To
The Interested Bidders.
(As per list attached)

Subject: Quotations for award of contract for providing the services of two Staff Car Drivers, in the Ministry of Power.

Sir,

I am directed to invite sealed tenders from experienced and reputed Manpower Agencies for providing the services of two Drivers for a period of Six months, in the Ministry of Power as per the detailed terms and conditions as given in annexure -I. This Ministry requires the service of two Drivers (the figure may vary depending upon the requirements of the Ministry during the year at short notice).

2. The initial period of contract (which is for six months), may be extendable on satisfactory performance with such amendments as may be mutually agreed to and also subject to the necessary approval of the Competent Authority. It is obligatory on the part of the Contractor to ensure that all statutory requirements such as Minimum Wages, Provident Fund, Employee State Insurance etc. are complied with. The rates quoted by the agency would be valid for a period of six months and the request for increase in rates during the currency of the Contract shall not be entertained.

3. The two Drivers will have to be provided by the agency within 15 days from the date of award of Contract, as per the detailed Terms and conditions which are given at Annexure -I.

4. Only those who fulfil the following minimum criteria need submit their bids:

(a) The Firms/ bidders should have at least 3(three) years of experience in providing such services as mentioned above to minimum two Government Departments/ PSUs/ other reputed national level institutions. A complete list of clients serviced during the last three years (year -wise) shall be provided along with the value of contracts executed.

(b) The interested Firms/bidders should also be registered with the Government authorities such as ESI, EPF, Service Tax, Labour and Income Tax Authorities and a copy each of the registrations shall be attached with the bid.

(c) The firm should not have been blacklisted by any Ministry/Department of the Government of India. The tendering firms/ bidders shall have to submit notarized affidavit on a stamp paper of appropriate value to this effect that they have not been blacklisted or their business dealings with the Government Ministries/Departments have not been banned.

Contd/—
(d) The organisation must undertake to provide clearance from police authorities in respect of the Drivers. This Ministry reserves the right to get police verification of the Drivers and reject if not cleared by police.

(e) The organisation must undertake to pay Minimum Rates of wages to the Drivers engaged as per the relevant orders of Govt. of NCT (They shall furnish a notarized affidavit to the effect that the Drivers going to be employed under contract would be paid minimum wages as per the relevant orders of Govt. of NCT of Delhi and all statutory requirements w.r.t. ESI, EPF, Factories Act, ID Act, Contract labour(regulation and Abolition) Act etc., would be complied with in respect of the Drivers).

(f) The L-1 may be decided on the basis of per hour charges plus extra hour charges quoted by the bidder.

5. An earnest money deposit of Rs. 5,000/- (Rupees Five Thousand Only) in the form of Demand Draft drawn in favour of "The Pay & Accounts Officer, Ministry of Power, Sewa Bhavan, R.K.Puram, New Delhi" may be submitted along with the technical bid, failing which the bid shall not be considered valid.

6. The tenders shall be submitted in two sealed covers.

(A) The first sealed cover should be super-scribed "Technical bid" and should contain:

(i) The proforma at Annexure-II (duly filled in)

(ii) Agency profile including previous experience of supply of the services of Drivers to Government Departments etc.

(iii) Acceptance of terms and conditions at Annexure-I

(iv) Demand Draft for Earnest Money Deposit

(v) All other required documents mentioned in Annexure-II.

The absence of any of the above mentioned documents in technical bid would result in the rejection of the entire tender.

(B) The second sealed envelope superscribed "Price Bid" should contain a detailed estimate of rates quoted for normal duty of 8 hours per day per person (exclusive of tax) (Annexure-III) and rates per extra hour of duty when detained beyond 8 hours.

