



सत्यमेव जयते

GOVERNMENT OF INDIA
MINISTRY OF COMMUNICATIONS
DEPARTMENT OF TELECOMMUNICATIONS
O/O DEPUTY DIRECTOR GENERAL
TELECOM ENFORCEMENT, RESOURCE & MONITORING CELL, AP
D-11, Telecom Officers' Complex, Tikkil Road, Vijayawada – 520 010

E-TENDER DOCUMENT

FOR

“Engaging Skilled, Semiskilled and unskilled manpower for Housekeeping, Data Entry Work/hiring DEOs, other Services for day to day running of office and Security Services(Watchman/Chowkidar)”

FOR USE IN

O/o THE DEPUTY DIRECTOR GENERAL

TELECOM ENFORCEMENT, RESOURCE AND MONITORING CELL, AP VIJAYAWADA

NIT No: TERM-AP/House Keeping Tender/2017-18/06 Dated: 24-10-2017

Not transferable

Price Rs. 500.00

Table of Contents

Part – 1

Section	Contents	Page No
	Table of Contents	2
	Sale Details	3
I	Notice Inviting Tender	4-5
II	Bid Form	6
III	Bidder's Profile and Certificates	7 – 13
IV	Instructions to Bidders	14 – 25
V	General Conditions of Contract	26 – 39
VI	Job specifications and Job Description	40 – 41
VII	Schedule of Requirements	42
VIII	Agreement Format	43 – 48
IX	Performance Security Guarantee Bond Format	49 – 50
X	Check List of Bidder	51

Part – 2

XI	Financial Bid Form	52 – 56
----	--------------------	---------

GOVERNMENT OF INDIA

**DEPARTMENT OF TELECOMMUNICATIONS
OFFICE OF THE DEPUTY DIRECTOR GENERAL
TELECOM ENFORCEMENT, RESOURCE & MONITORING CELL, AP
D-11, Telecom Officers' Complex, Tikkil Road, Vijayawada – 520 010**

Part – I

SALE DETAILS

TECHNICAL BID DOCUMENT

FOR

“Engaging Skilled, Semiskilled and unskilled manpower for Housekeeping, Data Entry Work/hiring DEOs, other Services for day to day running of office and Security Services(Watchman/Chowkidar)”

FOR USE IN

O/o THE DEPUTY DIRECTOR GENERAL

TELECOM ENFORCEMENT, RESOURCE AND MONITORING CELL, AP VIJAYAWADA

NIT No: TERM-AP/House Keeping Tender/2017-18/06

Date: 24-10-2017

ISSUED TO:

M/s

..... Received
RS. 500/- (Five Hundred Only) including Goods and Service Tax towards the cost of Tender Document as per the details given below:

Demand Draft No. Dated:

Name of the Bank:

Branch:

GOVERNMENT OF INDIA

**DEPARTMENT OF TELECOMMUNICATIONS
OFFICE OF THE DEPUTY DIRECTOR GENERAL
TELECOM ENFORCEMENT, RESOURCE & MONITORING CELL, AP
D-11, Telecom Officers' Complex, Tikkil Road, Vijayawada – 520 010**

NIT No: TERM-AP/House Keeping Tender/2017-18/06 Date: 24-10-2017

NOTICE INVITING TENDER

E-Procurement Tender Notice for “Engaging Skilled, Semiskilled and unskilled manpower for Housekeeping, Data Entry Work/hiring DEOs, other Services for day to day running of office and Security Services(Watchman/Chowkidar)”.

The office of the DDG AP TERM Cell, Vijayawada on behalf of the President of India invites wax/Tape sealed tenders in Two bid system from the qualified firms as per the below mentioned schedule:-

S No	Activity Description	Schedule
1	Tender No	TERM-AP/House Keeping Tender/2017-18/06 Date: 24-10-2017
2	Sale of the Tender Document	25th October, 2017 to 16th November, 2017. The tender document can be downloaded from the E Procurement portal http://eprocure.gov.in/eprocure/app by using bidder Login credentials.
3	Last date & Time of depositing Tender / Bid	16-11-2017 at 15:00 Hours.
4	Date and time of Opening of Technical Bid	16-11-2017 at 15.30 Hours.
5	Date and time of Opening of Financial Bid	Will be intimated later
6	Validity of Tender offer	90 days from the date of Opening tender.
7	Services to be offered	“Engaging Skilled, Semiskilled and unskilled manpower for Housekeeping, Data Entry Work/hiring DEOs, other Services for day to day running of office and Security Services(Watchman/Chowkidar)” Estimated Manpower <ul style="list-style-type: none">• Unskilled – 4• Semiskilled – 8• Skilled – 0 However, the above manpower engagement may vary depending on the actual requirement.

8	Estimated cost of tender	RS. 26,40,000/-
9	Amount of EMD to be deposited(2.5% of the cost of tender)	RS. 66,000/-
10	Duration of contract	One Year from the date of award of contract. However, the same may be further extended on the same terms and conditions on mutually agreed basis.
11	Cost of Bid Document	Rs 500/-

Aspiring Bidders who have not enrolled/registered in e-procurement should enroll/register before participating through the website <http://eprocure.gov.in/eprocure/app>. The portal enrolment is free of cost.

Bidders may submit their bids to the office of DDG AP TERM Cell, Vijayawada-10. Bidders are requested to follow the instructions carefully as per the tender document and the instructions given in the above said website. Any corrigendum/addendum regarding this tender will be available on the above said website only.

Demand Draft for an amount of Rs.500/- (Rupees: Five Hundred only) (non refundable) from Nationalized/ scheduled bank drawn in favour of **“CAO (Cash), O/o C.C.A. AP Telecom Circle, Hyderabad”**, payable at Hyderabad has to be submitted towards tender document fee failing which the tender bid will be rejected. Bidders are requested to write their name and full address at the back of the Bank draft / Bankers Cheque submitted.

The applicant has to deposit Earnest Money (EMD) of **Rs. 66,000 /- (Sixty Six Thousand Rupees only)** in the form of a Demand Draft/ Pay order from Scheduled / Nationalized Bank drawn in favor of **CAO, O/o CCA AP payable at Hyderabad**. The same has to be submitted along with the tender document.

The aforesaid DDs/Pay orders towards cost for Tender document and EMD should be submitted to the tender inviting authority i.e., Director, AP TERM Cell, Vijayawada on or before 15:00 Hours of 16-11-2017.

The duly filled tender documents shall not be accepted if they are not accompanied by the demand draft/Pay order towards the Tender fee and the requisite bid security (EMD).

The DD towards the cost of tender document and that towards the Earnest Money Deposit should bear the date after the date of NIT.

DIRECTOR
O/O DDG AP TERM Cell
Vijayawada-520010

SECTION-II
BID FORM

NIT No: TERM-AP/House Keeping Tender/2017-18/06

Date: 24-10-2017

To,

The Director,
O/O DDG, AP TERM Cell
Vijayawada-520010.

Dear Sir,

1. Having examined the conditions of contract and specifications including addenda Nos.....the receipt of which is hereby duly acknowledged, we, undersigned, offer to undertake the work of providing **“Engaging Skilled, Semiskilled and unskilled manpower for Housekeeping, Data Entry Work/hiring DEOs, other Services for day to day running of office and Security Services(Watchman/Chowkidar)”** in the office of DDG AP TERM Cell, Vijayawada in conformity with the schedule of works, conditions of contract attached herewith and made part of this Bid.
2. We undertake if our Bid is accepted, we will execute the work/ services in accordance with specifications, time limits & terms and conditions stipulated in the tender document.
3. If our Bid is accepted, we will obtain the performance guarantees of a Scheduled Bank for a sum (together with Bid Security /EMD) @ 5% of the contract value for the due performance of the contract.
4. We agree to abide by this Bid for a period of 90 days from the date fixed for Bid opening and it shall remain binding upon us and may be accepted at any time before the expiration of that period.
5. Until a formal Agreement is prepared and executed, this Bid together with your written acceptance thereof in your notification of award shall constitute a binding contract between us.
6. We understand that you are not bound to accept the lowest or any bid, you may receive.
7. We have enclosed herewith a DD for a sum of Rs. _____ towards Bid security.

EMD Particulars	DD No. _____	Dated:
(Bid Security)	Name of Bank/Branch: _____	

Dated this day of (the year)

Signature of Authorized Signatory.....

In capacity of.....

Duly authorized to sign the bid for and on behalf of.....

Witness.....

Signature.....

Address.....

SECTION-III
Bidders Profile & Certificates

Photograph
of the
tenderer /
authorized
signatory
holding
power of
attorney

1	Name of Tendering Company/ Firm / Agency (Attach certificate of registration) Type of Firm i.e Proprietorship/ Partnership or company registered under company Act 1956	
2.	Type of firm i.e Proprietorship / partnership or company registered under company act 1956	
3.	Name of proprietor / Director of Company/Firm/agency	
4.	Full Address of Reg. Office with Telephone No., FAX No. & E-Mail	
5.	Full address of Operating/Branch Office with Telephone No., FAX No. & E-Mail	
6.	PAN/GIR/TAN No (Attach self attested Copy)	
7.	Service Tax /GST Regn No. (Attach Self Attested copy)	
8.	E.P.F. Registration No. (Attach Self Attested copy)	
9.	E.S.I. Registration No (Attach Self Attested copy)	

10. Self Attested copy of experience certificate / certificates issued by the competent authority for the satisfactory work carried out in “Engaging Skilled, Semiskilled and unskilled manpower for Housekeeping, Data Entry Work/hiring DEOs, other Services for day to day running of office and Security Services(Watchman/Chowkidar)” or job of similar nature to Central/State Government/ Public Sector/ Banks during last three years. The summary of that can be tabulated in the given format in chronological order

SN	Details of client along with address, telephone and FAX numbers	Amount Contract (Rs. lacs)	Experience certificate for the period	
			from and to	
			From	To
1				
2				
3				

(If the space provided is insufficient, a separate sheet may be attached)

11. Additional information, if any (Attach separate sheet, if required)

Signature of authorized person	Date:
Name:	Place:
Seal	

CERTIFICATE

(PROFORMA FOR NO NEAR RELATIVE (S) OF THE CONTRACTOR WORKING IN AP TERM Cell, Vijayawada)

(To be executed on Rs.10/- Stamp paper & attested by Public Notary/Executive Magistrate
by the bidder)

I S/O Sh
..... R/o
.....

Hereby certify that none of my relative (s) as defined in the tender document is/are employed in Department of Telecommunications, AP as per detail given below. In case at any stage, it is found that the information given by me is false/incorrect, DoT shall have the absolute right to take any action as deemed fit, without any prior intimation to me.

Signature of the tenderer with seal

The near relative (s) means:

- a) Members of a Hindu Undivided family;
- b) They are husband and wife.
- c) The one is related to the other in manner as father, mother, son(s) and son's wife (daughter-in-law), Daughter(s) and daughter's husband (son-in-law) brother (s) and brother's wife, sister (s) sister's husband (brother-in-law)

In case of proprietorship firm, certificate shall be given by the proprietor, and in case of partnership firm, certificate shall be given by all the partners and in case of Ltd. Company certificate shall be given by all the Directors of the company or company secretary on behalf of all Directors). Any breach of these conditions by the company or firm or any other person, the tender/work will be cancelled and earnest money/security deposit will be forfeited at any stage whenever it is so noticed. The department will not pay any damages to the company or firm or the concerned person. The company or firm or the persons will also be debarred for further participation in the concerned unit.

Signature of the tenderer with seal

CERTIFICATE

(FOR DOWNLOADING OF TENDER DOCUMENT FROM WEB SITE)

“I (authorized signatory) hereby declare that the tender document submitted has been downloaded from the website” <http://www.eprocure.gov.in> and no addition / deletion / correction has been made in the pro forma downloaded. I also declare that I have enclosed a DD for Rs.....towards the cost of tender document along with the EMD.

