



**GOVERNMENT OF INDIA
MINISTRY OF COMMUNICATIONS & IT
DEPARTMENT OF TELECOMMUNICATIONS
O/o Pr. CONTROLLER OF COMMUNICATION ACCOUNTS, Kolkata
8, Hare Street, (2nd floor)
Kolkata - 700 001.**

BID DOCUMENT

TENDER DOCUMENT

FOR

**PROVIDING SERVICES OF HOUSE KEEPING JOB VIZ. MOVING FILE/DAKS/PAPERS,
ATTENDING OFFICERS, SWEEPING/CLEANING/CARE TAKING, TIFFIN ROOM
MANAGING, ETC**

FOR USE IN

O/o Pr. CONTROLLER OF COMMUNICATION ACCOUNTS, KOLKATA.

Tender No: CCA/CTD/Tender/Job Contract/2015-16 dated 24.04.2015

Total No. of Pages - 19

Price Rs. 500/-

CHECK LIST

Self attested photocopies of the following documents are required to be enclosed with the **Technical Bid**, failing which their bids shall be summarily/out rightly **rejected** and will not be considered any further:

SI No.	Documents	Remarks Submitted Yes/No
1.	Copy of Registration Certificate with Labour Department	
2.	Copy of PAN/GIR Card	
3.	Copy of the last two years IT return	
4.	Copy of EPF certificates	
5.	Copy of ESI certificates	
6.	Copy of Service Tax registration certificates	
7.	Work experience of similar work with Govt. Ministries /PSUs/ Autonomous bodies or similar nature	
8.	Documents for minimum financial turnover of Rs 2 Lakhs per annum during the last two years	
9.	Declaration regarding nearest relatives working in D.O.T <u>on stamp paper Rs100/- duly executed & attested by public notary(Annexure-III)</u>	
10.	Declaration regarding blacklisting/debarring from taking part in Govt. tender <u>on stamp paper Rs100/- duly executed & attested by public notary(Annexure-VI)</u>	
11.	EMD Rs 12,000/- (by Pay Order/DD Refundable)	
12.	All page of tender forms/T&C are to be signed with stamp and deposit with Technical Bid	

SCOPE OF WORK AND GENERAL INSTRUCTION FOR TENDERS

1. The O/o Pr. CCA, Department of Telecommunications located at Telephone house, 8, Hare Street, 2nd floor, Kolkata-1 requires the services from reputed experienced and financially sound manpower companies/firms/agencies for providing services for house keeping job viz, providing services of house keeping job viz. moving papers/File/Daks/Cleaning/Care taking/Tiffin room managing, attending officers etc in the O/o the Pr CCA, Kolkata.
2. The contract is likely to commence from **June 2015** and would continue till one year. The period of the contract may be further extended for a period of one year after the completion of the contract provided the requirement of the Ministry for attendants persists at that time or may be curtailed/terminated before the contract period owing to deficiency in service or substandard quality of manpower deployed by the selected company/firm/agencies. Pr CCA, Kolkata however reserves right to terminate this initial contract at any time after giving one week notice to the selected service providing companies/firm/agency.
3. This Office requires **04 numbers** of contract labour, however the same can be increased or decreased at the sole discretion of Office of Pr. CCA, Kolkata. They should be able to read addresses and names in English. The nature of services shall include carrying out all the functions generally performed in the secretariat by attendants/messengers and any other duties assigned to him/her. The requirement of this office may increase or decrease during the initial period of contract also.
4. The interested companies/firms/agencies may put the tender documents complete in all respect along with Earnest Money Deposit(EMD) Rs 12,000/-(Rupees twelve thousand only), Rs 500/- were applicable as price of Bid Document and other requisite documents within scheduled time in the Tender Box kept in Admin section O/o Pr. CCA, Kolkata. The tenders shall not be entertained after last date & time under any circumstances whatsoever.
5. The schedule of tender is as follows:

