



SHAHJAHANABAD REDEVELOPMENT  
CORPORATION  
GOVT. OF NCT OF DELHI  
2ND LEVEL, A-WING, VIKAS BHAWAN-II  
CIVIL LINES, DELHI -110054

**Sub: Hiring of Class IV employees on contract basis**

**Shahjahanabad Redevelopment Corporation (SRDC)** a Company of the Government of NCT of Delhi invites **Sealed Tender for hiring of Class IV employees on contract basis.**

2. Details and the Tender Form are available in the Corporation's Website <http://srdc.delhigovt.nic.in>. Interested Persons / Organizations may send their Bids addressed to General Manager, Shahjahanabad Redevelopment Corporation (SRDC), Government of NCT of Delhi, 2<sup>nd</sup> Level, A-Wing, Upper Bela Road, Vikas Bhawan-II, Civil Lines, Delhi-110054 so as to reach latest by 03.00 PM on 5<sup>th</sup> November, 2012. Contact Nos. 011-23813268.

**MD, SRDC**



**GOVERNMENT OF NATIONAL CAPITAL TERRITORY OF DELHI**  
**SHAHJAHANABAD REDEVELOPMENT CORPORATION**  
**2<sup>ND</sup> LEVEL, A-WING, VIKAS BHAWAN-II**  
**UPPER BELA ROAD, CIVIL LINES**  
**DELHI-110054**

**TENDER**

|                            |   |  |
|----------------------------|---|--|
| Cost of Tender             | : | Free   |
| Tender to be obtained      | : | To be downloaded from Website<br><a href="http://srdc.delhigovt.nic.in">http://srdc.delhigovt.nic.in</a> |
| Tender will be received by | : | 03.00 PM   |
| Tender will be opened by   | : | 05.00 PM   |

**Schedule for Invitation to Tender:**

- a) Name of the Client : President of India through Managing Director,  
Shahjahanabad Redevelopment Corporation.
- b) Addressee and Address at which Tender is to be submitted

**GENERAL MANAGER**  
**Shahjahanabad Redevelopment Corporation**  
**GOVERNMENT OF NCT OF DELHI**  
**2<sup>ND</sup> LEVEL, A-WING, VIKAS BHAWAN-II,**  
**CIVIL LINES, DELHI-110054**

- c) Last date and time for receipt of  
Tender Document: 03.00 PM, 5<sup>th</sup> November, 2012
- d) Place, Time and Date of  
opening of Bid: O/o DY. GENERAL MANAGER (F&A), SRDC,  
Vikas Bhawan-II at 05.00 PM on 5<sup>th</sup> November, 2012



**GOVERNMENT OF NATIONAL CAPITAL TERRITORY OF DELHI  
SHAHJAHANABAD REDEVELOPMENT CORPORATION  
2<sup>ND</sup> LEVEL, 'A' WING, VIKAS BHAWAN-II  
CIVIL LINES, DELHI-110054**

**LIMITED QUOTATION/TENDER DOCUMENT**

The Corporation intends to award the contract for providing four (04) male workers for the Class-IV services in Vikas Bhawan-II / Delhi Secretariat, I.P. Estate, New Delhi. The staff engaged on Class-IV duty will be required to manage to attend offices in Delhi Secretariat for distribution of Daks/files etc. or any other work assigned from time to time.

**TERMS & CONDITIONS:-**

1. The tendering agency should be having an minimum annual turnover of Rs.2.00 lakhs (Rupees two lakhs only) for the last five consecutive years in the same field. The tendering agency should have at least five years of experience in the same field
2. The tenderer shall furnish Income Tax Clearance Certificate/copies of Income Tax Returns for the last 5 years.
3. The tenderer shall furnish copy of Service Tax Registration Certificate along with tender document.
4. The tendering agency would be required to provide four male Class-IV workers (between the age group of 18-25 years). Number of workers may be increased, if required. They should be able to read and write in Hindi & English languages. Any such person(s) against whom complaints are received or services of whom are not found satisfactory shall have to be replaced by the tenderer immediately on the directions of the Corporation. The minimum qualification is Xth passed. Below this qualification, no one will be engaged. Persons deployed should preferably be having the skill of operation of photocopier/duplicating machine. He should perform multiple functions.
5. The tendering agency would have to submit a certificate to the effect that character and antecedents of staff being provided have already been verified from the concerned Police authorities. Duly verified residential addresses of the staff being provided along with other particulars i.e. coloured photograph, bio-data, contact no.(s), educational qualifications etc. should be provided to this Corporation for its records.