7. The interested bidders, who are fulfilling the criteria, may drop the quotations in the Tender Box available at Gate No. 5, Shram Shakti Bhawan, Rafi Marg, New Delhi. The technical and financial bids should be in separate sealed envelopes. These two sealed envelopes should then be put in a big cover super-scribed "Tender for supply of Outsourcing Drivers" with a covering letter of the tenderer. The bids in this manner will be accepted up to 3.00 pm on 01.12.2014. The technical bids will be opened and examined by the Tender Opening Committee on 01.12.2014 at 4 pm in Room No. 18 (Library, B-Wing), Shram Shakti Bhavan, Rafi Marg, New Delhi in the presence of the participating bidders, who may like to be present.
The financial bids of only those bidders whose technical bids are found to be in order will be opened at 3.00 pm on 05.12.2014 in Room No. 18 (Library, B-wing), Shram Shakti Bhawan, Rafi Marg, New Delhi. The representative of only those bidders found successful at the technical bid stage would be allowed to be present at the time of financial bids.

8. This Ministry has elaborated on the service requirements in this letter and the annexures. The successful tenderer has, however, to follow all labour laws and transport related laws requirements without fail while providing the services. It may clearly be noted that it is the firm's sole responsibility to follow the laws and for any failures, the firm shall be liable for breach.

9. The firms should take special care to prepare the technical bids as well as financial bids. Omission of any of the required documents or EMD would result in the rejection of their entire tender.

10. This Ministry reserves the right to cancel any or all the Tenders without assigning any reason therefor.

Yours faithfully,

(P.P. Bose)

Under Secretary to the Government of India
Tel. 2371 5327

Encl: Annexure-I-Service requirement and other terms and conditions
Annexure-II: Detailed checklist of documents to be submitted in (a) Technical Bid, (b) Financial Bid, (both in sealed covers) and (c) the documents in open cover.

Copy to: -
1. IT Section, with a request to upload the tender on Central Public Procurement Portal.

2. All Ministries/Departments of Government of India. They are requested to give this circular wide publicity amongst all the Service Providers, if any, already registered with them.

3. NIC, MoP - With a request to upload this on the website of Ministry of Power and keep it till 01.12.2014.

(P.P. Bose)

Under Secretary to the Government of India
REQUIREMENT FOR DRIVERS TO BE DEPLOYED BY THE SUCCESSFUL COMPANY/FIRM/AGENCY IN THE MINISTRY OF POWER.

1. Drivers, proposed to be engaged, should have passed at least eighth standard from a recognised school.

2. Drivers must be in a possession of a valid driving license for motorcar and must have knowledge of motor mechanism.

3. He should have past experience of driving a motor car for at least 3 years in Government Sector/PSUs and other government related institutions.

5. The bidding firm should be willing to take up the Contract on the terms and conditions at Annexure-I.
TERMS AND CONDITIONS

(1) All services shall be performed by the Drivers qualified and skilled in performing such services as per the eligibility criteria.

(2) The Driver engaged by the Agency should not have any adverse Police records/criminal cases against him. The Agency would be responsible to make adequate enquiries about the character and antecedents of the Drivers before their engagement for the purpose. The Character and antecedents of the Drivers will be got verified by the Service Provider before their deployment through the local police. Proofs of identity like driving license, bank account details, previous work experience, proof of residence and recent photograph and a certification to this effect should be submitted to this Ministry. The Service Provider will also ensure that the Drivers deployed are medically fit. The Service Provider shall withdraw such Driver who is not found suitable by the office for any reasons immediately on receipt of such a request from this Ministry.

(3) The Service Provider shall engage necessary Drivers as required by this Ministry from time to time. The said Drivers engaged by the Service Provider shall be the employee of the service provider and it shall be the duty of the service provider to pay their salary/wages in time i.e. before 6th day of every month. There is no master & servant relationship between the employee of the service provider and this Ministry and further the engaged Drivers of the Service Provider shall not claim any absorption.

(4) The Service Provider’s personnel shall not claim any benefit/compensation/regularization or services from this Ministry under the provision of Industrial Dispute Act, 1947 or Contract Labour (Regulation & Abolition) Act, 1970. Undertaking from the persons to this effect shall be required to be submitted by the service provider to this Ministry.

(5) The Service Provider’s Drivers shall not divulge or disclose to any persons of any details of office, operation process technical know-how, security arrangements, and administrative/organisational matters as all are confidential/secret in nature.

