



**F.NO: DAW/ADMIN
GOVERNMENT OF INDIA
DEPUTY DIRECTOR GENERAL OF CIVIL AVIATION (SR)
OLD INTERNATIONAL TERMINAL BUILDING
CHENNAI AIRPORT, CHENNAI – 600 027.**

Dated: 25.8.2010

NOTICE INVITING QUOTATION (NIQ) FOR

**Manpower Services of 2 Junior Clerks & 3 Stenographers Grade III on
Contract**

Issued to the Firm (Name): _____

(Address) : _____

Issued by

Deputy Director General of Civil Aviation Old International Terminal Building, Chennai
Airport, Chennai – 600 027.

DEPUTY DIRECTOR GENERAL OF CIVIL AVIATION (SR), CHENNAI

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NIQ FOR

NAME OF WORK : Manpower Services of 2 Junior Clerks & 3 Stenographers Grade III on Contract.

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Dy. Director General of Civil Aviation (SR), Chennai

DY. DIRECTOR GENERAL OF CIVIL AVIATION (SR), CHENNAI

NOTICE INVITING QUOTATION

1. Quotation in the prescribed form on item rate basis are hereby invited by **Dy. Director General of Civil Aviation (SR), Chennai Airport, Chennai**, for services of 2 Junior Clerk & 3 Stenographer Grade III on contract to be used for 8 hrs. daily (Monday to Saturday) at O/o. Dy. Director General of Civil Aviation (SR), Chennai. The contract period shall be for one year with the provision of further extension of another six months.

1.1. Qualification and Experience :

Post	Age	Qualification	Experience
Junior Clerk	Below 30 Years	<ul style="list-style-type: none">➤ Any Degree➤ English Typing @ 45 wpm➤ Computer Skill➤ Fluency in English	3 years
Stenographer Grade 'III'	Below 30 Years	<ul style="list-style-type: none">➤ Any Degree➤ English Short Hand @ 80 wpm➤ English Typing @ 45 wpm➤ Computer Skill➤ Fluency in English	3 years

2. Quotation document consisting of conditions of contract can be obtained from the office of Dy. Director General of Civil Aviation (SR), Chennai Airport, Chennai, on any working days between the hours of 11.00 AM to 5.00 PM upto 16.9.2010. The quotation document can also be downloaded from the Website of Director General of Civil Aviation – at www.dgca.nic.in. The duly filled quotation (two envelopes system) should be submitted upto 1500 hrs. on 21.9.2010 at the office of the Dy. Director General of Civil Aviation (SR), Chennai.

3. Two envelope System:

3.1. Quotation will be submitted in two separate sealed envelopes containing Technical Bid Only and other Price/Commercial Bid Only. A master envelop containing both the Technical Bid and Commercial Bid duly sealed and super scribing Services of 2 Junior Clerks & 3 Stenographers Grade III on contract should be addressed to Dy. Director General of Civil Aviation (SR), Chennai.

3.2. Following documents shall be submitted along with Technical Bid (Envelope-A):-

Photocopies of given below Registrations/ Licences with appropriate government authorities related to work of providing manpower work (Para 3.2.1 to 3.2.5):

3.2.1. EPF (Employee Provident Fund),

3.2.2. ESI (Employee State Insurance),

3.2.3. Service Tax

3.2.4. Permanent Account Number (PAN),

3.2.5. Labour Licence.

3.2.6. DGCA's NIQ document duly signed in all pages.

3.3. Envelope – B (Price Bid): Price bid must be submitted in the format as per Annexure – II on the Company's letter head in a separate envelop. The rate shall be quoted inclusive of Service Tax. The payment of Service Tax shall be made on claim subject to valid proof. Only Technical Bid will be opened on 21.9.2010 at 1530 hrs., and the Price Bid will be opened in respect of technically qualified firms on date that will be notified later on. The offer of the firm, who fails to submit their offers in separate sealed envelopes specifying clearly the Price/Commercial and Technical Bid will not be considered.

4. The acceptance of a quotation will rest with the Dy. Director General of Civil Aviation (SR), Chennai, who does not bind himself to accept the lowest quotation and reserves to himself the Authority to reject any or all the quotation received without the assignment of any reason. All the quotation in which, any of the prescribed conditions are not fulfilled or are incomplete in any respect are liable to the rejected.

