

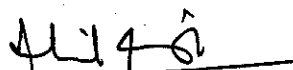
Government of India
Ministry of Finance
Department of Expenditure
Office of Controller General of Accounts
8th Floor, Lok Nayak Bhawan,
New Delhi-110003

Dated 03-09.2015

NOTICE INVITING TENDER

Tender Notice No. : CGA/NIT/2015-16/04/239
Name of Work : Providing Office Assistants(skilled) and Labourers(Un-skilled) etc.
Estimated Cost : Rs.60.00 lakhs
Tender Cost : Rs.500/-
EMD : Rs.3.00 lakhs
EMD in f/o : PAO, CGA, New Delhi
Completion Period : One year(06-10-2015 to 05-10-2016)

Office of the Controller General of Accounts, Ministry of Finance, Department of Expenditure, New Delhi invites sealed tenders from eligible registered/licensed manpower supplier firm for supplying Skilled and unskilled manpower for various services on contract basis. Tender document can be, downloaded from website www.eprocure.gov.in and cga.nic.in. Detailed Terms and Conditions are given in the Tender Document. Sealed Tenders should be dropped in box kept for the purpose in the O/o Sr.Accounts Officer(Admn) before 1.00 PM on 21.09.2015. The cost of tender document may be deposited in form of Account Payee Cheque/Demand Draft in f/o PAO, CGA, New Delhi alongwith the documents of bids. The tenders will be opened on the same day at 3.30 P.M. in presence of authorized representatives of the bidders, if any at the time, in the O/o Sr.Accounts Officer(Admn), O/o Controller General of Accounts, 8th Floor, Lok Nayak Bhawan, Khan Market, New Delhi-03.


Sr. Accounts Officer(Admn)

To

1. CGA's website (cga.nic.in)
2. E-procurement website (E-procure.gov.in)

No. CGA/NIT/2015-16/04/239
Government of India
Ministry of Finance
Department of Expenditure
Office of Controller General of Accounts
8th Floor, Lok Nayak Bhawan,
New Delhi-110003

Dated 03.09.2015

Tender Document

For providing 'Office Assistants(Skilled) and Labourers(Un-skilled) etc.' in the O/o Controller General of Accounts, Department of Expenditure for a period of one year by reputed service provider.

Date of issue of Tender Document	: 06.09.2015
Pre-bid Meeting	: 08.09.2015 (from 2.00 P.M. to 3.00 P.M.)
Last Date & time for submission of Tender Document	: Upto 1.00 P.M. on 21.09.2015
Date & time for opening of Tender Document:	
Technical Bids	:At 3.00 P.M. on 22.09.2015
Date & time for opening of Financial Bids of eligible Tenderers	:At 11.00 P.M. on 29.09.2015

No. CGA/NIT/2015-16/04/239
Government of India
Ministry of Finance
Department of Expenditure
Office of Controller General of Accounts
8th Floor, Lok Nayak Bhawan,
New Delhi-110003

Dated 03.09.2015

TENDER NOTICE

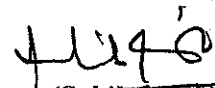
**For providing ‘Office Assistants(Skilled) and Labourers(Un-skilled) etc.’ In the
O/o Controller General of Accounts, Department of Expenditure**

Tenders are invited by the O/o Controller General of Accounts, Ministry of Finance, Department of Expenditure under **two bid systems i.e. Part-I: Technical Bid and Part-II: Financial Bid** from reputed, experienced and financially sound service providers for providing ‘Office Assistants(Skilled) and Labour(Un-skilled) etc.’ in the O/o Controller General of Accounts, Lok Nayak Bhawan, Khan Market, New Delhi. The contract will be initially for a period of one year. However, the contract may be extended subsequently, on mutual consent, for a period of not more than one year at a time (upto a maximum period of two years) on review of performance, depending upon the requirements and administrative conveniences of the O/o Controller General of Accounts. The quantum of requirement of ‘Office Assistant(Skilled) and labour(unskilled) etc.’ is as under, which may vary as per the requirements of the Department at a particular point of time:

S.No.	Name	Number
1	Office Assistant (Skilled)	20 (Twenty)
2	Labour(Un-skilled)	12 (Twelve)
3	Cleaning Persons(Un-skilled)	6 (Six)
4	Guards (Un-skilled)	2 (Two)
	Total	40(forty)

- (a) **The tender documents can be downloaded from the website of <http://eprocure.gov.in/eprocure/app> and cga.nic.in from 06.09.2015 to 21.09.2015 (upto 1.00 P.M.).**
- (b) The interested service providers may submit the tenders in two bids systems i.e. (i) Technical Bid and (ii) Financial Bid in the prescribed proforma. All the documents in support of eligibility criteria etc. are also to be submitted along with the Tender Documents. No tender documents will be accepted after the expiry of stipulated date and time for the purpose under any circumstances what so ever.
- (c) The Earnest Money Deposit (EMD) **Rs. 3,00,000/- only** (Rupees Three Lakh Only) in the form of Accounts Payee Demand Draft/Bankers’ Cheque draw in favour of **PAO, CGA, New Delhi** has to be submitted to the **Sr. Accounts Officer(Admn), Room No.807, 8TH Floor, C-Wing, Lok Nayak Bhawan, Khan Market, New Delhi 110003** between **9.00 AM on 07.09.2015** and **1.00 P.M. on 21.09.2015**. Bids shall not be considered in case the EMD is not submitted by **1.00 P.M. on 21.09.2015**. Late receipt of EMD viz., after closure of bidding time, will make the bidder disqualified and that bid will not be considered. If the bid is received without EMD, it would not be considered and would be rejected summarily.

- (d) The **Technical Bids** will be opened on **22.09.2015 at 3.00 PM** by a Committee of 3 officers in the O/o Controller General of Accounts, Lok Nayak Bhawan, Khan Market, New Delhi. At the first instance the Technical Bids will be evaluated by the Tender Evaluation Committee (TEC) constituted for the purpose by the Department. At the second stage, the **Financial Bids** of only those bidders, who qualify in the Technical Bid will be opened on **29.09.2015 at 11.00 AM** by the Committee Members. The Tender Evaluation Committee (TEC), after evaluation of the Technical and Financial Bids, which is to be selected alongwith a comparative statement duly signed by the members of the TEC.
- (e) The successful tenderer will have to deposit Performance Security Deposit (PSD) of **Rs. 6,00,000/- (Rupees Six Lakh Only)** in the form of Fixed Deposit Receipt (FDR) made in the name of the Agency and hypothecated to the **Sr. Accounts Officer(Admn), O/o CGA, New Delhi** covering the entire period of the contract . The performance Security Deposit should remain valid for a period of ninety days' beyond the stipulated date for completion of the contract of initial one year. In case, the contract is further extended beyond the initial period, the Performance Security Deposit will have to be accordingly renewed by the successful tenderer.
- (f) The competent authority in the O/o Controller General of Accounts, Department of Expenditure reserves the right to cancel the tender at any time or amend/withdraw any of the terms and conditions contained in the tender Document, without assigning any reason, thereof.
- (g) The pre-aid meeting will be held on **08.09.2015 at 02.00PM to 03.00 PM** in the **Room No.807, 8TH Floor, C-Wing, Lok Nayak Bhawan, Khan Market, New Delhi 110003** The prospective bidders are requested to attend the aforesaid meeting for any clarification etc.


(Sahib Singh)
Sr. Accounts Officer(Admn)
Tel. No. 24616507

To

1. E-procurement website.
2. ITD for CGA's website.
3. Notice Board.

(A) The general terms and conditions for the contract are as under:-

- (1) The firm/contractor will be responsible for the conduct and behaviour of the persons deployed by them in the O/o Controller General of Accounts, Department of Expenditure.

(a) The minimum qualification for the posts is mentioned as under:

No.	Name of the post for which services are proposed to be hired	Educational Qualification	Technical Qualification	Experience/Remarks
1.	Office Assistant (Skilled)	Graduate from any recognized University	-	The persons should be proficient in MS Word, Excel and Power Point application
2.	Labourers (Un-skilled) Cleaning persons (Un-skilled) Guards (Un-skilled)	10 th Pass	-	The persons should be able to read and write in Hindi and English or any other regional language and should be young with good health.

