OFFICE OF THE RESIDENT COMMISSIONER
GOVERNMENT OF ANDHRA PRADESH
A.P. BHAVAN, NEW DELHI.

Tender No Del/APGH/B4/58/2012   Date. 06.05.2015.

Reputed Manpower engagement Agencies are invited to participate in E-Tendering through MSTC for providing manpower (38 persons) in different categories such as Secretarial /Housekeeping/ Engineering /Security services for Andhra Pradesh Bhavan New Delhi office located at No.1 Ashoka Road, New Delhi-110001 as needed.

Eligible agencies may visit/inspect the site on any working day to collect all information that will be necessary for filling Technical Bid / Financial bid through MSTC online between 10.30 AM to 5PM during any working day from 7/5/2015 to 27.5.2015.

Necessary documents may be submitted to the undersigned on the last date (i.e. 27/5/2015) for qualifying in Technical bid so that eligible agencies shall be permitted to participate in E-Finance bid tendering through MSTC website only before 3pm on 29th May 2015.

The details on the following items is kept on website for information

I  Scope of work
II  Terms and conditions of the tenders
III  STATUTORY CONDITIONS
IV  ELIGIBILITY AND EXPERIENCE CRITERIA
V  INSTRUCTIONS TO THE TENDERERS

The requisite documents to qualify technical bid is to be sent in a sealed envelope addressed to Resident Commissioner, Andhra Pradesh Bhavan, No.1 Ashoka Road, New Delhi which may be sent by post/ in person to the above mentioned address by 3 PM of 27.5.2015 and shall be opened at 3 PM on the same day in the presence of such tenderers or their authorized representatives who may wish to be present.

Dy RESIDENT COMMISSIONER
I SCOPE OF WORK

A.) The A.P. Bhavan Premises has the following blocks which needs cleaning and up keeping of the Rooms/ Toilets / Corridors / Staircases / and adjacent open areas by the Safaiwala engaged through successful bidder at all times

1. Godavari Block (5\textsuperscript{th} Floor to 9\textsuperscript{th} floor )
2. Swarnamukhi Block (Ground and 2\textsuperscript{nd} floor )
3. Resident Commissioner’s Office block (Ground floor)
4. Andhra Bank Road /Auditorium, Conference Hall Foyer, MP Cell APIC and APTC, Legal Cell, AAO/PAO Office, Roads before GB and SM Block and canteen
5. Residential quarters premises (B/C/D/ Block Nursing Hostel and Pataudi Quarters and Officers Quarters.

B) Besides the above, other services are also needed to engage from the firm such as Room Boy Services, Drivers, Telephone Operators and Computer Operators as required by this Office.

C) Any other service as desired by Resident Commissioner from time to time.

II GENERAL TERMS AND CONDITIONS :

1. The entire responsibility of up keeping the premises of A.P. Bhavan shall be with the agency only with the its contract staff engaged

2. Name of the work should be clearly mentioned on the quotation/tender form and on sealed cover otherwise the quotation/tender would be rejected.
3 Agency shall be barred if any pre-conditions are imposed or other matter mentioned in the tender document.

4 The agency should quote their rates after inspecting the site and duly referring the terms and conditions. Schedule, scope of work etc. enclosed with the tender form.

5 The agency, whose tender/ quotation is approved, shall enter into an agreement with the Government of Andhra Pradesh, within 7 days of informing by the Resident Commissioner and start the work immediately.

6 The agency shall deploy the well trained employees in the respective fields.

7 The personnel for Data Entry Operations should have the required Experience, qualification and knowledge of the computers for ensuring better performance.

8 The personnel for drivers should have commercial driving license to drive light motor vehicle and well acquaintance with the surrounding areas within Delhi.

9 The agency shall deploy preferably Telugu knowing candidates for Telephone Operators, Room Boy Service, and Drivers etc.,

10 The Agency shall not assign, transfer or part with the service agreement in any manner whatsoever to anyone outside the agency or party.

11 The agreement shall be for a period of one (1) year with effect from the date of entering into an agreement which is extendable if desired by Resident Commissioner.

12 The agency should be systematic in work and keep the A.P. Bhavan and its premises neat and clean at all the times.
13 The agency should provide **first aid facility to its workers** deployed in the A. P. Bhavan in case of any emergency.

