

**No. EI-D/GA/15-6/2014**

**ERNET India**

(An Autonomous Scientific Society under Department of Electronics and Information  
Technology, GoI)  
10<sup>th</sup> Floor, Jeevan Prakash Building,  
25, K.G. Marg,  
New Delhi-110 001

Dated : 10.5. 2015

Due Date : 29.5.2015 Time 3.00 P.M.

Opening of Bids: 29.5.2015 Time 3.30 P.M.

To

**Subject : Provision of Services of Clerical Staff/Stenographers/Messengers/Peon/Security Guards and Housekeeping Services at (i) ERNET India Office, 10<sup>th</sup> Floor, Jeevan Prakash Building, 25, KG Marg ii) 6, CGO Complex, Lodhi Road and (iii) DMRC Building Block-1, 5<sup>th</sup> Floor, Shastri Park, New Delhi or any other Building where ERNET may shift in Delhi/NCR.**

Sir,

**ERNET India**, an Autonomous Scientific Society under Department of Electronics & Information Technology, Govt. of India, is a Class 'A' Internet Service Provider for the Education and Research community in India.

2. ERNET India intends to engage Outsourcing Agency to provide i) Clerical Staff ii) Stenographers iii) Security Guards vi) Housekeeping staff and v) Messengers/Peon for a period of one year, extendable for another period of one year. The Manpower is required to be provided at (i) ERNET India Office, 10<sup>th</sup> Floor, Jeevan Prakash Building, 25, KG Marg ii) 6, CGO Complex, Lodhi Road and (iii) DMRC Building Block-1, 5<sup>th</sup> Floor, Shastri Park, New Delhi or any other Building where ERNET may shift in Delhi/NCR.

3. **Scope of Work (Requirement may vary at any time):**

S.No	Manpower	No.
1	Security Guard	06 nos
2	House Keeping Staff	02 nos
3	Messenger/Peon	10 nos
4	Clerical Staff	4nos.
5	Stenographer	4nos.

4. Therefore, sealed quotations are invited in two parts i.e. Technical Bid and Commercial Bid (in separate sealed covers). First part of the bid (Technical Bid) should contain documents in support of qualifying conditions details in para 5 below duly filled and signed. The technical bid should also contain EMD as per requirement in Para 7 of this tender document. Second part of the bid (Commercial Bid) i.e. cost details for provision of i) Clerical Staff ii) Stenographers iii) Messengers/Peon iv) Security Guard and v) Housekeeping Staff shall be quoted in Annexure-I duly filled and signed. Evaluation of bids will be done strictly as per bill of material detailed in Annexure-I.

5. **Qualifying Conditions for Bidders(Documents with Technical bid):-**

- i) The bidder should have minimum of two years experience in providing; (i) Security Guard and (ii) House Keeping Services to Govt. Institutions/PSUs/Organisation/ISP. **Documentary proof should be enclosed.**
- ii) The bidder should have deployed at least:
  - a) total 25nos(Security Guard, Housekeeping staff and Messengers) &
  - b) total 10nos(Clerical Staff and Stenographers) to Govt. Institution/PSUs/Autonomous Organisations during last one year. **Documentary proof should be enclosed.**
- iii) The bidder must confirm that if the firm is selected, they will provide Security Guard, Housekeeping staff and Messengers having 10<sup>th</sup> class Minimum Education Qualification and Clerical/Stenographers staff should have minimum graduate and the required skill of stenography( a letter of confirmation be enclosed).
- iv) Please submit **document of valid Registration number** of the Contractor for Service Tax & PAN No. allotted by the concerned authorities.
- v) Also submit the document of employees Provident Fund Account No and ESI Registration no. issued by the concerned authorities.
- vi) Copy of license issued by Delhi Government for Security Services.
- vii) EMD

6. **Terms and Conditions :**

- i) The validity of the agreement shall be for a period of one year which may be extended for a further period of one year subject to mutual consent of both the parties or curtailed at the discretion of Director General, ERNET India.
- ii) The agreement shall be effective when executed by or on behalf of both the parties.
- iii) The agency will strictly adhere to all the labour laws while providing services to the ERNET India .
- iv) The successful bidder will be responsible for the police verification of the personal deployed and would also ensure that the personnel deployed on duty is medically fit. The agency will have to submit copies of police verification, character certificate by Gazetted Officer and medical certificate at the time of deployment of manpower.
- v) The contractor cannot change the manpower without the previous consent of the ERNET India.
- vi) Any extra expenditure incurred for getting the work done from open market due to failure of the contractor to provide support with the scheduled time as mentioned in the order will be recovered from the agency.