- (b) The brief description of duties of these Office Assistant and Un-skilled workers are as follows:

No.	Name of the post for which services are proposed to be hired	Brief description of duties
1	Office Assistant (Skilled)	Will be required to provide typing assistance to the Officers/Section and to maintain the records of the file movement and receipts etc.
2	Labourers(Un-skilled) Cleaning persons (Un-skilled) Guards(Un-skilled)	Will be responsible for cleaning of the office premises and Dak movement etc. Guard will be responsible for taking care of office premises.

- (ii) The firm should have an **experience of at least three years in providing the services of the Office Assistant(Skilled) and labourers(Un-skilled) etc, in the Ministries/Departments/PSUs. The firm/Contractor must have a total turnover of Rs. 3 Crore per year for last three financial years.**

- (iii) The firm /contractor shall furnish a list of the workers deployed along with their **full names, father's /husband's name , date of birth, full residential address (present & permanent), contact Tel. NO. etc. The firm/ Contractor shall be responsible to get the character and antecedents of the persons verified by the Police** before deploying them in the O/o Controller General of Accounts, Department of Expenditure. The authenticated copies of the police verification/certificate/documents of the persons, who are to be deployed in this Department, Shall be submitted by the firm to this Department. THIS DEPARTEMENT RESERVES THE RIGHT TO CONDUCT THE TEST, AS MAY BE DEEMED FIT TO ADJUDE THE SUITABILITY OF THE PERSONS PROVIDED BY THE CONTRACTOR. This Department also reserves the right to get persons' character and antecedents verified by the police, if deemed necessary.

- (iv) The firm will also ensure that the persons deployed in this Department are medically fit and will keep record of their medical fitness. The company shall withdraw such persons, who are not found suitable by the Department for any reasons, immediately on receipt of such request from the Department. The copies of medical fitness certificate of the persons, who are to be deployed in this Department, Shall be submitted by the successful bidder to this Department.
- (v) **There shall be no representation of any kind, implied or otherwise, of any automatic absorption, regularization, continued engagement or concession or preference in employment or employment security for the persons engaged by the service provider/contractor for any engagement, service or employment in any capacity, in any office or establishment of the Government. A copy of each of the agreement entered into by the firm with the persons, deployed in the Department is required to be submitted to the Sr.Accounts Officer(Admn), O/o the Controller General of Accounts, Department of Expenditure within a fortnight of deployment.**
- (vi) The contract does not amount to employment with the Government nor confer any right on the contractor/firm or the workers engaged by the contractor/firm, nor any representation by the Government as to the possibility or preference in employment at any time in future in respect of security and other personnel of the contractor /firm in any office/establishment of the Government.
- (vii) The firm/contractor shall appoint a coordinator, who would be responsible for immediate interaction with the O/o Controller General of Accounts, Department of Expenditure and the firm/contractor, so that optimal services are available without disruption.
- (viii) The persons deployed shall be required to report for duty at 9.00 A.M. on the working days to the Sr. Accounts Officer(Admn), O/o the Controller General of Accounts, Department of Expenditure and during his absence to Asstt. Accounts Officer(Admn) and to work until 5.30 P.M. or more as per instructions of Sr.AO(Admn.) or AAO(Admn).
- (ix) If, at any point of time, any person abstains himself/herself, a substitute shall be provided immediately.
- (x) In case, any person is absent on a particular day and substitute is not provided, daily rate / pro rate shall be deducted from the bill for the month. **In case, the Agency is asked to provide a substitute and it fails in doing so within 3(three) days, then a penalty equal to 10% of the daily wages of the worker will be imposed on the agency, besides deduction of daily wages.**
- (xi) The firm/contractor shall be directly responsible for settlement of any dispute or grievance of the 'persons' relating to his /her deployment in the Department of Expenditure and any other matters that may arise in this regard and this Department, in no way , be responsible for settlement of such issues/dispute.
- (xii) Any liability regarding payments of wages to the 'persons' arising due to non-compliance with any of provisions of the Labour Laws or due to any human loss/injury during the course of work will be the sole and personal responsibility of the contractor. **The Successful firm/contractor shall submit, a notarized affidavit on a stamp paper of appropriate value to the effect that the effect that the firm undertake to pay minimum Rates of wages to the persons engaged as per applicable orders of Govt., of NCT, Delhi and to enhance the rates, as and when it is revised as well as all the statutory dues w.r.t. ESI, EPF etc. to this Department.** The contractor will submit the copies of the EPF statement/Pass Book, ESI Card and Service Tax Challans along with monthly bill, without which the payment to the contracting firm will not be released.