6. The tenderer/contractor shall have to deposit the earnest money amounting to Rs.20,000/- (Rupees TwentyThousand only) in favour of Shahjahanabad Redevelopment Corporation, the time of submitting the tender application in the form of FDR. The security shall be accepted in the form of Account Payee Demand Draft, Banker's Cheque, Bank Guarantee or FDR from any of the commercial banks.
7. The rates quoted by tenderer should be in lump sum/consolidated per month (monthly basis) in figures as well as in words for the job of Class-IV workers in Delhi Secretariat (as defined in tender documents) and shall be valid for the entire period of tender/contract/agreement. Increase/decrease in the rates quoted/billing will be permissible only up to the extent of revised increase/decrease in the minimum wages or other applicable rates declared by the Government from time to time. Increase in the minimum wages or other applicable rates by the Government will be compensated and decrease in the same will be deducted from the bill amount up to the extent of revised increase/decrease in amount by the Government from time to time. Total emoluments payable to each Class-IV worker should be clearly indicated by the tendering agency. The mode of payment to each worker shall be done through cheque only and not through cash by the contracting agency.
8. The rate and amount of the tender should be inclusive of and in accordance with the provisions of Minimum Wages Act, Contract Labour Act, Delhi Works Contracts Act and other Statutory provision like Provident Fund Act, ESI, Gratuity, Leaves, Uniform Allowances, Service charges and administrative charges etc. **but** exclusive of Service Tax. The tenderer shall have to quote the Service Tax separately. The Agency while preferring the bill for payment will have to certify that the wages, of the employees deployed on site, for the month for which the bill pertains have been disbursed. The wage disbursement will be done in the presence of Authorized representative of Managing Director, SRDC who will accordingly verify the bill.
9. Once the tender is accepted by the competent authority, the agency is liable to provide the services of Class-IV worker within ten days from the



date of issue of letter of acceptance. Only physically fit persons are to be deployed for duty by the Contractor.

10. The tenderer/Contractor shall deposit Performance Security for an amount equivalent to 10% of the contract value by Pay Order/Bank Draft/FDR (duly pledged to the President of India) in favour of Shahjahanabad Redevelopment Corporation for the due performances of the contract. In the event of any breach/violation/contravention/impairs of any terms and condition, a part or full amount of Performance Guarantee will be forfeited. If the contractor fails to perform the obligations under the contract or in the case of termination of contract for default or if any information furnished by the contractor is found false, the Performance Security shall be forfeited.
11. The Performance Security shall be valid for a period of 60 days after the expiry of full tenure of the contract and beyond the completion of all contractual obligations arising out of this tender and agreement thereto.
12. In the event of any breach/violation/contravention/impairment of any terms and conditions, 20% of the bill amount will be deducted. In case the mistake is repeated or the tenderer withdraws the contract, performance security shall be forfeited in the event of breach/violation contravention of the contract.
13. The Earnest Money will be refunded to the successful bidder on receipt of Performance Security. No interest shall be paid by the Corporation on Earnest Money deposited as well as on Performance Security.
14. The Contractor shall comply with all the legal requirements for obtaining license under Contractor Labour (R&A) Act, 1970.
15. The tenderer shall abide by the provisions of the Minimum Wages Act, 1948, the contract Labour (R&A) Act, 1970 and other relevant laws applicable from time to time.
16. The Technical Bid should be submitted in Annexure "A" and Financial Bid in Annexure "B".
17. The Technical Bid will be opened on 5<sup>th</sup> November at 05.00 PM. The financial bids will be opened later on and only for those tenders who



qualify in technical bid. The date of opening of financial bids will be communicated to the tenderer accordingly.