- vii) The payment to the manpower by the selected contractor will be made timely in the presence of authorized Officer of ERNET India on or before 10<sup>th</sup> of every month.
- viii) The contractor shall hold ERNET harmless for any slackness or any loss of the staff deputed at ERNET & will indemnify ERNET from all legal obligations to its staff deputed to provide support.
- ix) The agreement or any part or portion hereof shall neither be assigned nor sublicensed or otherwise transferred by the agency to any one without ERNET's prior written permission.
- x) The ERNET reserves the right to deduct amount from the bill as may be considered reasonable for unsatisfactory work. The decision of the ERNET will final in this regard.
- xi) If the situation warrants, the agreement can be terminated by the either party with a notice period of two months and without any liability to the other party.
- xii) Medical or any other allowances to the staff deployed will not be borne by the ERNET. ERNET liability in respect of deployed manpower shall be restricted to payment details provided in Annexure-I only.
- xiii) The Contractor shall provide House Keeping personal from 8 a.m to 4:30 p.m. on all working days (including Saturdays). For office staff normal office timing shall be observed. ERNET India reserve the right to change the working timing of deployed manpower.
- xiv) Proper uniform must be provided to the personnel deployed by the contractor.
- xv) Requirement of manpower may be increased/decreased as per requirement.

7. **Earnest Money Deposit:**

- a) The bids must be accompanied by Earnest Money Deposit of Rs.2,00,000/- (Rupees Two Lakhs Only) and shall be in the form of Demand Draft/Bank Guarantee drawn on any Indian Nationalised Bank/scheduled bank in favour of ERNET India, New Delhi. Bank Guarantee should be valid minimum for a period of 180 days from the due date (original) of the quotation. Quotation received without Earnest Money deposit are liable to be rejected.
- b) The earnest money of all the unsuccessful tenderers will be returned after placement of order on the selected vendor. No interest will be payable by ERNET India on the Earnest Money Deposit.

7.1 **Performance Security:**

- a) In case of non-compliance of the terms & conditions of this tender and other statutory compliance by the selected bidder, the Performance Security will be forfeited.
- b) The selected vendor has to submit a performance security in the form of Demand Draft/ Bank Guarantee amounting to Rs 5,00,000/-. The Bank Guarantee should be valid for a period of two years from the date of Purchase Order and to be submitted within two weeks of issue of Purchase order, failing which the PO shall be cancelled and EMD will be forfeited.

8. **Payment Terms :** Payment would be made within two weeks from the date of receipt of bills in triplicate, enclosing proof of payment made for the previous month to the staff and a copy of challan of EPF & ESI deposits (employee's contribution and Employer's contribution at the specified rates of the Govt. of India) duly signed and stamped, and copies of ECRs, salary sheets carrying ESI and PF No. ERNET India shall reserve right to demand any other document from the agency/contractor to satisfy that all statutory levies/dues have been paid by him.

9. **Validity of the rates:**

The rates quoted by the bidder should be as per current minimum wages rates of Govt. of NCT of Delhi as applicable. These minimum wages will be revised subject to revision of minimum wages by NCT of Delhi.

