

PRESS NOTICE

NOTICE INVITING TENDER

Upper Yamuna River Board (UYRB) a subordinate office of Ministry of Water Resources, having its office at Wing-4, Ground Floor, West Block-I, R K Puram, New Delhi invites, on behalf of President of India, sealed item rate tenders, from registered manpower/placement agencies having proper registration with the authorities like Govt. Departments, DGR, ESIC/EPF Commissioner etc., for providing following services in its office on contract basis:

NIT No – **UYRB/Ser/12/2009/01**
Name of services to be provided – **Services of Technical, Skilled, Semi- Skilled and Unskilled personnel.**
Estimated cost – Rs. 16,32,000/-
Earnest money – Rs.35,000/-
Time of contract – One year from 01.04.2011 to 31.03.2012

The tender forms including details of services required and terms & conditions etc. may be obtained from the office of Upper Yamuna River Board or can be downloaded from the website www.uyrb.nic.in and www.mowr.nic.in. The last date of submission of duly completed sealed tenders will be 31st December, 2010 upto 1500 hours.

Assistant Director GR.-II
Upper Yamuna River Board

**GOVERNMENT OF INDIA
MINISTRY OF WATER RESOURCES
UPPER YAMUNA RIVER BOARD**

**TENDER FOR PROVIDING SERVICES OF
TECHNICAL, SKILLED, SEMI- SKILLED AND UNSKILLED PERSONNEL IN
UPPER YAMUNA RIVER BOARD**

**NEW DELHI
DECEMBER, 2010**

**TENDER FOR PROVIDING SERVICES OF
TECHNICAL, SKILLED, SEMI-SKILLED AND UNSKILLED PERSONNEL IN
UPPER YAMUNA RIVER BOARD**

Upper Yamuna River Board (UYRB), a subordinate office of Ministry of Water Resources, having its office at Wing-4, Ground Floor, West Block-I, R K Puram, New Delhi invites Tender from registered manpower/placement agencies having proper registration with the authorities like Govt. Departments, DGR, ESIC/EPF Commissioner etc., for **providing services of Technical, Skilled, Semi- Skilled and Unskilled personnel** in its office on contract basis for the period from **01.04.2011 to 31.03.2012**. The details of services required and terms & conditions are given in following schedules:

Schedule 'A'

Schedule of Approximate Quantities of Services & Rates.

Schedule 'B'

Terms & Conditions for Providing Services.

Schedule 'C'

Scope of Work for Providing Services.

Tenders in sealed envelope super-scribed as "Tender for Providing services of Technical, Skilled, Semi-skilled & Unskilled personnel in Upper Yamuna River Board" will be received in the office of Upper Yamuna River Board **on or before 31st December, 2010 up to 1500 Hours** and will be opened by authorised representative of UYRB on the same day at 1530 Hours in the presence of the representatives of the firms, if any.

The tender documents, duly filled, signed and stamped, should contain the following documents:

1. Profile of the company/agencies with address and telephone numbers;
2. Certificate of incorporation of the company;
3. Registration for manpower supply;
4. PF registration;
5. ESI Registration;
6. PAN and Service Tax registration number;
7. Current and Valid Income Tax Clearance Certificate;
8. List of the organizations to which manpower is being supplied by the bidder;
9. Any other relevant information.
10. Earnest Money Deposit of Rs.35000/- (Rs. Thirty five thousand only) in the form of a crossed Demand Draft/Pay Order drawn in favour of Pay and Accounts Officer, Ministry of Water Resources, New Delhi.

Note: The tenders received without EMD will be rejected summarily.

Assistant Director GR.-II
Upper Yamuna River Board

SCHEDULE - A

Schedule of Approximate Quantities of Services & Rates

I/We hereby quote for providing the services as mentioned below at the rates specified against each Service subject to the Terms & Conditions of the contract:

S.No.	Description of Services	No. of personnel required	Unit	Rate inclusive of all charges (Rs)	
				in figures	in words
	Providing services of Technical, Skilled, Semi-skilled & Unskilled personnel in Upper Yamuna River Board (As per Annexure-I):				
1	Technical Assistant (Technical personnel)	2 No.	Man Month		
2	Office Assistant (Skilled personnel)	4 No.	Man Month		
3	Unarmed Security Guards (Semi-skilled personnel)	2 No.	Man Month		
4	Helper (Unskilled personnel)	4 No.	Man Month		

NOTE :

- (i) No. of personnel required may vary as per requirement of UYRB.
- (ii) For providing services of Technical, Skilled and Unskilled personnel, Agency should quote the rate per man month inclusive of all charges except Service tax.
- (iii) For providing services of Semi- Skilled personnel (Unarmed Security Guards), the Agency should only quote the rate per man month as notified by Directorate General Resettlement plus service charges as approved by DGR (between 14% and 20%).
- (iv) Service tax will be paid by the department as per prevalent rules.

