



DAW/B/Contract Employment/1
Govt. of India
Office of the Dy. Director General of Civil Aviation
DGCA, CAD, Ministry of Civil Aviation
Old Airport, Santa Cruz (East), Mumbai-400 029

Mumbai, the 20th January, 2016

TENDER NOTICE

Subject: Quotation for award of contract for providing manpower to work as Data Entry Operators (08 No's), Staff Car Driver (01 No), Multi- Tasking Staff (01 No), and Sweepers (03 Nos) in the O/o DDG (WR), Old Airport, Santa Cruz (East), Mumbai-400 029 for a period of One Year extendable as per requirement for a maximum period of three years with approval of competent authority subject to satisfactory performance of the service provider.

Sealed application – cum- quotation are invited from registered service provider interested in undertaking the job of providing Data Entry Operators (08 No's), Staff Car Driver (01 No), Multi- Tasking Staff (01 No), and Sweepers (03 No's) to the O/o. Dy. Director General of Civil Aviation (WR), Old Airport, Santa Cruz (East), Mumbai-400 029 as per the terms and conditions given below:

- i. This is a contract for outsourcing service of Data Entry Operators (08 No's), Staff Car Driver (01 No), Multi- Tasking Staff (01 No), and Sweepers (03 No's). The number of workers to be engaged is subject to increase or decrease as per requirement of the Department.
- ii. Initial period of contract shall be for a period of one Year which can be extended up to a maximum period of three year with approval of competent authority, depending upon the requirement of this office 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 engaged worker will be subject to satisfactory performance of worker to be certified by the officers/sections, where they are engaged.
- v. It shall be the duty of contractor to ensure the disbursement of wages in the presence of authorised representative of Dy. DGCA (WR), Mumbai. 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 office of DDG (WR).
- vi. The office hours of the worker shall be 9:30 A.M. to 6 P.M. from Monday to Friday with a lunch break of half an hour from 1: 30 to 2:00 P.M.
- vii. A. The attendance of the persons may be registered by Bio-metric system on the basis of Adhar Based Bio-metric System.

- B.** In case of working hours of an individual in a week falls short of 42:30 hours (including 30 minutes of 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 reimbursement thereof will be provided by office.
 - x. The persons engaged on outsourced basis will not be entitled for any kind of leave
 - xi. Escalation clause towards payment of engaged persons shall not be accepted on any ground during the period of contract is in force except the revision in the minimum rates of wages as per MWA by Department of labour , Govt. of Maharashtra from time to time which will be paid by this office
 - xii. The contractor shall comply with all Labour Laws in relation to its employees including payment of minimum wages as laid down by or 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 contract 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 wages already agreed upon.
 - xv. Any liability regarding Govt. dues as well as any human loss / injury during the engagement of worker will be the responsibility of the service provider.
 - xvi. The award of contract will be subject to the fulfilment of 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 & antecedents verification certificate from the concerned police authorities or a certificate of “good moral character” in respect of all engaged persons , duly signed by a first class Magistrate or two class I officers of Central Govt. may be provided at the time of engagement.
 - xviii. The services of persons 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 found satisfactory.
 - xix. The persons engaged as Data Entry Operator , Staff Car Driver, MTS and Sweeper Qualification and age required is mentioned below:
Data Entry Operators : Age shall not be less than 18 years on the date of interview/skill test , Graduate from recognised university, Excellent computer skill and knowledge of MS-Office, Excel, mail and Power Point etc., Typing Speed of at least 30 W.P.M., Persons with Short Hand speed of 80 W.P.M. will be given preference.
Staff Car Driver: Age shall not be less than 18 years on the date of interview/skill test, Education Minimum 10th Pass., Possessing a valid driving Licence for Heavy vehicles, Three years’ Experience of driving a Motor vehicle with LMV/HMV and Knowledge of Motor Mechanism.
MTS : Age shall not be less than 18 years on the date of interview/skill test, Education : 10th Passed or equivalent from a recognized board. , The person should have fair knowledge of reading and writing in English, Hindi & Numerical Systems. So that he/ she is able to understand files and diary / dispatch work.
Sweeper : Age : Age shall not be less than 18 years on the date of interview.
 - xx. The persons engaged shall not claim any Benefit / Compensation / Absorption / Regularisation 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 person engaged will be expected to observe discipline and decorum in office and adhere to all instructions/rules in force in office.
 - xxii. The service provider persons should not divulge or disclose to any person any details of office, technical know-how, security arrangements, administrative /organisation matter as all are confidential / secret in nature.
 - xxiii. O/o DDG (WR) may require the service provider to dismiss or remove from the site of work any person or persons, employed by 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 this office 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 the message by phone/mail/fax special messenger from this office to his /her shall be acknowledged immediately on receipt on the same day. The service provider shall strictly observe the instructions issued by this office implementing the contract from time to time
 - xxv. This office 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 instructions of Labour Department of Maharashtra Govt. from time to time.
 - xxvi. Any dispute arising out of the contract will be settled within the jurisdiction of Mumbai Courts.
 - xxvii. In case of tie in rates between the bidding firms the following procedure shall be adopted by the DGCA to break the tie
 - i. To evaluate the past performance/ experience of the bidding firms
 - ii. To compare the total turnover of the bidding firms
 - iii. Failing of both the above methods, the O/o Dy. DGCA will resort to a lucky draw of those bidders and the agency who wins will be considered for award of tender.
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 Minimum Wages Act applicable in Maharashtra, as follows and no deviation from the said Act will be accepted.
- i) Minimum applicable wages for each worker
 - ii) Provident Fund
 - iii) ESI
 - iv) Any other charges, if any under the minimum Wages.
 - v) **Admin Service charges: If the firm quotes less than 1% charges, the bid shall be treated as unresponsive and will not be considered.**
4. The bidder will fill up the Technical information in the Annexure – 1 which may be put in a sealed cover clearly marketing it as “Technical Bid” (**Envelop No 1**). The

