

DELHI MILK SCHEME
GOVERNMENT OF INDIA
E- TENDER NOTICE
(Telephone No. 25877204 Ext.261)

General Manager, Delhi Milk Scheme West Patel Nagar, New Delhi 110008 invites e-tender for & on behalf of The President of India for the under mentioned work/contract from eligible contractors as per conditions of tender documents .

Name of work:- Execution of civil maintenance works by arranging two carpenters, two masons and one plumber with helpers for one year in DMS West Patel Nagar New Delhi during 2018-19

Tender NO: - A/18403/04/DMS/2017-18

Earnest Money: - Rs.45, 000/-

Time required: - Annual contract basis as per scope of work

E-Tender form containing detailed schedule of work, terms and conditions can be downloaded from Central Public Procurement-Portal web site i.e. http://eprocure.gov.in/e_procure/app from **11.05.2018 to 04.06.2018 up to 2.30 PM**. Online tender documents must be accompanied with scanned copy of EMD as prescribed in tender document in favour of General Manager, Delhi Milk Scheme payable at Delhi of schedule bank. Original DD/Pay order/Bankers cheque for EMD may be submitted to this office well before opening of tender. Duly filled in e-tender / online offers shall be accepted up to 2.30 PM on **04.06.2018** and will be opened on **05.06.2018 at 2.30 P.M.** Manual tender shall not be accepted. Please also visit DADF Website i.e. www.dahd.nic.in

(Deepak Kumar Chaudhary)
General Manager



No. A/18403/04/DMS/2017-18
Govt. of India
Delhi Milk Scheme
West Patel Nager New Delhi 110008

Subject: - Execution of civil maintenance work by arranging two carpenters, two Masons with helpers and one Plumber with helper for one year in DMS during 2018-19

SCOPE OF WORK/ SCHEDULE OF WORK

S.NO. Description of items NO. of workers rate/day/workers Amount

1 Repair/ rectification charges of various services rendered by a carpenter for attending various civil complaints regarding repair of door and windows shutters, fixing of door, windows fitting, repairing of door frame, fixing of door closer, mortise locks, glass panes, repair of wooden table and all the required fitting including repairing of aluminum door and fixing of any type of wire mesh etc. complete all the carpentry works related to building works assigned by the engineer in charge in the premises of DMS Plant at all floor level and height, excluding the cost of material, scaffolding , etc. complete and all the work will be executed as per direction of Engineer in charge .(Services of one carpenter will be 8 hours/one shift.)

Two carpenters for one year with helper @ Rs -----/ per month= Rs-----/-

2. Repair/ rectification charges of various services rendered by a mason for attending various civil complaints regarding repair of plaster , floor, skirting, dado, glazed tiles, roof tiles,, taxi track, ,masonry work,, RCC work etc . complete or assigned by the engineer in charge in the premises of DMS Plant at all floor level and height including DMS Booths located in Delhi and New Delhi areas but excluding the cost of material, scaffolding etc. complete and all the work will be executed as per direction of Engineer in charge .(Services of one mason with helper will be 8 hours/one shift)

Two masons for one year with helpers @ Rs. ----- /- per month = Rs.-----



3. Execution of work such as Refixing/repairing / fixing of new various sanitary items/ water supply accessories such as bibcock, stop cock, C.P. waste, P.V.C. waste pipe, P.V.C. connection, ball valve, float valve, pillar cock, shower rose, towel rail, looking mirror, C.I. grating, glass shelves, etc. minor items/ fixing or laying of G.I. Pipe including making threading up to 25mm diameter pipe complete including cutting of roads, floor ,brick work ,excavation in earth etc. required during execution of work as per direction of engineer in charge . The work will be carried out at all floor levels and height .Adjustment of C.I. / PVC cistern to avoid any type of over flow and missing, removal of leakage / blockage in G.I. / C.I. Service pipe line of diameter up to 100 mm including excavation in earth/cement concrete and fixing of rain water pipe . Fixing of floor P trap, S trap, Nahani trap, fixing of Indian W.C. , Fixing of Euro peon type W.C. , Urinals, Washbasins, Sinks, fixing of M.S. brackets, after removal of existing defective items including excavation in earth, cutting of road, RCC/CC floors , Brick walls, any type of holes where ever required during execution of work (required fitting/ material will be supplied/issued by the department free of cost)

One plumber with helper for one year @ Rs.-- -----/per month = Rs. -----

Total amount: - -----

Special Contitions: - The bidder is required to offer contractor's profit margin per person per months in Rupee in the bid including detailed break up of quoted rates. The minimum wages including all benefits, EPF & ESI contribution of Employer shall be paid by DMS. Further, GST as applicable on minimum wages & contractor's profit margin shall also be borne by DMS



Scope of work:

- (i) Contractor has to provide 10 Number of workers (2 carpenters ,2 masons, one plumber with helpers)
- (ii) AE (Civil) or authorized representative will utilize the services for the above job.
- (iii) Weekly off : The deputed manpower shall be allowed weekly off
- (iv) Penalty: For each absence of staff deployed through contractor a deduction of Rs.300/-per day will be done from contractor bill
- (v) You are required to provide a substitute in case of leave/absence of workers without any extra Charges.
- (vi) Contractor staff will be deployed from 9.0 A.M. to 5.30 P.M,
- (vii) Police verification certification of deployed contractor staff.
- (viii) E.S.I. card shall be provided to each deployed contractor staff by contractor.