Sl. No.	Activity Description	Time Schedule
1	Tender No.	CCA/CTD/Tender/Job Contract2015-16
2	Estimated Value of Tender	Approx Rs 6 Lakh
3	Cost of Tender document	Rs. 500/- (Cash or DD)
4	Sale of Tender Document	11.00 Hours to 14.00 Hours on all working days from 24.04.2015 to 15.05.2015.
5	Last date and Time of Receipt of tender document	14.30 Hours of 15.05.2015.
6	Amount of EMD to be deposited.	Rs. 12,000/- (by Pay Order/DD Refundable)
7	Time and Date of Opening of Technical Bid.	15.00 Hours of 15.05.2015.
8	Place of opening of Technical Bid.	Conference Room, O/o the Pr.CCA, Kolkata, 8, Hare Street, 2nd floor, Kolkata-1.
9	Place, Date & Time of opening of Financial Bid.	To be notified later.
10	Validity of tender	90 days from the date of Opening

6. The tender have been invited under two-bid system i.e. Technical Bid and Financial Bid. The interested agencies are advised to submit two separated sealed envelopes super scribing Technical Bids for providing service for House Keeping job viz. Sweeping /Cleaning, Care Taking, Tiffin Room Managing, Moving Papers/Files/Daks etc. in the O/o the Pr. CCA, Kolkata, 8, Hare Street, 2nd Floor, Kolkata-700001 and Financial Bids for providing services of moving papers/File/Daks etc. in O/o the Pr. CCA, Kolkata. Both sealed envelopes should be kept in a third sealed envelope super scribing "Tender for providing services of moving Paper/File/Dak etc. in O/o the Pr. CCA, Kolkata.

7. The Earnest Money Deposit (EMD) of Rs. 12,000/- (Rupees Twelve thousand) only, refundable (without interest) should be necessarily accompanied with the Technical Bid of the agency in the form of Demand Draft/Pay Order from any of the Commercial Bank drawn in favour of Sr. Accounts Officer (Payment), O/o Pr. CCA, Kolkata. Offer not accompanied by earnest money of the requisite amount or without proper validity will be summarily rejected.
8. The successful tenderer will have to deposit a performance security deposit for a sum of 5 %of estimated value subject to the revision at the time of placing the work order within 15 days of the receipt of the formal order. The performance security will be furnished in the form of the Account Payee Demand Draft or Bank Guarantee drawn in favour of Sr. Accounts officer, O/o the Pr. CCA, Kolkata or Fixed Deposit Receipt (FDR) from a Commercial Bank made in the name of the company/firm/agency but hypothecated to Sr. Accounts Officer, O/o the Pr. CCA, Kolkata. The performance security should remain valid for a period of 60days beyond the date of completion of all the contractual obligations of the supplier.
9. The tendering Company /Firms/agencies are requested to enclose self attested photocopies of the following documents alongwith the technical Bid, failing their bids shall be summarily/out rightly rejected and will not be considered any further:
- a) Registration Certificate with Labour Department.
 - b) Copy of PAN/GIR card.
 - c) Copy of the IT return filed for the last two financial years.
 - d) Copy of the EPF and ESI certificates.
 - e) Copy of the Service Tax registration certificates.
 - f) Work experience of similar work with Govt. Ministries/PSUs/Autonomous Bodies during the past two years.
 - g) Documents for minimum financial turnover of Rs. 2 Lakhs per annum during the last two years.
10. The conditional bids shall not be considered and will be out rightly rejected in very first instance.
11. All entries in the tender from should be legible and filled clearly. If the space for furnishing is insufficient a separate sheet duly signed by the authorized signatory may be attached. No overwriting or cutting is permitted in the Financial Bid Form. In such cases, the tender shall be summarily rejected. However, the cuttings, if any in the Technical Bid, application must be initiated by the person authorized to sign the tender bids.
12. The envelope containing Technical Bid shall be opened on the scheduled date and time a mentioned in NIT in conference room, of the Pr. CCA, Kolkata, Telephone House, 8, Hare Street, 2nd Floor, Kolkata in the presence of the representative of the companies/firms/agencies, if any, who wish to be present on the spot at that time. Performance on Technical Bids shall be evaluated by the competent authority. Financial Bids of technically qualified, eligible bidders meeting all the requisite criteria only shall be opened on a date & place to be notified later in presence of short listed contractors or their authorized representative.
13. The competent Authority of the office of Pr. CCA, Kolkata, Department of Telecommunications reserves to annul any or all bids without assigning any reason thereof.
14. The bidder shall quote the technical & financial bids as per the format enclosed at Annexure I & II.