14 The agency must engage one experienced full time supervisor for supervising the work of the employees deployed at A.P. Bhavan and co-ordinate with the Administration of A.P. Bhavan at its own cost. The work of the agency will be reviewed every weekly or frequently by A.P. Bhavan Authorities.

15 The agency shall provide identity Cards and good uniform to all categories of workmen at the cost of the agency.

16 The drivers deployed must keep the given Government vehicle clean and in good condition.

17 In the event of absence on the part of any of its staff, the contract agency shall make instant alternative arrangements. If not, suitable penalty shall be levied upon the firm at the discretion of the Resident Commissioner.

18 The agency shall ensure that the workmen deployed by it do not indulge in any undesirable or unhealthy activities detrimental to the interests of the Government of Andhra Pradesh. If any such incident is found, entry of such persons should be barred from A.P. Bhavan premises.

19 The losses on amount of damage to the Government property or to the authorized guest of A.P. Bhavan, if any due to their negligence of the workers of the Agency shall be recovered from the agency. The agency shall furnish fidelity Guarantee compensating any loss on their account.

20 A penalty in the form of deductions from the monthly bill amount may be levied by the Resident Commissioner for Non- Satisfactory performance by the agency.
21 The Government will not engage the employees of the agency on their muster roll. They are purely on contractual services.

22 The successful agency must deposit Rs.10.00 Lakhs as security by way of FDR in the name of Resident Commissioner, A.P.Bhavan, New Delhi for a period of one years and three months at the time of entering into contract and the same would be refunded on the completion of satisfactory service three months after the period of contract.

23 The agency shall furnish certificate on Rs.100 non judicial stamp paper to the effect that incase, if the agency failed to pay the wages to the employees on or before 7th of the month without valid reason, the Resident Commissioner is empowered to deduct the wages amount from the Security Deposit amount furnished by the agency and for such month no service Commission will be paid to the agency as penalty. On passing the wage bill preferred by the agency, it shall later be adjusted to the Security Deposit amount.

24 The terms and conditions can be reviewed / amended with mutual discussion between both parties. Except as otherwise provided herein, the decision of the Resident Commissioner shall be final and binding on all disputes and differences that may arise from or in any way touching or connected with this agreement.

25 The agreement may be terminated by either party by giving one month notice in writing to the other party. However, the Resident Commissioner shall have the right to terminate the contract without assigning any reasons.

26 Disputes if any shall be settled in local court in Delhi.

27 The Resident Commissioner, A.P. Bhavan, New Delhi
at his discretion may extend the period of contract on the same terms and conditions on the same rates for a prescribed period in public interest.

28 The requirements may vary from time to time based on circumstances.

III Statutory Conditions.

1. The agency shall be responsible for payment of wages of the employees deployed by it at A.P. Bhavan as per the statutory provisions of the Delhi Minimum Wages Act.

2. That the agency shall ensure the authority that none of its workmen are paid less than the minimum daily wages fixed by the Delhi Administration in that trade/Scheduled employment

3. The agency should deduct EPF and ESI from the employee wages and make the contribution from the employer side as per rules and remit the same every month to the concerned Authorities without any lapse of time

4 The agency shall make the payment not less than the amount equal to total wage of employees share towards EPF of wage towards ESI.

5 The agency shall furnish a certificate regarding the proper remittance of EPF/ESI for release of payment for subsequent monthly bills.

6 The payment of Service Tax, as applicable, is the responsibility of the agency. The agency shall furnish proof of remittance to this effect at the time of next month bill.

7 The agency shall make payment of wages to its employees as per the approved rates and not less than Delhi Minimum wages, on or before the 7th day of every month without insisting for the payment from A.P. Bhavan and then prefer the claim from this office
8. The agency should furnish acquittance (which is solely the responsibility of the contract agency) for proof of payment of wages every month. The responsibility of this office is limited to the payment of bills preferred by the agency and the agency is solely responsible for observance of all statutory provisions. However, delay in payment of bills should not be a reason for non-payment of wages by the agency to its employees. The payment should be made to the workers AICs directly and Bank Statement for the purpose may be enclosed.

9. The agency will be responsible for complying with all statutory obligations on its part in respect of proper observation of provision of Payment of wages Act 1936, Employees State Insurance Act 1934, Workmen Compensation Act 1923, Contract Labour (regulation of abolition) Act 1970 and related legislations and its amendments from time to time.

