



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

05.06.2015

Subject: Quotation for award of contract for providing manpower to work as Junior Clerk (01 No), Stenographer Grade III (03 Nos), Data Entry Operators (04Nos), Multi-Tasking Staff (01 No), Staff Car Driver Ordinary Grade (01) and Sweepers (03 Nos) on contract basis at O/o DDG(WR), Old Airport, Santa Cruz (East), Mumbai-400 029 initially for One Year extendable further subject to satisfactory performance of the service provider & requirement of the office.

Office of the Dy. Director General of Civil Aviation, DGCA, CAD, Ministry of Civil Aviation, Mumbai invites technical & financial bids for providing manpower to work as Junior Clerk (01 No), Stenographer Grade III (03 Nos), Data Entry Operators (04Nos), Multi-Tasking Staff (01 No), Staff Car Driver Ordinary Grade (01) and Sweepers (03 Nos) on contract basis. Interested Organizations involved in or capable of undertaking this issue may send their bids in a sealed envelope.

2. Objective, scope of work, timeline, information to be furnished by the organization, evaluation criteria for selection and other relevant details have been laid down in the following Pages of this document.

3. Bids shall be addressed to Shri Rajendra Prasad, Dy. Director of Airworthiness, Office of the Dy. Director General of Civil Aviation, Old Airport, Santa Cruz (East), Mumbai-400 029. The last date for receipt of bids is 25.06.2015 by 6 PM. Bids received after this date and time will not be considered. The bids received in time will be evaluated on the criteria fixed in the Tender Bid Document. Financial bid should be sent along with the technical bid but in a separate sealed envelope. No commercial information should be included in the technical bid. Financial bid of only those bidders who have qualified the technical bid will be opened. The sealed envelope should be marked as "Tender for providing Services for providing manpower to work as Junior Clerk (01 No), Stenographer Grade III (03 Nos), Data Entry Operators (04Nos), Multi-Tasking Staff (01 No), Staff Car Driver Ordinary Grade (01) and Sweepers (03 Nos) on contract basis at O/o DDG (WR), Mumbai" and should include two separate sealed envelopes one each for technical bid and commercial bid. The same should be clearly indicated on each envelope.

This tender is also uploaded in DGCA website <http://dgca.nic.in>.

Sd/-
(Rajendra Prasad)
Dy. Director of Airworthiness,
For Dy. Directorate General of Civil Aviation.



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

Expression of Interest for Inviting Tender for appointment of an Agency for providing manpower at O/o DDG(WR), Old Airport, Santa Cruz (East), Mumbai-400 029.

1. Introduction:

O/o. Dy. Director General of Civil Aviation (WR), Mumbai is a Regional office of DGCA and located at, Old Airport, Santa Cruz (East), Mumbai-400 029.

1.1 Quotations are invited for appointment of an agency for providing manpower to work as Junior Clerk (01 No), Stenographer Grade III (03 Nos), Data Entry Operators (04Nos), Multi- Tasking Staff (01 No), Staff car Driver Ordinary Grade (01) and Sweepers (03 Nos) on contract basis at O/o DDG-WR as per Govt. working hours.

1.2 Qualification and Experience for the position required is as below:

Post	Qualification	Experience
Junior Clerk	<ol style="list-style-type: none">10+2 passedEnglish Typing @ 40 wpmComputer SkillFluency in English & HindiMinimum of 18 years age	Minimum 1 year.
Stenographer Grade 'III'	<ol style="list-style-type: none">10+2 passedEnglish Short Hand @ 80 wpmEnglish Typing @ 40 wpmComputer SkillFluency in EnglishMinimum of 18 years age	Minimum 1 year.
Data Entry Operators	<ol style="list-style-type: none">Graduate from recognised universityExcellent computer skill and knowledge of MS-Office, Excel Mail and Power Point etcTyping Speed of at least 30 W.P.M.Persons with Short Hand speed of 80 W.P.M. will be given preference.Minimum of 18 years age	Minimum 1 year.
Staff Car Driver Ordinary Grade	<ol style="list-style-type: none">Age 21-30 yearsEducation Minimum 10th Pass.Possessing a valid driving Licence for Heavy vehicles for three years	Three years' Experience of driving a Motor vehicle with

	4. Knowledge of Motor Mechanism.	LMV/HMV
MTS	1. Matriculation Examination or equivalent from a recognized board. 2. Minimum of 18 years age 3. Typing Speed of at least 30 W.P.M.	NIL.

