



F. No.49011/10/2017-Admn.III

भारत सरकार/Government of India

कृषि एवं किसान कल्याण मंत्रालय

Ministry of Agriculture & Farmers Welfare

कृषि, सहकारिता एवं किसान कल्याण विभाग

Department of Agriculture, Cooperation & Farmers Welfare

वनस्पति संरक्षण संगरोध एवं संग्रह निदेशालय

Directorate of Plant Protection, Quarantine & Storage

एन.एच.4, फरीदाबाद-121001(हरियाणा) / N.H.-IV, Faridabad-121001

\*\*\*\*\*

Dated/दिनांक: 5<sup>th</sup>December, 2017

### **TENDER NOTICE**

Tender Enquiry No.	No. 49011/10/2017-Admn.III
Name of the work	Tender for providing manpower services [Safaikaramchari (Unskilled)/Supervisor (Semi-skilled-B)] in Head Quarters, CIL & CIB&RC buildings of Directorate of Plant Protection Quarantine & Storage (DPPQS), Ministry of Agriculture & Farmers Welfare, Department of Agriculture, Cooperation & Farmers Welfare, NH-IV, Faridabad-121001
Earnest Money Deposit	Rs.25,000/-(refundable after finalization of contract) in the form of Demand Draft / Pay Order in the name of Accounts Officer, Directorate of PPQ&S, Faridabad payable at Faridabad.
Date of Online Publication	<b>05.12.2017 1700 hrs</b>
Document Download Start Date and End date	<b>05.12.2017 1730hrs</b> <b>26.12.2017 up to 1500hrs</b>
Bid Submission start Date and end date	<b>05.12.2017 1730hrs</b> <b>26.12.2017 up to 1500hrs</b>
Date and time for opening of Technical Bid	<b>27.12.2017 up to 1500hrs</b>

Note: 1. Date and time for opening Financial Bid shall be intimated later.

2.The relevant details are available on web-site of Directorate of Plant Protection Quarantine & Storage (DPPQS)([www.ppgs@gov.in](mailto:www.ppgs@gov.in)) and Central Public Procurement Portal (CPPP) <http://eprocure.gov.in>.

Sd/-

(ParminderJohar)  
Section Officer (Adm – III)  
Tel. No.0129-2476312

F. No.49011/10/2017-Admn.III  
भारत सरकार/Government of India  
कृषि एवं किसान कल्याण मंत्रालय  
Ministry of Agriculture & Farmers Welfare  
कृषि, सहकारिता एवं किसान कल्याण विभाग  
Department of Agriculture, Cooperation & Farmers Welfare  
वनस्पति संरक्षण संगरोध एवं संग्रह निदेशालय  
Directorate of Plant Protection, Quarantine & Storage  
एन.एच.4, फरीदाबाद-121001(हरियाणा) / N.H.-IV, Faridabad-121001

\*\*\*\*\*

dated 05.12.2017

### **TENDER NOTICE**

**Subject: Tender for hiring of services of [Safaikaramchari (Unskilled)/Supervisor (Semi-skilled-B)]for Cleaning & Sweeping services in Head Quarters, CIL & CIB&RC buildings of Directorate of Plant Protection Quarantine & Storage, Ministry of Agriculture & Farmers Welfare, Department of Agriculture, Cooperation & Farmers Welfare, NH-IV, Faridabad-121001- reg.**

Quotations are invited from reputed experienced and financially sound Manpower Recruitment and Supply Agencies to provide services of 17 (Seventeen)Safaikaramchari (Unskilled) and one Supervisor (Semi-skilled-B)for Cleaning & Sweeping services in Head Quarters, CIL & CIB&RC buildings of Directorate of Plant Protection Quarantine & Storage, Ministry of Agriculture & Farmers Welfare, Department of Agriculture, Cooperation & Farmers Welfare, NH-IV, Faridabad initially for a period of one Year.

2. The duly filled Application form (**Annexure-II**) along with the supporting documents must be submitted in online mode on <http://eprocure.gov.in>. The prices are to be quoted in India Rupees in BOQ. The applicants, while quoting the Administrative, Service and other charges in price bid must comply with the Department of Expenditure's O.M. No. 29(1)/2014-PPD dated 28.01.2014 which states that if a firm quotes 'Nil' administrative charges the bid shall be treated as unresponsive and will not be considered'. Bidder would be required to register in the web-site. For submission of bids, the bidder is required to have Digital Signature Certificate (DSC) from one of the authorized Certifying Authorities (CA).