- (xiii) The successful bidder will submit an undertaking in form of duly executed affidavit to deposit EPF contribution of the Employer and Employee in the EPF Account of the persons every month.
- (xiv) The successful bidder will also submit an undertaking in form of duly executed affidavit to the effect that if the contractor does not provide copies of depositing Employer and Employees share in the EPF Account of the employee, he will not be entitled for these payments.
- (xv) The successful bidders will also submit an undertaking in the form of duly executed affidavit to comply with the instruction relating to payment of EPF in respect of those employees who are not in excluded category as per instruction issued by the Government on the subject.
- (xvi) The employer's share of EPF will not be paid to the contractor for those person's who are in the excluded category of EPF contribution as per latest guidelines issued by Ministry of Labour & Employment in this regard. **The employer's share of EPF will be paid to the Contractor on production of documentary evidence of depositing the share in the individual employee's EPF account opened for the employee in his/her name.**
- (xvii) The firm/contractor shall undertake to provide the services for the entire duration regularly failing which the Performance Security Deposits and such other amount that may be due from this Department to the firm shall stand forfeited.
- (xviii) If, at any point of time, the services being provided by the firm/contractor are found to be unsatisfactory in any manner, the O/o the Controller General of Accounts, Department of Expenditure will have full authority to discontinue the services of the firm/contractor by giving notice of 15 days. The decision of the Department of Expenditure in this regard shall be final and binding on the contractor.
- (xix) The working hours of the persons shall be from 9.00 A.M to 5.30 P.M. on the basis of 5 working days in a week. The persons shall have to sign the Attendance both at the time of arrival and departure.
- (xx) **In emergent situations the services of the persons may be required on Saturday/Sunday/Holidays also.**
- (xxi) If any extra services are provided viz., additional workers, additional hours of duty, duty on holidays, the contractor may claim the dues in terms of minimum wages prescribed.
- (xxii) If, any persons arrives late or leaves early, a deduction of the daily rate shall be made on half-day basis.
- (xxiii) At present, total 40 persons are required in various categories, as detailed below which may increase or decrease depending on the requirement:

Sl.No.	Name	Number
1	Office Assistant (skilled)	20
2	Labourers/cleaning persons/guards(Unskilled)	20
	Total	40

- (xxiv) The deployment will be for a maximum period of one year, which may vary depending upon performance of the service provider and the requirement of the Department at a particular point of time.

(xxv) If, at any point of time, the services of any person provided by the firm/ contractor are found to be unsatisfactory or not the expected level in any manner, the firm/ contractor shall change the worker immediately.

(xxvi) The persons shall not be entitled for any financial benefits that are admissible to regular employees of the O/o Controller General of Accounts, Department of Expenditure. However, the contractor is required to pay wages to the persons engaged strictly as per the minimum wages Act modified from time to time including EPF, ESI and other social security schemes of the Government of NCT of Delhi and Ministry of Labour & Employment. The wages to the persons would be dynamic. The weekly rest etc. should also be allowed to persons as per statutory provisions. This is required to be quoted by all bidder at the time of submitted bids, which would be increased as and when increased by the Government authorities. All the statutory requirements such as obtaining valid Labour Licence on the basis of contract letter and compliance of all the provisions of social security legislations in general and provisions of the Contract Labour (Regulation & Abolition) Act, 1970 and the Contract Labour (R&A) Rules, 1971 in particular are required to be complied with by the contractor. The contractor should quote their Service Charge for providing services of persons for this Department over and above the statutory payments to be made to each worker, so deployed. Except the Administrative service Charges quoted by the service provider, no other amount is to be retained by the service provider out of the minimum wages, EPF, ESI etc. as mandated by the statutory provisions on the subject. The proof of depositing the service tax with the appropriate authorities has to be submitted to this Department periodically.