TECHNICAL REQUIREMENTS FOR THE TENDERING COMPANY/FIRM/AGENCY

The tendering manpower company/firm/agency should fulfill the following technical specifications.

1. The Registered Office or one the Branch Office's of the manpower company/firm/agency should be located in Kolkata.
2. The manpower Company/Firm/Agency should be registered with e appropriate registration authority.
3. The Company/Firm/Agency should have at least two years experience in providing manpower to Public Sector Companies/Banks and Government Departments etc.
4. The Company/Firm/Agency should be registered with Income Tax and Service Tax Department.
5. The Company/Firm/Agency should be registered with appropriate authorities under Employees Provident Fund and Employees State Insurance Acts.
6. The Company/Firm/Agency should have a minimum financial turn over of Rs. 2 Laks per annum during the last two year.

TECHNICAL REQUIREMENT FOR MANPOWER TO BE SUPPLIED BY SUCCESSFUL BIDDERS FOR MOVING PAPER/DAKS IN THE DEPARTMENT OF TELECOMMUNICATIONS

1. He should be able to read and write English/Hindi and also be able to read address and names in English. The nature of services shall include carrying out all the functions generally performed in the secretariat by attendants and such other duties as may be assigned him/her. The manpower to be engaged should be 18-40 years in age.
2. His/her antecedents should have been got verified by the agency from the local police authority.

JOB DESCRIPTION

Subject: Providing services for House Keeping job viz, Sweeping/Cleaning, Care- taking, Tiffin Room managing, Moving papers/Files/daks, attending officers etc. in the O/o the Pr. CCA, Kolkata.

SI No.	Job description & Nature
01.	Cleaning & mopping of furniture, gadgets and setting in office
02.	Dusting & Cleaning of Files, Computers & other assets in the office
03.	Dusting & Cleaning of Wall, cleaning of open space
04.	Dusting & Cleaning of partition walls of open space
05.	Dusting & Cleaning with Vacuum Cleaner
06.	Dusting, Sweeping & cleaning of open space other than Toilet
07.	Cleaning, washing and mopping of Toilets
08.	Supply of Drinking Water using glasses, pitchers etc & other assistance to the staff & officers
09.	Movements of files etc. from one point to the other
10.	Making duplicates of documents operating duplicating Machines, their binding, stitching and movement
11.	Binding, Stitching & tagging of documents operating duplicating Machines, their binding, stitching and movement.
12.	Operating Fax Machines
13.	Despatch of letters in Post Offices
14.	Official Co-ordination between various Units
15.	Attending Senior Officers
16.	Delivery of correspondence to near by Telecom Co's Offices, Central & State Govt. Offices etc.
17.	Security & watching of Office premises etc
18.	Making & serving Tea, Coffee, Tiffin etc. using Kitchen & utensils
19.	Job of similar to above description and nature
20.	Any other work entrusted by the authority

TERMS And CONDITIONS

1. The contract shall be for a period of one year, unless it is curtailed by this office owing to deficiency of service, sub-standard quality of attendance deployed, breach of contract, reduction or cessation of the requirements of work. The rate shall remain constant & will not be subject any variation during the currency of the contract.
2. The contract shall automatically expire after one year from commencement of the contract unless extended further by this office or same terms and conditions.
3. The contract may be extended, on the same terms and conditions or with some modification, for a further period not exceeding one year.
4. The statutory charges including DA are payable as per requirements of law during currency of the agreement including extension, if any. The contracting Company/Firm/Agency shall not be allowed to transfer assign, pledge or sub-contract its rights and liabilities under this contract to any other agency without the prior written consent of this office.
5. This office at present has requirement of workload equivalent to 4 contract labour subject to change at the sole discretion of Pr. CCA, office. The same is binding on the contractor.
6. The tenderer will be bound by the details furnished him/her to this Department, while submitting the tender or at subsequent stage. In case any of such documents furnished by him/her is found to be false at any stage, it would be deemed to be a breach or terms of contract making him/her liable for legal action besides termination of contract.
7. Financial bids of only those tenderers who are technically responsive shall be evaluated.
8. Termination for Insolvency:
 - 8.1.1 The Pr. CCA, Kolkata, may at any time terminate the contract by giving written notice to the contractor without compensation to the contractor, if the contractor becomes bankrupt or otherwise insolvent as declared by the competent court provided that such termination will not prejudice or affect any right or action or remedy which has accrued or will accrue thereafter to the office of Pr. CCA, Kolkata.
 - 8.1.2 Optional termination by the Pr. CCA, Kolkata(other than due default of the contractor) : The Office of the Pr. CCA, Kolkata, 8, Hare Street, Kolkata-1 may at any time at its optional cancel and terminate this compensation to the contractor. Contractor shall be paid for the work, which has been actually completed unto the date of such action by Pr. CCA, Kolkata.
 - 8.2.1 Pr. CCA, Kolkata, 8, Hare Street, Kolkata-1 may at its option cancel or omit the execution of one or more items of work under this contract and may part of such item without any compensation what so ever to the contractor.
 - 8.2.2 The action of the Pr. CCA, Kolkata as per the above sub-clauses shall not be construed as breach of the contract.