Place : Signature of tenderer/Authorized Signatory

Date : Name of the Tenderer

Seal of the Tenderer

DECLARATION

(FOR EPF & Misc provisions Act 1952)

I(name of the contractor/agency) hereby declare compliance towards conditions of the EPF and Misc provisions Act 1952 and authorize DOT to recover any payment that arises due to failure to comply with any of the Labour legislations and statutory conditions viz., Labour, EPF,ESI etc., or any other acts dealing with the same and all other acts mentioned in the tender document.

Place : Signature of tenderer/Authorized Signatory

Date : Name of the Tenderer

Seal of the Tenderer

CERTIFICATE

DECLARATION FOR NONTAMPERING OF TENDER DOCUMENT

I / We /Proprietor/ Partner(s)/ Director(s) of M/s -----, hereby declare that I/We have not tampered the tender document issued vide TENDER NO. TERM-AP/House Keeping Tender/2017-18/06 Dated: 24-10-2017, which is downloaded from the website www.dot.gov.in and <http://www.eprocure.gov.in>.

Signature -----

Name-----

Name & address of the firm: -----

CERTIFICATE

DECLARATION REGARDING BLACKLISTING/ NON-BLACKLISTING FROM TAKING PART IN GOVT. TENDER BY DOT/GOVT. DEPT

(To be executed on Rs.10/- Stamp paper and attested by Public Notary/Executive Magistrate by the bidder)

I/We Proprietor/ Partner(s)/ Director(s) of M/s.
..... hereby declare that the firm/company namely M/S.
..... has not been blacklisted or debarred in the past
by DOT or any other Government organization from taking part in Government tenders.

Or

I/We Proprietor/ Partner(s)/ Director(s) of M/s.
..... hereby declare that the
firm/company namely M/S. was
blacklisted or debarred by DOT, or any other Government Department from taking part in
Government tenders for a period of years w.e.f The period is over on
..... and now the firm/company is entitled to take part in Government tenders.
In case the above information found false I/We are fully aware that the tender/ contract will be
rejected/cancelled by O/o DDG AP TERM Cell, and EMD/SD shall be forfeited.
In addition to the above O/o DDG AP TERM Cell, will not be responsible to pay the bills for any
completed / partially completed work.

Signature

Name

Capacity in which signed

Name & address of the firm

Seal of the Firm should be Affixed

Date:

Signature of the Bidder with seal

CERTIFICATE

PRE-RECEIPT FOR REFUND OF EARNEST MONEY

Received with thanks from Communication Accounts Officer, O/o CCA, AP Telecom Circle, Hyderabad a sum of Rs. ----- /- (RS -----) only, towards refund of Earnest Money Deposit paid in respect of Tender for “Engaging Skilled, Semiskilled and unskilled manpower for Housekeeping, Data Entry Work/hiring DEOs, other Services for day to day running of office and Security Services(Watchman/Chowkidar)” for use in O/o DDG AP TERM Cell Vijayawada.

Tender No: TERM-AP/House Keeping Tender/2017-18/06 Date: 24-10-2017

Date: Signature of Bidder

(On one rupee revenue stamp)

Place:

(Note: Earnest Money will be returned to unsuccessful Bidder only after finalization/completion of the tender)

Name & Address: _____

CERTIFICATE

LETTER OF AUTHORISATION FOR ATTENDING THE OFFICE

(Must be submitted to O/o DDG AP TERM Cell, Vijayawada on or before date of bid opening)

To,

DDG
AP TERM Cell,
Vijayawada.

Sub: Authorisation for attending the office on _____ (date) in the Tender of

Following person is authorised to attend the office for the tender mentioned above on behalf of
_____ (Bidder).

Name of the Representative Specimen Signature

1. _____

Signature of the Bidder

(Maximum one representative will be permitted to attend the office. Permission for entry to the office may be refused in case authorisation as prescribed above is not received.)

SECTION IV

INSTRUCTIONS TO BIDDERS

1. GENERAL:

- 1.1.** The Tenderer must read carefully all the terms, conditions and specifications before filling up the tender schedule and his financial bid. The Tenderer shall be bound by all terms, conditions and specifications as detailed in this tender document. The tenderers who are confident of executing the contract in time by employing the required resources, manpower and materials need only participate in this tender.
- 1.2.** In respect of the matters pertaining to this contract, tenderer shall not directly or indirectly bring or attempt to bring any political or outside influences or intervention through any association, union or organisation. All disputes, differences, clarifications etc. arising out of this contract will be represented by tenderer himself or by his legal representative at VIJAYAWADA only.
- 1.3.** The Tenderer shall be bound by all terms, conditions and specifications as detailed in this tender document.
- 1.4.** It may be noted that the tender notice is only for fixing a contract and shall not be construed as invitation to bid for providing the job i.e. there is no guarantee for award of work without assigning any reason whatsoever may be.
- 1.5.** Any tenderer participating in this tender should make sure that he will be able to carry out the work in the contract.
- 1.6.** It is implied that the tenderer has obtained all necessary information's directly or indirectly affecting the contract such as legal stipulation, possible delays and hindrance or interference in executing the contract and has satisfied him/her before making the offer. Unexpected difficulties or expenses shall NOT be considered excuses for difficulties in performing the contract. The rate quoted should take all factors into consideration.
- 1.7.** The tenderer acknowledges that he assumes all risks contingent upon the nature of the contract to be actually encountered by him in executing the contract, even though such actual conditions may result in the tenderer performing more or less work than that originally anticipated.
- 1.8.** The tenderers who are confident of executing the contract in time by employing the required resources, manpower and materials should only participate in this tender offer.

- 1.9. The tender schedule shall be read in conjunction with Specifications, General Instructions, Special Terms and Conditions, Conditions of Contract and Additional Conditions. The tenderer shall be deemed to have carefully examined all these documents. **It is further understood and agreed that the tenderer by careful examination satisfied him with the terms and conditions of the tender document.**
- 1.10. The quantities indicated in tender may increase or decrease in each category depending on the actual requirement.
- 1.11. The tender shall contain the name, address of residence and place of business of tenderer and shall be signed by the tenderer with his usual signature. Partnership firms shall furnish full names and addresses, in case of the authorized representative signs it in that behalf shall accompany the tender, **“Power of Attorney” duly attested by public notary must be submitted.** In case of the **partnership firm, Self Attested true copy of the partnership deed must be submitted** along with the tender. Similarly in case of company the Self Attested copy of **Memorandum of Article and Association.**
- 1.12. Interest shall NOT be payable on the Earnest Money deposit.
- 1.13. The Earnest Money of the successful tenderer will be adjusted towards security deposit and of the unsuccessful tenderer will be refunded without interest within reasonable time after final decision of the tender, normally within six months from the date of opening of tenders.

2. **DEFINITIONS:**

- 2.1. The CONTRACT means the documents forming the tender and acceptance thereof and the formal agreement executed between DoT and the CONTRACTOR together with the documents referred to therein including TENDER NOTICE, GENERAL INSTRUCTIONS, GENERAL CONDITIONS, CONDITIONS OF CONTRACT, ADDITIONAL CONDITIONS, TENDER SCHEDULE, instructions issued from time to time by the Competent Telecom Authority and all these documents taken together shall be deemed to form one contract and shall be complimentary to one another.
- 2.2. In the CONTRACT, the following expressions shall unless where the context otherwise required, have the meaning hereby respectively assigned to them :
- The expression “WORKS” or “WORK” shall unless there be something either in the subject or context repugnant to such construction, be construed and taken to mean the works by or by virtue of the contract contracted to be executed whether temporary or permanent and whether original, altered, substituted or additional.

“Change” shall mean a substitution for or omission of any work or other requirements within the general scope of the work; the performance of or compliance with which is contemplated by the contract documents.

“Extra work” shall mean any work or compliance with any requirements, other than a change which is not, expressly or impliedly contemplated by the contract documents, and which is necessary to be performed for the proper completion of the contracted work. For the purpose of clarifications, it is declared that, any work or operation which shall be necessarily incidental to the proper performance of any item of work or part thereof shall be deemed to have been by implication provided for in the relevant item of work or part thereof and shall not constitute extra work.

The “SITE” shall mean the location wherein the work is to be executed under the contract.

The “DoT” means the Department of Telecommunications, and its successors.

The “COMPETENT TELECOM AUTHORITY” means the DDG AP TERM Cell, Vijayawada.

2.3. All references of DoT/Member Telecom Commission/Advisor Telecom Commission/Sr.DDG/Deputy Director General/Director/Assistant Director General/Assistant Divisional Engineer/Assistant Director/JTO in various clauses shall mean the Officers in their respective Grades/Groups employed in the DoT, by whatever designations are assigned to them from time to time and who may be in-charge of direction, execution, supervision, testing acceptance, maintenance of claims, etc. from time to time and includes their successors in office. Words imparting the singular number include the plural number and vice-versa.

3. ELIGIBLE BIDDERS:

- 3.1.** Bidder must be a firm/ agency/ company that should be registered with appropriate authorities and attested copy of registration may be attached.
- 3.2.** Bidder must have GST/Service tax registration certificate issued by competent authority.
- 3.3.** Bidder must have EPF and ESI registration with competent authority.
- 3.4.** Bidder must have PAN/TAN/GIR card.
- 3.5.** Bidder should have at least one year(in part or full) Experience and work executed amounting to at least Rs 5,00,000 in one year during last three years in Central

Govt./State Govt./PSU/Nationalized BANKS in similar work of office upkeep, Housekeeping & Data entry operator.

3.6. Bidder should have previous year income tax return certificate.

3.7. “No near relative” of the bidder firm/company be working/employed in Department of Telecommunication, AP.

4. COST OF BIDDING

Bidders shall bear all costs associated with the preparation and submission of the bid. The DOT will in no case be responsible or liable for these costs, regardless of the conduct or outcome of the bidding process.

5. THE BID DOCUMENTS

The Bid documents shall include

- 1.a)** Notice inviting Tender Bid form
- 1.b)** Tenderer’s Profile and certificates
- 1.c)** Instructions to Bidder
- 1.d)** General conditions of Contract
- 1.e)** Specifications and Schedule of works
- 1.f)** Agreement Format
- 1.g)** Performance Security Bond form
- 1.h)** Check-list for Bidders
- 1.i)** Financial Bid form

5.2. Bidders are expected to examine all instructions, forms, terms and conditions in the Bid documents. Failure to furnish all information required as per the Bid documents or submission of bids not substantially responsive to the Bid documents in every respect will be at the bidder’s risk and may result in rejection of the bid.

6. CLARIFICATION OF BID DOCUMENTS

- 1.a)** Bidders requiring any clarification on the Bid Documents shall notify the DIRECTOR, in writing or by FAX at the Officers mailing address indicated in the invitation of Bid. The DIRECTOR, AP TERM Cell, Vijayawada shall respond in writing to any request for the clarification of the Bid Documents which he receives not later than 2 days prior to the date of opening the Tenders. Copies of the clarification sought for by the bidders and clarifications by the DoT shall be sent to all the prospective bidders who have received the bid documents.

- 1.b)** The clarifications made as above shall form part of the Bid document and will be treated as amendment to the Bid document. These clarifications will also be made available in the website and bidders who have down loaded Bid document from internet are to submit the bid document accordingly after taking into account all the clarifications issued.

7. AMENDMENT OF BID DOCUMENTS

- 1.a)** At any time prior to the date of submission of Bids, DOT may, for any reason, whether on its own initiative or in response to any clarification received from a bidder, shall modify bid documents by amendments and the same will be uploaded on the portal and these amendments will be binding on them.
- 1.b)** In order to afford prospective bidders a reasonable time to take the amendment into account in preparing their bids, the DOT may, at its discretion, shall extend the deadline for the submission of bids suitably. Any amendment to the Bid document shall also be uploaded in the web site as and when it is made.
- 1.c)** Bidders who download the Bid document through internet are to take care of these amendments while submitting their bids.

8. DOCUMENTS COMPRISING THE BID

The Bid prepared by the bidder shall comprise the following components:-

- 1.a)** Documentary evidences in accordance with Clause 3 and 11 that the bidder is eligible and is qualified to perform the contract if his bid is accepted.
- 1.b)** Bid Security furnished in accordance with Clause 12.
- 1.c)** Bid Form, Tenderers Profile with Certificate and Financial Bid completed in accordance with Section II, III, XI.