10. The agency shall submit bills within seven days of the month in respect of the work done during the previous month. The authority shall make payment of the bills after deducting the income tax, as per provisions of the income Tax Act 1961. No advance payment will be made for this purpose.

11. The agency shall enclose valid agency registration / License certificate for laboring services for the concern Authorities up to the year 2014.

12. The agency shall ensure that the antecedents of all the staff be verified through Delhi Police before their deployment. The antecedent’s verification certificate shall be furnished to the office for record.

13. As soon as possible the agency should furnish the copies of proposals submitted to the issuing authority in regards to ESI cards / EPF accounts matters etc. and subsequently produce the same after being issued by the concerned authorities.
14. Before awarding contract the credibility of agency in paying EPF/ESI will be verified with EPF, ESI authorities.

IV Eligibility and Experience Criteria

1. Those firms involved in the business of integrated service providers are preferred.

2. The applicant must be a registered establishment/licensed contractor under the Contract Labor (Regulation and Abolition) Act 1970 in Delhi only and documentary proof of the same must be enclosed.

3. The Tenderer should have registered in Delhi/Nation Capital Region.

4. The applicant must hold a valid Registration for EPF/ESI and Documentary evidence in support thereof, must accompany with tender documents.

5. The Tenderer should be providing satisfactory integrated housekeeping services in premises of Government/Semi Government/Corporate agencies during the last three years period from 31.08.2012 and performance certificate must be obtained from the firms/organizations.

6. There should not be any adverse remarks on the performance of the agency in the previous years from its customers.

V INSTRUCTIONS TO THE TENDERERS

1. The Tenderers are required to submit THEIR TECHNICAL BID FORMS (Schedule A) in sealed envelope super scribed Bid for Integrated Services like House Keeping, Security Services and others in AP Bhavan New Delhi.
2. ESI & EPF contributions for employee would be deducted from employee wages however the employer’s contribution towards EPF & ESI has to be paid by the agency from its own resources. There will not be any reimbursement of this amount separately to the agency and the agency has to quote its commission keeping this in mind.

3. Payment of Service Tax is responsibility of the agency and therefore the agency is to quote its commission including service tax etc payable by it.

4. The Technical Bid should be accompanied by an Earnest Money Deposit (EMD) of Rs. 60,000 in the form of DD/Pay order from a commercial bank drawn in Favor of Joint Commissioner & Officer in-charge, AP Bhavan ND

5. All entries in the Tender form should be legible and filled clearly. Any overwriting or cutting which is unavoidable shall be signed by the authorized signatory. Each page of the Tender documents should be signed and stamped by authorized representative of Tenderer in acceptance of the terms and conditions laid by AP Bhavan The incomplete or conditional Tender will be rejected outright.

6. No tender will be allowed to withdraw after submission of the tenders within the bid period otherwise the EMD submitted by the Tenderer would stand forfeited.

7. In case the successful Tenderer declines the offer of contract, For whatsoever reason (s), his EMD will be forfeited and if L2 agrees to work with L1 rates, tender will be offered to L2.

8. A formal contract shall be entered into with the successful tenderer. In this contract, the successful Tenderer shall be defined as contractor.

9. The Successful Tenderer will have to deposit a performance Security Deposit of Rs. 10 /- (Eight Lakhs only ) by way of Fixed Deposit Receipt (FDR) from a commercial Bank and Hypothecated in favor of Jt. Commissioner & officer In-charge A.P.Bhavan New Delhi.
Valid for 2 years and 3 months period within one month of acceptance of tender. Otherwise the contract will be cancelled and EMD will be forfeited.

10. **The Resident Commissioner of A. P. Bhavan reserves the right to reject all or any tender in whole, or in part, without assigning any reason thereof.**

**Documents to be enclosed along with the Sealed Technical Tender Form**

1. Earnest Money Deposit of Rs. 60,000 (Rupees Sixty thousand only) in favor “The Resident Commissioner, A.P. Bhavan, New Delhi.”

2. Income Tax Returns for last three Financial years of the agency

3. Firm registration Certificate from Registrar of Companies

4. Registration certificate with Labour Department, ESI, EPF

5. License to undertake housekeeping/integrated service job.

6. List of organizations in which outsourcing is undertaken during the period of last 3 years or more along with **Satisfactory Performance Certificate from all the firms under AMC as on today**

7. Attested copies of PAN & TIN.

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Financial bid form shall be kept on website of mstc which will be allowed to the technical bid qualified firms only