18. One representative of each tenderer, if any, may be allowed at the time of opening of tender. No one will be entertained/allowed without letter of authority.
19. All columns in the tender format would be filled up and no column should be left blank, otherwise the tender application may be rejected without assigning any reason.
20. Striking off/attestation/overwriting of any kind would not be permitted.
21. The tender must be unconditional. The Agency submitting the tender would be presumed to have considered and accepted all the terms & conditions of this tender. No enquiry, verbal or written, shall be entertained in respect of acceptance/rejection of the tender. The post-tender negotiations should form part of the tender document.
22. The Department/Government reserves the right to satisfy itself of the quality of the services or personnel that are being provided. The decision of the Corporation shall be final in this regard.
23. The agreement of the Department/Government would initially be for a period of one year from the date of award of the contract and shall be extended by one more year on mutual consent of the Corporation.
24. The Class-IV workers shall work under overall supervision and directions of the Shahjahanabad Redevelopment Corporation officers duly authorized on its behalf.
25. The Corporation / Government shall be under no legal obligation to provide employment to Class-IV workers during and after expiry of the contract period and Department/Government recognize no employer-employee relationship between Department/Government and Class-IV workers deployed by the contracting party. All liabilities arising out of accident or death while on duty shall be borne by the Contractor.
26. The Corporation shall have the right to ask for the removal of any person of the agency, who is not found to be competent and orderly in discharge of Class-IV duties and due replacement should be provided by the contractor within 24 Hours.



27. The agency shall provide a non-judicial stamp paper of Rs.100/- for preparing a contract/agreement. The successful tenderer shall enter into a contract/agreement with the Corporation / Government as per the terms and conditions of the tender within one month from the date of issue of letter of acceptance or whenever called upon to do so by the Corporation / Government, whichever is earlier.
28. The Class-IV services would require the presence of Class-IV Staff at their full strength as prescribed by Corporation / Government from time to time (from Monday to Friday during 9.30 Hours to 18.00 Hours) on all working days (except National and Gazetted Holidays) and reduced numbers on such other days as may be required and notified from time to time on the notice of one month. If any Class-IV staff is on leave/absent, the tenderer would be duty bound to make alternate arrangements with equally trained and qualified staff without failure. No person shall proceed to make himself unavailable without alternative arrangements having been made by the tenderer and due notice to Manager (Administration), Shahjahanabad Redevelopment Corporation, Government of NCT of Delhi, in advance has to be given.
29. In every case in which by virtue of the provisions of the Workman's Compensation Act or any other Act, the Department/Government is obliged to pay compensation to such persons employed by the tenderer in execution of the work, then the contracting agency shall have to make good the amount so paid by the Government.
30. The contracting agency shall be required to maintain all the relevant records, registers and documents as per requirements under different laws, viz. Regional Provident Fund Commissioner, Employee State Insurance Corporation or other local laws etc. The Contractor shall provide the copies of relevant record during the period of contract or otherwise even after the contract is over, whenever required, by the Corporation.
31. Every Class-IV staff so appointed by the Contractor shall wear the prescribed uniform according to season i.e. summer uniform in summer season and winter uniform in winter season, along with a badge bearing his name and designation, while on duty. The said uniform and badge



shall be provided and maintained by the contracting agency at its own cost.

32. The Contracting Agency shall indemnify the Corporation / Government against all other damages/charges and expenses for which the Corporation / Government held liable or pays on account of the negligence of the Agency or his servants or any person under its control, whether in respect of accident, injury to the person or damages to the property or any member of the public or in executing the work or otherwise and against all claims and demands thereof.
33. That the agency staff shall be available all the time as per their duty roster and they shall not leave their place of duty without the prior permission of the Corporation / Government.
34. The agency staff shall carry out such other duties relating to contract work or any other official duty entrusted to them by the Corporation / Government from time to time during the period of contract.
35. The agency shall not engage any sub-contractor or sublet/transfer the contract to any other person/agency in any manner.
36. That the tenders not conforming to these requirements will be rejected and no correspondence thereof shall be entertained whatsoever.
37. The contractor shall have to submit the duty chart of all the Class-IV staff deployed at Delhi Secretariat / Vikas Bhawan-II as and when demanded by the Corporation / Government, Govt. of NCT of Delhi. Failure to do so can result in non-payment for the day(s) of which the attendance sheet is not furnished.
38. The Corporation shall deduct Income Tax at source as per the provisions of the Income Tax Act, 1961 from the contractor, as per applicable rates.
39. Corporation / Government reserves the right to carry out post payment audit and/or technical examination of the final bill including all supporting vouchers, abstract etc. Department/Government further reserves the right to enforce recovery of any overpayment whenever detected even after expiry of the contract/agreement.
40. If as a result of such audit and technical examination, any overpayment is discovered in respect of any work done by the agency or alleged to



