

No. A-12025/1/2015.E-III  
Government of India  
Office of the Director General of Civil Aviation  
Opposite Safdarjung Airport, New Delhi.

New Delhi, the 24<sup>th</sup> March, 2015.

**TENDER NOTICE**

Subject :- Quotation for award of contract for providing manpower to work as Multi Tasking Staff (MTS) (25 Nos.) in the office of Director General of Civil Aviation For a Period of one (01) year extendable as per requirement for a maximum period of three years with the approval of Head of Department in DGCA subject to satisfactory performance of the service provider.

Sealed applications-cum-quotation are invited from registered service providers interested in undertaking the job of providing Multi Tasking Staff (MTS) to the office of Directorate General of Civil Aviation, Opposite Safdarjung Airport, New Delhi-110003 as per the general terms and conditions given below :-

- i) This is a contract for outsourcing services of 25 Multi Tasking Staff (MTS). The number of MTS to be engaged is subject to increase or decrease as per the requirement of the Department.
- ii) Initial period of contract shall be one year which can be extended upto a maximum period of three years with approval of Head of the Department in DGCA, depending upon the requirement of Department and performance of the service provider.
- iii) The contract can be terminated by the competent authority at any time without assigning any reasons and in such circumstances, the service provider has to withdraw his manpower forthwith.
- iv) The payment to the engaged Multi Tasking Staff (MTS) will be subject to satisfactory performance of the MTS to be certified by the Officers/Sections, where they are engaged.
- v) It shall be the duty of the Contractor to ensure the disbursement of wages in the presence of the authorized representative of the Department of Administration Directorate. Bill of the subsequent month will be paid only after submission of certificate of disbursement of wages of the previous month, signed by the said representative of the Department.
- vi) The office hours of the MTS shall be 9:30 AM to 6:00 PM from Monday to Friday with a lunch break of half an hour from 1:30 PM to 2:00 PM.
- vii) A) The attendance of the persons will be registered by Bio-metric system on the basis of Aadhaar Based Bio-metric System.  
B) In case the working hours of an individual in a week falls short of 42:30 hrs(including 30 Minutes Lunch time), deduction of wages shall be made proportionately.
- viii) Mandatory Employer Contribution towards EPF, ESI etc. will be paid by this Office .
- ix) No medical facilities or employment thereof will be provide by this office.

- xi) Escalation clause towards payment to the engaged Multi Tasking Staff (MTS) shall not be accepted on any ground during the period the contract is in force except the revision in the minimum rates of wages by the Department of Labour, NCT of Delhi, from time to time which will be paid by DGCA.
- xii) The contractor shall comply with all the labour laws in relation to its employees including payment of minimum wages as laid down by or under any law from time to time.
- xiii) The engagement does not confer right for continuation or extension of the contract on any account for indefinite time. This engagement will be purely a short term temporary arrangement on contractual basis.
- xiv) The service provider shall deploy additional manpower if asked for to do so due to increase in work load subsequently during the currency. The contract at the same rates of wages already agreed upon.
- xv) Any liability regarding Government Dues as well as any human loss/injury during the engagement of Multi Tasking Staff (MTS) will be the responsibility of the service provider.
- xvi) The award of the contract will be subject to the fulfilment of the conditions laid down in Rule 157, 158 and 160 of GFR, 2005 as amended from time to time.
- xvii) It may be ensured that a character and antecedents verification certificate from the concerned police authorities or a certificate of "good moral character" in respect of the Multi Tasking Staff (MTS), duly signed by a first Class Magistrate or two Class I Officers of the Central Government, may be provided at the time of engagement of the Multi Tasking Staff (MTS).
- xviii) The Services of the Multi Tasking Staff (MTS) may be provided on all working days or any holidays as and when required. The selected agency will immediately provide a substitute in the event of any person remaining absent from the job due to personal reasons and or his/her performance is not bound satisfactory.
- xix) The persons engaged as Multi Tasking Staff must be at least 10<sup>th</sup> class passed from a recognized Board and shall not be below the age of 18 years as on the date of interview/skill test. They should be active with sound health. Having computer and typing knowledge will be given preference.
- xx) The persons engaged shall not claim any Benefit/ Compensation/ Absorption/ Regularization of service from this Office under the provision of Industrial Disputes Act 1974 or contract Labour (Regulation & Abolition) act, 1970. An undertaking to this effect from the engaged persons shall be required to be submitted by the service provider to this office.
- xxi) The persons engaged will be expected to observe discipline and decorum in office and adhere to all instructions/rules in force in the office.
- xxii) The service provider's personnel shall not divulge or disclose to any persons any details of office, operation process technical know-how, security arrangements, Administrative/organization

- xxiii) The Department may require the service provider to dismiss or remove from the site of work any person, or persons, employed by the service provider, who may be incompetent or for his/her/their misconduct and the service provider shall forthwith comply with such requirement. The service provider shall replace immediately any of its personnel, if they are unacceptable to the Department because of security risk, incompetence, conflict of interest and breach of confidentiality or improper conduct upon receiving written notice from office.
- xxiv) The service provider shall be contactable at all times and message by phone/mail/Fax/Special Messengers from this Department to him/her shall be acknowledged immediately on receipt on the same day. The Service Provider shall strictly observe the instructions issued by the Department implementing the Contract from time to time.
- xxv) This department will maintain attendance in respect of the personnel deployed by the agency on the basis of which wages/remuneration will be decided in respect of the staff at the approved rates as per the instruction of Labour Department of NCT of Delhi, from time to time.
- xxvi) Any dispute arising out of the contract will be settled within the jurisdiction of Delhi Courts.