9. BID FORM

The Bidder shall complete the Bid form (Section II), Tenderers Profile with Certificates (Section III) and prices as per Financial Bid Form (Part – II, Section XI), furnished in the Bid documents, indicating the services to be carried out, and Brief description of the services.

10. BID PRICE

- 1.a)** The supplier shall quote the price as per format enclosed (section XI) and fill up the relevant parts accordingly.
- 1.b)** Bids submitted with variable prices shall be rejected as a non-responsive bid.
- 1.c)** The Administrative charges quoted by the bidder shall remain firm during the entire period of the contract.

- 1.d)** The unit prices shall be quoted with sufficient details to enable the purchaser to arrive at total prices of the services offered.
- 1.e)** Bids, offering rates lower than the minimum wages (as applicable to Vijayawada) for the pertinent category, will be rejected.
- 1.f)** The rates quoted by the tenderer must be reasonable & logical. The tender can be rejected on the basis of unreasonable or illogical rates.
- 1.g)** “DISCOUNT” if any, offered by the bidders shall not be considered unless specifically indicated in the price schedule. Bidders desiring to offer discount shall therefore modify their offers suitably while quoting and shall quote clearly net price taking all such factors like discount etc. into account.
- 1.h)** Bid Price shall be quoted exclusive of applicable taxes, duties, levies etc. Statutory taxes, duties, levies etc. applicable will be borne by the purchaser. However, at the time claiming, taxes, duties, levies etc. applicable should be specifically indicated in the bills. Copies of notifications issued by authorities concerned specifying the applicability & rates should be submitted to the purchaser along with the first bill and subsequently in case of any changes.
- 1.i)** The price quoted by the bidder shall remain fixed during entire period of contract and shall not be subject to variation. A bid submitted with an adjustable price quotation will be treated as non-responsive and rejected.

11. DOCUMENTS ESTABLISHING BIDDER’S ELIGIBILITY AND QUALIFICATION

11.1. The following documents must be submitted along with tender document, any tenderer submitting bid without documents those specified below, is liable to be summarily rejected.

- 1.a)** Bidders profile dully filled & signed as per section III.
- 1.b)** Bidder must be a firm/ agency/ company that should be registered with appropriate authorities and Self Attested copy of registration may be attached.
- 1.c)** Bidder must have Service Tax registration number issued by competent authority.
- 1.d)** Bidder should have EPF & ESI registration with competent authority.
- 1.e)** Bidder must have PAN/TAN/GIR card.
- 1.f)** Self Attested Copy of experience certificate of at least Three years (in part or full) Experience and work executed amounting to at least Rs 5,00,000 in one year during

last three years in central Govt. /State Govt./PSU/ Nationalized Banks in similar work of Housekeeping, office upkeep & Data entry operator as described in Section V.

- 1.g)** Bidder should have previous three years income tax return certificates as applicable.
- 1.h)** Certificate of “No near relative” of the bidder firm/company be working/employed in Department of Telecommunication, AP to be executed on Rs.10/- Stamp paper & Attested by Public Notary/Executive Magistrate by the bidder.
- 1.i)** Certificate of “BLACKLISTING & NON- BLACKLISTING “of bidder firm/company to be executed on Rs.10/- Stamp paper & attested by Public Notary/Executive Magistrate by the bidder.
- 1.j)** Declaration towards Non – tampering of tender document.
- 1.k)** Self Attested copy of Partnership Deed or affidavit in original regarding sole proprietorship in case of proprietorship firm/ Memorandum of Association / Articles as applicable.
- 1.l)** All the tender document pages should be signed & stamped.
- 1.m)** Original “Power of Attorney” in case person other than the tenderer has signed the tender documents.
- 1.n)** Bidder should have Labour License issued by the competent authority i.e. The Chief Labour Commissioner (C), Ministry of Labour and Employment, Government of India, New Delhi or its subordinate offices.

12. BID SECURITY / EARNEST MONEY DEPOSIT (EMD)

- 1.a)** **Earnest Money (2.5% of the Estimated Cost of the work)** shall be paid by Demand Draft drawn on any Nationalized or Scheduled Bank drawn in favour of the CAO, O/o CCA Telecom Circle AP payable at Hyderabad as mentioned in the notice inviting tender. Earnest Money in cash or in the form of cheque or in any other form will not be accepted.
- 1.b)** Interest shall NOT be payable on the Bid Security / Earnest Money deposit.
- 1.c)** The successful bidder’s Bid Security/ EMD shall be converted as part of Performance Security (Security Deposit) (or) in case Performance Bank Guarantee is furnished for the full amount towards Performance Security (5% of the value of contract), the Bid Security will be discharged upon the bidder’s acceptance of the

contract. Bid Security / Earnest Money of the unsuccessful tenderer will be refunded without interest within reasonable time after final decision of the tender, normally within six months from the date of opening of tenders.

1.d) The Bid Security is required to protect the DOT against the risk of bidder's conduct, which would warrant forfeiture of Bid Security pursuant to Clause 12.f

1.e) A Bid (Tender) not accompanied by the Bid Security shall be rejected by the DOT as being non responsive at the bid opening stage itself.

1.f) Bid Security (EMD) will be forfeited and the acceptance of the tender will be reconsidered or revoked or cancelled at the discretion of DoT which will not amount to imposing of penalty:

1.f.1. If the bidder withdraws his bid after the bids have been opened

1.f.2. If the bidder fails to execute the Agreement or fails to remit the required security deposit (Performance Bank Guarantee) within seven working days of being called upon to do so

13. PERIOD OF VALIDITY OF BID

The tender submitted by tenderer will remain valid for acceptance for a period of 90 (Ninety) days from the date of opening of the tender. Tenderer shall not be entitled during this period of Ninety days, without the consent in writing of DoT to revoke or cancel his tender or to vary the tender submitted or in terms thereof. The DoT shall communicate the acceptance of tender to the successful tenderer(s). Due to administrative reasons, extension of the time period, if requested by the DoT in writing, the tenderer shall accede to such request for extension and communicate his acceptance to the DoT in writing.

14. SUBMISSION OF BIDS

The bid along with the necessary documents should be submitted duly wax/tape sealed and addressed to Director Office of DDG AP TERM Cell, Vijayawada, D-11, Telecom Officers' Complex, Tikkil Road, Vijayawada – 520 010 and dropped in the tender box provided in the office premises, as mentioned above on or before 15.00 hrs of due date i.e. 16-11-2017.

Method of preparation of bid:

14.1. FINANCIAL BID: Rate for “Engaging Skilled, Semiskilled and unskilled manpower for Housekeeping, Data Entry Work/hiring DEOs, other Services for day to day running of office and Security Services(Watchman/Chowkidar)” in AP TERM Cell, should be quoted clearly in the financial bid (Part-II, Section XI). This office shall pay minimum wages applicable under each category as decided by the Chief Labour Commissioner

from time to time as applicable to Central Government agencies located at Vijayawada, along with EPF, ESI, etc payable to employees. This office shall also pay service tax on the service charges quoted by the tenderer. The contractor is not required to quote the rates of wages including VDA. The contractor needs to quote only the service charges to be claimed by contractor. The lowest bidder is to be evaluated on the basis of service charges only. The contractor will be required to pay minimum wages. The contractor shall be responsible for providing all statutory benefits to the personnel employed by him like EPF, ESI etc, as applicable. During the contract period, ESI, EPF (employer contribution, as applicable, if any) and service tax will be reimbursed as per actual along with the monthly bill on producing the original receipts.

1.a) Any tender with conditions other than those specified in the tender documents, is liable to be summarily rejected. No modification by the contractor in any of the conditions will be permitted after the tender is opened.

1.b) A declaration in the proforma given in Section III, has to be submitted along with the Bid document.

1.c) No person is permitted to bid for tender whose relative(s) is (are) working in Department of Telecommunications, AP. The tenderer thus should give certificate along with tender document that none of his/her relative is working in Department of Telecommunications, in AP. Near relative for this purpose is defined in **Section III**.

15. LATE BIDS:

15.1. Tenders will not be received after the specified time of closing of the tender and the same shall be rejected. It is the sole responsibility of the tenderer that he should ensure timely submission of tender.

16. MODIFICATION AND WITHDRAWAL OF BIDS

16.1. The Bidder may modify or withdraw his bid after submission provided that the written notice of the modification or withdrawal is done prior to the deadline prescribed for submission of bid.

17. BID OPENING

Bid opening and finalization will be according to e-procurement procedures. Bidder's name, bid price, modifications, withdrawals and such other detail, as deemed fit by the authorized authority will be notified.

The financial bid will be evaluated only for technically qualified bidders.

Note: The tenderer shall quote the rate in English only, both in words and figures in the manner as specified for every mentioned item separately. If any discrepancy found in figures and in words, the quoted rates in words will be considered as final.

18. BID EVALUATION

Prior to the detailed evaluation of Technical and Financial bids the DOT will determine the substantial responsiveness of each bid to the Bid document. Substantially responsive bid is one which confirms to all the terms and conditions of bid document without material deviation. The DOT's determination of bid's responsiveness shall be based on the contents of the bid itself without recourse to extrinsic evidence. A bid determined as substantially non-responsive will be rejected by the DOT and shall not subsequent to the bid opening be made responsive by the bidder by correction of the non conformity. However the DOT may waive any minor infirmity or non-conformity or irregularity in a bid which does not constitute a material deviation, provided such waiver does not prejudice or affect the relative ranking of any bidder.

The financial bids of those bidders whose technical bid has been satisfactorily evaluated and found substantially responsive, will be opened subsequently after due notice.

Arithmetic discrepancy in the Financial bid shall be rectified in the following manner. If there is discrepancy between the unit price and total price that is obtained by multiplying the unit price and the quantity, the unit price shall prevail and the total price shall be corrected by the DOT accordingly. If there is discrepancy between the words and figures, the amount in words shall prevail. The decision of DOT is final in this regard and the bid will be rejected if the bidder does not agree to the decision in this regard.

The Tender will be evaluated based on the L1 rates, subject to meeting the statutory obligations of Minimum Wages, EPF, ESIC etc.,

19. REJECTION OF TENDERS

19.1. The authority inviting tenders, at his sole discretion shall reserve the right to reject or cancel consideration of any or all tenders:

- 1.a)** If the requisite Earnest Money Deposit / Bid Security in the manner does not support the tender provided there in.
- 1.b)** If the Bid Validity is less than the period prescribed (90 Days).

- 1.c) If the tender is not duly signed, or not found proper or complete to the satisfaction of DOT in any of the requisite matters, particular(s) or formalities or for any reason(s) which shall not be disclosed to the tenderer(s).
- 1.d) If the eligibility condition is not met and/or if documents prescribed to establish the eligibility is not submitted while submitting the bid.
- 1.e) If the tenderer seeks changes in terms and conditions, specifications or time limits as envisaged in the contract.
- 1.f) If tender consists of unwarranted comments, conditions, deviations in specification or any other omissions or commissions compared to documents.
- 1.g) If prices are not filled properly in the Financial Bid.
- 1.h) Without assigning any reason thereof.

20. CONTACTING THE DOT

Subject to Clause 6, no bidder shall try to influence the DOT authorities on any matter relating to his bid from the time of bid opening till the time of award of contract. Any effort by any bidder to modify his bid or influence the bid process shall result in rejection of his bid without any notice. The decision of DOT will be final in this regard.

21. PLACEMENT OF ORDER

DOT shall consider placement of work orders on those bidder whose technical and financial bid has been successfully considered and decided as L1.

22. DOT'S RIGHT TO ACCEPT OR REJECT ANY BID

Tender will be accepted and Contract will be finalized only with those of the tenderer(s), who in the opinion of DoT shall have capacity and resources to execute the contract assigned in the prescribed time as per the time schedule.