The tenderer should submit their bids in three envelopes.

Envelope No. 1

Shall contain signed copies of tender documents, duly filled Form - 1 required for technical evaluation as detailed in Form-1 and 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. The tender will not be considered if EMD is not submitted. The envelope should be super scribed “Technical Bid”

Following documents shall be submitted along with Technical Bid

- i. Registrations/ Licences issued by appropriate government authorities related to work of providing manpower work.
- ii. Registration forEPF (Employee Provident Fund),
- iii. Registration forESI (Employee State Insurance),
- iv. Registration forService Tax
- v. Permanent Account Number (PAN),
- vi. Labour Licence.
- vii. Professional Tax

Envelope No. 2

Shall contain Financial bid as per Form -2 and shall be super scribed “Financial Bid” on the envelope. Financial bids of only those parties who qualify in Technical bid will be opened.

Envelope No. 3

Shall contain both Envelope No. 1 and Envelope No. 2.Envelopes should be properly sealed by Bidders and should be clearly super scribed with “Envelope number” and “Tender for providing manpower to work as Junior Clerk (01 No), Stenographer Grade III (03 Nos), Data Entry Operators (04 Nos), Multi- Tasking Staff (01 No), Staff Car Driver Ordinary Grade (01) and Sweepers (03 Nos) on contract basis at O/o DDG(WR), Mumbai-400 029”

- 1.3 Late bids i.e., bids received after the specified date and time for receipt of bids shall not be considered.
- 1.4 The EMD should remain valid for a period of Sixty days beyond the final bid validity period. EMD of unsuccessful bidders would be returned to them after the finalization of the tender.

2. Scope of work

- 2.1 The staff meeting qualification and experience requirement will be appointed on contract basis to be used for this office for normal working hours at O/o. Dy. Director General of Civil Aviation (WR), Mumbai.
- 2.2 The attendance of the persons may be registered by Bio-metric system on the basis of Adhar Based Bio-metric System. 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.

- 2.3 The persons engaged on contract basis will not be entitled for any kind of leave.
- 2.4 The service provider will provide substitute of an employee in the event of any person being absent due to personal reasons and or his performance is not satisfactory.
- 2.5 The service provider personnel 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.

3. Time frame

- 3.1 The query if any can be sent to “daw.mum@nic.in” with a copy to “pks155@rediffmail.com” on or before 20.06.2015.
- 3.2 Time limit for receipt of bids: 25.06.2015 upto 6 PM. (Bids received after this time limit shall not be entertained.)
- 3.3 Evaluation of financial Bid will be intimated via e-mail to those bidders who are qualified in the Technical Bid / evaluation.

4. Procedure of Evaluation and Selection

- 4.1 DGCA reserves the sole right to accept or reject any or all bids which is incomplete or has been received after the appointed time and date or does not satisfy the prequalification criteria specified here under, without assigning any reasons thereof. The technical bids shall not be considered for technical evaluation unless it is accompanied by the following:
 - i. Submission of Earnest Money Deposit of Rs 20,000/-.
 - ii. Submission of Work Orders i.e., copy of work order wherein the party / company had supplied manpower to Govt Agency.