3. All the required documents (self attested) in support of eligibility criteria are to be submitted along with the tender documents. All tender documents should be numbered serially. The bidders are advised in their own interest to submit duly signed desired papers / documents with their bids as per the specifications indicated in **Annexure-I** (Check list) only in online mode failing which their bids will be rejected. Bidders are requested to submit a scan copy of EMD amount or exemption certificate alongwith their tender documents. Further the bidder shall mark the name of the firm on the back of the Bank Draft/ Pay order/FD and place it in an envelope and send it to the Section Officer(Admn.-III), Directorate of PPQ&S, Deptt. Of Agriculture, Cooperation & Farmers Welfare, Old CGO Complex, NH-IV, Faridabad-121001 before the opening date of tender after superscribing as "EMD for Tender of Safaikarmachari/Supervisor". The EMD amount which will reach after the Tender Opening date will not be considered.

4. Directorate of Plant Protection Quarantine & Storage reserves the right to cancel the tender at any time / stage or relax / amend / withdraw any of the terms and conditions in the Tender documents without assigning any reasons, there of.

5. Complete tender documents may be downloaded from the website of Directorate of Plant Protection Quarantine & Storage ([www.ppqg.gov.in](http://www.ppqg.gov.in)) and central public procurement portal (CPPP) <http://eprocure.gov.in> Directorate of Plant Protection Quarantine & Storage.

6. Any queries relating to the tender document and the terms and conditions contained therein should be addressed to the Section Officer(Adm-III), Directorate of PPQ&S, NH-IV, Faridabad. Any queries relating to the process of online bid submission or queries relating to CPP Portal in general may be directed to the 24x7 CPP Portal Helpdesk. The contact number for the helpdesk is 1800-3070-2232.

Sd/-  
(ParminderJohar)  
Section Officer (Adm – III)  
e-mail : [parminder.johar@nic.in](mailto:parminder.johar@nic.in)  
Tel. No.0129-2476312

## TENDER DOCUMENT

Quotations are invited from reputed, experienced and financially sound Manpower Recruitment and Supply Agencies to provide services of **Seventeen** Safaikaramchari (Unskilled) and one Supervisor (Semi-skilled-B)]for **Cleaning & Sweeping services** in Head Quarters, CIL & CIB&RC buildings of Directorate of Plant Protection Quarantine & Storage, Ministry of Agriculture & Farmers Welfare, Department of Agriculture, Cooperation & Farmers Welfare, NH-IV, Faridabad initially for a period of one year.

### A. Scope and Nature of Work

2. The DPPQS requires the services of reputed well established and financially sound Manpower Recruitment and Supply Agency to provide services of the following personnel:-

Sl. No.	Category	No. of Employees	Nature of Work
1.	Safaikaramchari (Unskilled )	17 (Seventeen)	a) Sweeping, cleaning and mopping of rooms, verandahs and other areas specified in the office premises (twice a day) b) Dusting of doors, windows and web cleaning etc.(on daily basis) c) Washing of staircase, lobby, verandah etc.(on daily basis) d) Cleaning the toilets on all working days (twice a day)  Note :The materials for cleaning i.e. broomstick, Mop, Swab, Buckets, Phenyle, Dettol etc., will be provided by the Directorate itself.
2.	Supervisor (Semi-skilled-B)	1 (One)	To supervise cleanliness and monitor presence of personnel and reporting etc.

Scope of work defined above is only illustrative and not exhaustive. The Tenderer has to fulfil the entire requirements described above and elsewhere in the tender document.

### B. Eligibility Criteria for the bidder

3. The Bidder should be a Company, registered under Indian Companies Act 1956 or Partnership firm registered under Indian Partnership Act or Proprietary concern. Self-attested documentary proof of registration/incorporation should be submitted with the bid.

4. The Registered Office or Branch Office of the Company/Firm/Agency (the "Applicant") should be located in Delhi/NCR Region. The self-attested documentary proof which may be in the form of license or registration certificate or certificate issued by Nationalized Bank NDMC/MCD/Post Office or Telephone bills or Electricity bills indicating the Office address of the Applicant should be submitted with the bid.

