

**No.D-26020/2/2016- GEN. Section**  
Government of India  
Ministry of Consumer Affairs, Food & Public Distribution  
Department of Consumer Affairs  
General Section

Krishi Bhawan, New Delhi.  
Dated the 23<sup>rd</sup> August, 2016

**OPEN TENDER NOTICE**

**TENDER FOR ANNUAL RATE CONTRACT FOR PROVIDING SERVICES OF STAFF CAR DRIVER**

The Ministry of Consumer Affairs, Food & Public Distribution, Department of Consumer Affairs invites quotations from reputed and financially sound agencies for Annual Rate Contract for Providing Services of Staff Car Driver **for a period of one year.**

2. The application form, detailed information/term & conditions can be obtained from the Section Officer (General) Room No. 373A, Krishi Bhawan, New Delhi. The same can also be downloaded from the Department's website: <http://consumeraffairs.nic.in>.

3. The cover containing the bid should be sealed and subscribed "Quotation for Annual Rate Contract for Providing Services of Staff Car Driver" and should be addressed to the undersigned. The schedule of receipt and opening of quotations is as under:-

<b>Last Date &amp; Time for receipt of bids</b>	<b>13.09.2016 (3.00 PM)</b>
<b>Date &amp; Time for opening of bids</b>	<b>13.09.2016 (4.00PM)</b>
<b>Bid Security</b>	<b>Rs.10,000/- (Refundable)</b>

The bids will be opened in the presence of the bidders or their representatives who may like to be present.

Tender form, terms & conditions can be downloaded from the Website <http://consumeraffairs.nic.in> upto 1500 hrs. on 13-09-2016.

The interested Firms are required to deposit an Earnest Money Deposit (EMD) of Rs.10,000/-(Rupees ten thousand only) in the form of Demand Draft/Pay Order from any of the Commercial Bank in favour of Pay & Accounts Office, Department of Consumer Affairs, New Delhi valid for a period of 90 days superscribing the envelope

**“Annual Rate contract for PROVIDING SERVICES OF STAFF CAR DRIVER”** in Department of Consumer Affairs. Offer not accompanied by earnest money of the requisite amount or without proper validity will summarily be rejected.



**(J S Rawat)**

Section Officer (GA)

Tele No.: 011-2338 3557

## **Terms and Conditions of the Contract for Services of Drivers**

- 1) The Service provider shall make good loss(es)/damage(s) incurred by the Drivers provided by him to Deptt. of Consumer Affairs while on duty with the vehicle. Decision of the Deptt. of Consumer Affairs, Krishi Bhawan in this regard shall be final and binding on party concerned.
- 2) The services staff should follow strict attendance and alternative arrangements are to be made by the agency whenever anyone of staff is to go on leave under intimation to this Deptt.
- 3) Changing of staff should be intimated to Section officer(GA) of D/o consumer Affairs.
- 4) The Department reserves the right to reject any or all quotations in whole or in part without assigning any reasons thereof. The decision of this Department, shall be final and binding on the Contractor/Agency in respect of clauses covered under the contract.
- 5) The staff provided should maintain secrecy and discipline in the premises of Deptt. of Consumer Affairs, New Delhi.
- 6) The staff provided should be capable of reading and writing Hindi and English with a minimum qualification of 10<sup>th</sup> Pass from any recognized Institution with five years experience in nature of work.
- 7) The agreement is terminable with one month's notice on either side.
- 8) The contractor shall not sublet/assign the work to any other agency/sub-contractor without prior written permission of the D/o Consumer Affairs.
- 9) The contractor or his workers shall not misuse the premises allotted to them for any purpose other than for which the contract is awarded.
- 10) The selected agency shall provide the necessary personnel at D/o Consumer Affairs as per Labour Acts prevalent in NCT of Delhi. The agency shall employ good and reliable persons with robust health of age group of 21 to 45 years. In case any of the personnel so provided is not found suitable by the Department, the Department shall have the right to ask for his replacement without giving any reason thereof and the agency shall have to replace such persons immediately.
- 11) Payment for service contract will be made monthly upon submission of pre-receipted bill.

- 12) No request for alteration in the rates once quoted will be permitted within the period on contract.
- 13) Tax will be deducted from the payment due for the work done as per rule.
- 14) The contract is subject to the condition that the bidder will comply with all the laws and acts of Central Govt./State Govt. relating to this contract applicable from time to time.
- 15) Risk Clauses : D/o Consumer Affairs reserves the right to discontinue the services at any time, if the services are found unsatisfactory by giving a notice to be replied within a week and also has the right to award the contract to any other agency at the risk and cost of current agency and excess expenditure incurred on account of this can be recovered from Security Deposit or pending bills or by raising a separate claim.
- 16) The Contractor/Agency will furnish to the Deptt., the full particulars of the personnel sponsored including details like Name, Father's Name, Age, Photograph, Permanent Address, Telephone Number and Copy of Driving License etc. and they will also ensure the verification of the antecedents of such personnel from their Ex-employer/Police and also ensure that they possess the requisite academic/technical qualifications and experience for rendering the requisite services to the Deptt.
- 17) The engaged person must report for duty at General Section of this Department, Krishi Bhawan, or any other duty so assigned, in proper uniform.
- 18) The normal office hours of the Deptt. is from 9:00 AM to 5:30 PM. Monday to Friday. However, Deptt. reserves the right to depute the contractual personnel on Saturday/Sunday/Holiday/beyond office hours. The contracting agency will be compensated as per the rates for Overtime Allowance (OTA) for working on Saturday/Sunday/Holiday/beyond office hours. Maximum Overtime is permitted upto 50 hrs per month @ Rs. 16.50/- per hour.
- 19) In case of regularly deputed personnel not reporting for duty, the service provider/agency/contractor shall depute some other similar personnel for performance of duty.
- 20) The contracting agency will have to furnish particulars relating to ESI/EPF etc. to Deptt. on monthly basis together with the Bill.
- 21) The contract is awarded to the firm on fixed rates for one year. However, the contract may be extended for the next two years on year to year basis, if

mutually agreed by both the parties, subject to fulfillment of satisfactory performance.

