



भारत सरकार

GOVERNMENT OF INDIA

सूचना और प्रसारण मंत्रालय

MINISTRY OF INFORMATION & BROADCASTING

'ए' विंग, शास्त्री भवन, नई दिल्ली- 110 001

'A' Wing, Shastri Bhavan, New Delhi- 110 001

तारीख/Date:5.4.2013

TENDER NOTICE

Subject: - Engagement of labour to carry out the Cleaning/sweeping and Misc. Office work in the Main Sectt. Ministry of Information & Broadcasting on Contract basis.

This Ministry intends to engage unskilled/semiskilled labourers to carry out the Cleaning/sweeping and Misc. office work in the Main Sectt. of the Ministry of Information & Broadcasting on the Contract basis.

2. The interested agencies are requested to furnish their tenders. The terms and conditions will be as under:

- (i) The persons are required to attend the Office from 9.00 a. m. to 5.30 p.m. on all working days.
- (ii) On urgent requirement, Contractor will have to provide services even on holidays/Saturday/Sunday at the required site/number. Negligence on this account may lead to penal action against the Contractor as deemed fit by the Ministry.
- (iii) The responsible persons should be provided and contractor will be responsible for the conduct/integrity of the persons deployed by him as well as the safety & Security of the office equipments/machinery. Any loss to the property of the Ministry due to the negligence of the Contractor's staff will be recovered from the Contractor's account.
- (iv) The contract will be valid for a period of one year from the date of finalization. Payment will be made on monthly basis.
- (v) In case the services rendered by the firm are not found satisfactory or below the desired standard, a suitable deduction will be made from the bill as penalty or contract may be terminated without any notice/reason.
- (vi) Provision of the **smart uniform** to the persons will also be the responsibility of Contractor/agency.
- (vii) It shall be the responsibility of the agency to withdraw authorized Identity Cards from their employees who leave their employment or when their Services are terminated by the agency.
- (viii) The agency shall not appoint any close relative of the employees of this Ministry. **The agency shall be responsible for the conduct and behavior of its employees.**
- (ix) The firm should be registered with some Govt. Department and must be the Tin/Vat number holder.
- (x) The following bifurcations must be given in the tender:
 - (i) **Wages to be paid to the worker**
 - (ii) **Other statutory deductions and**
 - (iii) **Service Tax & others.**
- (xi) It may also be noted that at least the Minimum wages, as per the order issued by Delhi Govt., must be paid to the labourers. In case of enhancement of minimum wages during the currency of the contract the Contractors should include the enhanced amount of minimum wages in their bills for payment.