ASSISTANT DIRECTOR GR.-II
Upper Yamuna River Board

Date:
Place: New Delhi.

AGENCY
Name & Signature
With seal of Company

SCHEDULE - B

TERMS & CONDITIONS FOR PROVIDING SERVICES

1. The Notice Inviting Tender is open to all registered manpower/placement agencies having proper registration with the statutory authorities including DGR/ESIC/EPF Commissioner for supply of manpower.
2. The Agency should have a valid license for providing such services under the Contract Labour (R&A) Act, 1971 and the rules made there under.
3. The Agency shall be solely responsible for complying with all statutory requirements and obligations, especially, but not limited, to those relating to employment of labour, service conditions of labour, payment of minimum wages, employees state insurance, payment of bonus and provident contribution, etc.
4. The Agency should ensure that the character and antecedents of the persons engaged are properly verified from Police Authority before deployment.
5. The Agency should ensure that the personnel are physically fit, smart, efficient, well behaved and skillful in their duties.
6. The Agency should ensure that the persons engaged will observe office discipline and decorum and do not misbehave with any official/officer.
7. The Agency shall be solely responsible for any act of commission/omission/negligence on the part of the employee deployed.
8. The Agency shall immediately provide a substitute in the event of any person absenting himself from the job due to his/her personal reasons. Deductions will be effected from the Agency's bill, if on any day his worker reports absent or the work is not done properly.
9. The Agency shall not engage the services of any sub-Agency or transfer the contract to any other person.
10. The rates quoted should be in conformity with the Minimum Wages Act and should be inclusive of other statutory charges like ESIC/EPF (including employers share in PF).
11. UYRB reserves the right of accepting the whole or any part of the tender and the Agency shall be bound to perform the same at the rate quoted.
12. On acceptance of the tender by the competent authority, the letter of award will be issued, making it clear that the Agency will have to execute agreement on prescribed form for providing watch and ward services.
13. The Agency shall quote his rates in Schedule 'A' as per various terms and conditions laid down in Schedule 'B' and 'C' which will form part of the agreement.
14. The Agency should be in a position to supply the personnel within 15 days from the date of placing of the order.
15. Agency should arrange weekly paid rest to the security personnel as per Payment of Wages Act, 1936 by arranging separate rest giver for which no additional payment will be made by UYRB.
16. The Agency providing security personnel shall be responsible in the event of any theft or damage of UYRB property during the tenure of the agreement either due to negligence or connivance of its employees and will reimburse for any loss suffered by UYRB during the period of contract.
17. The Agency shall furnish a panel of 4 number Security Guards for approval. The deployment of Security Guards will only be out of the approved panel.
18. UYRB shall have the right to deduct, from the money due to the Agency, any sum required for making good the loss suffered by personnel by reasons of non fulfillment of the contract.
19. UYRB shall have the right to cause an audit of the service and the final bill of the Agency including all supporting vouchers abstract etc. to be made after payment of final bill and it as a result of such audit any sum is found to have been overpaid in respect of any services provided by the Agency under the contract or any services claimed by him to have been provided by him under contract and found not to have been executed. The Agency shall be liable to refund the amount of the over payment and it shall be lawful for Government to recover the same from him and if as a result of audit, it is found that Agency was paid less than what was due to him under the contract in respect of any services provided by him under it, the amount of such under payment shall be duly paid by Government to the Agency.
20. The UYRB reserves the right of variation in contract period up to 25% of original contract period. Agency is bound to continue to render services at the same rate and

same terms and conditions as in the original contract agreement in the extended period also.