DOT reserves its right to accept or reject any bid and to annul the bidding process and reject all or any bid at any time prior to award of contract without assigning any reason whatsoever. DDG TERM AP does not bind himself to accept the lowest tender and reserve the right (I) to reject any or all tenders (ii) the right to accept any portion of the tender offered without assigning any reason and he can also reduce or extend the period of contract without assigning any reason.

23. LETTER OF INTENT (LOI)

The DOT will issue an LOI which constitute the intention of the DOT to enter into contract with the bidder. The bidder shall within 7 days of issue of the LOI, give his acceptance along with Performance Bank Guarantee in conformity with Clause 50 of Section V and also submit the Agreement form as per Section VIII duly completed in all aspects.

24. SIGNING OF CONTRACT AGREEMENT

The successful Tenderer shall be required to execute an Agreement within 7 (Seven) workingdays of being called upon on a non-judicial stamp paper of Rs. 100/- (One hundred only) at hisown cost and in the format at Section VIII to the effect that the tenderer and DoT are bound by the terms and conditions of agreement which in turn, will be the same terms and conditions of tender document.

Submission of the Tender document duly signed on all pages shall bind the bidder to all the terms and conditions of this Tender document and as well as the Agreement to be signed by him. A copy of the complete set of this Tender document shall also become enclosure to the agreement as an annexure.

The DoT reserves the right to cancel the agreement executed without any compensation what so ever to the contractor any time before the award of the work. The action of DoT under this Clause shall not construe the breach of contract.

After the selection of a bidder by the competent authority, the successful bidder will be formally notified of the award by order prior to expiration of validity period. The letter called “Award of Contract” (AOC) will state the contract price that the TIA will have to pay to the bidder towards the execution/completion of the tender, subject to furnishing a performance security within the stipulated date.

25. ANNULMENT OF AWARD

Failure of the successful bidder to comply with the requirement of Clause 23, 24 shall constitute sufficient ground for the annulment of the contract and the forfeiture of the Bid Security in which event the DOT may award the contract to any other bidder at its discretion or call for new Tender.

26. Duration of Contract:

One year from the date of award of contract. However, the same may be further extended on same terms & conditions on mutually agreed basis.

SECTION V

GENERAL CONDITIONS OF CONTRACT

1. INTERPRETATION OF THE CONTRACT DOCUMENT

The Competent Telecom Authority and the Contractor shall in so far as possible by mutual consultation try and decide upon the meaning and intent of the Contract Document. In case of disagreement the dispute will be referred to the Sole Arbitrator as provided in the Contract. Any change in the Contract Document shall be set forth in writing by the representative of the parties hereto. It shall be the responsibility of both the parties to this contract to thoroughly familiarize all of their supervisory personnel with the contents of this Contract Document.

2. VALIDITY PERIOD OF RATE

The rates quoted should be firm and valid from the date of submission of bid up to the validity of contract agreement after finalization of tender for all work order without any change.

3. TAXES AND DUTIES

Contractor shall pay all levies, fees, royalties, taxes and duties payable or arising from out of, by virtue of or in connection with and/or incidental to the Contract or any of the obligations of the parties in terms of the Contract Documents and/or in respect of the works or operation(s) or any part thereof to be performed by the Contractor and the Contractor shall indemnify and keep indemnified the DoT from and against the same or any default by the Contractor in the payment thereof.

4. PRICE ESCALATION

The DoT shall not be responsible for any escalation in prices of labour or materials, machinery, equipment etc. what-so-ever or any increase in any duties, levies, or taxes in respect thereof whatsoever and the Contractor rates and Contractor's obligation shall remain unaffected by such escalation and/or increase.

However during the period of contract, as and when the minimum wages for AP state/ Vijayawada are revised by the labour commissioner / District collector, then the rates payable for each category of manpower shall be revised to the new minimum wages. These revisions are applicable only in case when the approved rates are lower than the new revised minimum wages fixed from time to time by the authorities.

This revised rates shall be applicable only from the month, the contractor submits the revised minimum wages letter from the authorities.

5. NOTIFICATION BY CONTRACTOR

The Contractor shall give in writing to the proper person or authority with a copy to the Competent Telecom Authority such notification as may be mandatory or necessary in connection with the commencement, suspension, resumption, performance and/or completion of the contracted work. All notices shall be given sufficiently in advance of the proposed operation to permit proper co-relation of activities and the Contractor 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. QUALITY OF WORK

The DDG AP TERM Cell, shall be the final judge of the quality of the work and the satisfaction of the standards in respect thereof set forth in the contract documents. Laxity or failure to enforce compliance with the contract documents by the Competent Telecom Authority and/or its representative shall not manifest a change or intent of waiver, the intention being that, notwithstanding the same, the Contractor shall be and remain responsible for complete and proper compliance with the contract documents and the specification therein. The Competent Telecom Authority has the right to prohibit the use of men/women and any tools, materials or equipment's which in his opinion do not produce work or performance meeting the requirement of the Contract Documents.

7. GUARANTEE

In addition to any and all other guarantee and warranty mentioned in the contract documents the Contractor guarantees that the entire work will be done in a satisfactory manner.

8. INSURANCE

Without limiting any of his other obligations or liabilities, the Contractor shall, at his own expense, take and keep comprehensive insurance including third party risk for the plant, machinery, materials, etc. brought to the site and for all the work during the execution. The Contractor shall also take out workmen's compensation insurance as required by law and undertaken to indemnify and keep indemnified the DoT from and against all manner of claims and demands and losses and damages and cost (including between attorney and clients) charges and expenses that may arise in regard to the same or that the Department may suffer or incur with respect to and/or incidental to the same. The Contractor shall have to furnish originals and/or attested copies as required by the Competent Telecom Authority of the policies of insurance taken within seven days of being called upon to do so together with all premium receipts and other papers related thereto which the Competent Telecom Authority may require.

9. INDEMNITIES

The Contractor shall at all times hold the DoT harmless and indemnify from against all actions, suits, proceedings, works, cost, damages, charges, claims and demands of every nature and description brought or procured against the DoT, its officers, and officials and forthwith upon demand and without protest or demur to pay to the Department any and all losses and damages and cost (inclusive between attorney and client) and all costs incurred in endorsing this or any other indemnity or security which the DoT may now or at any time have relative to the work or the Contractor's obligations or in protecting or endorsing its right in any suit or other legal proceedings, charges and expenses and liabilities resulting from or incidental or in connection with injury, disease or disablement to or death of any person(s), including employees of the Contractor or damage to property resulting from or arising out of or in any way connected with or incidental to the operations caused by the contract documents. In addition the Contractor shall reimburse the DoT or pay to the DoT forthwith on demand without protest or demur all costs, charges and

expenses and losses and damages otherwise incurred by it in consequence of any claims, demands and actions which may be brought against the DoT arising out of or incidental to or in connection with the operation covered by the contract. The Contractor shall at his own cost at the DoT's request defend any suit or other proceeding asserting a claim covered by this indemnity, but shall not settle, compound or compromise such suit or other finding without first consulting the DoT.

10. Whenever any claim, against the Contractor for the payment of a sum or money arises out of or under the contract, Competent Telecom Authority shall be entitled to recover such sum by appropriating in part or whole, the security deposit of the Contractor. In the event of the security being insufficient the balance or the total sum recoverable as the case may be, shall be deducted from any sum then due or which at any time thereafter may become due to the Contractor under this or any other contract with DoT. Should this sum be not sufficient to cover the full amount recoverable, the Contractor shall pay to Competent Telecom Authority on demand the balance remaining due?

11. INSOLVENCY OR DEATH OF CONTRACTOR

In the event of the Contractor being adjudged insolvent or going voluntarily into liquidation

or having received order or other order under Insolvency act made against him or, in the name of a Company or, the passing of any resolution, or making of any order for winding up whether voluntarily or otherwise, or in the event of the Contractor failing to comply with any of the conditions herein specified the DDG AP TERM Cell, shall have the power to terminate the contract without previous notice.

12. Contractor's heirs/representatives shall, without the consent in writing of the DDG AP TERM Cell, have the right to continue to perform the duties or engagements of the Contractor or under the contract in case of his death. In the event of the Contractor, with such consent aforesaid, transferring his business, and in the event of the Contractor being a company and being wound up any time during the period of this contract for the purpose and with the object of transferring its business to any persons or a company, the Contractor shall make it one of the terms and stipulations of the contract for the transfer of his properties and business, that such other person or company, shall continue to perform the duties or engagements of the Contractor under this contract and be subject to his liabilities there under. Proof of Death and other relevant documents to this effect shall be submitted to the DDG TERM AP, in writing.

13. Without prejudice to any of the rights or remedies under this contract, if the Contractor dies, the DDG AP TERM Cell shall have the option of terminating the contract without compensation to the Contractor, which does not amount to Breach of the contract.

14. SUB-CONTRACTS

The Contractor shall not assign, sub-contract or sublet the whole or any part of the work covered by the contract.

15. DDG AP TERM Cell reserves the right to refuse or permit any person to participate in the works covered by the contract. Contractor shall be and remain primarily and principally liable to the DoT in terms here of and for the due fulfillment of the contracted works.
16. The Contractor shall indemnify, and save harmless the DoT from and against all actions, suits, proceedings, costs, damages, charges, claims and demands what so ever, either in law or in equity and all costs (inclusive between attorney and client) and charges and expenses that the DoT may sustain/suffer or incur arising from or out of or incidental to (in connection with any act(s) or commission) of the Contractor, his agents, employees, assignee. The provision shall also apply to the assignee as the case may be.
17. If contractor without written approval of Competent Telecom Authority, assign his contract, or attempt to do so, or become insolvent or commence any insolvency proceedings, the DDG AP TERM Cell shall have power to adopt any of the courses specified in clause- (46); clause- (47) as he may deem fit in the interest of DoT and in the event of any of these courses being adopted the consequences specified in the said clause- (46); clause- (47) shall ensue.

18. INFERIOR QUALITY OF WORK: -

For inferior quality or incorrect execution of work, the in-charge of work will be empowered to deduct from bills 5% amount of W.O. in addition to excess payment made to rectify/reconstruct or replace any defective work. No payment will be made for such execution.

19. In general, the person deployed shall be required to report for work at 09.00 hrs. to AD/ADG, TERM, AP and would leave at 1800 hrs from Monday to Saturday with a lunch break of 30 minutes. However, for Security Services(Watchman/Chowkidar), the person deployed shall be required to report for work as per duty hours fixed round the clock on all days. In case, person deployed is absent on a particular day or comes late / leaves early on three occasions, one day wage shall be deducted.
20. If the work is not performed by any or all the manpower on any day in a month deduction shall be made proportionately (per day basis) from the bills of the contractor and a penalty @ Rs 300 /- per working day for each office “Engaging Skilled, Semiskilled and unskilled manpower for Housekeeping, Data Entry Work/hiring DEOs, other Services for day to day running of office and Security Services(Watchman/Chowkidar)” shall be imposed.
21. The accountability and responsibility for maintaining the secrecy of the data will be with the contractor.
22. If any of the information furnished by the contractor is found to be incorrect the contract is likely to be terminated.
23. The DDG AP TERM Cell does not bind himself to accept the lowest tender and reserve the right (i) to reject any or all tenders (ii) the right to accept any portion of the tender offered without assigning any reason and also to split the tender and award the same to different parties. He can also reduce or extend the period of contract without assigning any reason.
24. Acceptance of the tender will be communicated by an acceptance Note or Letter of Intent.