have been done by the agency under the tender/agreement/contract, it shall be recovered by the Corporation / Government from the agency by any or all the methods prescribed above or through a Court of Law as the situation warrants.

41. If any underpayment is discovered, the amount shall be duly paid to the Contracting Agency by the Corporation / Government as and when pointed out and justified. The amount of payment equivalent to the amount of bonus to be paid by the tenderer to the persons deployed by the tenderer shall be withheld and the same shall **only** be released on completion of the Contract with the approval of the competent authority after obtaining an undertaking from the tenderer to the effect that the bonus has been disbursed to the Class IV workers deployed by the tenderer and further subject to obtaining a certificate from the authorized representative of the Managing Director, SRDC that the bonus has been disbursed in his presence.
42. The Department reserves the right to accept or reject any or all quotations without assigning any reason.

### **Termination of Tender**

43. The Corporation / Government reserve the right to terminate the contract without assigning any reason by giving to the tenderer one calendar month's notice of its intention to do so and on the expiry of the said period of notice, the Contract/Agreement shall come to an end without prejudice to any right or remedy that may be accrued to the concerned parties of this contract/Agreement.
44. If any information furnished by the tenderer is found to be incorrect or false at any time, the Tender/Contract/Agreement shall be liable to be terminated, after one calendar month's notice and the security deposit will also liable to be forfeited to the Department/Government.
45. In case the Contracting Agency wants to terminate the Tender/Contract/Agreement, it shall have to give three calendar month's notice in advance to this effect to the Corporation / Government.



**Arbitration.**

46. In the event of any dispute/litigation or difference arising out of this Tender/Contract/Agreement or in connection with the interpretation of any clause in the terms and conditions of the Tender/Contract/Agreement or otherwise, the matter shall be referred to the Arbitrator appointed by the Lt. Governor, Govt. of NCT of Delhi and his decision will be final and binding on both the parties to the contract and the Courts at Delhi/New Delhi shall only have jurisdictions over the same.

**MANAGER (ADMINISTRATION)  
SHAHJAHANABAD REDEVELOPMENT CORPORATION**



**ANNEXURE – “A”**

**GOVERNMENT OF NATIONAL CAPITAL TERRITORY OF DELHI  
SHAHJAHANABAD REDEVELOPMENT CORPORATION  
2<sup>ND</sup> LEVEL, 'A' WING, VIKAS BHAWAN-II  
CIVIL LINES  
DELHI-110054**

**TECHNICAL BID FOR CLASS-IV STAFF SERVICES IN DELHI SECRETARIAT /  
VIKAS BHAWAN-II**

|     |   |   |  |
|-----|---|---|--|
| 1.  | Name of the Firm  | : |  |
| 2.  | Address of Registered Office<br>(attach a copy of registration certificate)   | : |  |
| 3.  | Telephone No.   | : |  |
| 4.  | Name & Address of the<br>Authorized Signatory (attach a<br>copy of Resolution)                                      | : |  |
| 5.  | Contact No. of Authorized<br>Signatory  | : |  |
| 6.  | Service Tax Registration Number<br>of the firm/agency (attach a copy<br>of Service Tax Registration<br>Certificate) | : |  |
| 7.  | PAN of the Firm (attach<br>photocopy of PAN Card)   | : |  |
| 8.  | Provident Fund Account No.<br>(attach a copy of allotment letter)   | : |  |
| 9.  | ESI Account No. (attach a copy of<br>allotment letter)  | : |  |
| 10. | Details of EMD (Demand Draft,<br>Banker's Cheque, Bank<br>Guarantee FDR_  | : | Rs. _____<br>Drawn on _____<br>No. _____ |
| 11. | Turn over   | : |  |