8.3 Issued of Notice:

8.3.1 The designated officer of the Pr. CCA, Kolkata shall issue show cause notice giving details of lapse, violation of terms and conditions of the contract, wrongful delays or suspension or work or slow progress to the contractor directing the contractor to take corrective action. A definite time schedule for corrective action shall be mentioned in the show cause notice. If the contractor fails to take corrective action within the stipulated time frame, the O/o Pr. CCA, Kolkata submit a draft of final notice along with a detailed report to the competent authority which had accepted the contract.

8.3.2 “Any notice order or other communication sought to be served on the Contractor with reference to the contract shall without prejudice to any other mode of service be deemed to have been served if delivered by hand or sent by registered post to the office of continue at site or to the contractor’s head office while any notice or order or communications by the contractor to be served on Pr. CCA, Kolkata with reference to the contracts shall be valid if same is served /delivered by hand or through registered post to the office of Pr. CCA, Kolkata at his head quarters”.

9. The contracting agency shall ensure that the manpower deployed in the office of Pr. CCA, Kolkata, 8, Hare Street, Kolkata-1 conforms to the technical specifications of age and skills prescribed at page no. 5 of the Tender Documents.

10. The manpower employed by the agency shall be required to work normally as per the office working days i.e. Monday to Friday from 09.00 hrs to 18.00 hrs with a lunch break of ½ hour. The manpower may also be called upon to perform duties on Saturday, Sunday and other Gazetted holidays, if required. Normal wages will be paid for attending the office on such holidays. The manpower, if deputed for any official work outside the office shall not be entitled any other emoluments except only the actual bus fare for the purpose.

11. The contracting company/firm/agency shall furnish the following documents in respect of the individual attendants who will be deployed by it in this Department before the commencement of work.

- a) List of attendant short listed by the agency for deployment in Ministry of Communications & IT containing full details i.e. date of birth, marital status, address, photographs, identification mark etc.
- b) Bio-data of the person.
- c) Certificate of verification of antecedents of persons by local police authority.

12. In case, the person employed by the successful Company/Firm/Agency commits any act of omission/commission that amounts to misconduct/indiscipline/incompetence and security risk, the successful Company/Firm/Agency will be liable to take appropriate disciplinary action against such persons, including their removal from site of work, if required by this office. The tendering Company/Firm/Agency shall replace within two days of its personnel who is found & acceptable in this office.

13. The tendering company shall provide identity card so the personnel deployed in this office carrying he photographs of the personnel and personal information such as name, Date of Birth and identification mark etc.

