

एम एस एम ई विकास संस्थान
[पूर्व में : लघु उद्योग सेवा संस्थान]
भारत सरकार
सूक्ष्म, लघु एवं मध्यम उद्यम मंत्रालय
शहीद कैप्टन गौड़ मार्ग
ओखला इन्डो स्टेट के सामने
ओखला, नई दिल्ली - 110020



MSME Development Institute
[Formerly: Small Industries Service Institute]
Government of India
Ministry of Micro, Small & Medium Enterprises
Shaheed Capt. Gaur Marg
Oppt. Okhla Indl. Estate
Okhla, New Delhi - 110020

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No: D-1/MSMEDI-ND/CW/2017

Dated: 2nd June 2017

Notice Inviting Tender

Subject: INVITATION FOR QUOTATION. FOR THE HIRE OF HOUSEKEEPING STAFF/UNSKILLED WORKERS ON CONTRACT BASIS.

Sir,

Quotations, In Sealed Covers, Are Invited For The Hire Of Security /Watchman & Housekeeping Staff On Contract Basis In this Institute.

<i>Sl No.</i>	<i>Description of Services</i>	<i>No of personal</i>
	<i>Location:</i> <i>MSME-Development Institute, Okhla, New Delhi</i>	
1.	Driver (LV)	01 No.
2.	Security/Watch and ward (unskilled) on Contract basis	02 Nos.
3.	Housekeeping and other miscellaneous work of unskilled nature on Contract basis	03 Nos.

Addition short-term requirements are also anticipated as and when Events/Programmes are being organized in the Institute

The quotations should be sent in Sealed Cover addressed to **"The Asstt. Director /Admn, MSME-DEVELOPMENT INSTITUTE, Shaheed Capt. Gaur Marg, New Delhi-20"**. The words **"QUOTATION FOR THE HIRE OF STAFF ON CONTRACT BASIS"** should be prominently written on the envelope containing the quotation

The quotation should reach this Institute latest by **5.00 p.m. on 16th June 2017.**

The quotations will be opened at 10:30 AM on 19th June 2017 in the MSME-DEVELOPMENT INSTITUTE, Shaheed Capt. Gaur Marg, New Delhi-20 in the presence of bidders or their representatives, who wish to present on the occasion. If the said Date is declared a public holiday for any reason, the tenders will be opened on next working day.

This invitation for quotations is subject to the terms and conditions appended below:

The tendering process for this purpose shall involve two-staged procedure as detailed hereunder:

Bid to be submitted in "two bid system" i.e

Stage I : Technical Bid

Stage II : Financial Bid

On the opening date, only the Technical Bid shall be opened first and evaluated. The Financial Bids of only the qualified bidders shall be opened.

Technical Bid complete with all technical and commercial details other than price shall be submitted. Quoting Firms must attach a self-attested photocopy of PAN Card, Income Tax Return (ITR), Service Tax regd,, certificate of registration/incorporation, Udyog aadhaar etc. Three years experience with Governmental agencies and documents in support of compliance of the provisions of Payment of Wages Act 1936, Minimum Wages Act 1948, Employees Liability Act 1938, Workmen's Compensation Act 1923, Industrial Disputes Act 1947, Maternity Benefits Act 1961 and Contractor's Labour (Regulation & Abolition) Act 1970 or the modification thereof.

Quotation received after due date and time will not be accepted.

1. The successful firm will be required to deploy the personnel 1st July 2017. The contract shall be for the period from 01-07-2017 to 30-06-2018. The contract can be extended for a further one year, subject to functional requirements.
2. The successful bidder will be expected to comply with relevant regulations especially in the matters of pay, allowances and other benefits as notified from time to time by the Govt. The registered agency shall be independent one and shall be in complete charge of the men engaged in performance of the works and shall perform the works in accordance with law of land and at his own risk.
3. No labour below the age of eighteen years shall be employed on the work and an explicit certificate to that effect shall be provided.
4. The registered agency shall throughout the stipulated period of the agreement execute the works in the best and most substantial workman like manner and strictly in accordance with the contract or such other additional particulars and instructions as may be found requisite to be given during carrying out the works, enforce order amongst his employees, shall not employ on the works any unfit person or any person not capable or not properly qualified to perform the works assigned to him.
5. The agency shall give in writing to the proper person or authority such notification as may be mandatory or necessary in connection with the commencement, suspension, resumption, performance and/or completion of the agencies work. All notices shall be given sufficiently in advance of the proposed operation to permit proper co-relation of activities and the agency shall keep all proper persons or authorities involved regularly advised of the progress of operations throughout the performance of the work together with such other information and/or supporting figures and data as may from time to time as directed or required.
6. The agency shall pay to the labourer if employed by him wages not less than the fair wages and shall comply with the provisions of Payment of Wages Act 1936, Minimum Wages Act 1948, Employees Liability Act 1938, Workmen's Compensation Act 1923, Industrial Disputes Act 1947, Maternity Benefits Act 1961 and Contractor's Labour (Regulation & Abolition) Act 1970 or the modification there of or any other laws relating thereto and the rules made there under from time to time.
7. The Agency shall ensure that all mandatory deposits on account of EPF and ESI etc., as stipulated are made and the worker is paid the wages on the due date. The agency will be expected to furnish supporting documents in this regard failing which no payments shall be released.

8. During the performance of the works the Agency shall at his own cost and initiative fully comply with all applicable laws of the land and with any and all applicable By-laws, Rules, Regulations and orders and any other provisions having the force of law made or promulgated or deemed to be made or promulgated by the Government, Government-agency or relevant Municipal body or other regulatory or authorized body of persons and shall provide all certificates of compliance therewith as may be required by such applicable Law, By-Laws, Rules, Regulations orders and/or provisions.
9. The Agency shall indemnify and save harmless the corporation from/and against all actions, suits, proceedings, losses, costs, damages, charges, claims and demands whatsoever, either in law or in equity and all costs [inclusive between Attorney and client] and charges and expenses that the MSME-DI, New Delhi may sustain, suffer or incur arising from/or out of the incidental [in connection with any act(s) or commissions] to the Agency, his agents, employees, assignees.
10. If any worker employed by the agency on this contract is terminated, it is the responsibility of the Awardee Agency to pay the Compensation, if any due to the worker as per the Labour laws
11. The contract can be terminated by the Director, MSME-DI, New Delhi at any time without assigning any reason thereof. If the work of the staff deployed by the company is found to be unsatisfactory, the Director, MSME-DI, New Delhi will be at liberty to entrust the same to any other firm at the risk and expense of the defaulting company. In this connection, the decision of the Director, MSME-DI, New Delhi shall be final and binding upon the Company/agency.
12. The deployment will be for 8 hour shifts per day and Extra duties if any performed by the personnel due to exigencies of work will have to be indicated separately on pro rata basis as per actual extra duties. Payment will be made to the contractor monthly basis. All Payments will be made only by mode of digital Payment/RTGS
13. The Agency shall not assign, sub-let or subject the whole or any part of the works covered by the Service Agreement or any benefit thereof. This tender is not transferable.
14. The Director, MSME-DI, New Delhi reserves the right to reject any quotation in whole or in part without assigning any reason therefore.

Quotations that do not satisfy the terms and conditions are liable to be rejected summarily.

Yours faithfully,

-s/d-

Asstt. Director/Admn

Copy to:

1. Asstt. Director /SENET-Incharge, MSME-Development Institute, New Delhi with the request to display the contents of this letter on the website of the Institute.