(6) The Service Provider’s Drivers working should be polite, cordial, positive and efficient while handling the assigned work and their action shall promote goodwill and enhance the image of this Ministry. The service provider shall be responsible for any act of indiscipline on the part of the Drivers deployed by him.

(7) That the Drivers deployed shall not be below the age of 18 years and it shall not interfere with the duties of the employees of this Ministry.

(8) The service provider will have to remove from the office, any debarred persons, who is found incompetent or for his/her/their misconduct and the service provider shall forthwith replenish such requirements. The service provider shall replace immediately the Driver, if he is unacceptable, to the Ministry because of any security risk, incompetence, conflict of interest and breach of confidentiality or improper conduct upon receiving written notice from office.

Contd/—
(9) The service provider shall ensure proper conduct of the Drivers in the office premises, and enforce prohibition of consumption of alcoholic drinks, paan, smoking, loitering without work.

(10) The transportation, food, medical and other statutory requirement in respect of the Drivers of the service provider shall be borne by the service provider.

(11) Working hours would be normally from 9.00 AM to 5.30PM during working days including 30 minutes lunch break in between. However, in exigencies of work, he may be required to sit late and the Driver may be called on Saturday, Sunday and other Gazetted Holidays, if required. The Drivers may be paid extra wages by the Service Provider on the basis of a Certificate provided by the office as per the rates approved.

(12) That the agency shall be responsible for payment of wages to the Drivers employed by him as Contractual Drivers and such wages shall be paid before expiry of such as may be prescribed.

(13) It shall be the duty of the Contractor to ensure the disbursement of wages in the presence of the authorised representative of the Ministry of Power.

(14) It is obligatory on the Contractor to ensure that wages paid should not be less than the minimum rates fixed by the Government, from time to time and all statutory requirements such as Provident Fund, Employees State Insurance and Bonus etc. must be incorporated in salary.

(15) The service provider will submit the bill in triplicate in respect of a particular month in the first week of the next month. The payment will be released by the third week of the following month after deduction of taxes deductible at source under the law in force.

(16) It is mandatory on the contractor to ensure that the bill submitted for the respective months must be supported with the documents confirming the EPF, ESI contribution along with the documentary evidence confirming the payment done to the personnel.

(17) Payments to the service provider would be strictly on certification by the officer with whom Driver is attached that his services were satisfactory and attendance as per the bill preferred by the service provider.

(18) No wage/remuneration will be paid to the Drivers for the days of absence from duty.

(19) The service provider will provide Driver for a shorter period also, in case of any exigencies as per the requirement of this Ministry.

(20) The service provider shall provide a substitute well in advance if there is any probability of the Driver/Drivers leaving the job due to their own personal reasons. The payment in respect of the overlapping period of the substitute shall be the responsibility of the service provider.

Contd/-
(21) The service provider shall be accessible at all times and message by phone/mail/Fax/Special Messenger from this Ministry to him/her shall be acknowledged immediately on receipt on the same day. The Service Provider shall strictly observe the instructions issued by the Ministry implementing the Contract from time to time.

(22) This Ministry shall not be liable for any loss, damage, theft, burglary or robbery of any personal belongings, equipment or vehicles of the engaged Drivers.

(23) That the agency on its part and through its own resources shall ensure that the goods, materials and equipments etc. are not damaged in the process of carrying out the services undertaken by it and shall be responsible for the act of commission or omission on the part of its staff or its employees etc. If this Ministry suffers any loss or damage on account of negligence, defaults or theft on the part of the Drivers of the agency, then the agency shall be liable to reimburse the pecuniary value of the loss, as decided by this Ministry for the same. The agency shall keep this Ministry fully indemnified against any such loss or damage.

(24) This Ministry will maintain an attendance register in respect of the Drivers deployed by the agency on the basis of which wages/ remuneration will be decided in respect of the Drivers at the approved rates.