10. Envelope should bear the inscription:

**“Quotation for Clerical Staff/Steno/Messengers/Peon/ Security Guard & Housekeeping Staff”**

**“Tender Enquiry No.: EI-D/GA/15-6/2014**

**“Due Date & Time: 29<sup>th</sup> May, 2015 ( 3.00 PM)**

**“Due Date & Time for Opening of Bids: : 29<sup>th</sup> May, 2015 (3.30 PM)**

11. The bids must be dropped in the tender box on or before the due date, i.e., on : **29<sup>th</sup> May, 2015 by 3.00 P.M.** Bids received after the due date & time are liable to be rejected. In the event of the due date being a closed holiday or declared Holiday for Central Government offices, the due date for submission of the bids will be the following working day at the appointed time & venue.
12. The validity of bids shall be minimum of 180 days.
13. ERNET India reserves the right to accept or reject any bid or cancel the tender proceedings without assigning any reason whatsoever.
14. The persons deputed shall not be below the age of 18 years.
15. There should be no Over-Writing. Otherwise, the quotation is liable to be rejected.
16. Please submit the breakup of cost (Monthly rate per guard & per housekeeper) detailed Annexure-I in the format.
17. Incomplete and conditioned bids would be summarily rejected.
18. No interim compensation will be entertained.

Yours faithfully,

(Bhupal Singh)  
Registrar & CPO

**Annexure-I**

**PRICE SCHEDULE FOR HIRING OF CLERICAL STAFF/MESSENGERS/  
PEON/SECURITY GUARD AND HOUSE KEEPING STAFF**

To,

The Registrar & CPO,  
ERNET India  
10<sup>th</sup> Floor, Jeevan Prakash Building  
25, K.G.Marg, New Delhi-110001  
New Delhi-110003

Tender No. \_\_\_\_\_ Date of Opening .....

We hereby offer the following cost for provision of \_\_\_\_\_

- (I)**     **Security Guard(6nos) requirement (8 hours daily each (24x7x365) at both locations i.e. 10<sup>th</sup> Floor, Jeevan Prakash Building KG Marg and DMRC Building, Shastri Park, New Delhi.**

<b>Sl. No.</b>	<b>Particulars</b>	<b>Details of Wages (In Rs.)</b>
01.	Minimum Wages	
02.	ESI	
03.	EPF	
04.	Total	
05.	Agency Service Charge(including uniform)	
06.	Total per Person per Month	
07.	Total cost for 6 nos. Security Guards	

- (II)**     **Housekeeping Staff daily (2 nos) required from 8 AM to 4:30 PM. on all working days (including Saturdays if required)**

<b>Sl. No.</b>	<b>Particulars</b>	<b>Details of Wages (In Rs.)</b>
01.	Minimum Wages	
02.	ESI	
03.	EPF	
04.	Total	
05.	Agency Service Charge(including uniform)	
06.	Total per Person per Month	
07.	Total cost for 2 nos. House Keeping Staff	

**III)**

**Stenographer (4 nos) required**

<b>Sl. No.</b>	<b>Particulars</b>	<b>Details of Wages (In Rs.)</b>
01.	Minimum Wages	

02.	ESI	
03.	EPF	
04.	Total	
05.	Agency Service Charge	
06.	Total per Person per Month	
07.	Total cost for 4 nos. Support Staff	

**IV) Clerical Staff (4 nos ) required**

<b>Sl. No.</b>	<b>Particulars</b>	<b>Details of Wages (In Rs.)</b>
01.	Minimum Wages	
02.	ESI	
03.	EPF	
04.	Total	
05.	Agency Service Charge	
06.	Total per Person per Month	
07.	Total cost for 4 nos. Support Staff	

**V) Messengers/Peon(10nos)required from 9 AM to 5.30 PM on all working days**

<b>Sl. No.</b>	<b>Particulars</b>	<b>Details of Wages (In Rs.)</b>
01.	Minimum Wages	
02.	ESI	
03.	EPF	
04.	Total	
05.	Agency Service Charge	
06.	Total per Person per Month	
07.	Total cost for 10 nos Messengers	

**VI) ESI/EPF/Service tax/any other Govt. levies/taxes shall be as per prevailing rates.**

Total of (I +II+III+IV+V ) = Rs. \_\_\_\_\_

Total cost of VI above will be taken to decide L=1 bidder.

\_\_\_\_\_  
(Stamped & Signature of the Bidder)