25. The DDG AP TERM Cell will not be liable to pay any interest on the Earnest Money or Security Deposit Money. If the successful tenderer withdraws tender before formal approval after tender or after contract fails to comply with any of the terms and conditions act out above, the DDG AP TERM Cell reserves the right's to forfeit Earnest Money /Security Deposit.
26. Rate for “Engaging Skilled, Semiskilled and unskilled manpower for Housekeeping, Data Entry Work/hiring DEOs, other Services for day to day running of office and Security Services(Watchman/Chowkidar)” in TERM Cell AP should be quoted clearly in the financial bid (Part-II, Section XI). This office shall pay minimum wages applicable under each category as decided by the Chief Labour Commissioner from time to time as applicable to Central

Government agencies located at Vijayawada for unskilled, semi-skilled and skilled personnel along with EPF, ESI, etc payable to employees. This office shall also pay Goods and Service Tax on the service charges quoted by the tenderer. The contractor is not required to quote the rates of wages including VDA. The contractor needs to quote only the service charges to be claimed by contractor. The lowest bidder is to be evaluated on the basis of service charges only. The contractor will be required to pay minimum wages. The contractor shall be responsible for providing all statutory benefits to the personnel employed by him like EPF, ESI etc, as applicable. During the contract period, ESI, EPF (employer contribution, as applicable, if any) and eligible taxes will be reimbursed as per actuals along with the monthly bill on producing the original receipts.

27. The contractor shall be responsible for providing all statutory benefit to the personnel employed by him like EPF, ESI etc, as applicable. During the contract period, ESI, EPF (employer contribution, as applicable, if any) and eligible taxes will be reimbursed as per actual along with the monthly bill on producing the original receipts.
28. The manpower engaged by the contractor for executing jobs is purely responsibility of the contractor and they will not have any claim/liability on the DoT. The contractor will intimate to the local police station regarding identity and permanent address of the persons employed. A copy of the acknowledgement received from local police station should be submitted to this office.
29. The personnel may be called upon for the services on Sundays or any Gazetted holidays (with compensatory week off day) also, if required.
30. The contractor shall ensure that any details of office, operational process, technical know-how, security arrangements, and administrative/organizational matters are not divulged or disclosed to any person by its personnel deployed in this office and utmost secrecy and confidentiality must be maintained.
31. It will be the responsibilities of the contractor to meet transportation, food, medical and any other requirements in respect of the persons deployed by it (Agency) in this office and this office will have no liabilities in this regard.
32. For all intents and purposes, the contractor shall be the “Employer” within the meaning of different Labour Legislations in respect of manpower Operator so employed and deployed in

this office. The manpower deployed by the contractor in this office shall not have claims of any Master and Servant relationship nor have any principal and agent relationship with or against O/o DDG TERM, Cell AP, Vijayawada Department of Telecommunications.

33. The contractor shall be solely responsible for the redressal of grievances / resolution of disputes relating to person deployed. This office shall, in no way, be responsible for settlement of such issues whatsoever. This office shall not be responsible for any damages, losses, claims, financial or other injury to any manpower deployed by contractor in the course of their performing the functions/duties, or for payment towards any compensation.
34. The manpower deployed by the contractor shall not claim nor shall be entitled to pay, perks and other facilities admissible to casual, ad hoc, regular / confirmed employees of this office during the currency or after expiry of the contract.
35. Where the Contractor is a partnership firm, the previous approval in writing of the DDG TERM shall be obtained before any change is made in the constitution of the firm. Where the Contractor is an individual or a Hindu undivided family business concern such approval as aforesaid shall likewise be obtained before the Contractor enters into any partnership agreement where under the partnership firm would have the right to carry out the work hereby undertaken by the Contractor. If previous approval as aforesaid is not obtained, the contract shall be deemed to have been assigned in the contravention of clause- (17) hereof and the same action may be taken, and the same consequence shall ensue as provided in the said clause-(17).

36. LABOUR WELFARE MEASURES AND WORKMAN COMPENSATION

Obtaining license before commencement of work:

The contractor shall obtain a valid labour license as per requirement under the contract labour (R & A) Act 1970 and the contract labour (Regulation and Abolition) Central Rules 1971 before commencement of the work. The contractor shall also abide by the provisions of the Child labour (prohibition and regulation) Act 1986. Any failure to fulfill this requirement shall attract the penal provisions of this contract arising out of the resultant non-execution of work.

37. CONTRACTORS LABOUR REGULATIONS: Working hours

- 37.1. Normally working hours of an employee should not exceed 9 hours a day. The working day shall be so arranged that inclusive of interval for rest, if any, it shall not spread over more than 12 hours on any day.
- 37.2. When manpower is made to work for more than 9 hours on any day or for more than 48 hours in any week he shall be paid over time for the extra hours put in by him.
- 37.3. Every manpower shall be given a weekly holiday normally on Sunday, in accordance with the provision of minimum wages (Central) rules 1960, as amended from time to time, irrespective of whether such manpower is governed by the minimum wages act or not. Where the minimum wages prescribed by the Government, under the minimum wages act, are not inclusive of the wages for the weekly day of rest, the manpower shall be entitled to rest day wages, at the rate applicable to the next preceding day, provided

he has worked under the same contractor for a continuous period of not less than 6 days (45 Hours in the case of 5 days week).

37.4. Where a contractor is permitted by the officer to allow a manpower to work on a normal week holiday, he shall grant a substituted holiday to him for the whole day, on one of the five days, immediately before or after the normal weekly holiday, and pay wages to such manpower for the work performed on the normal weekly holiday at the overtime rate.

37.5. For Security Services, persons (Watchman/Chwokidar) should be manned 24X7 at specified location(s).

38. PAYMENT OF WAGES

38.1. Wages during the period of contract for personnel engaged shall be paid by contractor.

38.2. The Contractor shall fix wage periods in respect of which wages shall be payable.

38.3. No wage period shall exceed one month. The wages of every person employed as contract labour in an establishment or by a contractor, where less than one thousand such persons are employed, shall be paid before the expiry of seventh day and in other cases before the expiry of tenth day after the last day of the wage period in respect of which the wages are payable.

38.4. Where the employment of any manpower is terminated by or on behalf of the contractor, the wages earned by him shall be paid before the expiry of the second working day from the date on which his employment is terminated.

38.5. All payment of wages shall be made on a working day at the work premises and during the working time and on a date notified in advance and in case the work is completed before the expiry of the wages period, final payment shall be made within 48 hours of the last working day.

38.6. Wages due for individual manpower shall be paid to him direct or the other person authorized by him in this behalf.

38.7. All wages shall be paid through the Bank Accounts of the personnel.

38.8. Wages shall be paid without any deductions of any kind except those specified by the central government by general or special order in this behalf or permissible under the payment of wages act 1956.

38.9. It shall be the duty of the contractor to ensure the disbursement of wages in presence of the site engineer or any other authorized representative of the office who will be required to be present at the place and time of the disbursement of wages by the contractor to workmen.

38.10. Each claim bill of the contractor must accompany details of labourers/employees engaged, duration of their engagement/wage register /amount of wages paid/amount of

EPF/ESI contributions and declaration from the contractor regarding compliance of the condition of EPF Act 1952.

38.11. The contractor shall be responsible for providing all statutory benefits to the personnel employed by him including off day(s) after 6 days & national holidays, PF, ESI etc. & the documentary proof of the same has to be attached with each month's bill.

38.12. The contractor shall be liable to make disbursement of payment among the manpower as per the approved final rates of this contract and has to submit the documentary proof of said disbursement of previous month along with the bill of next month.

39. LABOUR RECORDS

39.1. The contractor shall maintain a Register of Persons employed on work on contract in form XIII of the Contract Labour(R & A) Central Rules 1971 and same shall be submitted along with monthly bills to be submitted by contractor.

39.2. The contractor shall maintain a muster roll register in respect of all workmen employed by him on the work under contract in form XVI of the CL(R & A) Rules.

39.3. The contractor shall maintain a Wage Register in respect of all work men employed by him on the work under contract in form XVII of the CL (R & A) Rules 1971.

39.4. The manpower deployed by the contractor for providing the services to do specific work will have no claim whatsoever for absorption in DoT later on.

39.5. The contractor shall maintain a Register of Fines in the form XII of the CL(R & A) rules 1971 the contractor shall display in a good condition and in a conspicuous place of work the approved list of acts and omission for which fines can be imposed.

39.6. The contractor shall maintain a Register of deductions for damage or loss in form XX of the CL(R & A) Rules 1971.

39.7. The contractor shall maintain a register of Overtime in form XXIII of the CL(R & A) rules 1971.

40. Inspection of Books and Slips.

The contractor shall allow inspection of all the prescribed labour records to any of his manpower or to his agent at a convenient time and place after due notice is received or to the labour officer or any other person, authorized by the Central Government on his behalf for Submission of Returns. The contractor shall submit periodical return as may be specified from time to time.

41. INSURANCE:

Without limiting any of the other obligations or liabilities the contractor shall at his own expense take and keep comprehensive insurance for manpower and for all the work during the execution. The contractor shall also take out workmen's compensation insurance as required by law and under take to indemnify and keep indemnified the DoT for and against all manner of claims and demands and losses and damages and cost (including between attorney and client) charges and expenses that

may arise in regard the same or that the DoT may suffer or incur with respect to end/or incidental to the same. The contractor shall have to furnish originals and /or attested copies as required by the DoT of the policies of insurance take within 15 (fifteen) days of being called upon to do so together with all premium receipts and other papers related thereto which the DoT may require.

42. COMPLIANCE WITH LAWS AND REGULATION

42.1. During the performance of the works the contractor 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, Governmental agency or DoT, municipal boards, Government of other regulatory or authorized body or 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. The contractor shall assume full responsibility for the payment of all contributions and pay rolls taxes, as to its employees, servants or agents engaged in the performance of the work specified in the contractor documents.

42.2. Any assignee to share any portion of the work to be performed here under may be assigned. Assignee to comply with the provisions of the clause and in this connection the contractor agrees as to undertake to save and hold the DoT, harmless and indemnified from and against and all penalties, actions, suits, losses and damages, claims and demands and costs (inclusive between attorney and client)charges and expenses whatsoever arising out or occasioned, indirectly or directly, by failure of the contractor or any assignee or sub-contractor to make full and proper compliance with the said by-laws, rules, regulations, laws and order and provisions as aforesaid.

43. FORCE MAJEURE: -

43.1. If any time, during the continuance of this contract, the performance in whole or in part by either party or any obligation under this contract shall be prevented or delayed by reason of any War, or Hostility, Acts of the public enemy, Civil commotion, Sabotage, Fires, Floods, Explosions, Epidemics, Quarantine Restrictions, Strikes, Lockouts or Act of God (hereinafter referred to as events) provided notice of happening of any such eventuality is given by either party to the other within 21 days from the date of occurrence thereof, neither party shall by reason of such claim for damages against the other in respect of such non-performance or delay in performance, and deliveries under the contract shall be resumed as soon as practicable after such event may come to an end or cease to exist, and the decision of the DoT as to whether the works have been so resumed or not shall be final and conclusive, provided further that if the performance, in whole or part of any obligation under this contract is prevented or delayed by reason of any such event for a period exceeding 60 days either party may, at his option, terminate the contract.

43.2. Provided also that if the contract is terminated under this clause, the DoT shall be at liberty to take over from the contractor at a price to be fixed by the DoT which shall be final, all un-used, un-damaged and acceptable materials, bought out components and stores in the course of manufacture in possession of the contractor at the time of such termination of such portions thereof as the purchaser may deem fit excepting such

materials bought out components and stores as the contracts may with the concurrence of the DoT elect to retain.

44. BREACH OF CONTRACT

The breach of contract is the failure or refusal to perform it. Any breach of contract by one party to it gives the other party an immediate cause of action and a right to damages as compensation for loss following from the breach of contract. A breach occurs where a party to the contract repudiates or fails to perform one or more of the obligations imposed upon him by the contract. The failure to perform may take place when the time for performance has arrived or even before that. Thus, the “Breach of Contract” mentioned above covers (a) the Anticipatory Breach and (b) the Present Breach.

