



सतर्कता महानिदेशालय

DIRECTORATE GENERAL OF VIGILANCE

केंद्रीयउत्पादएवंसीमाशुल्क, तृतीयतल, होटल सम्राट

CUSTOMS & CENTRAL EXCISE, 2<sup>nd</sup>&3<sup>rd</sup>FLOOR, HOTEL SAMRAT

कौटिल्यमार्ग, चाणक्यपुरी, नईदिल्ली-110021

KAUTILYA MARG, CHANAKYAPURI, NEW DELHI-110021

फा सं V-500/14/2018/DEO & SS

दिनांक- .01.2018

**TENDER NOTICE**

**NOTICE FOR SEALED QUOTATION FOR HIRING SERVICES OF 10 SKILLED LABOUR AND 02 SEMI SKILLED LABOUR ON CONTRACT BASIS TO BE CARRIED OUT AT THE OFFICE OF THE DIRECTORATE GENERAL OF VIGILANCE (HQRS.), HOTEL SAMRAT, NEW DELHI.**

1. On behalf of the **Additional Director General (Vig.) Hqrs., Customs & Central Excise, 3<sup>rd</sup> Floor, Hotel Samrat, Kautilya Marg, Chanakyapuri, New Delhi-110021**, bids are invited from experienced and eligible contractors for the work of providing **10 Skilled Labour and 02 Semi-Skilled Labour on contract basis** to be deployed in the premises of the Office of the Directorate General of Vigilance (Hqrs.), Customs & Central Excise, Hotel Samrat, Chanakyapuri, New Delhi -110021 **for one year from the date of acceptance of the tender.**
2. The Tender documents may be downloaded from e-procurement website i.e. <https://eprocure.gov.in/eprocure/app>. Online submission of bid/quotation through the Central Public Procurement Portal (<https://eprocure.gov.in/eprocure/app>) is mandatory. Manual/Offline bid/quotation shall not be accepted under any circumstances. The Bidders are requested to visit the website <https://eprocure.gov.in/eprocure/app> regularly. Any changes/modifications in the Tender will be intimated by corrigendum through this website only.
3. The tender form for Technical bid in the proforma prescribed in Annexure –I, Annexure-II and Annexure-III and the tender form for financial bid in proforma prescribed in Annexure-IV complete in all respects
4. The last date for submission is upto 1700 hrs on 13.02.2018. The bid/quotation shall be opened at 1100 hrs on 15.02.2018. In case, any holiday is declared by the Government on the day of opening, the bid/quotation will be opened on the next working day at the same time.
5. In case only one bid/quotation is received, another extension of 3 days will be given i.e. upto 16.02.2018 and after that the bid/quotation so received will be opened and evaluated on 19.02.2018.
6. The ADG, DGoV reserves the right to accept or reject any or all the bids without assigning any reason, whatsoever. The decision of the ADG in this regard shall be final and binding on all.
7. If at any stage, before/ after the tendering process, it is found that any of the details/documents furnished by the bidder is false/ misleading/fabricated, then his/her bid would be liable for rejection/disqualification with suitable charges in that regard. If such rejection/disqualification occurs after the bid/quotation have been opened and the highest bidder gets rejected/disqualified, then this Directorate reserves the right to consider the next bidder or take any other measure as may be deemed fit including annulment of the selection process.
8. At any time before the due date for submission of the bid/quotation, the Deputy Commissioner (Admn.) may for any reasons whether at his own initiative or in any response to a clarification requested by the firms, modify the NIT documents by amendments which will be uploaded in the website.

9. The bid/quotation shall be opened at 11:00 hrs. on 15.02.2018 in the presence of the bidders who choose to be present during the opening of the bid/quotation. The Technical bid/quotation will be opened first and the financial bid/quotation will be opened later as per the Schedule mentioned in the Notice.
10. The bid/quotation for which a notice of withdrawal has been submitted shall not be opened. Only those bid/quotation that are received on or before the due date and time and which contains all the information as desired shall be considered.
11. The agency will have to comply with all legal provisions relevant for this purpose.