5. The quotation for works shall remain open for acceptance for a period to 30 (thirty) Days from the date of opening of the quotation.

6. The General Terms & Condition of Contract (Annexure – I) and Blank Price Bid (Annexure – II) are enclosed.

---Sd/---

Dy. Director General of Civil Aviation (SR), Chennai.

TERMS & CONDITIONS

1. The agency shall give his employees neat and clean uniform.
2. The Dy. DGCA(SR), Chennai will not be responsible for any injury sustained by the workers during performance of their duties and also for any damages of compensation due to any dispute between him and his workers. To comply with all liabilities out of any provision of labour acts enactment's either in force or enacted from time to time during the execution of this contract shall be the responsibility of agency. Any expenditure incurred by the Dy. DGCA(SR), Chennai to face the situation arising out of his workers will be made good from his bills/security deposit. Furthermore, the agency shall be responsible for the payment of compensation, insurance etc. if any in respect of his employees.
3. The agency will carry out the jobs as per specification of the Dy. DGCA(SR), Chennai and to their entire satisfaction. In case of any complaints either as regards to the nature of service or as regards to the personnel driving the service, the Dy. DGCA(SR), Chennai shall intimate to the agency who shall attend the complaints promptly.
4. Dy. DGCA(SR), Chennai shall not entertain any claim from either contractor or his employee for regular employment/absorption in Dy. DGCA(SR), Chennai.
5. Contractor shall arrange for police verification of character & antecedents of manpower being provided, if so desired.
6. The persons with the qualification of Typing Higher(for Junior Clerk) and Typing Higher with English Shorthand Lower (for Stenographer) shall only be provided for contract job. He/She must should have minimum experience of 3 years. The person should be a Graduate in any discipline with knowledge of Computer Operation for both posts.
7. Contractor shall provide the photo identity card/badge & uniform to all his employees, indicating name, designation etc.
8. If the Dy. DGCA(SR), Chennai is not satisfied with the conduct, behavior etc. of any of the staff/operating crew of contractor, the contractor shall replace the person concern as per advice of the Dy. DGCA(SR), Chennai.
9. Pro-rata deduction shall be effected from the contract amount for the days of absentees of contractor's employees.

10. Termination of contract:-

- 10.1. Without prejudice to the right of termination provided under the Terms & condition or without prejudice to any other remedy available to the contract in this behalf, the Dy. DGCA(SR), Chennai may terminate the contract at any time on giving the contract not less than one month's notice in writing if Dy. DGCA(SR), Chennai, finds the quality or efficiency of the work performed by the contractor, to be unsatisfactory of which the Dy. DGCA(SR), Chennai shall be the sole judge.
- 10.2. Upon termination, under and with reference to this clause, the contractor shall be entitled to be paid for the work actually performed upto the date of termination in accordance with the provisions of the contract, but shall not be entitled to any other claim or compensation whatsoever, including (but not limited to) any claim or compensation for any expenditure incurred by the contractor in or for any equipments, materials or facilities or for any loss in the profit or anticipated profit of the contractor.
- 10.3. If at any stage during the period of execution of contract, any case involving moral turpitude is instituted in a court of law against the contractor or his employees, DGCA reserves the exclusive and special right to the outright termination of the contract and the contractor shall not be entitled to any compensation from the whatsoever.

11. Security Deposit:-

- 11.1. On award of work, the amount equivalent to 10% of the annual value of the contract will be required to be deposited as Security Deposit.
- 11.2. No interest shall be payable by the Dy. DGCA(SR), Chennai on security deposit.
- 11.3. After termination/expiry of the contract, the security deposit held by the Dy. DGCA(SR), Chennai will be released to the contractor within a period of three months subject to Realisation of dues, if any to be made from the contractor.

12. SUBLETTING OF CONTRACT:-

The work shall not be sublet/assigned directly or indirectly to other agencies without prior written consent of the competent Authority of the Dy. DGCA(SR), Chennai.

13. AGREEMENT:-

The NIQ, scope of work, Specifications, General Conditions of Contract, General Terms and conditions as specified above and work order placed on successful firm shall form the part of the agreement to be made with the Dy. DGCA(SR), Chennai.

14. PAYMENTS:-

- 14.1. The bill shall be raised monthly by the contractor in triplicate along with attendance registers and be submitted to the O/o. Dy. DGCA(SR), Chennai. By 7th of each month and payment there of shall be made by DGCA by Electronics Money Transfer/Account Payee Cheque.
- 14.2. In the event of any dispute the decision of Dy. DGCA(SR), Chennai shall be final and binding on contractor.