5. The annual turnover of the Applicant should not be less than Rupees 20 Lakh during the last three Financial Year to 2016-17. Only Audited Balance Sheet (Self-attested) must be submitted with the bid.

6. The firm should have experience of average monthly deployment of manpower for providing Safaikaramchari and Supervisor etc.to a Ministry/Department of Govt. of India/CPS/Nationalized Bank/State Government Departments/Central or State Autonomous bodies. The copy of the Performance Certificate issued by the respective Offices containing information about number of persons deployed, category in which deployed period of deployment shall be submitted. The copy of the contract letters awarded to the respective firm would be acceptable if performance certificate is not available.

7. The firm should have a SB/ Current Account in Bank.

8. The Applicant must have PAN/TIN Number. Self-attested copy of the same must be submitted.
9. The Company / Firm / Agency should be registered with Service Tax Department for providing Manpower Services. Self attested copy should be submitted.
10. The Company/ Firm / Agency should be registered with appropriate authority under Employees Provident Fund and Employee State Insurance Act. Self attested copy must be submitted.
11. Self attested copy of the Income Tax Return for the last three financial Years up to 2016-17 should be submitted.
12. The applicant while quoting the Administrative / Service and other charges in prescribed Bid document must comply with the Department of Expenditure's O.M. No. 29(1)2014-PPD dated 28.01.2014 and further orders on this subject issued from time to time i.e. if a firm quotes 'Nil' administrative / service charges, the bid shall be treated as unresponsive and will not be considered.
13. The applicant while quoting the rate for the post of Sweepers/Safaikaramchari/Supervisor in Bid document should ensure that the same should not be less than the provisions as per the **Minimum Wages described by Labour Department of the Haryana Government** on the date of inviting of bid.
14. The applicant whose agency/firm has been black-listed / terminated in the middle of the contract period or any litigation is pending in any Ministry/Department/Organization of the Central Government/State Government or any Public Sector Undertaking/Bank for the last five years for any of the reasons is not eligible to participate in this tender process. If such things come to the notice at any stage of the tender process or after finalization of contract, the contract/bid shall be rejected with forfeiture of EMD/performance Security Deposit.
15. The Applicant must submit the required documents according to the check-list given in **Annexure-I** failing which their bid shall be rejected.

### **C.Instructions for the Bidders**

16. The bidders are required to submit bids online through e-tendering system:-
  - Bid must comprise of Application Form (**Annexure-II**) along with the duly signed Supporting documents as mentioned in the Check List (**annexure-I**).
  - while quoting the rate for the post of Safaikaramchari and Supervisor in Bid document should ensure that the same should not be less than the provisions as per the **Minimum Wages described by Labour Department of the Haryana Government** at the time of submitting bid. The Administrative / Service and other charges complying with the instructions contained in the Department of Expenditure's O.M. No. 29(1)2014-PPD dated 28.01.2014 and further orders on this subject issued from time to time.
17. **The last date and time for submission of e-bids along with EMD has been fixed as 1500 hrs. on 26<sup>th</sup> December, 2017.**
18. **Bid will be opened online through the e-tender portal [www.eprocure.gov.in/eprocure/app](http://www.eprocure.gov.in/eprocure/app) on 1500 hrs on 27<sup>th</sup> December, 2017.**
19. If any bidder withdraws his bid after the last date and time of submission of bid, the EMD stands forfeited. Conditional bids shall not be considered and will be rejected out-right.
20. The bidders should offer the financial bid only in BoQ.xls document available on e-procurement portal and nowhere in the Technical Bid failing which their bids will be rejected.

21. The Validity of bid shall be 180 days from the date of opening of technical bids. The extension of validity period will be at the discretion of DPPQS.

#### **D. Period of Contract**

22. The Contract shall commence from the date of receipt of acceptance of the award letter for one year, which shall be accepted by the selected bidder along with submission of Performance Security Deposit within the 10 days from the receipt of the Order.