(25) The successful bidder shall furnish a Security Deposit equivalent to Rs.25,000/- (Rupees Twenty Five Thousand only) in the form of either an account payee Demand Draft drawn in favour of the "Pay & Accounts Officer, Ministry of Power, Shram Shakti Bhawan, Rafi Marg, New Delhi", or Fixed Deposit Receipt from a Nationalised Bank or Bank Guarantee from a Nationalised bank in an acceptable form safeguarding the interests of this Ministry in all respects should also be deposited. The security deposit will be forfeited in case supply of Drivers is delayed beyond the period stipulated by the Ministry or non-compliance of the terms of agreement by the service provider or frequent absence from duty/misconduct on part of Driver supplied by the agency.

(26) The successful bidder will enter into an agreement with this Ministry for supply of suitable Drivers as per the requirement on these terms and conditions. The agreement will be valid for a period of six months commencing from the date of signing of the agreement and shall continue to be in force in the same manner, unless terminated in writing. The service charges/rates quoted by the agency shall be fixed for a period of six months and no request for any change/modification shall be entertained before expiry of the period of six months. Any statutory increase in wages/DA etc. is to be absorbed by the service provider. The contract/agreement is extendable for further period subject to satisfactory performance of the agency and such amendments as may be mutually agreed to.

(27) The service provider shall not assign, transfer, pledge or subcontract the performance or services without the prior written consent of the Ministry.

(28) The agreement can be terminated by either party giving one month's notice in advance. If the agency fails to give one month's notice in writing for termination of the agreements then one month's wages etc. and any suitable amount due to the agency from this Ministry shall be forfeited.

Contd/-
(29) On the expiry of the agreement as mentioned above, the agency will withdraw the Drivers and clear their accounts by paying them all their legal dues. In case of any dispute on account of termination of employment or non-employment by the personnel of the agency, it shall be the entire responsibility of the agency to pay and settle the same.

(30) If any dispute arises touching any of the clauses of the agreements, the matter will be referred to the Competent Authority, Ministry of Power whose decision shall be binding on both the parties.

(31) Any legal dispute arising out of the above contract shall be settled in the jurisdiction of the High Court of Delhi.
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<th>Sl.No</th>
<th>Particulars</th>
<th>Reply</th>
<th>Page No. of the document enclosed</th>
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<tbody>
<tr>
<td>1</td>
<td>Name of the Agency/Firm/Company/Society</td>
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<td>2</td>
<td>Details of Earnest Money Deposit(EMD)</td>
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<td>(i) Amount</td>
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<td>(iv) Issuing Bank</td>
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<td>3</td>
<td>Date of establishment of the agency</td>
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<td>(attach copy of the registration letter)</td>
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<td>4</td>
<td>Detailed office address of the Agency with office telephone number, Fax number and Mobile number and the name of the contact person(s)</td>
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<td>Whether registered with all concerned Government authorities (PF/ESI etc.)</td>
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<td>(Copies of all certificate of registration to be enclosed.)</td>
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<td>PAN/ TAN Number (Copy to be enclosed)</td>
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<td>7</td>
<td>Service Tax Registration Number (Copy to be enclosed)</td>
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<td>8</td>
<td>To submit a notarized affidavit on a stamp paper of appropriate value to the effect that they have not been blacklisted or their business dealings with the Government Ministries/Departments have not been banned. (please see Para 5(C) of invitation letter)</td>
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<td>9</td>
<td>Experience in dealing with Government Departments. (Indicate the names of the Departments and attach copies of contract orders placed on the agency)</td>
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<td>10</td>
<td>Whether a copy of the terms and conditions (Annexure-I) duly signed in token of acceptance of the same is attached?</td>
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<td>11</td>
<td>Whether agency profile is attached?</td>
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<td>13</td>
<td>List of other clients.</td>
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Signature of the authorised signatory of the Tenderer with seal of the Firm.
PROFORMA FOR FINANCIAL BID

To

Under Secretary (Adm.)
Ministry of Power,
Shram Shakti Bhawan,
New Delhi.

Subject: Quotations for award of contract for providing the services of Driver.