15. PAYMENT OF WAGES:-

- 15.1. The payment to be made by contractor to his operating crew & Supervisor shall not be less than minimum wages as prescribed by the State/Central Govt. the tender shall be responsible for fulfilling the requirements of all the statutory provisions of Contract Labour (Regulation and Abolition) Act, Minimum Wages Act, Bonus Act, Gratuity Act, Employees Provident Fund Act., Motor Vehicles Act., Industrial Dispute Act, and other industrial enactments at his own cost and risk, in respect of all staff employed by him. If due to any reason whatsoever, the Dy. DGCA(SR), Chennai is made liable for any acts of omissions and commissions under laws in force, it shall be payable by the tender and all such liabilities shall be recovered by the Dy. DGCA(SR), Chennai from any dues payable by Dy. DGCA(SR), Chennai to the contractor and / or from security deposit of the tenderer and available properties and sources of contractor through process of law.
- 15.2. Contractor shall either produce exemption certificate for payment of ECPF, ESI etc. within 1 month of start of work or produce necessary voucher for proof of payment of ECPF, ESI towards the worker engaged, failing which, their first month payment would not be processed. The payment of wages should be made directly by the contractor to his workmen and not through any other agencies, in presence of Dy. DGCA(SR), Chennai or his representative.
- 15.3. In case of non payment of wages or any other dues of any workman engaged by contractor. Dy. DGCA(SR), Chennai reserves the right to make payment and to recover the amount of such payment from bill of contractor or from any amount payable to him under any contract or as debt payable by contractor.
- 15.4. Release of payment to the contractor each month shall be subject to the contractor satisfying the Dy. DGCA(SR), Chennai that the contractor has paid prescribed minimum wages to his workers during the previous month.

16. Records:-

- 16.1. The contractor shall keep and maintain any and all records as are required to be maintained by the contractor under the Contract Labour. (Regulation and Abolition) Act 1970 the factories Act, the payment of Wages Act and/ or any other applicable laws, rules or regulations, and shall furnish to the concerned officers/authorities in this behalf of any and all information, reports and return as are required to be furnished by the contractor under any such laws, rules or regulations.
- 16.2. The Dy. DGCA(SR), Chennai shall be entitled at all times to carry out any check or inspection of the contractor's facilities, records and accounts to ensure that the provisions of the labour laws and regulations are being observed by the contractor and that the workmen are not denied the rights and benefits to which they are entitled under provisions. Any violation shall, without prejudice to any other rights or remedies available to the Dy. DGCA(SR), Chennai, constitute a ground for termination of the contract as though specifically set for under clauses of term & condition thereof.

17. Declaration by the Contractor/Tenderer:-

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

Signature of Tenderer : _____
Name : _____
Date : _____
Seal : _____

Price Bid

NIQ No. Dy. DGCA(SR)/____DGCA/2010/____
Date of Opening _____

To
The Dy. DGCA(SR),
Old international terminal building,
Chennai Airport,
Chennai – 600 027.

Sub: Quotation for Services of 2 Junior Clerks & 3 Stenographers
Grade III on Contract.

Sir,

As per your NIQ for services of 2 Junior Clerks & 3 Stenographers Grade III on Contract. Our rates for 2 Junior Clerks & 3 Stenographers Grade III on Contract are as per details given below:

Sl. No.	In figures (Rupees) (for two Jr. Clerk)	In figures (Rupees) (for three Stenographer Gr. III)	In words (Rupees)	
			Jr. Clerk	Stenographer Gr. III
1. Wages including VDA				
2. EPF (%____ of Sl. No.1)				
3. EDLI (%____ of Sl. No.1)				
4. ESI (%____ of Sl. No.1)				
5. Bonus (%____ of Sl. No.1)				
6. Service Charges of Firm				
7. Sub – Total (1 to 6)				
8. Service Tax (%____ of 7)				
Total (7+8)				

1. Rate for Extra duty Hrs. (Rs. Per hour) : _____
(In words _____)

Yours faithfully

Signature _____

Date : _____

Name of the firm/agency : _____
Full Address : _____
(in capitals) : _____

Phone No. : _____
E-mail address : _____