Deputy Commissioner (Admn.)  
DGoV (Hqrs.), New Delhi

**Copy to:** Notice Board, DGoV (Hqrs.)/ Webmaster for displaying on CBEC website

***Annexure 1 – General Terms and Conditions of the Tender***

1. The Additional Director General (Vig.) Hqrs., Customs & Central Excise, 3<sup>rd</sup> Floor, Hotel Samrat, KautilyaMarg, Chanakyapuri, New Delhi-110021, reserves the right to postpone and extend the date of receipt/ opening of rates/quotation or to withdraw the same, without assigning any reason thereof.
2. The Service Provider is required to submit the complete Rates/ Quotations only after satisfying each and every condition laid down in the Annexure enclosed.
3. Rates/Quotations should be submitted and signed by the firm with its current business address and contact number.
4. The contract will be awarded for one year from the date of acceptance of the contract.
5. The rates will be valid for one year from the date of entering into contract.
6. The successful bidder should furnish Performance Security of the value of 10% of Contract value in the form of Bank Guarantee from a Nationalized Bank drawn **in favour of Pay & Accounts Officer, DGICCE, New Delhi** at the time of awarding the contract. The performance Guarantee should remain valid for a period of sixty days beyond the date of completion of the contract.
7. The personnel deployed should be well experienced and trained adequately and should be of sound health. They should be well behaved and well mannered.
8. The personnel should attend to work punctually and report office premises before 9.15 am daily. The personnel will perform all the duties assigned to the contractor and as specified from the department from time to time. The workers should be proficient with basic computer knowledge and have working knowledge of MS Office Suite. Further, the worker must have typing speed of more than 35 words per minute.
9. The personnel will report to the Officer in charge assigned by the Directorate. If a particular worker is absent on any day, another person should be deployed in his place. For any absence and non- engagement, no wages shall be paid.
10. The contractor should pay to their personnel a minimum wage at the prevailing rate as fixed under Minimum Wages Act, prescribed by the State Government. Any breach of these conditions will be liable for termination of the contract and the same would be dealt accordingly.
11. The contractor is responsible for payment of monthly salary including leave salary, bonus, gratuity etc., to the personnel as applicable to them.
12. The contractor should ensure that there is no scope for any grievance from the personnel on delayed payment of wages.
13. Mode of payment will be monthly and payments to the contractor will be through account payee cheques or any other mean only. Tax shall be deducted at source as per the prevailing Income Tax Act, from the monthly bills as applicable.
14. That any liability such as GST, EPF, ESI etc. shall be borne by the service provider and shall be deposited by the service provider with respective authorities and consequential benefit shall be given to the employees under contract during the contract period.
15. The contractor shall indemnify and shall keep this office indemnified against acts of omission or negligence, dishonesty or misconduct of the men /women engaged for the work and this office shall not be liable to pay any damages or compensation to such persons or to third party. All damages caused by the contract labour shall be charged to the contractor and recovered from its dues / bills.

17. Contractor shall be fully responsible for theft, burglary, fire or any mischievous deed by his staff. Any loss due to any of above reasons shall be compensated by him in full.

18. The Directorate office shall not entertain any claim arising out of mishap, if any that may take place while discharging the duties by the labour provided by the Contractor.

19. No other personnel except service providers authorized representative shall be allowed to enter the office premises. **The personnel of Contract should carry with themselves proper ID card issued by the contractor/representative of the contractor.**

20. The contract labour contractor shall strictly comply with the terms and conditions of the agreement which will be executed with the successful contractor. Failure by the contractor to comply with such statutory requirements and/or the terms of the agreement during the period of agreement of deficiency in services shall result in termination of the contract.

21. Company's annual turnover must be more than Rs. 2 Crores and proof must be enclosed with Chartered Accountant's certification.

22. If it is found that Minimum wages, EPF, ESI etc statutory norms are not being followed by the service provider then it will be viewed very seriously and will lead to contract termination and the service provider will be blacklisted.

23. The service provider must ensure timely salary payment (before 7<sup>th</sup> day of the month) to the contractual employees provided by him/ her to this office. Non-payment or late payment will be viewed seriously and may lead to blacklisting.

24. It is made clear that the engagement of the service provider does not in any way confer any right to the service provider that may be deployed by him in this office for claiming any regular or part time employment in this office or any other Government offices.

25. Notwithstanding anything contained herein, the Additional Director General reserves the rights to terminate the contract by giving 30 days notice in writing without assigning any reason and without incurring any financial liability whatsoever to the contractor. Further, the Additional Director General reserves the rights to extend the contract further, subject to satisfactory performance of the Service Provider.

We agree to the above terms and conditions

Signature of Authorized Signatory with date \_\_\_\_\_

Name of the Firm \_\_\_\_\_

Seal \_\_\_\_\_

**Annexure-II**  
**TECHNICAL BID**

**Tender Notice**

1	Name of the Organization / Firm	
2	Name(s) of the Proprietors / Directors	
3	Registered Address	
4	Telephone No. Fax No.  Mobile No.  Email ( if any)	
5	Whether the firm is registered and license holder under Contract Labour (Copy to be enclosed)	
6	GST Registration No. of the Firm (Copy to be enclosed)	
7	Permanent Account No. of the firm (PAN) ( Copy to be enclosed)	
8	Provident fund number / ESI Regn. No allotted by Regional Provident Fund Office, if any. (Copy to be enclosed)	
9	Total staff/workers of the firm.	
10	Have your firm provided similar services to Public Sector / Govt. Organization during last five years. (Proof to be enclosed)	
11	Rate quoted complies with the Minimum Wages Act, 1948, as revised from time to time and as notified by the Govt. of India, with all statutory provisions.	