45. The DDG AP TERM Cell may without prejudice to his right against the Contractor in respect of any delay or inferior workmanship or otherwise or to any claims for damage in respect of any breach of the contract and without prejudice to any rights or remedies under any of the provisions of this contract or otherwise and whether the date for completion has or has not elapsed by notice in writing absolutely determine the contract in any of the following cases:

- 1.a) If the Contractor having been given by the Competent Telecom Authority a notice in writing to rectify, reconstruct or replace any defective work or that the work is being performed in any inefficient or otherwise improper workmen like manner, shall omit to comply with the requirements of such notice for a period of seven days thereafter or if the contractor shall delay or suspend the execution of the work so that either in the judgment of the Competent Telecom Authority (which shall be final and binding) he will be unable to secure completion of the work by the date for completion or he has already failed to complete the work by that date.
- 1.b) If the Contractor being a company shall pass a resolution or the court shall make an order that the company shall be wound up or if a receiver or a manager on behalf of a creditor shall be appointed or if circumstances shall arise which entitle the court or creditor to appoint a receiver or a manager or which entitle the court to make a winding up order.
- 1.c) If the contractor commits breach of any of the terms and conditions of this contract.
- 1.d) If contractor commits any act mentioned in clause- (39)
- 1.e) If contractor commits any fraud with the DoT, or any fraudulent motive is detected in his action.
- 1.f) If contractor demands undue charges not stipulated in this contract.

46. When the Contractor has made himself liable for action under clause- (47), the DDG AP TERM Cell on behalf of the DoT shall have powers:

To determine or rescind the contract as aforesaid (of which termination or rescission, notice in writing to the Contractor under the hand of the DDG AP TERM Cell shall be conclusive evidence) upon such determination or rescission the security deposit of the Contractor shall be liable to be forfeited and shall be absolutely at the disposal of DoT.

- 1.a) To employ labour paid by the DoT and to supply materials to carry out the works or any part of the work debiting the Contractor with the cost of the labour and the price of the materials (of the amount of which cost and price certified by the

DDG AP TERM Cell shall be final and conclusive against the Contractor) and crediting him with the value of the work done in all respects in the same manner and the same rates as if it has been carried out by the Contractor under the terms of the Contract. The certificate of the Competent Telecom Authority as to the value of the work done shall be final and conclusive against the Contractor, provided always that action under the sub-Clause shall only be taken after giving notice in writing to the Contractor. Provided also that if the expenses incurred by the DoT are less than the amount payable to the Contractor at his agreement rates, the difference shall not be paid to the Contractor.

- 1.b) After giving notice to the Contractor to measure up the work of the Contract and to take such part there of as shall be unexecuted out of his hands and to give it to another Contractor to complete in which case any expenses which may be incurred in excess of the sum which would have been paid to the original Contractor if the whole work has been executed by him (of the amount of which excess the certificate in writing of the Competent Telecom Authority shall be final and conclusive) shall be borne and paid by the original Contractor and may be deducted from any money due to him by DoT under this contract or on any other account whatsoever or from his security deposit as the case may be.

In the event of any one or more of the courses of clause- (46) and/or clause (47) being adopted by DDG AP TERM Cell the Contractor shall have no claim to compensation for any loss sustained by him by reason of his having purchased or procured any materials or entered into any engagements or made any advances on account or with a view to the execution of the work or the performance of contract. And in case action is taken under any of the provisions aforesaid, the Contractor shall not be entitled to recover or be paid any sum for any work thereto or actually performed under this contract unless and until the Competent Telecom Authority has certified in writing the performance of such work and the value payable in respect thereof and he shall only be entitled to be paid the value so certified.

47. In any case in which any of the powers conferred upon the DDG AP TERM Cell by the above clauses, shall have become exercisable and the same shall not be exercised, the non-exercise hereof shall not constitute a waiver of any of the conditions hereof and such powers shall notwithstanding be exercisable in the event of any future case of default by the Contractor and the liability of the Contractor for compensation shall remain unaffected.

48. CANCELLATION/TERMINATION OF CONTRACT OR PART THEREOF

- 48.1. The Competent Telecom Authority may, at any time, at his option cancel and terminate this contract by written notice stating reasons for such cancellation or termination to the Contractor, in which event the Contractor shall be entitled to payment for the work done up to the time of such cancellation.
- 48.2. The Competent Telecom Authority may, at its option, cancel or omit the execution of one or more items of work under this contract, and any part of such item(s) without any compensation whatsoever to the Contractor by giving due notice in writing stating reasons therefore.
- 48.3. If at any time after the commencement of the work the Competent Telecom Authority shall for any reason whatsoever not require the whole work or part thereof as specified in the tender to be carried out, the Competent Telecom Authority shall give notice in writing of the fact to the Contractor who shall have no claim to any payment of compensation whatsoever on account of any profit or advantage which he might have

derived from the execution of the work in full but which he did not derive in consequence of the full amount of the work not having been carried out.

49. PAYMENTS

- 49.1. The Contractor shall submit bills containing Bank A/c and IFSC code for electronic transfer of fund at office of concerned Competent Telecom Authority for the executed work complete in all respects by the JTO/SDE/AD/ADE/ADG/Director in charge of the section. The bills shall be submitted in DUPLICATE and in the manner and form that may be prescribed by the Competent Telecom Authority. Account payee cheque for amounts passed in the bill will be issued only after the Contractor gives a stamped receipt for the amount unless the bills are pre-receipted. Payments will be made only by Account payee cheques or through ECS. The Competent Telecom Authority will have the right to recover liquidated damages for delay or slow progress of the work from the bills submitted for payment.
- 49.2. Income Tax and such other Taxes applicable from time to time will be deducted from the bill. However, if any new legislation comes into effect for deduction of tax at source, the deduction will be made under that legislature. Necessary Income Tax deduction certificate will be issued by the Accounts Officer detailing the amount so deducted as tax at source at the time of payment of each bill.
- 49.3. The final settlement of the bills and refund/ adjustment/ appropriation of any amount retained from the bills of the Contractor shall be made fully after the Competent Telecom Authority is satisfied that all the contractual obligations have been fully met and no amount remains due for recovery from the Contractor on any account. Unless there are specific reasons, all accounts are expected to be settled within a period of six months from the date of completion of the work in all respects.
- 49.4. Contractor shall pay to third parties all expenditure incurred for restoring services which are damaged by Contractor while carrying out the work. Such expenditure shall be intimated to Contractor either by Competent Telecom Authority or concerned third parties in writing. If contractor fails to pay to the concerned third parties such amount within fifteen days from the date of notice, the Competent Telecom Authority shall recover such amount from the contractor and will make the payment to concerned third parties at the risk and cost of the contractor.
- 49.5. The contractor shall not be justified in abandoning the contract because the DoT has delayed making payment(s) in respect of other work being done for the DoT by the Contractor.
- 49.6. The final bill shall be submitted by the Contractor within one month of the date of completion of work or of the date of the certificate of completion furnished by the Competent Telecom Authority.

50. SECURITY DEPOSIT

- 50.1. Earnest Money (2.5% of the estimated cost of work) deposited at the time of submission of the tender, will be converted into Security Deposit on the acceptance of the tender.

- 50.2. The successful tenderer will have to deposit a Performance Security Deposit of 5% of the contract value (rounded off to next higher multiple of 10 including BID EMD of Rs. 1,32,000/-) at the time of signing of agreement within 7 working days of the issue of the letter of intent. The performance security will be furnished in the form of the Account Payee Demand Draft or Bank Guarantee drawn in favour of Communication Accounts Officer O/o CCA, payable at Hyderabad, Department of Telecommunications or Fixed Deposit Receipt (FDR) from a Commercial Bank made in the name of the Company / Firm / Agency but hypothecated to the Communication Accounts Officer O/o CCA, payable at HYDERABAD. The performance security should remain valid for Communication Accounts Officer O/o CCA, payable at HYDERABAD for a period of 90 days beyond the date of completion of all the contractual obligations of the supplier.
- 50.3. Security Deposit shall not bear any interest for any period whatsoever, and therefore, Interest shall not be payable by the DoT on the Security Deposit or on amounts payable to the Contractor under the contract.
- 50.4. Security Deposit/PBG shall be liable for appropriation / adjustment against any liquidated damages for delayed execution. If the contractor fails or neglects to perform any of his obligation under the contract, it shall be lawful for the DoT to forfeit either whole or any part of the Security Deposit furnished by the contractor after issuing a "SHOW-CAUSE" Notice to the contractor .
- 50.5. The Security Deposit/PBG shall be considered for adjustment against liquidated damages only at the time of final conclusion of the contract and final settlement of account.
- 50.6. All the compensation or other sum of money payable by the contractor under the terms of this contract may be deducted from the Security Deposit/PBG or from any sum which may be due or may become due to the contractor by the DOT on any account whatsoever and in the event of his security deposit being reduced by reason of any such deductions, the contractor shall within ten days make good in cash the amount required to make good in full, the security deposit. Otherwise, the said balance in full shall be collected from the bills of the contractor.
- 50.7. If the contractor duly performs and completes the contracts in all respects, the DoT shall refund the Security Deposit/PBG to the Contractor after deducting all costs and other expenses that the DoT may have incurred for making good any loss due to any action attributable to the contractor which the DOT is entitled to recover from the contractor.
- 50.8. Security Deposit/PBG will be refundable only after full settlement of final bill for the works contracted/executed under the contract and on submission of NOC from the JTO/SDE/AD/ADE/ADG/Director Concerned.
- 50.9. Security Deposit/PBG that is due for refund to the Contractor and remain unclaimed for One years after its refund becomes admissible (for instance, after the contractor fulfills his contract) shall be dealt with in accordance with the provisions contained in the rules of the DoT.

51. DISPUTES AND ARBITRATION

- 51.1. In the event of any question, dispute or difference arising under this agreement or in connection therewith (except as to matter the decision of which is specifically provided under this agreement) the same shall be referred to sole arbitration of the DDG AP TERM Cell or in case his designation is changed or its office is abolished then in such case to the sole arbitration of the officer for the time being entrusted whether in addition to the functions of the DDG AP TERM Cell or by whatever designation such officers may be called (thereinafter referred to as the said officer) and if the DDG AP TERM Cell or the said officer is unable or unwilling to act as such the sole arbitration or some other person appointed by the DDG AP TERM Cell or the said officer. The agreement to appoint an arbitrator will be in accordance with the Arbitration and Conciliation Act, 1996. There will be no objection to any such appointment that the arbitrator is a DOT employee or that he has to deal with the matter to which the agreement relates or that in the course of his duties as DOT employee he has expressed views on all or any of the matter under dispute. The award of the arbitrator shall be final and binding on the parties. In the event of such arbitrator to whom the matter is originally referred, being transferred or vacating his office or being unable to act for any reasons whatsoever such DDG AP TERM Cell or the said officer shall appoint another person to act as arbitrator in accordance with terms of the agreement and the person so appointed shall be entitled to proceed from the stage at which it was left out by his predecessors. The arbitrator may from time to time with the consent of parties enlarge the time for making and publishing the award. Subject to aforesaid Arbitration and Conciliation Act, 1996 and the Rules made there under, any modification thereof for the time being in force shall be deemed to apply to the arbitration proceeding under this clause. The venue of the arbitration proceeding shall be the office of DDG AP TERM Cell at Vijayawada or such other places as the arbitrator may decide.
- 51.2. According to Article 119, Limitation Act, 1963, (as amended from time to time) the period of limitation for an application to set aside an award under the Arbitration Act, 1940 (as amended from time to time), begins to run from the 'date of service of the notice of the filing of the award'. The expression "date of notice" means not only a formal intimation but also an informal one. The notice can be given orally also. When a signed copy of the award is given to the party and his signature taken as a token of such receipt, this shall amount to a notice and the time for filing an application under Article 119 (a), Limitation Act, 1963 would run from that date.

SECTION-VI

JOB SPECIFICATION & JOB DESCRIPTION

JOB SPECIFICATION:-

“Engaging Skilled, Semiskilled and Unskilled manpower for Housekeeping, Data Entry Work/Hiring DEOs, Other Services for day to day running of office and Security Services (Watchman/Chowkidar)”

1. The unskilled manpower shall be able to read and write and also be able to read addresses and names in English.
2. The semiskilled manpower shall be at least HSC/Intermediate pass from a recognized institute.
3. The Skilled manpower shall be professionally qualified by professional degrees like BTech and expert in the requisite domain.
4. Security Guard: The specification for security guards man power is the personnel shall not have liquor addiction and other bad habits and shall be alert.