14. The service provider 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.
15. The service provider shall ensure proper conduct of his personnel in office premises, and enforce prohibition of consumption of alcoholic drinks, paan, tobacco chewing, smoking, loitering without work, chewing gum or any other material which may cause unnecessary spitting.
16. The person deployed shall be required to report for work at 09.00 hrs. to Accounts Officer /Asstt. Accounts Officer (Admin.) and would leave at 18.00 hrs. In case person deployed is absent on a particular day or comes late/leaves early on three occasions, one day wage shall be deducted. In case of repetition of such instances, clause 18 will be applicable.
17. The agency shall depute a coordinator who would be responsible for immediate interaction with the Pr. CCA, Kolkata so that optimal services of the persons deployed by the agency could be availed without any disruption.
18. The selected agency shall immediately provide a substitute in the event of any person leaving the job due to him/her personal reason. The delay by the agency in providing substitute beyond two working days shall attract liquidated damage @ Rs. 200/- per day (per such case) on the service providing agency, besides deduction in payment on pro-rata basis.
19. It will be the responsibilities of the service providing agencies 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.
20. For all intents and purpose, the service providing agency shall be the "Employer" within the meaning of different Labour Legislations in respect of attendants so employed and deployed in this office. The persons deployed by the agency in this office shall not have claims of any master and servant relationship nor have any principal and agent relationship with or against office.
21. The service providing agency shall be solely responsible for the redressed or grievances/resolution of disputes relating to person deployed. This office shall in no way be responsible for settlement of such issues whatsoever.
22. This office shall not be responsible for any damage, losses, claims, financial or other injury to any person deployed by service providing agency in the course of their performing the functions/duties, or for payment towards any compensation.
23. The persons deployed by the service providing agency shall not claim nor shall be entitled to pay, perks and other facilities admissible to casual, Adhoc regular, confirmed employees or this office during the currency or after expiry of the contract.
24. In case termination of this contract on its expiry or otherwise the persons deployed by the service providing agency shall not be entitled to and will have no claim for any relaxation for absorption in the regular/otherwise capacity in this office.

LEGAL

25. The tendering agency will be responsible for compliance of all statutory provisions relating to Provident Fund and Employees State Insurance etc. in respect of the persons deployed by it in this office.
26. The tendering agency shall also be liable for depositing all taxes. Levies, cess etc. on account of service rendered by it to O/o the Pr. CCA, Kolkata to concerned tax collection authorities from time to time as per extant rules and regulations on the matter.
27. The tendering agency shall maintain all statutory registers under the applicable Law. The agency shall produce the same, on demand to the concerned authority of this Ministry or any other authority under law.
28. The Tax Deduction Souse(TDS) shall be deducted as per the provisions of Income Tax department as amended from time to time and a certificate to this effect shall be provided to the agency by this office.
29. In case the tendering agency fails to comply with any statutory/taxation liability under appropriate law and a result thereof this office is put to any loss/obligation, monitory or otherwise this office will be entitled to get itself re-imbursement out of the outstanding bills or the Performance security Deposit of the agency to the extent of the loss or obligation in monitory terms.

Financial

30. The Technical Bid should be accompanied with an Earnest Money Deposit (EMD) refundable (without interest) of Rs. 12.000/- (Twelve thousand) only either in the form of Demand Draft/Pay Order drawn in favour of Sr. Accounts officer, O/o the Pr. CCA, Kolkata from any commercial banks. A bid not secured in as per the above format & prescribed amount shall be rejected by this office as non-responsive. The validity of bid security shall extended up to a period of 30 days after the expiry of the period of bid validity prescribed by the department.
31. The EMD in respect of the agencies which do not qualify the Technical Bid (First stage)/Financial Bid (Second competitive stage) shall be returned to them without any interest. However, the EMD in respect of the successful tenderer shall be adjusted towards the performance Security Deposit. Further if the agency fails to deploy manpower against the initial requirement within 15 days from date of placing the order the EMD shall stand forfeited without giving any further notice.
32. The successful tenderer will have to deposit a Performance Security deposit equivalent to 5% of the estimated value of the contract subject to revision at the time of placing the work order with in 15 days of the receipt of the formal order. The performance security will be furnished in the form of the Account Payee Demand Draft or Bank Guarantee drawn in favour of Sr. Accounts Officer (Payment), O/o Pr. CCA, Kolkata or Bank Guarantee from Commercial Bank (as per enclosure at Annexure-III) made in the name of the company/firm/agency but hypothecated to Sr. Accounts Officer (Payment), O/o Pr. CCA, Kolkata. The performance security should remain valid for a period of 60 days beyond the date of completion of all the contractual obligations of the supplier.
33. In case of breach of any terms and conditions attached to this contract, this contract, the performance security deposit of the agency will be liable to be forfeited by this office besides annulment of the contract.
34. The agency shall raise the bill in triplicate along with attendance sheet duly verified by Sr. Accounts Officer (Admin.) in respect of the persons deployed and submit the same to CCA in the first week of the succeeding month.
35. Bid offering rates which are lower than the minimum wages (as applicable for Central sphere for the pertinent category) would be rejected.