Signature of the bidder with Name office seal

**Annexure III**  
**Compilation Sheet**

**(To be placed in Technical Bid)**  
**(Please Tick the appropriate)**

**Tender Notice**

<b>S.No.</b>	<b>Particular</b>	<b>YES</b>	<b>NO</b>
01.	Does your company has valid GSTN No? ( If yes, Enclose Copy)		
02.	Is your Company registered in EPFO? ( If yes, Enclose Copy)		
03.	Is your Company registered in ESI? ( If yes, Enclose Copy)		
04.	Have your firm provided similar services to Public Sector / Govt. Organization during last five years.		
05.	Is the Provident fund deducted from the salary of your all employees?		
06.	Are you paying the Minimum wages to your employees as per Govt. of India Rules?		
07.	Is your company having valid PAN No? ( If yes, enclose the copy)		
08.	Does your company have a minimum turnover of Rs. 2 Crore or above (Enclose proof of the same)		

Note: - non-qualification in above criteria will result in disqualification of bid.

The above information given is true:-

Name of the Company:-

Name of the Authorized person:-

Signature of the authorized person:-

Mob No.:-

**Annexure –IV**

**FINANCIAL BID**

(To be enclosed in a separate sealed envelope)

1. Name of bidder Company / Firm / Agency:
2. Address (with Tele & Fax No.)
3. It is certified that wages to be paid shall not be less than the prescribed minimum rate of Wages under the Minimum Wages Act, 1948, as revised from time to time and as notified by the Govt. of India.
4. **Per Month Quotation Details:**

Grade of Labour	No. of Persons	Wages per day*	Wages per month*	Service Charge per month** (Contractor's Commission)	Service Tax at applicable rate per month	E.P.F. per month	ESI per month	Total Charges per month
Skilled	10							
Semi Skilled	02							

If required, separate calculation sheet may also be attached for better understanding.

**\* Rates payable to the persons should be as per Minimum Wages Act, 1948.**

**\*\* Service charge per month/ Contractor's Commission is the Profit margin of the service provider. It must be ensured that Minimum wages, EPF and ESI norms must be strictly adhered and any deviancy will be viewed very seriously or blacklisting.**

The Rates should be indicated in both figures and words. If there is any difference between the said two rates, the rates quoted in words will prevail.

**DECLARATION**

I hereby certify that the information furnished above is true and correct to the best of my/our knowledge. I understand that in case, any deviation is found in the above statement at any stage; I/We shall be blacklisted and will not have any dealing with the Department in future.

**Signature of Authorized Signatory with date** \_\_\_\_\_

**Name of the Firm** \_\_\_\_\_

**Seal** \_\_\_\_\_

**Terms of Payment**

**Tender Notice**

**(I)** The contractor shall submit the bill for every month by the first day of next month—duly certified by the PRO/ officer nominated. No interim bills will be entertained. Payment will be made through cheque or by any other mean only within – 10 to 15 days from the date of submission of bill provided there is no dispute in respect of rates, quantity and quality of work and on the basis of endorsement made by the respective PRO/ officer nominated. The payment is subject to TDS applicable as per the Income Tax act, 1961

**(II)** Bills chargeable to the Additional Director General (Vig.) shall be paid on a monthly basis for the services rendered. In case of any complaint of non-fulfillment or any obligation under the contract, the Additional Director General (Vig.), DGoV, (Hqrs.), New Delhi reserves the right to deduct the payments due from the contractor from monthly bill(s).

**(III)** In case this office receives any complaint regarding non-payment of minimum wages to any personnel the amount payable to these personnel will be recovered from Contractor's bill and paid to such personnel. Service charge per month/ Contractor's Commission is the Profit margin of the service provider. It must be ensured that Minimum wages, EPF and ESI norms must be strictly adhered and any deviancy will be viewed very seriously or blacklisting.

We agree to the above terms and conditions.

Signature with Date \_\_\_\_\_

Name of the Firm \_\_\_\_\_

Seal \_\_\_\_\_

Mob No.: \_\_\_\_\_



**UNDERTAKING BY THE BIDDER**

**Tender Notice**

This is to certify that I/we before signing this tender have read and fully understood all the terms and conditions contained herein and undertake myself/ourselves to abide by them.

Signature with date \_\_\_\_\_

Name of the Firm \_\_\_\_\_

Address of the Firm \_\_\_\_\_

Seal: \_\_\_\_\_

Mob No. \_\_\_\_\_