23. The contract will be initially awarded for a period of one year from the date of order issued by Directorate of PPQ & S, Faridabad. The period of contract may be extended for another two years (total 03 years) on Quarterly/half yearly/yearly basis as per existing terms and conditions of contract subject to satisfactory performance of the contractor with the approval of Department of Agriculture, Cooperation & Farmers Welfare, Ministry of Agriculture & Farmers Welfare. The DPPQS, however, reserves right to terminate the contract at any time without assigning any reasons after giving one month's notice to the selected service provider. The contract shall automatically stand terminated after one year from the commencement of contract unless extended further by mutual consent of contracting agency and DPPQS.

#### **E. Earnest Money Deposit (EMD)**

24. The tender must be submitted and accompanied by a Account Payee Demand Draft/ Pay order of Rs. 25,000/- (Rupees twenty five thousand Only) as Earnest Money Deposit (EMD) drawn in favour of Accounts Officer, Directorate of PPQ&S, Faridabad payable at Faridabad. The Account Payee Demand Draft/Pay Order should be issued after the date of invitation of bid failing which their bid will be outrightly rejected.

25. The EMD in respect of the applicants which do not qualify shall be returned to them without any interest. However, EMD in respect of the successful bidder shall be retained until the Performance Security is deposited. No interest shall be payable on EMD. Further, if the successful bidder fails to accept the offer of award along with the Performance Security Deposit within 10 days from the receipt of the order or deploy required number of manpower against the initial requirement within 15 days from the date of receipt of order or fails to deposit performance security for whatsoever reason(s), the EMD shall stand forfeited without any further notice.

#### **F. Key Dates**

Date of Online Publication	<b>05.12.2017 1700 hrs</b>
Document Download Start Date and End date	<b>05.12.2017 1730 hrs 26.12.2017 up to 1500hrs</b>
Bid Submission start Date and end date	<b>05.12.2017 1730 hrs 26.12.2017 up to 1500hrs</b>
Date and time for opening of Technical Bid	<b>27.12.2017 up to 1500hrs</b>

26. DPPQS reserves the right to amend or withdraw any of the terms and conditions contained in the Tender Document or to reject any or all tenders without giving any notice or assigning any reasons. The decision taken by DPPQS in this regard shall be final binding on all.

## **G. Bid Evaluation Criteria**

27. The selection of the Lowest Bidder (L-1) shall be decided on the basis of the lowest total monthly value quoted for contract. Further, the applicant, while quoting the Administrative/Service and other charges in financial bid, must comply with the Department of Expenditure's O.M. No. 29(1)/2014- PPD dated 28.01.2014 which states that "if a firm quotes "Nil" administrative/service charges, the bid shall be treated as unresponsive and will not be considered". The payment shall be made on conclusion of calendar month only on the basis of number of working days for which duty has been performed by each incumbent.

28. The successful bidder shall deposit a Performance Security Deposit of Rs.1.25 lakhs only in the form of bank guarantee issued in name of Accounts Officer, DPPQ&S, Faridabad within a period of 10 days from the date of award of contract. The performance Security should remain valid for a period of sixty days beyond the date of completion of the contractual obligations. In case, the contract is further extended beyond the initial period, the Bank Guarantee will have to be accordingly extended by the bidder. The Performance Security of contractor shall be refunded after successful completion of the contract period provided there are no recoveries to be made arising out of poor quality of work, incomplete work or violation of any terms and conditions of the contract as stipulated in the bid document. Refund of Performance Security is subject to full and final settlement of the final payment for the work. The EMD of the successful bidder shall be refunded only after receipt of Performance Security Deposit.

28 (A) In case, the bids for same amount are received from more than one bidders, the work will be allotted keeping in view the financial soundness of the bidder.

29. The bidders must submit duly filled application forms (**Annexure-II**) along with the supporting documents with the bids failing which their bid shall be rejected.

## **H. Terms and Conditions of the Tender**

30. The successful Applicant has to deploy 17 Safaikaramchari&one Supervisor to DPPQS, Head Office, Faridabad.

31. The following documents are to be submitted by the successful bidder before deployment of Staff: -

- i. List of Staff shortlisted for deployment in DPPQS, containing full details i.e. date of birth, marital status, citizenship, address (permanent & for correspondence).
- ii. Bio-data of short-listed incumbents along with the supporting documents in respect of age/educational/professional qualifications, photograph etc.
- iii. The Agency will ensure that the personnel engaged have clearance from Police Authorities within one month of the tender.