(xxvii) **The Administrative service Charges per worker quoted by the firm in the financial bid shall be commensurate with the administrative and supervisory effort required for executing the contract.**

(xxviii) The rates of wages and the consequential revision in the statutory contribution on person's wages will be revised by this Department from the date of statutory revision in minimum wages of the persons and in case of revision in the rate of contribution on person's wages (i.e. EPF, ESI etc.) by the Delhi Government/Central Government, whatsoever may be the case. However, there will be no increase in the Administrative Service Charges quoted by the firm/contractor.

(xxix) Complementary service by any firm is not acceptable. If any firm quotes the Administrative Service Charges as Zero/nil, it shall be treated as an invalid quote and shall result in summary dismissal of the financial bid even though the firm otherwise technically qualifies.

(xxx) **The firm should be registered with ESI, PF, Service Tax, Work Contract Tax, labour Licence & PAN with the concerned authorities.**

(xxxi) The contractor shall comply with all relevant Laws and the Rules made there under viz. Income Tax, ESI Act, PF Act, Factories Act, ID Act and Contract Labour (Regulation & Abolition) Act, Private Security Agencies (Regulation) Act, 2005 and Private Security Agencies Central Model Rules, 2006. Payment shall be conditional on fulfilment of the provisions of these Acts and the rules framed there under.

(xxxii) **The payment of wages to the persons have to be made by the contractor in accordance with the provision of section 21 of the Contract labour (Regulation & Abolition) Act, 1970.** The provisions of the said section are given as:

Section 21. Responsibility for payment of wages: (1) A contractor shall be responsible for payment of wages to each person employed by him as contract labour and such wages shall be paid before the expiry of such period as may be prescribed.

- (2) Every principal employer shall nominate a representative duly authorized by him to be present at the time of disbursement of wages by the contractor and it shall be the duty of such representative to certify the amounts paid as wages in such manner as may be prescribed.
- (3) It shall be the duty of the contractor to ensure the disbursement of wages in the presence of the authorized representative of the principal employer.
- (4) In case the contractor fails to make payment of wages within the prescribed period or makes short payment, then the principal employer shall be liable to make payment of wages in full or the unpaid balance due, as the case may be, to the contract labour employed by the contractor and recover the amount so paid from the contractor either by deduction from any amount payable to the contractor under any contract as a debt payable by the contractor.

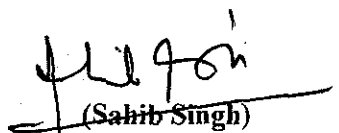
(xxxiii) The firm/contractor will make payment of wages to the persons provide by 7th of every month.

(xxxiv) In case of failure to make payment of wages to the workers within the prescribed period or making short payment by the firm/contractor, the Performance Security Deposit amount deposited by the firm/contractor with the Department will be forfeited. The firm will also be blacklisted.

(xxxv) The Contract can be renewed at the appropriate time depending upon the requirement of the Department and performance of the contracting firm during the contract period.

(xxxvi) **All the relevant/supporting documents may be submitted along with the Technical bid.**

(xxxvii) O/o the Controller General of Accounts, Department of Expenditure reserve the right to reject any or all offers without assigning any reason thereof.


(Sahib Singh)
Sr.Accounts Officer(Admn)
Tel. No. 24616507

B. TECHNICAL BID QUALIFICATION CRITERIA

The Tendering Agency/Firm must fulfill the following technical specifications in order to be eligible for clearing the technical evaluation of the bid.

