month's amount to the concerned authority.**
- 7.4 1.75% of the basic of all applicable staff shall be deducted towards **ESI. 4.75%** of the basic of all applicable staff shall be **paid by DFCC** towards **ESI.** The service provider shall be paid with **4.75% of DFCC's component and 1.75%** basic of staff component of all applicable staff in the first month. Second month onwards the same will be paid by **DFCC on production of payment of 100% of previous month's amount to the concerned authority.**
- 7.5 The quoted rates are inclusive of statutory contribution towards the EPF as applicable. (Employer and Employee's contribution) as per EPF norms.

**7.6 TA/DA/Travel facilities**

(A) For **retired revenue officers** entitle for TA/DA/Travel facilities as admissible to Senior Executive of DFCCIL on tour and mobile charges will be reimbursed upto maximum limit of Rs. 500/- per month on production of receipt.

(B) For **office Assistant/Computer operator**

		For Metro cities		For other than Metro cities	
		For stay less than '8' Hrs.	For stay more than '8' Hrs.	For stay less than '8' Hrs.	For stay more than '8' Hrs.
1	Daily Allowance	75.00	150.00	50.00	100.00
2	Night Stay Charges	200.00		100.00	
3	Night Travel Charges	150.00 For journeys performed more than 4 Hrs. between 10.PM to 06 AM			

(C) For office Attendants

		For Metro cities		For other than Metro cities	
		For stay less than '8' Hrs.	For stay more than '8' Hrs.	For stay less than '8' Hrs.	For stay more than '8' Hrs.
1	Daily Allowance	50.00	100.00	50.00	75.00
2	Night Stay Charges	150.00		75.00	
3	Night Travel Charges	100.00 For journeys performed more than 4 Hrs.between 10.PM to 06 AM			

**NOTES :-**

1. For outstation duty the actual fare of bus/train (SL class) will be reimbursed.
2. For local movement conveyance charges will be paid @ Rs. 4.00 per KM. Subject to minimum of 2.5 KM.(Rs.10/-)This shall be based on self declaration of the staff.
3. Night stay charges shall not be paid at stations where ever DFCCil's unit offices are located, such as KANPUR,ETWAH,AGRA & ALIGARH.

**CHECK LIST OF DOCUMENTS.**

1. All pages of Bid document duly stamped & signed by authorised signatory;
2. Demand Draft of Rs. 5,000/- as cost of tender form ( in case downloaded from website);
- 3. Demand Draft of Rs. 1,10,000/- as EMD;**
4. Financial Bid;
5. Experience Certificate as per Annexure-I;
6. Affidavit as per Annexure-II;
7. Financial statements as per Eligibility criteria.
8. Registration certificate for ESI, EPF, Service Tax, PAN.

## Annexure 'A'

## SCHEDULE OF QUANTITIES

S.No.	Category	Qty	Months	Consolidate d (@) wages per month	Total Amount
1	Personal Secretary	1	12	15400.00	184800.00
2	Auto Cad Operator	1	12	18500.00	222000.00
3	Sr.Office Assistant	6	72	13750.00	990000.00
4	Office Assistant	7	78(*)	12100.00	943800.00
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9	<b>ESI</b>	<b>4.75%</b>			<b>258861.00</b>

(@) Consoloiaded wages are inclusive of EPF as applicable.

(\*) 4 persons for 12 months = 48 man months & 3 persons for 10 months = 30 manmonths

(+) 5 persons for 10 months = 50 man months

(&) 8 persons for 12 months = 48 man months & 4 persons for 6 months = 24 manmonths

The bidder must quote their **commission** in terms of percentage on the **gross wages (only on S/No. 8)** payable to the outsourced persons as indicated in the financial bid. This percentage shall be applicable on each item of the schedule uniformly.

\_\_\_\_\_ % above SOQ ( to be mentioned in figures)

\_\_\_\_\_ % above SOQ ( to be mentioned in words)

Signature & stamp of the bidder