The evaluators of the technical bid shall not have access to the financial bid till technical evaluation is completed. The technical bids shall be opened by a Technical Evaluation Committee (TEC) constituted for the purpose. Technical evaluation shall be done keeping in view the following parameters:

Sl. No.	Parameter
A	Past experience in work of similar nature: The Agency should have at least three years relevant experience with any Govt. Department/organisation. Submission of copy of work order.
B	Following documents submitted by the Agency will be scrutinised and may be verified: <ol style="list-style-type: none"> 1. Registrations/ Licences issued by appropriate government authorities related to work of providing manpower work: 2. EPF (Employee Provident Fund), 3. ESI (Employee State Insurance), 4. Service Tax 5. Permanent Account Number (PAN), 6. Labour Licence. 7. Professional Tax

C	The Agency should be able to furnish a copy of the Income Tax Return for the last three years along with a copy of TDS Certificates of the previous works done.
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5 Payment:

5.1 The payment will be made on satisfactory completion of the task assigned.

6. Conditions of the Tender:

- 6.1 The agency shall give his employees neat and clean uniform.
- 6.2 The Dy. DGCA (WR), Mumbai 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 (WR), Mumbai 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.
- 6.3 The agency will carry out the jobs as per specification of the Dy. DGCA (WR), Mumbai 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 (WR), Mumbai shall intimate to the agency who shall attend the complaints promptly.
- 6.4 Dy. DGCA (WR), Mumbai shall not entertain any claim from either contractor or his employee for regular employment/absorption in Dy. DGCA(WR), Mumbai .
- 6.5 Contractor shall arrange for police verification of character & antecedents of manpower being provided at the time of deployment.
- 6.6 Contractor shall provide the photo identity card/badge & uniform to all his employees, indicating name, designation etc.
- 6.7 If the Dy. DGCA(WR), Mumbai is not satisfied with the conduct, behaviour etc. of any of the staff/operating crew of contractor, the contractor shall replace the person concern as per advice of the Dy. DGCA(WR), Mumbai .
- 6.8 Pro-rata deduction shall be effected from the contract amount for the days of absentees of contractor's employees.
- 6.9 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.
- 6.10 No medical facilities or reimbursement thereof will be provided by office.
- 6.11. Escalation clause towards payment of contractual staff 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 from time to time which will be paid by this office.
- 6.12 Any dispute arising out of contract will be settled within the jurisdiction of Mumbai Courts.
- 6.13 Fulfilment of conditions laid down in rule 157, 158 and 160 of GFR 2005 as amended from time to time.

7 Statutory Obligations:

- 7.1 The Agency shall comply with all the Central, State and Municipal Laws & Rules and shall be solely responsible for the implementation of the provisions of the various Labour Laws and Rules there under and other statutory regulations, rules that are in force.

8 Penalty Clause:

- 8.1 If the Agency fails or delays to fulfil the obligations in the execution of work to the entire satisfaction of DGCA, DGCA reserves the right to terminate the contract and forfeit the performance security by way of en-cashing the Fixed Deposit Receipt / Bank Guarantee or invoking the Bank Guarantee as the case may be, without prejudice to DGCA's further right to claim compensation from the Agency as a result of its failure or delay to fulfil the obligations.
- 8.2 If the office work suffers due to any reason, the agency shall be liable for payment of any compensation arising due to such failure at the sole discretion of DGCA.

9 Validity of the Contract:

The contract period shall be initially for one year subject to fulfilling the conditions as detailed in the tender with the provision of further extension or till the post is filled on regular basis with suitably qualified candidates by Govt. whichever is earlier.

10. 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(WR), Mumbai .

11. Security Deposit:-

- 11.1 The successful bidder will be required to furnish Performance Security of 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 within two days of receipt of the work order. The Performance Security would be retained by DGCA till satisfactory completion of the work assigned and shall remain valid till Sixty days of the completion of all contractual obligations.
- 11.2 The EMD would be returned to the successful bidder on receipt of Performance Security. No interest on Performance Security and EMD would be payable by DGCA under any circumstances.
- 11.3 After termination/expiry of the contract, the Performance Security held by the Dy. DGCA(WR), Mumbai 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. Termination of contract:-

- 12.1. 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(WR), Mumbai may terminate the contract at any time by giving a notice of 1 month if Dy. DGCA(WR), Mumbai , finds the quality or efficiency of the work performed by the contractor, to be unsatisfactory of which the Dy. DGCA(WR), Mumbai shall be the sole judge.
- 12.2. Since these posts will be filled up by regular employees as per Govt procedure, the type of employee or the no of employees in any cadre may be changed by this office.