- (a) The office of the service providers should be located either in Delhi/New Delhi. **The proof of address is to be submitted with bid documents.**
- (b) In case of partnership firms, a copy of the partnership agreement, or General Power of Attorney (GPA) duly attested by a Notary Public, should be furnished on stamped paper duly sworn in and affirmed by all the partners admitting execution of firm should also be furnished along with the tender. **The said documents are to be submitted with bid documents.**
- (c) The firm should have an **experience of at least three years in providing the services of supply of 'Office Assistant and Labour(Un-skilled) etc. in the Ministries/Departments/PSUs of the Government of India or State Government of any reputed companies.** A complete list of clients served during the last 3 years (year-wise) shall be provided along with the value of contracts executed. **The said documents are to be submitted with bid documents.**
- (d) The total turnover of the firm for providing the services of Office Assistant(skilled) and Labour(Un-skilled) etc. for each of the years during the preceding 3 (Three) financial years should not be less than Rs. 3.00 crore (Rupees three Crore only) each year. **Copies of turn over statements duly certified by the Chartered Accountant are to be furnished with the technical bid and copies of Income Tax Returns for the last two years, i.e. 2013-14 and 2014-15 should also be submitted. The said documents are to be submitted with bid documents.**
- (e) The service providers should have their own Bank Account. The **certified copy of the account maintained for the last one year** issued by the Bank shall be submitted with bid documents.
- (f) **The interested firms/bidders should also be registered with ESI, PF, service Tax, Labour and Income Tax Authorities.** Certified copies of the registration shall be submitted with the bid documents.
- (g) Self attested copy of the **PAN card of the bidding firms** shall be submitted with the bid document.
- (h) **The firms/bidders should not have been blacklisted by any Ministry/Department of the Government of India. The tendering firms/bidders shall have to give a notarized affidavit on a stamp paper of appropriate value to the effect that they have not been blacklisted or their business dealings with the Government Ministries/Departments have not been banned.** The affidavit should be submitted with bid documents.
- (i) **The organization must undertake to provide clearance from police authorities in respect of the workers. The undertaking should be submitted with bid documents.**
- (j) **The firm/bidders must undertake to pay Minimum Rates of Wages to the workers engaged as per applicable orders of Govt. of NCT, Delhi and to enhance the rates, as and when it is revised. The tendering firms/bidders shall have to give a notarized affidavit on a stamp paper of appropriate value to the effect that the firm undertake to pay Minimum Rates of Wages to the persons engaged as per applicable orders of Govt. of NCT, Delhi and to enhance the rates, as and when it is revised as well as all the statutory dues w.r.t. ESI, EPF etc. The affidavit should be scanned and uploaded with bid documents.**

- (k) A copy of the tender document should be duly signed and stamped by the bidder in all pages thereby conveying his/her acceptance of all the terms and conditions mentioned therein, and submit it with the technical bid document.
- (l) If it is found that the information/certificates furnished by the participating firm is incorrect/wrong or bogus, **the firm shall be blacklisted**, its bids will be ignored and EMD/Performance security will be forfeited.

C. **PROFORMA FOR TECHNICAL BID**

APPLICATION FOR PROVIDING THE SERVICES OF ‘OFFICE ASSISTANT(Skilled) AND LABOUR(Un-skilled) etc. TO THE O/o CONTROLLER OF ACCOUNTS, DEPARTMENT OF EXPENDITURE, MINISTRY OF FINANCE, NEW DELHI

<u>Criteria</u>	
1.	Name of Agency:
2.	Nature of the agency: (i.e. Sole Proprietor or Partnership firm or a Company or a Government Department or a Public Sector Organization)
3.	Full Address of Reg. Office Telephone No. FAX No. E-Mail Address.
4.	Full address of Operating /Branch Office in Delhi Telephone No. FAX No. E-Mail Address.
5.	Banker of Agency with full address (Attach Bankers certificate of account maintenance for the last two years) Telephone Number of Banker
6.	Registration No. of the Agency/Firm
7.	PAN of the Firm.
8.	Statutory requirements:- (a)Whether the firm/company is registered with Labour Department of State Government/UT Administration. (b)Whether the firm/company is registered under the employees’ State Insurance Act, 1948. (c)Whether the firm/company is registered under the Employees’ Provident Fund & Miscellaneous Provision Act, 1952.
9.	ESI, PF, Service Tax, Labour Registration No. [The relevant documents (duly attested) are to be submitted with technical bid documents.]
10.	Service tax paid during <u>financial years 2013-14 and 2014-15.</u>
11.	Financial turnover of the last two financial years and I.T. Returns of the Agency for <u>financial years 2013-14 and 2014-15.</u>
12.	Documents supporting the experience of the firm (for last 3 years)
13.	Certificate of satisfactory performance from the organization to whom the service was provided.
14.	Affidavit by the firms to pay Minimum Rates of Wages to the workers engaged as per applicable orders of Govt. of NCT, Delhi and to enhance the rates, as and when it is revised.
15.	Undertaking by the firm to provide clearance from police authorities in respect of the workers.
16.	Affidavit by the firm that it is not blacklisted etc.

