



# राष्ट्रीय सफाई कर्मचारी वित्त एवम् विकास निगम

(सामाजिक न्याय और अधिकारिता मन्त्रालय के आधीन भारत सरकार का उपक्रम)

**National Safai Karamcharis Finance & Development Corporation**

(A Govt. of India Undertaking, Under the Ministry of Social Justice & Empowerment)



An ISO 9001 : 2000  
Certified Company

Ref. No.NSKFDC/P&A/Manpower/70/2011/1677

Dated: 10.03.2011

To,

M/s \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

## TENDER FORM

The envelope should contain the following documents: -

1. Original EMD in the form of Demand Draft/Bankers Cheque in favour of NSKFDC payable at New Delhi
2. Experience Certificates
3. Copy of Registration Certificate with Shop & Establishment Deptt.
4. Copy of registration certificate with Regional Provident Fund Commissioner Office/ESI Certificate.

It should also contain the Bill of Quantity/Schedule of Rate, duly completed, stamped and signed by the authorized signatory/representative of the Company.

The tender shall be received upto **16:00 Hrs.** on or before **25.03.2011** in the office of the Managing Director at NSKFDC Office, B-2, 1<sup>st</sup> Floor, Greater Kailash Enclave Part-II, New Delhi - 110048 and shall be opened at **16:30 Hrs.** on the same day.

The interested bidders can attend at the time of opening of the quotations.

NSKFDC shall not be responsible for loss or postal delay of tender.

### TERMS & CONDITIONS: -

#### **1. AGREEMENT:**

An Agreement on Non-Judicial Stamp paper will be signed between NSKFDC and *manpower agency* immediately after receipt of work order.

Contd...2...

**2. SECURITY DEPOSIT:**

The Security Deposit of Rs 5,000/- shall be deposited by the *manpower agency* and EMD of Rs.1000/- shall be adjusted from the said amount. The security deposit shall be returned after successful execution of work.

**3. PRICES:**

*Service charges is payable as per lowest quotation given by you. Nothing shall be payable extra on any account whatsoever, during the period of contract.*

**4. TAXES:**

Statutory taxes as applicable shall be deducted at sources while making the payment i.e. TDS etc.

**5. VALIDITY OF OFFER:**

The validity of offer should be 15 days on the date of opening of tender i.e. 25.03.2011.

**6. CONTRACT PERIOD:**

The period of contract shall be for one year w.e.f. 01.04.2011 to 31.03.2012 and may be extended on satisfactory performance.

**7. LIABILITY OF DAMAGES:**

If any damage is caused to Corporation's property by *manpower agency* or his workmen, the contractor on receipt of written notice to that effect from the Officer in-charge shall make good the damage at his own cost.

**8. WAGES AND COMPLIANCE OF OTHER LABOUR LAWS:**

The wages as fixed by department (NSKFDC) in Bill of Quantity shall be paid to personnels as per *Annexure - A. Manpower agency* shall comply with the provisions of Workmen's Compensation Act, other acts and rules applicable and the payment under this agreement made by NSKFDC to *manpower agency* or to any members of this service etc.

**Manpower agency shall abide to all statutory requirements and laws as applicable in this trade, as per list given below: -**

- (i) Provision for Weekly Rest
- (ii) EPF @ 13.61%
- (iii) ESI @ 4.75%
- (iv) Other administrative plus incidentals as applicable as per norms o EPF/ESI
- (v) Conveyance charges.

**9. SERVICE TAX:**

Service Tax as per Govt. rates, if any become applicable during the currency of the contract, it shall be reimbursed by the corporation against production of documentary proof of payment.

**10. PAYMENT TO *manpower agency* EMPLOYEE / PAYMENT TERMS:**

The wages as specified by the officer in charge from time to time, shall be paid by **5<sup>th</sup> of each month** in presence of NSKFDC representative and subsequently the payment shall be released **to the manpower agency within 7 days from the date of submission of bill along with salary statement** and Salary Slip duly verified and certified by the officer-in-charge and also documentary proof of submission of contribution towards EPF/ESI with the authorities concerned.