32. The successful bidder will be required to provide services of all the personnel within 7 days from the date of acceptance of award of contract failing which their EMD shall be forfeited by cancelling the award of contract. Further the agency will ensure that the Safaikaramchari and Supervisor will wear clean Uniform of the agency indicating their name while on duty.

33. The selected bidder will be responsible for timely payment to the supplied manpower and statutory authorities and compliance of statutory provisions relating to minimum wages, Provident Fund and E.S.I., etc. in respect of the persons deployed by it in DPPQS.

34. The payment to the man power Safaikaramchari and Supervisor should be made by the selected bidder through individual bank accounts opened at any Bank at Delhi/NCR and the photocopies of disbursed cheque/documents, along with proof of receipt thereof by the workers will be submitted to DPPQS before the end of each month. DPPQS shall verify the actual payment of statutory payments periodically and if not satisfied shall withhold the payments due to the service provider in addition to other legal action.
36. The successful bidder will depute a coordinator at their own cost who would be responsible for immediate interaction with the DPPQS so that optimal services of the persons deployed by the contractor could be availed without delay.
37. The selected bidder shall also be liable for depositing all taxes, levies, cess, etc. on account of services rendered by it to DPPQS to the concerned tax collection authorities from time to time as per extant rules and regulation on the matter.
38. The selected bidder shall maintain all statutory registers under the applicable laws. The agency shall produce the same, on demand, to the concerned authority or any other authority under law.
39. The TDS (Tax Deduction at Source) shall be deducted as per the provisions of the Income Tax Department, as amended from time to time and a certificate to this effect shall be provided to the agency by DPPQS.
40. In case, the tendering agency fails to comply with any statutory/ taxation liability under appropriate law, and as a result thereof the DPPQS is put to any loss/obligation or otherwise, the DPPQS will be entitled to get itself reimbursed out of the outstanding bills to extent of the loss or obligation in monetary terms.
41. The payment will be released to the successful contractor through RTGS in respect of Staff deployed in DPPQS in the second week of the succeeding month. The payment will be released only after receipt of bills in triplicate which includes the certificate/ challan of monthly wages paid to Staff deployed in DPPQS, and their E.S.I and E.P.F contribution along with attendance sheet-duly verified by administration in respect of the Staff deployed in the DPPQS, as per applicable rules/guidelines. The bills raised by the selected contractor should have all tax registration numbers printed on bills. Validity of the tax registration during the currency of the contract shall be the sole responsibility of the firm.
42. The documentary proof with regard to actual payment of E.S.I and E.P.F in respect of persons deployed in the Dte. shall be submitted, immediately after actual payments. A requisite portion of the bill/whole amount shall be held up till such proof is furnished, at the discretion of the DPPQS.
43. The EPF will be regulated as per Ministry of Labour and Employment Notification as amended from time to time.
44. In the event of breach of any terms and conditions attached to this contract, the Performance Security Deposit shall be forfeited besides annulment of the Contract.
45. DPPQS, reserves the right to cancel the tender at any time/stage or ask for the additional documents, if required or relax/amend/withdraw any of the terms and conditions contained in the Tender Documents without assigning any reason, thereof. Any inquiry after submission of the quotation shall not be entertained.
46. The successful bidder shall not be allowed to transfer, assign pledge or subcontract its right and liabilities under this contract to any other agency without prior written consent of the DPPQS.
- 47. The working hours for the employees (Safaikaramchari and Supervisor) of the contractor will be from 7.00 AM to 11.00 AM and 2.00 PM to 6.00 PM on all working days.**