Sir,

With reference to your letter No. 7/2/2014-Admn.II dated .............. on the subject mentioned above, I/we quote the rate for above mentioned work as under:

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<th>Sl.No</th>
<th>Item head</th>
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<td>1.</td>
<td>Lump sum amount per day for 8 hours duty per person (including wages, EPF/ESI contribution other statutory levies as applicable and Service charges but excluding Sevice Tax)</td>
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<td>2.</td>
<td>Overtime Charges per extra hour per person</td>
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Signature of the authorised signatory of the Tenderer with seal of the Firm.
M/s Shine and Standard  
RZ-4216-H Gali No.11  
Kailash Puri, New Delhi

M/s Good House Keeping  
WZ-519, Raj Nagar-I  
Palam Colony, New Delhi-110045

M/s Mahavir and Brothers  
140-B/47, Dev Nagar  
Karol Bagh, New Delhi

M/s Zahid Hussain Zaidi  
C-100/6-B, Gali No.2  
Chouhan Banger  
Seelampur, Delhi.

M/s DDS India (Ltd.)  
DDS House, 50(Basement)  
Kalu Sarai, Behind Hauz Khas Bus Terminal  
New Delhi-110016

M/s Prominent House Keeping  
WZ-518, Raj Nagar-I  
Palam Colony, New Delhi

M/s Kanthawal Service  
E-163, Chattarpur Extension  
New Delhi-110030

M/s Yasika Enterprises (P) Ltd  
C-73-A, Mandawali Fazalpur Unchepar  
Delhi-110092

M/s Commercial and Industrial Man Power Security Agency  
D-2115/17A-1, New Patel Nagar  
New Delhi-110008

M/s V.R Services  
J-646, Mandir Marg  
New Delhi-110001

M/s Superwell Services  
3 Vinoba Puri  
Lajpat Nagar  
New Delhi-110002

M/s ESF Seuritas  
3631, Street Ram Nath Patwa  
Pahar Ganj  
New Delhi-110055

M/s GA Digital Web World Private Limited  
No.1, Har Govind Enclave  
Vikas Marg Extension  
Delhi-110092

M/s International Manpower Resources  
102-A-33, 1st Floor  
Rajouri Garden  
New Delhi-110027
M/s ABC International Placement Service
H.O:6, Community Centre
Near PVR Naraina
New Delhi-110028

M/s A.M Enterprises
UG 28-29, Somdutt Chamber-1
5, Bhikaji Cama Place
New Delhi-110066

M/s Meet Hans Agencies
45, Ashirvad Complex
Shop No.26&27, 1st Floor
Village Pitampura
Delhi-110034

M/s SPAC Group
169, Vasant Enclave
Vasant Vihar
New Delhi

M/s Neat & Clean Services
E-218 Gali No.7
East Vinod Nagar
Near Mayur Vihar Phase-II
Delhi-110091

M/s Alert Decor
3526, Dariba Pan
New Delhi

M/s Evergreen House Keeping
32-D-D-1, Mayur Vihar Phase-II
Delhi-110096

M/s Pink House Keeping
WZ-6, Shah Nagar, Gali No.2
Palam, New Delhi

M/s ACME Enterprises
31, Shaheed Bhagat Singh Marg
Gole Market
New Delhi-110001

M/s Shanty Group
S-229 C, School Block
Shakarpur, Delhi

M/s Ultra Securitas Private Ltd.
Flat No.1005, 10th Floor
Nirmal Tower-26, Barakhamba Road
Connaught Place, New Delhi-110001
A To Z. Housekeeping Solutions Pvt. Ltd.
Plot No. C7/3, Massodpur Market
Vasant Kunj, Delhi - 110070
Near HDFC Bank

M/s Vishal International
2683/1, Beadon Pura, Karol Bagh,
New Delhi-110005

M/s Sybex Computer systems
A-39, Lower Ground Floor, Lajpat Nagar IV
Dayanand Colony, Delhi - 110024

M/s New Grow Software Solutions
DSM 341, DLF TOWER
SHIVAJI MARG
New Delhi

M/s Bedi & Bedi Associates
F-34, 1st Floor, Deshbandhu Gupta Road
Karol Bagh, Opposite New P P Jeweller
Delhi - 110005

M/s Dignus Services
Office # 1106, 11th Floor,
Padma Tower 1, Rajendra Place
Delhi - 110008

M/s FDS Management Services
No. 1106, Padma Tower
Rajendra Place, Delhi - 110075