Technical Bid should be accompanied by Earnest Money Deposit (EMD) of Rs. 20000/- (Rupees Twenty thousand only) in the form of a Demand Draft /Pay Order in favour of Accounts Officer. R.P.A.O, CAD, Mumbai payable at Mumbai and 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 contract. Annexure –II shall consist of rates inclusive of all charges/service tax etc. Which should be put in sealed cover marking as “financial Bid” (**Envelop No. 2**). Both the sealed covers can be put in single cover while submitting the proposal to this office. The blank Annexure-1 and II are enclosed herewith. The successful bidder will have to submit furnish Performance Security equivalent to 10% of the contract value in the form of Fixed Deposit Receipt / Bank Guarantee from any Commercial Bank in favour of Accounts Officer, R.P.A.O, CAD, Mumbai payable at Mumbai.

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 full) and the contract may be terminated. In this regards, the decision of the DGCA shall be final and binding on the firm.
6. The interested firms are therefore, requested to send their quotations to the undersigned, The office of Dy. Director General of Civil Aviation, DGCA, CAD, Old Airport, Santa Cruz (East), Mumbai-400 029 by **6 P.M. of 12th February, 2016**. Tenders received after the closure date and time will not be entertained. The envelope containing the quotations should be super scribed as “Quotation for providing manpower”. The Technical bid will be opened on 15th February, 2016 in the presence of representative of firms.
7. Documents required with monthly Bill
The Salary Statement bill shall be raised monthly by the contractor in triplicate and be submitted along with following document in respect of each deputed employee of the previous month
 - i) PF Challan
 - ii) ESI Challan
 - iii) Professional Tax
 - iv) Service Tax
 - v) Insurance Premium receipt, if any
 - vi) Attendance copy given by O/o DDG (WR)
 - vii) Copy of certificate of disbursement of wages of previous month signed by representative of O/o DDG, Mumbai.

(Rajendra Prasad)
Dy. Director of Airworthiness
For Dy. Director General of Civil Aviation

Technical Bid

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

1. Profile of the company
2. Proof of incorporation / inception of the agency
3. Registrations for manpower supply.
4. Registration for EPF (Employee Provident Fund),
5. Registration for ESI (Employee State Insurance),
6. Permanent Account Number (PAN),
7. Service Tax Registrations No.
8. Details of Registration with Labour Commissioner.
9. Registration Certificate of Professional Tax.
10. List of organisations to which manpower is being supplied by bidder (The agency should have minimum THREE year relevant experience with any Central Govt. Department/organisation.)
11. Whether the firm has been blacklisted by any Government Department or any criminal case register against the firm or its owner (give details)
12. Any other relevant information.

Signature of authorised person _____

Full Name _____

Seal _____

E-mail address: _____

Phone No. : _____

Date:

Place:

1. Name of tendering company / Agency
2. Details of Earnest Money Rs 20,000/- (Rupees Twenty thousand only) DD/I.P.O.No. Date and Drawn on Bank.
3. All the Data Entry Operators, Staff Car Driver , MTS and Sweepers deployed in this office will be paid their wages in the monthly basis (preferably by ECS/RTGS by 7th of the following month) by the company Firm/ Agency and the prof of disbursement will be submitted to this department.
4. Rates are to be quoted in accordance with minimum wages Act 1948 as applicable in Maharashtra Govt.

Rates per person for 1 Data Entry Operators, 1 Staff Car Driver, 1 MTS, and 1 Sweeper on Contract per month inclusive of all statutory liabilities taxes, levies, cess Etc with following breakup

Sl. No.	Rate per month (for one Data entry operator)	Rate per month (for one Staff Car Driver)	Rate per month (for one MTS)	Rate per month (for one Sweeper)
1.Wages including VDA as per MWA				
2.EPF (% of Sl. No.1)				
3.ESI (% of Sl. No.1)				
4.Service Charges of Firm (Contractors Margin %) including any additional charges such as uniform etc.				
5.Any other Liability (please indicate)				
6. Sub – Total (1 to 5)				
7. Service Tax (% of 6)				
Total (6+7)				

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 authorised person: _____

Full Name: _____

Seal: _____

E-mail address: _____

Phone No. : _____

Date:

Place:

Note:

1. The rates quoted by 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.

To be submitted by successful bidder at the time of award of contract

Declaration by the Contractor/Tenderer and document to be submitted

I/We hereby declare that none of the members of my/our relatives is relative of any employee of Dy. DGCA(WR), Mumbai and I/We also further declare that no Officer/employee of Dy. DGCA(WR), Mumbai is a Director / Partner of my / Our firm / Company / Partnership / Proprietor.

Signature of Tenderer : _____

Name : _____

Date : _____

Seal : _____

DETAILS OF BANK ACCOUNT

(Real Time Gross Settlement (RTGS) / (N EFT) Facility for receiving payments

S. No.	Particulars	To be filled by the bidder
1.	Name of Account Holder	
2.	Address of Account Holder	
3.	Name of the Bank	
4.	Name and Address of Branch	
5.	IFSC Code	
6.	MICR Code	
7.	Account Number	
8.	Type of Account	

I, hereby, declare that the particulars given above are correct and complete. If the transaction is delayed or not effected at all for reasons of incomplete or incorrect information, I would not hold the user institute responsible. (Signature of Account Holder)

Date

Place

Name:

Designation:

Seal:

Note: Please attach a photocopy of cheque