36. Claim in the bills regarding Employees State Insurance, Provident Fund and Service Tax etc should be necessarily accompanied with documentary proof pertaining to the concerned month bill. A requisite portion of bill/whole of the bill amount shall be held up till such proof is furnished at the discretion of this office.

37. **FORCE MAJURE:**

37.1 If any time, during the continue of this contract, the performance in whole or in part by either party or any obligations under this contract shall be prevented or delayed by reason of any war or hospitality acts of the public enemy, civil commotion, sabotage, fires flood, explosions, epidemics quarantine restrictions, strikes, lockouts or act of God (herein after referred to as events) provided notice of happenings of any such eventuality is given by the either party to the other within 21 days from the date of occurrence thereof, neither party shall by reason of such event be entitled to terminate this contract nor shall either party have any such claim for damage against the other in of such non performance and work under the contract shall be resumed as soon as practicable after such event a may come to an end or cese to exist, and the decision of the office of Pr. CCA, Kolkata as to whether the work have seen 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.

37.2 Provided also that if the contract is terminated under this clause, this office shall be at liberty to take over from the contractor at a price to be fixed by this office which shall be final all unused undamaged and acceptable materials bought out components and stores in the course of execution of the contract in possession of the contractor at the time of such termination of such portions thereof as this office may deem fit exception such materials bought out components and stores as the contracts may with the concurrence of this office elect to retain.

ARBITRATION :

38. In the event of any question, dispute or difference arising under this agreement or in connection there-with except as to matter the decision of which his specifically provided under this agreement the same shall be referred to sole arbitration of the office of Pr. CCA, Kolkata, 8 Hare Street , 2nd floor , Kolkata 700001. The agreement to appoint arbitration will be in accordance with Arbitration and Conciliation Act, 1996. There will be no objection to any such appointment that the arbitration is employee of office of Pr. CCA, Kolkata or that he has to deal with matter to which the agreement related or that in the course of his duties as employee of office of Pr.CCA, Kolkata region he has expressed view on all or any of the matter under dispute. The award of the arbitration shall be final and binding on 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, Pr. CCA, Kolkata shall appoint another person to act as arbitrator in accordance with terms of the agreement and the person appointed shall be entitled to proceed from the stage at which it was left by his predecessor.

39. The Pr. CCA, Kolkata reserves rights to withdraw/relax any of the terms and conditions mentioned above so as to overcome the problem encountered by the contraction parties.



(B.S. Shaw)

Dy. Controller of Communication Accounts

TECHNICAL BID

(To be enclosed in a separate sealed envelope)

For providing services of moving papers Files/Daks to

**Ministry of Communications & IT
Department of Telecommunications
Office of the Pr. CCA, Kolkata
Telephone House,
8, Hare Street, (2nd Floor), Kolkata -700001.**

1.	Name of the Tendering Company/Firms/Agency (attach certificate of registration with Labour Department)	
2.	Name of the proprietor/Director of Company/Firm/Agency	
3.	Full address of Reg. Officer	
	Telephone No.	
	Fax No.	
	E-mail address:	
4.	PAN/GIR No. (Attach self attested copy)	
5.	Service Tax Registration No. (Attach self attested copy)	
6.	E.P.F. Registration No. (Attach self attested copy)	
7.	E.S.I. Registration No. (Attach self attested copy)	

8. Financial turnover of the tendering Company/Firm/Agency for the last 2 financial years
(Attach separate sheet if space if space provided is insufficient)

Financial Year	Amount (Rs. Lacs)	Remarks if any

9. Give details of the major similar contracts handled by the tendering company/Firm/Agency on behalf PSU's and the Government Department during the last two years in the following format. Self attested copies of work orders might also be attached.

Sl. No.	Details of client along with address telephone and fax numbers	Amount contract (Rs. Lacs)	Duration of contract	
			From	To
1.				
2.				
3.				