Signature of Authorized Signatory

Date:

Name:

Place:

Seal firm/company:

Note: All the supporting documents should be submitted with Bid documents.

Declaration

I-----S/o-----

- Proprietor/Director of the Firm/Company, mentioned above, is competent to sign this declaration and execute this tender.
2. I have carefully read and understood all the terms and conditions, as mentioned in the tender documents, and undertake to abide by them.
 3. The information/documents furnished along with the above application are true and authentic to the best of my knowledge and belief. I/We am/are well aware of the fact that furnishing of any false information/document would lead to rejection of my/our tender besides liabilities for prosecution under appropriate law.

Full Name & Signature of Authorized Signatory

(Seal of Firm/Company)

Place:

Date:

(All the relevant/supporting documents may be submitted alongwith the Technical bid.)

D. FINANCIAL BID

- (h) Complementary service by any firm is not acceptable. If any firm quote the Administrative Service Charges as Zero/nil, it shall not be treated as a valid quote and shall result in summarily dismissal of the financial bid even though the firm is otherwise technically qualified.
- (ii) **The Administrative Service Charges per worker per month quoted by the firm in the financial bid shall be commensurate with the administrative and supervisory efforts required for execution the contract.**
- (iii) **The bidder shall quote monthly wages rate per Office Assistant and Labour(Un-skilled), which should not be less than the minimum wages prescribed by the Govt. of NCT of Delhi under Minimum Wages Act, 1948.**
- (iv) **This Department shall make payment only on the minimum wages prescribed by the Govt. of NCT of Delhi under Minimum Wages Act, 1948 and the statutory contributions on worker's wages to the bidder even if the bidder quotes higher wages than the minimum wages prescribed by the Govt. of NCT of Delhi under Minimum Wages Act, 1948.**
- (v) **The financial bid will be evaluated and L1 will be decided on the basis of the firm's "Administrative Service Charges per worker per month" quoted by the firm.**
- (vi) **The experience and performance of the bidders for providing services of supply of "Office Assistant and Labour(Un-skilled)" in the Central Government Ministries/Department /PSUs shall be considered, if necessary, at the time of evaluation of financial bid.**
- (vii) **The Department shall correct (increase or decrease) the rates of statutory payments on minimum wages if there is variation found in the rates quoted by bidder and those notified by the Government.**

E. **PERFORMA FOR FINANCIAL BID**

To,

The Sr. Accounts Officer (Admn.)
O/o the Controller General of Accounts
Ministry of Finance,
Department of Expenditure,
Lok Nayak Bhawan, Khan Market, New Delhi-110003.

Sub:- Quotation for award of contract for providing '**Office Assistant and Labourers(Un-skilled)**:-
reg.

Sir,

With reference to your letter no. **CGA/NIT/2015-16/04/** dated 31.09.2015 on the above
cited subject, i/we quote the rate for above mentioned work as under:-

S.No	Item Head		
1.	Rate of wages per person per month. (monthly wage rate must not be less than the minimum wages prescribed by the Govt. Of NCT of Delhi under minimum wages Act,1948.)	Office Assistant (Skilled)	Labour(Un-skilled)
2.	Statutory contributions on persons's wages (per person per month)-	Office Assistant (Skilled)	Labour(Un-skilled)
	(i)EPF+ Admn. Charges(13.61%) if applicable	Office Assistant (Skilled)	Labour(Un-skilled)
	(ii)ESI (4.75%)	Office Assistant (Skilled)	Labour(Un-skilled)
3.	Firm's Administrative Service charges per person per Month.	Office Assistant (Skilled)	Labour(Un-skilled)
4.	Total Per person per month	Office Assistant (Skilled)	Labour(Un-skilled)

- **Charges (including all taxes and levies except Service Tax.)**

I/We accept all the terms and conditions of your letter referred to above.

Yours' Faithfully

(Name/Seal of firm/ Company)