NEW MEDIA WING
(Ministry of Information and Broadcasting)
Room No. 445, Pocket-B, Phase-IV,
Soochna Bhawan CGO Complex, Lodhi Road,
New Delhi-110003

Dated: 11/03/2016

File No-43/03/2016-Admin-

LIMITED TENDER NOTICE FOR OUTSOURCING OF SERVICES
OF UN-SKILLED LABOUR (ONLY MALE)

Sealed quotations are invited from eligible bidders latest by 12.00 A.M on
30/03/2016 to be opened on same day at 4.00 PM. At Room No-450, Soochana Bhawan.
For outsourcing of service of Un-Skilled labour in the office of the New Media Wing for
the period w.e.f. May 2016 to 30th April, 2017. Terms and contract and other details may
be obtained from Ministry of I&B’s website (www.mib.nic.in) and also Ministry of
I&B/Information/New Media Wing section of the ministry’s website and also New Media
Wing, Soochana Bhawan, New Delhi on any working day upto 5.30 PM. This office
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
reason.

(Sajmi Kumar)
Research Officer
Tel No-24363903
NEW MEDIA WING  
(Ministry of Information and Broadcasting)  
Room No. 445, Pocket-B, Phase-IV,  
Soochha Bhawan CGO Complex, Lodhi Road,  
New Delhi-110003

Terms and Conditions for Hiring of Unskilled Labour

Sealed tenders are invited from reputed service providers for supply of unskilled labour on daily basis for the period w.e.f. May 2016 to 30th April, 2017. The deadline for submission of tender will be 30/03/2016, at 12:00 A.M and quotations will be open on same day at 4:00 P.M. The job requirements of unskilled labour, their eligibility and other conditions are mentioned as under:-

1. **Job requirement of unskilled labour:**
   (a) Regular cleaning, Mopping, dusting of furniture, instruments & tools etc. so as to maintain general cleanliness and hygiene in the office.
   (b) Attending the calls of the officer's viz. making/service tea/water/ lunch, etc.
   (c) Making sitting arrangements at the time of meetings.
   (d) Outdoor work such as delivery of dak and also any other work assigned to them by the senior officers/officials.

2. **Eligibility Criteria for Service Provider:**

   (a) The Tenderer/Bidder shall have at least 03 years experience in these fields and shall submit the self attested copies of the following documents along with the tender documents:
   1) PF Registration with PF code number.
   2) ESI Registration
   3) Valid Licence issued in respect of previous employers by Labour Department (i.e. Govt. of NCT Delhi).
   4) Copies of certificates/allotment letter of Service Tax and PAN Number.
3. Eligibility of unskilled labour:

(a) They Should be able to work till late hours
(b) The labour should have a fair understanding of Hindi.

4. Other requirements/suitability for the job:

(a) Punctuality in office
(b) Courteous in nature
(c) Honesty
(d) Good moral character
(e) Will come to office strictly in office uniform. The agency will provide uniform to the labours. For all practical purpose, office will instruct what kind of uniform they will wear.
(f) If person assigned is not able to come due to personal or other reason, no payment will be made for such days.
(g) Attendance should be 100% on working days and if requirements due to urgent office work they would come on holidays also. Duty hours will be 8.00 A.M. To 5.00 P.M.
(h) In case of frequent deficiency in providing the service, the vender would be issued a notice in writing for improvement of service, which should be complied within five working days.
(i) Necessary facilities and the inputs would be provided to the vender for carrying out the above-mentioned work.
(j) Eligibility and qualification criteria supra would be strictly met by the vender for performing the required work/service supra.
(k) All statutory & contractual obligations would be complied with by the vender.
(l) Payment Clause: On monthly basis after submission of invoice for payment by the vender. The rate subject to revision as per change in the statutory minimum wages announced from time to time.
(m) The period of contract would be twelve months from the date of agreement.
(n) Incomplete tenders would be rejected.
(o) Bid process shall be cancelled in the event of receipt of single responsive bid. Tendering process shall be finalized only when there are at least three responsive bids.
(p) The contractor shall be solely liable for all payment/dues of the workers employed and deployed by him with reliable evidence provided to the New Media Wing. In the event, New Media Wing makes any payment or incurs any liability, the contractor shall indemnify the Bureau completely;

(q) In case of any dispute arising out of this agreement then the Competent Authority shall nominate any officer of the New Media Wing a sole arbitrator to adjudicate upon the issue involved in the dispute and the provisions of the Arbitration Act shall be applicable.

(r) In case of any dispute with regard to providing services and interpretation of any clause of the Agreement, Delhi Court will have the jurisdiction to settle and decide all the disputes.

(s) Income Tax TDS as per rules shall be deducted from the bills of the contractor as per applicable laws.

(t) The successful bidder would have to deposit an amount of 20,000/- (Twenty Thousands only) towards security deposit through Demand Draft/pay order/FDR/Bank Guarantee from a commercial bank in favour of New Media Wing which would remain with New Media Wing during the contract period and no interest shall be payable on the Security Deposit amount.

(u) New Media Wing needs three unskilled labour (male only).

Tender is to be submitted in sealed envelope marked Tender for Un-Skilled labour containing price quotation only. The tenders should be submitted upto 12.00 A.M on 30.03.2016 and will be opened on same day 4.00 P.M in room 450, New Media Wing, Soochana Bhawan, 4th floor, New Delhi.

Note: Selection of the bidder would be made after taking all the relevant factors like past performance, credentials, responsible business practices, competency to execute such contracts, credentials of fulfillment of provisions of labour laws with past contracts and above conditions into account together. Evaluation of these parameters shall be based on the documents and information submitted by the bidder(s) without recourse to extrinsic evidence. In a normal situation, the contract shall be awarded to the lowest responsive bidder. However, mere Lowest rates is not the sole criteria of selection. New Media Wing is not bound to accept the lowest rates. Without affecting the sanctity of the above criterion, New Media Wing has power to relax any condition of eligibility criteria qualifying the bid(s).
SCHEDULE OF RATES

Name of the work: Contract for SUPPLY OF UNSKILLED CONTRACT LABOUR ON CONTRACT BASIS in New Media Wing, Soochana Bhawan, New Delhi/

<table>
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<tr>
<th>S.No.</th>
<th>Description</th>
<th>Rate/Wages per month per person</th>
<th>PF*</th>
<th>ESI*</th>
<th>Service Tax</th>
<th>Any other charges</th>
<th>Contractor's profit(service charge)</th>
<th>Total per person per month</th>
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<tr>
<td>01.</td>
<td>Unskilled Contract labour</td>
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* Quoted rates should not be less than the latest rates of minimum wages as prescribed by Government of state of NCT Delhi orders and as applicable in Delhi. Bidders are advised to take into account all other factors of payments (like weekly off, national holidays, over time etc.) while quoting their rates.
FORMAT OF OFFER DOCUMENT
(For providing Un-Skilled labour)

Declaration by the Tenderer: 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.

Attached all the self attested documents with the officer documents

1. Name, address and telephone No. of the Tendere:
2. Permanent Account No.(PAN):
3. Name and address of the proprietor/partners/directors and their PAN:
4. Rate per Multi Tasking Staff per day(inclusive of all taxes):

Date:
Place:

Signature of the Authorized Signatory with date