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

10. Additional information, if any

Date:
Places:

Signature of the authorized person
Name:
Seal:

DECLARATION

1. I _____ son/daughter/wife of Shri _____ Proprietor/Director/Authorized signatory of the agency/firm mentioned above is competent to sign this declaration and execute this tender documents.

2. I have carefully read and understood all the terms and conditions of the tender and undertake to abide by them.

3. The information/documents furnished along with the application are true and authentic to the best of my knowledge and belief. I/We, am/are well aware of the fact that furnishing of any false information/fabricated documents would lead to rejection of my tender at any stage beside liabilities towards prosecution under appropriate law.

Signature of the authorized person

Date:

Full Name:

Places:

Seal:

ORDER FOR ARRANGEMENT OF DOCUMENTS WITH THE TECHNICAL BID

1. Application Technical Bid.
2. Attested copy of the registration of agency.
3. Certificate copy of the statement of bank account of agency for the last three years.
4. Attested copy PAN/GIR card.
5. Attested copy of the latest IT return file by the agency.
6. Attested copy of the Service Tax registration certificate.
7. Attested copy of the P.F. registration letter/certificate.
8. Attested copy of the E.S.I. registration letter/certificate.
9. Certificate documents in support of financial turnover of the agency.

FINANCIAL BID

(To be enclosed in a separate sealed envelope)

For providing services of moving papers Files/Daks to

**Ministry of Communications & IT
Department of Telecommunications
Office of the Pr. CCA, Kolkata
Telephone House,
8, Hare Street, (2nd Floor), Kolkata -700001.**

1. Name of the Tendering Company/Firms/Agency :
2. Details of the Earnest Money deposit Rupees :
- D.D./Pay Order No. & Date :
- Drawn on Bank :
3. (A) The Component of rated per employee shall comprise of statutory payments and liabilities as per the applicable on date and revised from time to time asunder:

Sl. No.	Component of Rates	Remarks
1.	Daily rate (unskilled category for Sweeping, cleaning & allied works described at page -6 of bid document as JOB DESCRIPTION) (As per MWA 1948 applicable in central sphere)	Not to be quoted
2.	Employees Provident Fund @ % of 1 above.	Not to be quoted
3.	Employees State Insurance @ % of 1 above.	Not to be quoted
4.	Payment of Bonus as per Bonus Act as applicable.	Not to be quoted
5.	Service Tax liability as per the extant provision of relevant Act.	Not to be quoted

It shall be presumed that each of the tender shall be liable to make payment to the contract employees as per the above statutory liabilities within time schedule as prescribed in relevant rules & acts/orders and claim the same from the Department.

3. (B) Service Charges: -The tenderers shall be required to quote only a percentage of components of daily rates at 1 above as service charges per contract employees which shall be deciding parameters for awarding of the contract.

Charges	In figure	In words
Service Charges		

Signature of the authorized person

Date:

Full Name:

Places:

Seal:

Notes: The payment shall be made after closing of the calendar month only on the basis of duties performed by individual contractor manpower during the month.

Note: 1. No overwriting on financial bid is accepted, in case of any ambiguity, the amount given in words will considered as final for evaluation. 2. All statutory liabilities and payment thereof within given time frame will rest with the contractor.

DECLARATION REGARDING NEAREST RELATIVES WORKING IN D.O.T.

(To be executed & attested. by Public Notary/Executive Magistrate on Rs.100/- stamp paper by the bidder)

I/ We declare :-

1. That I or any of my partner am/is neither working in any capacity in anywhere in the DoT, nor am/is removed/ dismissed from service of DoT.
2. That none of my near relatives are working in any capacity in DoT nor am/is removed/ dismissed from service of DoT.

Or

The details of my near relatives working in DoT are as under:

Sr. No.	Name and Address	Capacity in which working	Office in which working

3. That in case of change of partners or change in constitution of the firm, I shall abide by the conditions of the contract and shall bring any change to the knowledge of the O/o Pr. CCA, Kolkata immediately.
4. i) That I /We shall intimate the names of persons working in DOT related to our employees who are working with me /us in any capacity or are subsequently employed by me/us.
ii) That none of my employees is a removed/dismissed employee of either any unit of DoT.
5. That I/ We am/are aware that any breach of the condition would render the contract liable for termination along with cancellation of any other existing contracts and forfeiting of my/our Earnest Money Deposit /Security deposit held by O/o Pr. CCA, Kolkata.
6. If at any time, it is found that the information given in the above appendix is Incorrect/ incomplete, the contract is liable to be terminated without assigning any reason and the SD shall be forfeited and legal actions shall be initiated without any prejudice i.e. to the rights of the O/o Pr. CCA, Kolkata to debar the firm from entering into future contracts.