48. The Staff deployed in DPPQS shall observe all etiquette and protocol while performing their duty.
49. In case, the person deployed by the selected bidder in DPPQS, commits any act of omission/commission that amounts to misconduct/indiscipline/incompetence, the contractor will be liable to take appropriate disciplinary action against such persons, including their removal from the site of work, if required by the DPPQS.
50. The selected contractor shall replace/substitute immediately any of its personnel who is absent for any reasons or who is found unacceptable to DPPQS because of security risks, incompetence, conflict of interest, improper conducts etc. after receiving written/oral notice or leaves the job due to his/her personal reasons. The delay in providing substitute immediately would attract a penalty @ Rs. 1000/- per day on the service providing agency and shall be deducted from the payment due to him or from the performance security.
51. For all intents and purposes, the selected contractor shall be the “Employer” with the meaning of different Labour Legislature, payment of ESI and EPF contribution in respect of the person deployed in DPPQS. The persons deployed by the agency in this office shall not have claims of any Master and Servant relationship nor have any principal and agent relationship with or against DPPQS.
52. DPPQS shall not be liable to make any other payment to the outsourced employee towards any claims besides agreed upon in the contract with the selected bidder.
53. Any notice/direction given to the Second Party under the terms of this agreement shall be considered to be duly served if the same has been delivered to, left for or dispatched by Registered Post to the Second Party at his last known address. Any notice to be given to the First Party shall be considered as duly served if the same is delivered to, left or dispatched by the Registered Post at his last known address. Any notice so posted shall be prima facie proof of service at the expiration of the time in which it reaches in the ordinary course of post.
54. The selected bidder shall be solely responsible for the redressal of grievances/resolution of disputes relating to person deployed. The DPPQS shall, in no way be responsible for settlement of such issues whatsoever.
55. DPPQS shall not be responsible for any damages, losses, claims, financial or other injury to any person deployed by the selected bidder in the course of their performing the functions/duties, or for payment toward compensation.
56. In case of termination of this contract on its expiry or otherwise, the person deployed by the selected bidder will have no claim or be entitled to pay, perks, absorption or regular appointment and other facilities admissible to casual, ad-hoc, regular/confirmed employees of the DPPQS during or after expiry of the contract.
57. The contractor shall be responsible for all damages or losses of office property by the person deployed by him and will be liable to make good any such loss or damage excepting those due to reasonable use or wear and tear or such as caused by natural calamity. The cost of damage shall be deducted from the bill for that month.
58. The selected contractor will be bound by the details furnished at the time of submitting tender or at subsequent stage. In case, any of such documents furnished by him/her is found to be false at any stage, it would be deemed to be a breach of terms of contract making him/her liable for legal action besides termination of contract, forfeiture of Performance Security/EMD as the case may be.

59. Any controversy or dispute arising out of this contract shall be referred to the sole arbitration of the PPA, DPPQ&S, Faridabad or to any officer nominated by him. There shall be no bar to the reference of dispute to the arbitrator or such an officer as nominated by the PPA even though the said officer is an employee of the DPPQS and might have dealt with the matter earlier or expressed his opinion thereon. In case the arbitrator to whom the matter earlier is originally referred to is transferred or vacates his office or is unable to act for any reasons, the PPA shall be competent to appoint another person as arbitrator, who shall be entitled to proceed with the reference, from the stage at which it was left by his predecessor. No person other than the one nominated by PPA shall act as arbitrator. The decision of the PPA or the officer nominated by him shall be final and binding on the party/parties. The limitation for filing claim for arbitration is 90 days from the expiry of the contract period and in case no claim is filed within this period, it shall be presumed that there is no claim.

60. Subject to the above, the provisions of the Arbitration Act, 1996 or any statutory modification or enactment thereof and rules made there under and for the time being in force, shall apply to arbitration proceedings under this Clause.

61. The arbitrator may from time to time extend the time for making and publishing the award. He may do so without any need for obtaining the consent of the parties to the dispute.

62. The agency awarded the contract will have to execute an agreement on stamp papers of appropriate value that he will abide by the above terms and conditions during the contract period.

63. The appropriate law governing this agreement shall be laws of India and the courts of Faridabad shall have exclusive jurisdiction to settle any disputes with respect to this agreement.

\*\*\*

**CHECK LIST**

**TECHNICAL BID**

- The Bid document should contain the following information / documents: -
1. E. M. D. of 25,000/- (Pay Order/Demand draft)
  2. Duly filled Technical Bid [Application Form (Annexure-II)]
  3. Self attested copy of Company/Firm/Agency profile
  4. Self attested proof of its Office Address.
  5. Self attested copies of previous one year experience certificate issued by respective offices.
  6. Self attested copy of the PAN/TIN No.
  7. Self attested copy of Service Tax registration.
  8. Self attested copy of E.S.I. registration.
  9. Self attested copy of E.P.F. registration.
  10. Self attested copy of Income Tax return for the financial year 2016-17.
  11. Audited Balance Sheet (Self attested) must be submitted with the bid showing turnover of the Applicant not less than Rupees 20 lakh during the last three Financial Years up to 2016-17.