|     |   |   |  |
|-----|---|---|--|
|     | 1. 2007-08<br>2. 2008-09<br>3. 2009-10<br>4. 2010-11<br>5. 2011-12<br>(attach copies of Last five years Income Tax Return ) |   |  |
| 12. | Details of Experience along with experience certificate   | : |  |
| 13. | Details of other documents, if any  | : |  |

The attested copies of all the above mentioned documents should be attached with tender. The tenderers are required to produce original documents before the authorized person(s) for verification before the opening of financial bids.

Signature of the Tenderer with Name and Seal of the Firm



**ANNEXURE – “A”**

**GOVERNMENT OF NATIONAL CAPITAL TERRITORY OF DELHI  
SHAHJAHANABAD REDEVELOPMENT CORPORATION  
2<sup>ND</sup> LEVEL, 'A' WING, VIKAS BHAWAN-II  
CIVIL LINES  
DELHI-110054**

**TECHNICAL BID FOR CLASS-IV STAFF SERVICES IN DELHI SECRETARIAT /  
VIKAS BHAWAN-II**

|     |   |   |  |
|-----|---|---|--|
| 1.  | Name of the Firm  | : |  |
| 2.  | Address of Registered Office<br>(attach a copy of registration certificate)   | : |  |
| 3.  | Telephone No.   | : |  |
| 4.  | Name & Address of the<br>Authorized Signatory (attach a<br>copy of Resolution)                                      | : |  |
| 5.  | Contact No. of Authorized<br>Signatory  | : |  |
| 6.  | Service Tax Registration Number<br>of the firm/agency (attach a copy<br>of Service Tax Registration<br>Certificate) | : |  |
| 7.  | PAN of the Firm (attach<br>photocopy of PAN Card)   | : |  |
| 8.  | Provident Fund Account No.<br>(attach a copy of allotment letter)   | : |  |
| 9.  | ESI Account No. (attach a copy of<br>allotment letter)  | : |  |
| 10. | Details of EMD (Demand Draft,<br>Banker's Cheque, Bank<br>Guarantee FDR_  | : | Rs. _____<br>Drawn on _____<br>No. _____ |
| 11. | Turn over   | : |  |



ANNEXURE – “B”

GOVERNMENT OF NATIONAL CAPITAL TERRITORY OF DELHI  
SHAHJAHANABAD REDEVELOPMENT CORPORATION  
2<sup>ND</sup> LEVEL, 'A' WING, VIKAS BHAWAN-II  
CIVIL LINES  
DELHI-110054

FINANCIAL BID FOR CLASS-IV STAFF SERVICES IN VIKAS BHAWAN-II

“I/We ( \_\_\_\_\_) proprietor/partner/  
Director of M/s \_\_\_\_\_ hereby undertake  
to provide the services of Class-IV workers as specified in this tender for an  
amount of Rs. \_\_\_\_\_ (in words  
\_\_\_\_\_) per month. This rate/amount will  
be valid for one year from the date of offer of the tender. However, revision  
(increase/decrease) of minimum wages and other applicable rates will be  
claimed/applicable in the bill. The rate quoted above is inclusive of and in  
accordance with all the terms & conditions, statutory  
liability/provisions/rules/regulations like Minimum Wages Act, Contract Labour  
Act, Delhi Work Contracts Act, Provident Fund, ESI, Bonus, Gratuity, Leave,  
Uniform allowances, Service Charges and Administrative Charges etc. **but**  
exclusive of Service Tax. The tenderer shall have to quote the Service Tax  
separately.”

Further, I/we undertake that I/we have read and understood all the terms and  
conditions of Tender Document and are in full agreement with them.

Signature of the Tenderer with Name and Seal of the Firm