**11. PERSONNEL TO BE DEPLOYED & DISCIPLINE:**

Personnel shall be deployed after taking due permission from the officer-in-charge and the agency shall be responsible for the discipline and conduct of the personnel's deployed by him in NSKFDC. *Manpower agency* agrees to provide skilled / unskilled workers at the office of NSKFDC as and when required. It is expressly understood that any staff employed by *manpower agency* to render the services of hired skilled / unskilled workers, shall be direct employees of *manpower agency* and they shall have no right to ever claim any job / facilities from NSKFDC.

NSKFDC shall be at liberty to revert back any personnel in the event of indiscipline or action/omission constituting misconduct. The decision of NSKFDC shall be final in this regard.

**12. OFFICER-IN-CHARGE:**

**Deputy General Manager/Chief Manager (Fin. / P&A)** or his authorized representative, NSKFDC shall be the officer-in-charge for the contract. Contractor or his representative, who is in-charge of the arrangement shall visit the office or Officer-in-charge at least twice a week, for taking instructions.

**13. CHANGE /TRANSFER OF PERSONNEL:**

In the event of change or transfer of personnel, agency shall immediately intimate to the Officer-in-charge about the same and the particulars regarding new person concerned deployed at his place shall be submitted immediately upon placement of personnel.

**14. INSURANCE & LIABILITIES:**

Insurance, Provident Fund, Accident/Damage etc. to the personnel shall be liability of the contractor. The documentary evidence of insurance of the personnel shall be submitted within 15 days of award of contract. The documentary evidence of EPF/ESI/Statutory deduction shall be deposited with Officer-in-charge before the payment of next monthly bill.

Contd... 4...

**15. TERMINATION OF WORK CONTRACT:**


If after the award of work, the services of *manpower agency* are not found to be satisfactory, NSKFDC reserves right to terminate the contract by giving one-month notice.

16. *manpower agency* shall check and verify the attendance of all the personnel deputed on duty and the liability of the personnel will be of the *manpower agency*. All the persons should be of good character, well behaved and should not be under the influence of intoxication. In case the services of persons are not found satisfactory the person will be required to be changed by contractor immediately.

**17. ARBITRATION:**

In case of any dispute of discrepancy between *manpower agency* and NSKFDC in connection with the contract, the same shall be referred to the sole arbitration of Managing Director, NSKFDC whose decision shall be final and binding on both the parties.

Representative of  
*manpower agency*

  
(Authorized Signatory)  
Representative of  
(NSKFDC)

NSKFDC

Services for Secretarial/Clerk-cum-typist/Peon-cum-guard for NSKFDC Office at New Delhi

BILL OF QUANTITY / SCHEDULE OF RATES

Sr. No.	Description	Unit	Nos	Existing Rates	Proposed Rate (*)	Total Hiring charges as per proposed rate (*)	EPF @ 13.61 of 60%	ESI 4.75 on 100%
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)
1	Stenographer with 4 years exp.	Per month	1	10000	11000	11000	898	522
2	Clerk-cum-typist with 6 years exp.	Per month	2	10000	11000	22000	1797	1045
3	Clerk-cum-typist with 3 years exp.	Per month	1	9000	9900	9900	808	470
4	Clerk-cum-typist with 2 year exp.	Per month	3	7500	8250	24750	2021	1176
5	Clerk-cum-typist (Fresh) As per requirement of the Corporation	Per month		7000	7700			
6	Peon-cum-Guard (experienced)	Per month	1	6000	6600	6600	539	314
			8			(*) 74250	6063	3527

(\*) Subject to the approval of the Broad of Directors.

Our service charges is \_\_\_\_\_ % (in figure) \_\_\_\_\_ (in words)

Signature of Tenderer  
With

(Authorized Signatory)  
NSKFDC, NEW DELHI