Note:-

- (a) Before awarding the contract the contractor will have to submit the names, qualification and experience certificates minimum 10 years in particulars field as per mandatory provision to AE (Civil).
- (b) All staff deployed by the contractor shall be below 50 years age.
- (c) All manpower shall be physically provided in Numbers.
- (d) Contractor will ensure to provide dress code, safety shoes and other safety items to its employees.
- (e) Contractor has to maintain attendance sheet of its each employees and that shall be attached at the time of submission of the bill along with ESI & EPF statement of previous month.
- (f) Sudden removal of entire staff without prior notice of one month shall be liable for a penalty of Rupees equivalent to one month of their salary.



SPECIAL TERMS & CONDITIONS:-

1. **Goods & Service Taxes:** Goods & Service Tax shall be paid extra by DMS on production of documentary evidence. TDS shall be deducted as per rules.
2. **EMD Deposit:-**The party has to submit the EMD of Rs. 45,000/- in the shape of Demand Draft/FDR/ Banker Cheque in favour of General Manager, DMS along with the tender offer. The tender offer shall not be accepted without accompanying the EMD. The firm registered with NSIC, SSI/ MSME etc. for relevant category of services/work etc are exempted from submitting the EMD and tender fee as per Government Rules. Proof may be enclosed. Micro and Small Enterprises registered with District Industries Centers or Khadi and Village Industries Commission or Khadi and Village Industries Board or Coir Board or National Small Industries Corporation or Directorate of Handicrafts and Handloom or any other body specified by Ministry of Micro, Small and Medium Enterprises are exempted from depositing Tender Fees & EMD. Proof of registration as Micro and Small Enterprises for relevant category of services/work may be enclosed. No interest is payable on EMD.
3. **Annual Hike:** Contractor shall be paid 5% annual hike on the basic service charges/profit margin as quoted in the tender for extended period every year.
4. **Payment Terms:** (i) The payment will be made on monthly basis on submission of bills in triplicate for the job duly certified by AE (Civil). The contractor will also furnish a certificate on each bill that "payment to workers has been made as per terms and condition of Tender. Further, ESI & EPF contribution has been made and GST payment has been made to concerned authority" (proof to be enclosed). The contractor is required to pay the wages /salary to their workers through their Bank Account. The contractor has to attach a list of workers, payment made through Bank Account & contribution of ESI & EPF, payment of GST to concerned authorities along with the bill duly certified by Indenter/AE (Civil).
 - (a) **Payment shall be made on monthly basis within 30 working days after submission of bills in triplicate with necessary enclosures for the job duly certified by AE (Civil). However in case of delay in any particular month due to valid reasons, the contractor should ensure the payment to its employees in time. The contractor should ensure that payment to its employees deployed at Delhi Milk Scheme is made by 7th of every month, without linking to payment receivable from Delhi Milk Scheme.**
 - (b) **The payment shall only be released on confirmation of disbursement of wages to its employees deployed at Delhi Milk Scheme on or before 7th of every month with salary slip as per Annexure-4. The contractor should make payment to employees posted at Delhi Milk Scheme through direct transfer to their respective bank accounts.**
 - (c) **The contractor will have to enclose the following along with the invoice:**
 - **Acknowledgement of receipt of wages by employees duly indicating the earnings, deductions towards PF and ESI.**
 - **Copies of deposit challans of PF, ESI, GST or any other tax levied by Government of previous month. Delhi Milk Scheme may ask the contractor for producing the originals of any documents for verification.**
 - **Bank statement showing debits from contractor's bank account towards payment of wages to its employees posted at Delhi Milk Scheme.**
5. **Period of Contract:** The contract for outsourcing the above job shall be awarded initially for the period of one year or till handing over the DMS to an external agency whichever is earlier and the same can be extended on year to year to basis up to three years depending upon the satisfactory performance or till the handing over the Operation & Management of DMS whichever is earlier.
6. **Security Deposit:-**The Contractor shall have to deposit 10% security amount of total annual value of contract within 15 days of award of contract for due performance in the shape of DD/PO/FDR in favour of General Manager, DMS, failing which the same shall be deducted from the payable bills. The



security amount shall be refunded after successfully completion of the contract period and on submission of a "No demand certificate".