2. The firm applying for the tender must possess the following qualification :-

- i) Regulation Certificate from a competent Government Authority for running the agency.
- ii) At least three years relevant experience with any Central Govt. Deptt./ Organisation.
- iii) The firm must have PAN No. , Service Tax Registration No. and other relevant document.
- iv) The firm must have ESI and PF registration.

3. The bidding firm shall quote their bid as per the Minimum Wages Act applicable in Delhi, as follows and no deviation from the said Act will be accepted.

- a) Minimum applicable wages for each Multi Tasking Staff (MTS)
- b) Provident Fund
- c) ESI
- d) Any other charges, if any, under the Minimum Wages.
- e) Services charges/statutory taxes to be charged by the Service Provider.

4. The bidder will fill up the technical information in the Annexure-I which may be put in a sealed cover clearly marketing it as "Technical Bid". The Technical Bid should be accompanied by an Earnest Money Deposit of Rs.5000/- (Rs. Five thousand only) in the form of a crossed Demand Draft/Pay order drawn in favour of PAO, DGCA, Ministry of Civil Aviation, New Delhi and the relevant documents with regard to qualifications mentioned in Para-2 above. The tender received without EMD will be rejected summarily. This money is refundable to the bidder after award of the contract. Annexure-II shall consist of rates inclusive of all charges/service tax etc. which should be put in sealed cover marking it as "financial Bid". Both the sealed covers can be put in a single cover while submitting the proposal to this office. The Blank annexure I and II are enclosed herewith. The successful bidder will have to submit Performance Security equivalent to 10% of the amount payable per month. The amount will be payable through Bank Draft/ Bank Guarantee/ Fixed deposit Receipt drawn in favour of PAO

5. If, during the period of contract, the performance of the firm is found to be unsatisfactory at any point of time, this office may forfeit the Performance Security of the firm (in part or in full) and the contract may be terminated. In this regards, the decision of the DGCA shall be final and binding on the firm.

6. Interested firms are therefore, requested to send their quotation to the undersigned Room No. A-23, DGCA, Opposite Safdarjung Airport New Delhi by 5:00 PM of the 7<sup>th</sup> April, 2015. Tenders received after the closure Date and Time will not be entertained. It may be indicated in the rate quoted that the Service Tax is included/excluded. The envelope containing the quotation should be super scribed as "Quotation for providing manpower to work as Multi Tasking Staff (MTS). The Technical bids will be opened at 3:00 PM on the 9<sup>th</sup> April, 2015 in the room of the undersigned in the presence of the representatives of the firms.

(Gopal Singh)

Deputy Director of Administration

Copy to :-

1. All Ministry/ Department of Government of India. They may bring this to the notice of Contractors engaged by them for responding to this office in case they are interested.
2. NIC with the request to upload the above letter on the DGCA website.

Annexure I

TECHNICAL BID

Technical Bid should indicate the following information along with the self attested photocopies of these documents:-

- a) Profile of the company
- b) Proof of Incorporation/inception of the Agencies;
- c) Registration for manpower supply;
- d) PF Registration details;
- e) ESI Registration details;
- f) PAN No;
- g) Service Tax Registration no;
- h) Details of registration with the labor Commissioner;
- i) List of organizations to which man power is being supply by the bidder;
- j) Whether the firm has been blacklisted by any Government Department or any criminal case register against the firm or its owner (give details);
- k) Any other relevant information;

(Name and Signature of the authorized person of the firm along with the seal)

**APPLICATION FINANCIAL BID**  
(For Providing Multi Tasking Staff (MTS))

1. Name of tendering company/ Firm/Agency.
2. Details of Earnest Money Deposit Rs. 5000/- (Five thousand only) D/D/ P.O No Date and Drawn on Bank;
3. All the Multi Tasking Staff (MTS) deployed in this will be paid their wages in the monthly basis (By ECS/RTGS by 7<sup>th</sup> of the following month) by the Company/Firm/Agency and the proof of disbursement will be submitted to this Department.
4. Rates are to be quoted in accordance with the Minimum Wages Act, 1948 as applicable in the NTC of Delhi.

Rate per person per month Rs. \_\_\_\_\_  
(Rupees \_\_\_\_\_) inclusive of all statutory liabilities, taxes, levies, cess/edu. Cess. Etc. with following break up.

Sl No	Component of Rate	Amount@
1.	Daily Wages Rate (as per MWA, 1948)	
2.	Employees Provident Fund @ % of 1 above	
3.	Employee State Insurance @% of 1 above	
4.	Service Tax Liability @% of	
5.	Any other Liability (Pl. Indicate)	
6.	Contractors Admin./service Charge	
	Total column 1 to 6	

@ Amount in respect of above mentioned items should be mentioned properly and correctly against each item. If any column left blank intentionally or filled up with 'NIL/Not applicable', the bid will not be considered by competent authority.

Signature of authorized person

Full Name : \_\_\_\_\_

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

Date

Place:

**Notes:**

1. The rates quoted by the tendering agency should be inclusive of all statutory/taxation liabilities at the time of entering into the contract.
2. The payment shall be made on conclusion of the calendar month only on the basis of number of working days for which duty has been pertained by each man power.