Place:

Signature:

Date:

Name:

(Capacity in which he is signing)-----

NOTE: The term "relatives" means wife/husband/parents and grand parents/children/ grand children / brothers/ sister /uncles/aunts/cousins and their corresponding in- laws.

LETTER OF AUTHORISATION FOR ATTENDING BID OPENING

(To reach O/o Pr. CCA, Kolkata on or before date of bid opening)

To
The Pr. CCA
O/o Pr. CCA, Kolkata,
Department of Telecommunications,
8, Hare Street,
Kolkata- 700 001.

Sub: Authorization for attending bid opening on _____ (date) in the
tender of _____

Following person is authorized to attend the bid opening 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 bid opening. Permission for entry to the venue of bid opening may be refused in case authorization as prescribed above is not received.

PERFORMA OF PERFORMANCE SECURITY BOND

1. In consideration of Pr. Controller of Communication Accounts, Kolkata (hereinafter called Pr. CCA, Kolkata) having agreed to exempt _____ (hereinafter called the said Service Provider(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 service provider 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 _____ service provider's do hereby undertake to pay to Pr. CCA, Kolkata, an amount of not exceeding _____, against any loss or damage caused to or suffered or would be caused to or suffered by the Pr. CCA, Kolkata, by reason of any breach by the said service provider'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 Pr. CCA, Kolkata stating that the amount claimed is due by way of loss or damages caused to or would be caused to or suffered by the Pr. CCA, Kolkata, reason of breach by the said service provider's of any of the terms & conditions contained in the said agreement or by reason of the service providers 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 Pr. CCA, Kolkata 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 Pr. CCA, Kolkata, any money so demanded notwithstanding any disputes raised by the service provider(s)/suppliers in any suit or proceeding pending before any court or tribunal relating there to our liability under the present being absolute and unequivocal. The Payment so made by us under this bond shall be valid discharge of our liability for payment there under and the Service Provider(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 one year from date herein and further agree to extend the same from time to time (one year after) so that it shall continue to be enforceable till all the dues of the Pr. CCA, Kolkata under or by virtue of the said agreement have been fully paid and its claims satisfied or discharged or till Pr. CCA, Kolkata certifies that the terms & conditions of the said agreement have been fully and properly carried out by the said service provider(s) and accordingly discharges this guarantee.
5. We (name of the bank) _____ further agree with the _____ O/o Pr. CCA, Kolkata 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 contractor(s) from time to time or to postpone for any time to time any of the powers exercisable by the O/o Pr. CCA, Kolkata, against the said service provider(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 service provider(s) or for any forbearance, and or any omission on the part of O/o Pr. CCA, Kolkata, or any indulgence by the O/o Pr. CCA, Kolkata, to the said service provider(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 service provider(s) /supplier(s).
7. This guarantee shall be irrevocable and the obligations of the bank herein shall not be conditional to any prior notice by the O/o Pr. CCA, Kolkata.

Dated: _____

For _____
(Indicating the name of the Bank)

N.B. This guarantee should be issued on non-judicial stamped paper, stamped in accordance with the Stamp Act.

**DECLARATION REGARDING BLACKLISTING/DEBARRING FROM TAKING PART IN
GOVERNMENT TENDER BY DOT/GOVERNMENT DEPARTMENT**

(To be executed & Attested by Public Notary/Executive Magistrate on Rs.100/- Stamp paper 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 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 DoT, Govt. Dept. 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 Pr. CCA, Kolkata, and EMD/SD shall be forfeited.

In addition to the above O/o Pr. CCA, Kolkata will not be responsible to pay the bills for any completed / partially completed work.

Signature -----
Name -----
Capacity in which as signed: -----
Name & address of the firm: -----

Seal of the firm should be Affixed.

Date:

Signature of Bidder with seal.