JOB DESCRIPTION:-

Sl No	Type	Work
1	Unskilled	<ul style="list-style-type: none">• Regular/daily dusting/cleaning of all the files/ furniture, office equipment etc.• Regular dusting / cleaning of racks, storage spaces, windows, walls, fans, switch boards and removing of cobwebs etc. on ceiling roof/walls, etc. so as to maintain general cleanliness and hygiene in office.• Distribution of office dak and files of general nature among the officers in TERM AP Office.• Storage of fresh drinking water and serving to staff and visitors. Making arrangements for tea, coffee (preparing and serving) and arranging snacks etc. during the meetings and routinely to the officers of TERM Cell and other official visitors/representatives.• Cleaning of wash rooms and regular sweeping of offices.

2	Semi-skilled	<ul style="list-style-type: none"> • Photocopying, making sets of reports and other general office documents. • Transmission of office documents on fax machine and movement of files. • Writing addresses on the envelopes, arranging office letters / documents therein and dispatch and delivery of the same to Service Providers, Security Agencies, O/o CCA, Banks and any other related offices situated in Vijayawada, AP. Dispatch and delivery of official letters by ordinary post and registered post. • Opening of envelopes of dak and distributing the letters so received to the concerned officers of TERM CELL AP Office. • Handling of documents including sorting, storing properly in the racks / storage space. • To assist for local purchase of petty items from the market. • Scanning the documents, computer data entry, preparing of reports and other general office documents. • Typing the official letters and other documents. • Handling existing data and editing current information. • Proof reading new entries into a database etc. • Keeping the office record updated. • Taking backup of data at regular intervals and storage of data • Other functions of Data Entry Operators assigned by the office. • Working knowledge of MS office and data base software.
3	Skilled	<ul style="list-style-type: none"> • Should be proficient in SQL, shell scripting and data handling. • Should be able to program and automate the data searching and scanning procedures required by various functions of this office • Proficient programmers for arranging data support to e-Office initiatives by this office • Skills of server, php and other web scripting languages are required.
4	Security Services(Watchman/Chowkidar)	<ul style="list-style-type: none"> • Log of visitors and visiting vehicles shall be maintained • They should be able to keep a vigil and protect the assets of TERM Cell AP. • Assets of the office shall be safeguarded alertly.

SECTION-VII

SCHEDULE OF REQUIREMENTS

S No	Type	Equivalent to	Tentative numbers required
1	House Keeping services	Unskilled	4 (Four)
2	Data Entry work and day to day running of office	Semiskilled	8 (Eight)

However, the above manpower engagement may vary depending on the actual requirement, which will be intimated from time to time. The requirement may be increased or decreased as per requirement. DoT will be under no obligation to hire any specific number of security personnel during the period of contract.

Note: Service shall be from 0900 to 1800 hrs on Monday to Saturday, with a 30 minutes lunch break. However, for Security Services the persons (Watchman/Chwokidar) deployed shall be required to man 24X7.

SECTION – VIII

AGREEMENT

AGREEMENT BETWEEN TERM CELL AP & UP KEEP & HOUSEKEEPING CONTRACTOR

This agreement of Services of TERM Cell, AP, Vijayawada made at Vijayawada on the ____ day of _____ BETWEEN M/s. _____ (hereinafter called as ‘Contractor’ which expression shall unless repugnant to the context or meaning thereof, means and includes its successors and assigns), of the one part AND Telecom Enforcement, Resource & Monitoring Cell, DoT, AP, Vijayawada (hereinafter called the TERM Cell, AP, Vijayawada which expression shall unless repugnant to the context or meaning thereof, means and includes its successors and assigns) whose office is situated at D-11, Telecom Officer’s Complex, Tikkle Road, Mogalrajpuram, Vijayawada-520010 acting through its authorized officer Director, TERM, AP of the other part.

WHEREAS the TERM Cell, AP, Vijayawada is desirous of outsourcing the work of House Keeping, Office Upkeep & Data Entry Operator Services in the O/o the TERM Cell, AP, Vijayawada and whereas the Contractor is engaged in such type of activities for various offices /companies. The Contractor submitted performance security in the form of Bank Guarantee as per the terms and conditions of the tender for Rs. _____ vide Bank Guarantee _____ Valid up to _____. And whereas both the parties have discussed

NOW THEREFORE, it is agreed by both the parties as follows:

I. The Contractor shall handle and execute the “Engaging Skilled, Semiskilled and unskilled manpower for Housekeeping, Data Entry Work/hiring DEOs, other Services for day to day running of office and Security Services(Watchman/Chowkidar)” in the O/o TERM Cell, AP, Vijayawada from _____ to _____ for a sum of Rs.437/- per day/per person for unskilled, Rs.494/- per day/per person for semi-skilled and Rs.579/- per day/per person for data entry operator or as prescribed from time to time, by the competent authorities, viz., Asst.Labour Commissioner/Regional Labour Commissioner or such other office under the Ministry of Labour, Govt. of India as applicable to the state and other applicable taxes. Total persons to be engaged/supplied are 4 Unskilled, 8 semi-skilled (For Housekeeping) and 0 Skilled for Data entry or actual requirement.

II. The contractor throughout the currency of the contract period and also during extension of same, should ensure the payment of minimum wages to the deployed personnel as per the

latest/existing prevalent rates as prescribed from time to time, by the competent authorities, viz., Asst. Labour Commissioner/Regional Labour Commissioner or such other office under the Ministry of Labour, Govt. of India as applicable to the state. In case, if the basic rates and/or variable DA rates or both are revised or increased by the Labour Commissioner office, the contractor has to make/effect payment at the revised rates, from that month onwards and claim the same from the Department (DoT). Similarly, if any revision in rates of contribution to EPF, ESI etc. is notified by the Competent Authorities, then such revised rates may also be claimed from the Department (DoT) on production of proof of payment of the same. The revised rates, so claimed, shall be paid by the Department, after ascertaining the same with the relevant labour authorities and also upon verification/cross-check of receipt of the same with the deployed personnel and after scrutiny of relevant records of the contractor.

III. The Contractor has to claim the contractor administration charges as per rates he quoted in the bid he filed for the tender, i.e., Rs.____/-per manpower per month for unskilled, Rs.____/- per manpower per month for semiskilled and Rs.____/- per manpower per month for data entry operator.

IV. The contractor shall comply with all the terms and conditions of the tender document No.TERM AP/House Keeping Tender/2017-18/06, dated at VJ the 24-10-2017 along with the sections annexed thereto, which are part and parcel of this agreement and also the following terms and conditions.

V. The Contractor has been shown the areas of work and different jobs for carrying out all works, in addition to the description of services under Section II(2) of this tender.

1. The contractor shall ensure that all persons employed by him shall be efficient, honest and conversant with the nature of work.

2. Be it clearly understood and agreed that by this Deed that no relationship of employer and employee is created between the TERM Cell AP, Vijayawada and the employees engaged by the Contractor.

3. The Contractor shall provide the House keeping, Office Up keep & Data Entry Operator Services to the TERM Cell, AP, Vijayawada. The Contractor shall undertake and assure the TERM

Cell, AP, Vijayawada that he will provide proper and efficient services in the predetermined schedule of time. Besides services will also be rendered by the Contractor as and when desired by the TERM Cell, AP, Vijayawada even though it may not be as per schedule.

4. The Contractor shall decide the modus operandi as to engage men/machinery by him rendering proper and efficient services and to conform to the prescribed standard of Hygiene.

5. The Contractor, being the employer in relation to persons engaged/employed by him for providing the services under this agreement, shall alone be responsible and liable, to pay wages/salaries to such persons which in any case will not be less than in accordance with the minimum wages as fixed or prescribed for the category of workers employed by him from time to time or by the State Government and / or any authority constituted by or under any law.

6. The Contractor shall adhere to and comply with all the laws that may be applicable to him and will extend all the benefits/privileges as applicable to persons engaged/employed by him including that of Provident Fund, ESI, Workmen's Compensation Act, Bonus, Gratuity, Minimum Wages Act and Leave etc. In case of breach of any law, rules, notifications applicable to the employees of the Contractor engaged, the contractor alone shall be responsible and liable for any act(s) of omission and/or commission committed by any employee, agent, representative, attorney, persons(s) engaged/employed by him for discharging the obligations under this Agreement.

7. All employees of the contractor shall be issued with identity cards, bearing their photographs. Cost of identity cards & photographs for identity cards shall be borne by the Contractor. The Contractor shall have the identity card format approved by the TERM Cell, AP, Vijayawada.

8. The Contractor shall issue name badges to all his employees, which the employees shall wear while on duty.

9. The contractor alone shall have the right to take disciplinary action against any person(s) engaged/employed by him; while no right whatsoever shall vest in any such person(s) to raise any dispute and/or claim whatsoever against the TERM Cell, AP, Vijayawada. The TERM Cell, AP, Vijayawada shall, under no circumstances be deemed or treated as the employer in respect of any

person(s)engaged/employed by the contractor for any purpose whatsoever nor would the TERM Cell, AP, Vijayawada be liable for any claims(s) whatsoever of any persons(s) of the Contractor.

10. The Contractor shall obtain appropriate license under the Contract Labour (Regulation & Abolition) Act, 1970 and the rules as amended up to date and shall comply with all the terms & conditions thereof strictly, and shall keep such license duly validated and/or renewed from time to time throughout the currency of this Agreement.

11. In case the TERM Cell, AP, Vijayawada is required to meet any liability in respect of any person(s) engaged/employed by the Contractor by virtue of their working at the premises of the TERM Cell, AP, Vijayawada, it would be open and lawful for the TERM Cell, AP, Vijayawada to deduct the amount(s) of any such liability from out of the dues payable to the Contractor.

12. The Contractor shall maintain all registers required under various Acts, which may be inspected by the TERM Cell, AP, Vijayawada as well as the appropriate authorities.

13. The Contractor shall be responsible for all injuries and accidents to persons, employed by him.

14. The Contractor shall be responsible for the conduct and behavior of his employees. If any employee of the Contractor is found misbehaving with the TERM Cell, AP, Vijayawada staff, the contractor shall take necessary and appropriate action.

15. In the event of any loss/damage being occasioned to the TERM Cell, AP, Vijayawada on account of the negligence of the Contractor's employees, the Contractor shall make good the loss sustained by the TERM Cell, AP, Vijayawada either by replacement of the material/equipment or payment of compensation.

16. The Contractor shall not appoint any sub-contractor to carry out any obligations under the contract.

17. The Contractor shall take proper instructions from the TERM Cell, AP, Vijayawada for the execution of the contract at different places and will faithfully comply with the same.

18. The Contractor shall attend to complaints relating to House-keeping, Office Upkeep, and data entry operator services received from the employees of the TERM Cell, AP, Vijayawada and shall devise a system whereby such complaints when brought to the notice of the Contractor will be attended promptly by him or his employees concerned.
19. All members of the staff employed by the Contractor will be subjected to security check by the TERM Cell, AP, Vijayawada's Staff while leaving the premises.
20. The Contractor shall submit his bill in respect of services rendered, by 1st day of the month immediately following the month to which such services relate.
21. The Contractor will have to produce the Register of Wages or the Register of Wages-cum-Muster Roll to the authorized representative of the TERM Cell, AP, Vijayawada.
22. The Contractor shall cause to provide details of recoveries made towards each of the labour engaged in respect of EPF, ESI etc., for the previous month along with the paid receipt of the concerned organization to TERM Cell, AP, Vijayawada within ONE WEEK of remittance of EPF & ESI.
23. The Contractor shall give the services on all days during the period of contract as per the requirement of TERM Cell, AP, Vijayawada.
24. The Contractor's employees will make their own arrangements for food and snacks while at work at their own cost and the TERM Cell, AP, Vijayawada will not entertain any financial expenditure or provide any canteen facility.
25. Should the Contractor commit any breach of any of the terms and conditions hereof and/ or fail/neglect to carry out any instructions issued to him by the TERM Cell, AP, Vijayawada from time to time, it shall be open and lawful for the TERM Cell, AP, Vijayawada to terminate this Agreement forthwith without assigning any reason and can get the work done by any person(s) or through any other agency or contractor at the risk and cost of the contractor and the contractor shall have no right to claim any compensation whatsoever on this account.
26. In the event of any dispute or difference arising out of operation of this Agreement the same shall be referred to the sole arbitration and the sole arbitrator will be the Deputy Director General,

TERM Cell, AP, Vijayawada or any officer appointed by him whose decision shall be final and binding on both the parties. The venue of the arbitration shall be at Vijayawada. The provisions of the Conciliation and Arbitration Act 1996 shall apply to the arbitration.