7. **Minimum wages to workers:** The Contractor is required to pay minimum wages and other benefits to their workers as per Govt.'s rules fixed by Government of Delhi. If there is any increase/decrease in the minimum wages by Govt. of NCT, Delhi in future, the same shall be allowed to contractor on prorata basis on submission of documentary proof thereof. The contractor shall accordingly pay the revised wages to their workers. The contractor shall maintain proper record for EPF and ESI contribution of every worker which can be inspected any time by this office. The contractor will also furnish a certificate on each bill that payment to workers has been made as per minimum wages fixed by Govt. of NCT, Delhi.
8. The contractor shall maintain proper record for wages, ESI, EPF contribution etc. of every worker which can be inspected any time by DMS.
9. The party shall ensure that his activities do not cause creation of any un-hygienic conditions within the Central Dairy and workers are strictly prohibited from loitering in & around the Central Dairy Complex.
10. Employer will produce documents for ESIC & EPF contribution of Employee and Employer deposited at concerned office along with raised bills for payment **including daily attendance sheet by name and UID/UAN**
11. **Uniform & Identity Card:-**The party must provide proper uniform and identity cards to their workers engaged by him.
12. **Eligibility Criteria and Documents required with Tender:** The tenderer/bidder may submit the photocopy of following documents to ascertain the eligibility. Original may be produced for verification on demand.
 - i). The Firm should be registered under NCT, Delhi or any other state for providing manpower/ outsourcing manpower services.
 - ii). Firm should have EPF Registration certificate under EPF, Act, 1952 (as amended up to date).
 - iii). Firm should have ESI Registration certificate under ESI Act, 1948 (as amended up to date).
 - iv). Firm should have Goods Service Tax Registration Certificate.
 - v) **The financial turnover of firm should be Rs.10 Lac during the last financial year. proof of financial turn over may be enclosed.**
 - vi) **The firm should have experience of having successfully providing manpower services (Technical Administrative, Accounts etc.) in government, Autonomous bodies, PSUs and reputed private companies during the last five years.**
 - (vii) **The bidder should not have been black listed by any government organization during the last five years. An undertaking in this regard shall be submitted in this regard along with the Bid.**

The list of documents required to be enclosed with bid to become eligible to be considered scrutiny:

- i) Details of successfully executed similar work along with work order copies as mentioned in tender.
- ii) Duly filled in and signed acceptance certificate, as per Annexure—3.
- iii) Complete copy of tender document duly signed/stamped on all pages.
- iv) Details of firm/company setup and establishment.
- v) List of current clients for whom similar works are executed citing the no. of employees employed by the contractor. (Attach documentary proof).
- vi) Performance certificate from clients for successfully executing similar works.



13. **Bid Systems:** Above E- tender are invited on single bid System basis (technical bid and financial bid)
14. **If a firm quotes NIL charges/consideration or Nil profit, the bid shall be treated as unresponsive and will not be considered.**
15. The contractor/ party shall maintain all statutory records in respect of workers employed by him to execute the job & shall maintain all such mandatory records which are required as per existing laws /rules.
16. The Contractor / Party shall be responsible to abide by all the statutory and mandatory provision of labour/industrial laws in force from time to time.
17. If the contractor /party fail to execute the job or fail to arrange the workers for carrying out the job, DMS will be free to make alternative arrangements to get the job done at the risk and cost of the party.
18. **Police Verification:** Contractor / party shall ensure that police verification of all workers is completed by him before engaging them in DMS.
19. These staff will be allowed to work only after evaluating their suitability for the job at D.M.S. by concerned branch head.
20. **Discipline :** Contractor / Party shall ensure that proper discipline is maintained at work place all the time and their workers is not involved in any kind of anti national or anti social activities. Their labour shall not loiter here and there and shall remain available at their work place.
21. The contractor's labours shall not be allowed to Stay/Reside/Live in DMS workers Rest Room or in any building of DMS.
22. The contractor shall employ sufficient qualified workers for carrying out the job in all the shifts and you should ensure that the job entrusted and targets set are fulfilled on all the days of week irrespective of holidays and Sundays. You shall engage only those workers who are physically fit and meet the entire health standard as prescribed by law.
23. During shifts while working in contractor's staff get injured or any other misshape / death, DMS shall not be liable to pay any compensation / liability of any kind. This shall be contract responsibility.
24. Contractor shall abide by the spot instructions and shall carry out all the operations under the supervision of AE(Civil) or his representatives.
25. The staff engaged by the party under the contract shall not have any claim or right for their recruitment in Delhi Milk Scheme on regular basis or otherwise and the contractor will have to submit an affidavit to this effect.
26. In case of any accident to their staff, the expenses/compensation shall be borne/paid by the contractor and DMS will not be responsible for any liability in this regard.
27. They will be allowed to avail their weekly off once a week which may be schedule as per need of work.
28. **Statutory and Mandatory Provision:** The contractor shall abide by all the statutory and mandatory provisions of labour/Industrial laws in force from time to time. In case any challan/ fine is levied under Statutory Act, DMS will not be responsible for any violation of law by Party and the contractor will be fully responsible for its settlement and of any statutory and the mandatory requirements such as Medical, Insurance etc.
29. In case contractor fails to perform the job at any time or mandatory records are not maintained or minimum salary / wages are not paid to worker or any terms & conditions of contract are not complied, the General Manager, Delhi Milk Scheme will treat such act as breach of contract and shall be free to cancel the contract and make alternative arrangements to get the job done. Security deposit can be forfeited and penalty can be recovered from any payable bills of existing contracts or any other contracts of the firm apart from taking other legal/administrative action.
30. If any of the personnel of the contractor indulge in theft or any illegal /irregular activities, misconduct, the contractor will take appropriate action as per law and rules against it erring