**FINANCIAL BID**

The Bidder should fill their financial bid only in the BoQ.xls documents provided alongwith Bid on CPP portal and should not disclosed any other place in Technical Bid.

APPLICATION – FORM

**For Providing Manpower services to DPPQS**

**(Duly filled and self attested copy of each item should be submitted at the time of bidding)**

1. Name of the Company/Firm/Agency \_\_\_\_\_

2. Name of Director/Partner/ proprietor \_\_\_\_\_

3. Full Address of Reg. Office \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Telephone No. \_\_\_\_\_

FAX No. \_\_\_\_\_

E-Mail address \_\_\_\_\_

4. Full Address of Operating / Branch Office Located in Delhi/ NCT of Delhi

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Telephone No. \_\_\_\_\_

Mobile No. \_\_\_\_\_

FAX No. \_\_\_\_\_

E-Mail address \_\_\_\_\_

5. Banker of Company / Firm / agency with full

address \_\_\_\_\_

\_\_\_\_\_

Telephone Number of Banker \_\_\_\_\_

6. PAN / TIN No. \_\_\_\_\_

7. Service Tax Registration No. & date \_\_\_\_\_

8. E.P.F. Registration No. & date \_\_\_\_\_

9. E.S.I. Registration No. & date \_\_\_\_\_

10. Give details of major contracts handled by the bidder for providing Safaikaramchari and Supervisor during the previous three financial years prior to the application date in the following format:

S.No	Details of client along with address, telephone and FAX numbers	No. of Safaikaramchari and Supervisor or other manpower provided	Duration of Contract	
			From	To
1.				
2.				
3.				

11. I, \_\_\_\_\_ Son/Daughter/Wife of Shri \_\_\_\_\_ Proprietor/Director/Partner/Authorized signatory of the agency/firm mentioned above is competent to sign the following declaration that:

(i) I have carefully read and understood all the terms and conditions of the tender and undertake to abide by them;

(ii) Our agency/firm has not been black-listed by any Ministry/Department/Organization of the Central Government/State Government or any Public Sector Undertaking/Banks for the last five years and also there is no litigation with any Government Department on account of similar services;

(iii) The services of our agency/firm have not been prematurely terminated before the expiry of contract or the services of our agency/firm has not been found unsatisfactory during the past.

(iv) I do hereby undertake that my firm will not sublet the work to any other agency in case of award of contract.

12. Details of Earnest Money Deposit: 25,000/- (Rupees twenty five thousand Only) D.D./P.O. No. & Date:

\_\_\_\_\_ Drawn on Bank:

14. Additional information, if any (desirable): -

Signature of the authorized person

Full Name:

Designation:

Seal:

Date:

Place:

Item Rate BoQ

Tender Inviting Authority: <Plant Protection Adviser>

Name of Work: <Bid for Supervisor and Safaikaramchari

Contract No: <Enter Contract No Details>

Name of the Bidder/ Bidding Firm  
/ Company :

--

**PRICE SCHEDULE**

**(This BOQ template must not be modified/replaced by the bidder and the same should be uploaded after filling the relevant columns, else the bidder is liable to be rejected for this tender. Bidders are allowed to enter the Bidder Name and Values only )**

NUM BER #	TEXT #	NUMBE R #	NUMBE R #	NUMBE R	NUMBER	NUMBER	NUMB ER	NUMBER #	NUMB ER #	TEXT #
SI. No.	Item Descr iption	Quantity	Monthly wages in INR	Emplo ees Contri bution (Emplo yer's Share)	ESI (Emplo yer's Share)	Admini strative/Serv ices and other charges	GST	Total Amount with aplicable EPF, ESI, GST and service charges	TOTA L AMOU NT	TOTAL AMOUNT In Words
1	2	4	7	14	15	16	20	50	9	10
1	Cate gory of Labo ur									
1.01	Super visor	1						0.00	0.00	INR Zero Only
1.02	Safai karam chari	17						0.00	0.00	INR Zero Only
Tot al in Fig ure s									0.00	INR Zero Only
Quo ted Rat e in Wor ds										INR Zero Only