27. All the above services and any other work of similar nature, which will be entrusted to the Contractor from time to time by the TERM Cell, AP, Vijayawada are to be rendered without causing any hindrance or disturbance to any staff member of the TERM Cell, AP, Vijayawada working during the normal working hours. The work shall be carried out efficiently, in consonance and in conformity with the standards of a neatly and hygienically maintained premise.

IN WITNESS WHEREOF both the parties mentioned above append their signature in token of having accepted the above terms and conditions.

Party of the First Part

Party of the Second Part

WITNESSES:

- 1.
- 2.

SECTION- IX

PRO FORMA OF PERFORMANCE SECURITY BOND

1. In consideration of Deputy Director General AP TERM CELL, DoT, AP (hereinafter called DDG AP TERM Cell) having agreed to exempt _____
(Here in after called the said approved tenderer(s) from the demand of security deposit/earnest money of Rs. _____ on production of Bank Guarantee for Rs.

_____ for the due fulfillment by the said approved tenderer of the terms and conditions to be contained in an Agreement in connection with the contract for the supply of

_____ we, (name of the bank) _____ (hereinafter referred to as “the bank”) at the request of _____ approved tenderer’s do hereby undertake to pay to CAO O/o CCA AP, Hyderabad an amount of not exceeding _____, against any loss or damage caused to or suffered or would be caused to or suffered by the DDG AP TERM Cell, by reason of any breach by the said tenderer’s of any terms & conditions contained in the said agreement.

2. We (name of the bank) _____ do hereby undertake to pay the amounts due and payable under this guarantee without any demur, merely on a demand from the DDG AP TERM Cell stating that the amount claimed is due by way of loss or damages caused to or would be caused to or suffered by the DDG AP TERM Cell, reason of breach by the said approved tenderer’s of any of the terms & conditions contained in the said agreement or by reason of the approved tenderers failure to perform the said agreement. Any such demand made on the bank shall be conclusive as regards the amount due and payable by the Bank under this guarantee where the decision of the DDG TERM AP, in these counts shall be final and binding on the bank. However, our liability under this guarantee shall be restricted to an amount not exceeding Rs. _____.

3. We undertake to pay to the CAO O/o CCA AP, Hyderabad any money so demanded notwithstanding any disputes raised by the approved tenderer(s)/suppliers in any suit or proceeding pending before any court or tribunal relating thereto our liability under the present being absolute and equivocal. The Payment so made by us under this bond shall be valid discharge of our liability for payment there under and the approved tenderer(s) /supplier(s) shall have no claims against us for making such payment.

4. We (name of the bank) _____ further agree that the guarantee therein contained shall remain in force and effect immediately for a period of 15 months from date herein. Notwithstanding the aforesaid, this bank Guarantee shall be for a sum of not exceeding Rs. and for a period of 15 months from the date of issue i.e. We are liable to pay the guaranteed amount or part thereof under this bank guarantee if we are served upon written claim or demand on or beforeand thereafter bank will not be liable for any claim or demand whatsoever.

5. We (name of the bank) _____ further agree with the DDG AP TERM Cell that the DDG AP TERM Cell shall have the fullest liberty without our consent and without affecting in any manner our obligations hereunder to vary any of the terms & conditions of the said agreement or to extend time of performance by the said approved tenderer(s) from time to time or to postpone for any time to time any of the powers exercisable by the DDG TERM AP, against the said

approved tenderer(s) and to forbear or enforce any of the terms & conditions relating to the said agreement and we shall not be relieved from our liability by reason of any such variation, or extension being granted to the said approved tenderer(s) or for any forbearance, and or any omission on the part of DDG AP TERM Cell, or any indulgence by the DDG AP TERM Cell, to the said approved tenderer(s) or by any such matter or thing whatsoever which under the law relating to sureties would, but for this provision, have effect of so relieving us.

6. This guarantee will not be discharged due to the change in the constitution of the bank or the approved tenderer(s).

7. This guarantee shall be irrevocable and the obligations of the bank herein shall not be conditional to any prior notice by the DDG AP TERM Cell

Dated: _____

For _____

(Indicating the name of the Bank)

N.B. This guarantee should be issued on non-judicial stamped paper of Rs. 100/-

SECTION-X
CHECK LIST FOR BIDDERS

S. No.	Documents	Yes/No or N/A
1	Cost of Tender documents.	
	DD No. Amount. Date:	
2	EMD Details DD No.: Amount : Date:	
3	Whether all the Pages are stamped, signed and properly tagged with all Documents?	
4	Whether Bid Form and Bidder's profile is filled up? (Section-II and III)	
5	Self Attested copy of Registration of the firm/Certificate of Incorporation or Shop and establishment registration certificate.	
6	Self Attested copies of Income Tax Returns filed for the financial years 2014-15, 2015-16, and 2016-17.	
7	Self attested copy of AoA / MOA / Proprietorship declaration	
8	Self Attested copy of PAN card.	
9	Self Attested copy of GST/Service Tax Certificate.	
10	Self Attested copy of EPF certificate.	
11	Self Attested copy of ESI certificate.	
12	Self Attested copy of Experience certificate, work orders etc., establishing experience of at least three years (within the last four years) of proving manpower to Public sector companies, Banks, government departments etc.	
13	Declaration regarding no relative working in DOT on Rs. 10/- Stamp Paper & Notarized	
14	Declaration towards Non – Tampering of tender document.	
15	Declaration about Blacklisted/Non-Blacklisted company Rs. 10/- stamp paper & Notarized	
16	Power of Attorney in original, in case tender document is signed by person other than tenderer or tendering company.	
17	Self Attested Copy of Labour License or Declaration duly notarized.	

GOVERNMENT OF INDIA

DEPARTMENT OF TELECOMMUNICATIONS

O/O DEPUTY DIRECTOR GENERAL TERM

TELECOM ENFORCEMENT, RESOURCE & MONITORING CELL, AP

D-11, Telecom Officers' Complex, Tikkil Road, Vijayawada – 520 010.

PART-II

FINANCIAL BID DOCUMENT

FOR

“Out sourcing of Housekeeping, Data Entry work / hiring DEOs and other Services for day to day running of office”

FOR USE IN

O/o THE DEPUTY DIRECTOR GENERAL

TELECOM ENFORCEMENT, RESOURCE & MONITORING CELL, AP (Vijayawada)

NIT No: TERM-AP/House Keeping Tender/2017-18/06 Dated: 24-10-2017

(“FINANCIAL BID”)

SECTION XI
FINANCIAL BID
(To be filled and uploaded)

Annexure-I

For Housekeeping, Data entry / Day to day running of office works in the O/o DDG (TERM)AP, Vijayawada, Department of Telecommunications

I. Name of tendering Company / Firm / Agency: _____

II. Details of Earnest Money Deposit: Rs. _____

D.D/ Bankers Cheque No. and Date : _____

Drawn on Bank: _____

III. Following “Compound of Rate are taken in accordance with the Central Govt. Minimum Wages Act, 1948 as applicable in the Vijayawada area for Maintenance in building operations per day basis and other bylaws applicable (inclusive of all statutory liabilities, taxes, levies, cess etc.).

S.N o.	Compound of Rate	Valuation	Per One Unskilled manpower	Per One Semi- skilled manpower
1	Minimum Wages per day for B type city (Maintenance in building operations) (Basic + VDA) as per Central Govt. notification No.1/13(3)/2017-LS-II dated 17-03-2017	A=437.00	437	494
2	Employees Provident Fund, Employees pension scheme and EDLIS by employer contribution as applicable	B=13.36 % of A	58.38	65.99
3	Employees State Insurance contribution from employer as applicable	C=4.75 % of A	20.75	23.46
4	Goods and Service Tax as applicable	D=18 % of (A+B+C)	92.9	105.02
5	Total (G) per manpower per day	F=A+B+C+D	609.03	688.47

Note:

1. Wages are taken as per notification No.1/13(3)/2017-LS-II dated 17-03-2017 issued by O/o the Chief Labour Commissioner (C), Ministry of Labour and Employment, Government of India, New Delhi. Minimum wages would be revised as per the revision of wages/ VDAs by the Ministry of Labour and Employment, New Delhi, if any during the period of contract will be paid by contractor and the same will be reimbursed by the TERM Cell, AP Vijayawada on receipt of bill.
2. Here, percentage (mentioned above) value of Employees Provident Fund, Employees pension scheme, EDLIS, ESIC and service tax etc. are taken as per present rules, however, Employees Provident Fund, Employees pension scheme EDLIS, ESIC and service tax etc. as per rules applicable from time to time will be paid to bidder during operation of tender.
3. It shall be presumed that each of the tenderer shall be liable to make payments to the manpower as per the above statutory liabilities and claim the same from TERM Cell AP. The incidence of the above statutory payments shall be worked out by the TERM Cell AP & the tenderer need not quote against the same in financial bid.
4. Financial evaluation of bid shall be done in accordance to the rate quoted by the bidder in the column “Contractor Administration Charges” in the annex-II of Financial Bid.

Date.....

Signature & Seal of the Tenderer

Place.....

Name.....

Name of the Tenderer:

Signature & Stamp

SECTION XI
FINANCIAL BID
Annexure-II

(To be submitted along with Annex-I)

IV. Contractor Administration Charges:-

The Tenderer shall be required to quote only Contractor Administration charge per person per month deployed, which shall be the deciding parameter for the award of the contract. (The Contractor Administration charge rates are to be quoted per Calender month per manpower irrespective of working days in the month, though the reimbursement of wages for manpower will be made per manpower for actual number of working days.)

	Unskilled (X)	Semi Skilled (Y)	Skilled (Z)
Contractor Administration Charges (in Rs.) per manpower per month.	In Figure Rs ____	In Figure Rs ____	In Figure Rs ____
Inclusive of all statutory / taxation liabilities etc. upon administration charge but exclusive of service tax applicable.	In words Rs _____	In words Rs _____	In words Rs _____
	_____	_____	_____
	_____	_____	_____

Notes:

1. In addition to the above applicable Service Tax on Contractor Administration Charges shall be payable separately as per the notification issued from time to time and on production of receipts of payment.
2. The rates quoted by the tendering agency should be inclusive of all statutory/taxation liabilities etc. but exclusive of GST/service tax/applicable taxes shall be paid separately as per extant rules. However in revision of taxation /statutory payment shall be revised accordingly.
3. The payment shall be made on conclusion of the calendar month only on the basis of duties performed by each man power during the month. However administration charges and goods and service tax shall be paid per month per manpower after deducting penalty etc. if any.

4. L-1 bidder will be decided based on Total Contractor administration charges calculated. If rates quoted for Unskilled, Semi-skilled and Skilled are A,B and C respectively, the formula used for deciding L1 is $4 \times X + 8 \times Y + 2 \times Z$. Here 4, 8 and 2 are number of manpower taken to decide L1 in case of Unskilled, Semi-skilled and Skilled respectively.
5. Any correction/modification/updating must be authenticated by countersign with date.
6. Any difference between quoted figures and words, the rate quoted in words will prevail and be treated as final.
7. Contractor Administration charges will remain same for given basic rate during complete contract period. It shall not be affected when minimum wages are changed by the Government.
8. **If a firm quotes 'NIL or Negative Contractor Administration charge / consideration, the bid shall be treated as unresponsive and will not be considered.**

Name of the Tenderer

Signature & Stamp