personnel in consultation with DMS and intimate the action taken to this office. If need be, an FIR should be lodged against the erring personnel. Such personnel who indulges in such activities should not be employed in this office by the contractor in any case.

31. The DMS shall have the right to reject the services of any personnel who is considered to be undesirable.
32. The contractor personnel shall not divulge or disclose to any person, any details of office, operational process, technical know-how, security arrangements and administrative/organizational matters as of confidential /secret nature.
33. Whenever there is a duplication of clause either in the terms and conditions or in the agreement, the clause which is beneficial to DMS will be considered applicable at the time of any dispute/following any statutory rules.
34. In case contractor fails to make payment of the minimum wages / salary including overtime wages within the prescribed period i.e. within a month or make short payment to the worker/workers engaged by it, General Manager, DMS reserves the right to make such payment(s) from contractor's current bill(s) or any other pending bill(s) by lawful means. If the amount required for payment falls short, it shall be appropriated recovered from the security deposit of the contractor apart from taking any other action as per rule.
35. **Penalty :** During the surprise check, if deployed power is found absent without prior permission / information to competent authority a penalty of Rs.1,000 per day per person shall be deducted from the payable bills
36. **No claim for regular job:** The labours/workers engaged by contractor under this contract shall not have any claim or right for their engagement / recruitment in Delhi Milk Scheme on regular basis or otherwise.
37. **Compensation:** In the event of an accident or mishap resulting in any disability, injury or death of employee engaged by party during the period of the contract the compensation, damage etc. are to be paid by contractor. DMS shall not be liable in any manner either monetarily or otherwise.
38. **Safety Guideline:** Contractor should ensure that the staff deployed by him follow all statutory and safety guidelines while working. In this connection DMS in no way will be responsible for any untoward happenings during the contract period.
39. **Statutory Requirement:** The contractor is required to abide by all statutory requirements as per Law applicable during the contract period.
40. **Modification:** In case of any hardship/operational problems faced by either party (i.e. contractor or DMS). General Manager, DMS have the right to add/modify any conditions in the public interest by recording reasons to this effect.
41. **Short Close of Contract:** (i) On breach of any terms and conditions, the said contract can be short closed/cancelled at any time without assigning any reason at the sole discretion of General Manger, Delhi Milk Scheme.
(ii) The handling over the Operation & Management of DMS to external agency has been initiated by DADF. The contract can be short close with one month notice if O & M of DMS is given to external agency.
42. **Online Tender:** Only online/e-tenders are allowed. No manual tender shall be accepted.
43. **Validity of Tender:** Your Tender offer should be valid for a period of 90 days from the closing date of tender.
44. **Sub- Contracting:** - The bidders cannot assign or transfer sub-contract its interest/obligations under the contract in any circumstances.
45. For seeking any clarification, bidders/tenderer may contact AE (Civil), DMS on any working days.



46. Instruction for bidders for filling/bidding E-Tender

- a. As this is a e-tender , all bidders are requested to obtain Digital Signature Certificate (DSC) for bidding the above tender.
- b. All bidders / tenderer should sign the tender documents at appropriate place . Unsigned tender shall not be considered / accepted
- c. Rate should be filled in the specific column against each item of tender
- d. Scan copy of EMD and Tender fee should uploaded in (.pdf) file
- e. Attach Scan copy of PAN Card and residence proof in (.pdf) with tender document.
- f. Scan copy of the all tender document in (.pdf) file and upload the same on CPP Portal i.e. eprocure.gov.in/eprocure/app.
- g. Bidders may contact on telephone No. 011-25877204 Ext.261 for any guidance required for filling e-tender/ on line tender

I / we hereby append my/our signature in verification of our rate of tender and accept all term and conditions of the tender

(Signature of contractor/ Bidder)

Name of contractor -----

Address -----

Tel/ Mob. No.-----