21. (a) The shift hours for Security Guards shall be as under:
1st Shift : 06.00 hrs. to 14.00 hrs. - 1 Guard
2nd Shift : 14.00 hrs. to 22.00 hrs. - 1 Guard
(b) The working hours for technical, skilled and unskilled personnel shall be the working hours of the office of UYRB i.e. 9.30 A.M. to 6.00 P.M. (five days week) unless otherwise specified.
22. The bills along with the relevant documents shall be submitted in duplicate after the completion of each month of providing services and the Agency or his authorised representative shall be issued payment by cheque after deductions of income tax payable to the Government of India.
23. The UYRB shall have the right and be entitled to withhold payment of Agency under this agreement in the event of any breach of the terms and conditions of the agreement by the Agency. No interest will be allowed on payment with-held, when released.
24. The UYRB shall have the right to terminate contract by giving one month notice without assigning any reason, whatsoever.
25. In case of breach of any terms and conditions attached to this contract, the Performance Security Deposit of the Agency will be liable to be forfeited besides annulment of the contract.
26. Conditional tender will not be accepted.
27. **Performance Security Deposit:** A sum approximating to 10% of the monthly bill shall be deducted from each monthly bill of the Agency till the sum amounts to Performance Security Deposit of 5% of the tendered value.
28. Any dispute arising out of the contract will be settled within the jurisdiction of Delhi Courts.

ASSISTANT DIRECTOR GR.-II
Upper Yamuna River Board

Date:
Place: New Delhi.

AGENCY
Name & Signature
With seal of Company

SCHEDULE - C

SCOPE OF WORK FOR PROVIDING SERVICES

A) Qualification & Duties of Technical Personnel (Technical Assistant)

Qualification: Technical Assistant should possess the minimum educational qualification of Diploma in Engineering, preferably in Civil.

Duties:

1. Assisting the officers in technical matters.
2. Collection of basic.
3. Entry of hydrological and water quality, withdrawals, return flow data in computers.
4. Keeping records of all the T&P.
5. Assisting the officers in Procurement of office stationary, T&P and office equipments including their maintenance.

B) Qualifications and Duties of Skilled Personnel (Office Assistant).

Qualification: Office Assistant should possess the minimum educational qualification of twelfth Standards and have—

1. Knowledge of Windows Vista and MS office 2007 viz. MS Word, MS Excel, MS Power Point, etc.;
2. Experience in typing/data entry on computers with reasonably good speed.
3. Conceptual knowledge of networking (File sharing and data transfer);
4. Conceptual knowledge of dot, net, email.

Duties:

1. Typing of letter, notes etc on computer.
2. Data entry in computers.
3. Preparation of bills.
4. Helping officers in maintenance of files/records.
5. Any other work assigned by the officers.

C) Qualification and Duties of Semi-Skilled Personnel (Security Guard).

- Requisites of Security Guards (semi-skilled):

- | | |
|---------------|-----------------------------------------------------------------------|
| (a) Age | (i) Not less than 21 years and not more than 55 years. |
| | (ii) Able ex-military personnel. |
| (b) Education | Minimum qualification SSC and able to read, write and speak in Hindi. |
| (c) Fitness | Physically fit and mentally alert. |
| (d) Uniform | The Security Guard shall wear a uniform with badge. |

Duties:

1. The Security Guard shall check the entry and exit of the workers as well as the visitors into the UYRB. They shall ensure that no unauthorised person enter the UYRB

premises and create nuisance or disturbance. Register on the approved format shall be maintained by the guard for the visitors register and same should be put up for verification as and when demanded by UYRB Administration.

2. The Security Guard shall check and maintain records of incoming and outgoing stores/ materials and equipment and should be checked for proper authority. This record shall be produced for verification on regular basis, as and when demanded by UYRB Administration.
3. The Security Guard shall guard UYRB property and all the installations, plants & machinery, equipments, records, documents etc.
4. The Security Guard shall apprehend culprit and handover them to local police authorities and follow up such cases viz. theft or pilferage(s) or any unauthorised act of trespassing of the premises. They shall lodge complaint/FIRs with police authorities on behalf of UYRB Administration and keep close liaison with the local police authorities for follow up action.

D) Qualification and Duties of Un-Skilled Personnel (Helper).

Qualification:

- Helper should possess the minimum educational qualification of eighth standard pass and should be able to read and write elementary words in English and Hindi;

Duties:

- Helper shall be responsible for housekeeping work, serving water and tea etc., cleaning utensils/crockery, cleaning and dusting of furniture and computers etc movement of files/papers, photocopying, operating FAX and other duties assigned to him by officers.

**ASSISTANT DIRECTOR GR.-II
Upper Yamuna River Board**

**Date:
Place: New Delhi.**

**AGENCY
Name & Signature
With seal of Company**