The service provider may be asked to deploy additional manpower on agreed terms and conditions, if workload increases.

- 12.3 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 equipment's, materials or facilities or for any loss in the profit or anticipated profit of the contractor.
- 12.4. 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 terminate the contract immediately without any notice and the contractor shall not be entitled to any compensation whatsoever.

13. Payments:-

- 13.1. The bill shall be raised monthly by the contractor in triplicate and be submitted alongwith following document
1. Salary Statement
 2. PF Challan
 3. ESI Challan
 4. Professional Tax
 5. Insurance Premium receipt, if any
 6. Attendance copy given by O/o DDG (WR)

by 7th of each month and payment there of shall be made by DGCA by Electronics Money Transfer/Account Payee Cheque.

- 13.2. The payment to be made by contractor to his staff shall not be less than minimum wages as prescribed by the State/Central Govt. the tenderer 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 enactment's at his own cost and risk, in respect of all staff employed by him. If due to any reason whatsoever, the Dy. DGCA(WR), Mumbai is made liable for any acts of omissions and commissions under laws in force, it shall be payable by the contractor and all such liabilities shall be recovered by the Dy. DGCA(WR), Mumbai from any dues payable by Dy. DGCA(WR), Mumbai to the contractor and / or from Performance Security deposit of the contractor and available properties and sources of contractor through process of law.
- 13.3. Contractor shall either produce exemption certificate for payment of EPF, ESIC etc. within 1 month of start of work or produce necessary voucher for proof of payment of EPF, ESI etc. 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 (WR), Mumbai or his representative.
- 13.4 Release of payment to the contractor each month shall be subject to the contractor satisfying the Dy. DGCA(WR), Mumbai that the contractor has paid prescribed minimum wages to his workers during the previous month
- 13.5 In the event of any dispute the decision of Dy. DGCA (WR), Mumbai shall be final and binding on contractor.

14. Records:-

- 14.1 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.
- 14.2. The Dy. DGCA(WR), Mumbai 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(WR), Mumbai , constitute a ground for termination of the contract as though specifically set for under clauses of term & condition thereof.
- 14.3 Each month contractor will submit certificate in respect of submitting all mandatory payment to Govt Agencies such as PF , ESI and professional Tax to the office of Dy. DGCA(WR), Mumbai in respect of previous month.

15. 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(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 : _____

TechnicalBid

Technical Bid should indicate following information alongwithself-attested photocopies of these documents

1. Profile of the company
2. Proof of incorporation / inception of the agency
3. Registration of Manpower supply
4. PF registration details
5. ESI registration details
6. PAN No.
7. Service Tax Registration No
8. Professional Tax
9. Details of registration with Labour commissioner
10. List of organisations to which manpower is being supplied by bidder
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 : _____

PhoneNo. : _____

Date:

Place:

Financial Bid

Our rates for 1 Junior Clerks & 1 Stenographers Grade III ,1 Data Entry Operators, 1 MTS, Staff Car Driver Ordinary Grade (01) and 1 Sweeper on Contract are as per details given below:

Sl. No.	In figures & words (Rupees) (for one Jr. Clerk)	In figures & words (Rupees) (for one <i>Data entry operator</i>)	In figures & words (Rupees) (for one Stenographer Gr. III)	In figures & words (Rupees) (for one MTS)	In figures & words (Rupees) (for one Sweeper)
1. Wages including VDA as per MWA					
2. EPF (% ___ of Sl. No.1)					
3. EDLI (Employees Deposit linked Insurance) (% ___ of Sl. No.1)					
4. ESI (% ___ of Sl. No.1)					
5. Bonus (% ___ of Sl. No.1) as per state Govt. limit					
6. Service Charges of Firm (Contractors Margin %)					
7. Any other liability (Please indicate) i.e Uniform charges , Transportation , Gratuity , Group insurance					
8. Sub – Total (1 to 7)					
9. Service Tax (% ___ of 8)					
Total (7+8)					

Amount in respect above mentioned each item should be mentioned properly and correctly against each item.

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.