- 22) The person so deployed must have a valid and appropriate Driving License for driving Ambassador, SX-4, Tata Indigo etc. vehicles of Deptt. He would be required to drive the vehicle, maintain the log book and attend to any other non-driving duty of Peon like distribution of Dak etc. assigned by the Deptt.
- 23) The rates so quoted shall remain unchanged during the period of the contract and will not be modified/altered at all.
- 24) Bills in triplicate must be submitted to Deptt. by the 4<sup>th</sup> working day of the succeeding month duly complete in all respect for payment to be made by Deptt.
- 25) The personnel provided shall be under the direct control and supervision of the Contractor/Agency. However, they shall comply with the oral and written instructions given on day to day basis by the Officer(s) authorized by the Deptt. from time to time. They will be bound by office timings, duty, placement, locations etc. as decided by the Deptt. Payment to contractual employees by contractor shall be made in presence of an officer nominated by the Deptt. who will certify about payment made.
- 26) The Contractor/Agency shall make payment of remuneration/wages to its personnel before or on 7<sup>th</sup> of every month. After making the payment, the Contractor shall raise the bill on the Deptt. for payment of the settled amount. They will submit to the Deptt. a copy of the payment vouchers duly signed by the workers for each month.
- 27) In case the date of opening of tenders is declared to be a holiday, the received tenders shall be opened on the next working day at the same time.

**PROFORMA FOR TECHNICAL BID**

<b>S. NO.</b>	<b>PARTICULARS</b>	<b>TO BE FILLED BY TENDERER</b>
1	Name of Agency/firm	
2	Address	
3	Telephone, FAX, Mobile Phone No(s).	
4	Name of the contact person	
5	PAN No.	
6	TIN No.	
7	EPF Registration No.	
8	ESI Registration No.	
9	Licence No. under PSARA	
10	Service Tax Regn. Certificate &No.	
11	Details of Regn. With Labour Commissioner under Contract Labour Act	
12	Balance Sheet for the last three years	
13	Whether the agency/firm is blacklisted by any Govt. department or any criminal case is registered against the agency/ firm or its owner/proprietor/partner of agency/firm anywhere in India. (Enclose undertaking on Rs.50/- stamp paper)	
14	Whether copy of terms & conditions duly signed by owner/proprietor or authorized signatory is attached in acceptance of same.	
15	Details of EMD furnished	
16	Whether copies of documents in support of above are enclosed.	
17	Bank Solvency Certificate	
18	Turn Over of the firm per annum	

Note:- Failure to deposit the copies of all supporting documents as mentioned above will lead to cancellation of Technical Bids.

Place : \_\_\_\_\_

Signature of Authorised person : \_\_\_\_\_  
Date : \_\_\_\_\_ Name

Name of Firm \_\_\_\_\_

Seal : \_\_\_\_\_

**FINANCIAL BID:**

To,  
**Under Secretary (GA)**  
**Department of Consumer Affairs,**  
**Krishi Bhawan, New Delhi-110 001.**

Sir,

I/We wish to submit our Tenders for PROVIDING JOB/WORK CONTRACT OF DRIVERS FOR DRIVING THE OFFICIAL VEHICLES AT THE DEPARTMENT OF CONSUMER AFFAIRS, KRISHI BHAWAN, NEW DELHI -110001.

On the following rates:-

<b>S. No.</b>	<b>Particulars</b>	<b>Rates Per Month Per Point</b>
1.	Monthly consolidated rate offered in terms of wages and allowances (which shall not be lesser than the minimum wages prescribed under Minimum Wages Act, 1948 from time to time) for JOB/WORK CONTRACT FOR DRIVERS FOR PROVIDING SERVICES OF DRIVING THE OFFICIAL VEHICLES OF DEPARTMENT OF CONSUMER AFFAIRS, LOCATED AT KRISHI BHAWAN, NEW DELHI-110001 in accordance with the highest standards of Services and as per the terms and conditions specified in the tenders including all labour and transportation, specially covering all acts and taxes etc. as applicable from time to time.	(Rs. in figures) _____ _____ _____ (Rs. in words) _____ _____ _____ _____ _____
2.	Service Charges/Company Profit if any	

I/We agree to forfeit the earnest money if I/We fail to comply with any of the terms and conditions in whole or in part laid down in the Tender form.

I/We have carefully read the terms and conditions of the Tender and agreed to abide by these in letter and spirit.

Signature \_\_\_\_\_

Name & Address of the Firm \_\_\_\_\_

Telephone No. \_\_\_\_\_

Mobile No. \_\_\_\_\_