



DELHI POLLUTION CONTROL COMMITTEE

DEPARTMENT OF ENVIRONMENT, GOVT. OF NCT OF DELHI
6th Floor, ISBT Building Kashmere Gate, Delhi – 110 006.

F. No.DPCC/Admn./08-09/Vol.2/507-08/1507-08

Dated:-31.08.2017

E-Tender Notice

Sub: Engagement of 23 (Twenty Three) Peons purely on hiring basis through outsourcing in DPCC through e-tendering.

- A. Tenders are invited through e-tendering for engagement of 23 (Twenty three) Peons in DPCC having following qualification and experience:-
- Having minimum qualification of 8th Class Passed from any recognized School/ University.
 - Having knowledge of reading and writing Hindi/ English (preferably English).
 - Age limit preferably between 18-30 years.

B. Details of Tender:

- Last date for submission of Tenders :- **15.09.2017 at 02.00 PM.**
- Opening of Tenders :- **15.09.2017 at 04.00 PM**

C. Eligibility Criteria:

Following Essential Documents should be submitted with the Technical bid physically failing which the tender shall be rejected.

- The consolidated rates should be quoted **on the e-tender website**, i.e. Minimum Wages, ESI, EPF, Bonus, Service Tax, statutory levies & any other charges [taxes (if any), misc. Charges etc.]] including bifurcation in following form.

No.	Designation of employee	Minimum Wages per person per month	ESI	EPF + EDLI	Bonus	Service Tax	Service Charge	Total

- Earnest Money of Rs. 50,000/- (Rupees Fifty Thousand only) in form of DD in favour of Delhi Pollution Control Committee. The tenderer shall also **upload the scanned copies of D.D. alongwith other required documents.**
- Self-attested copies of valid Registration certificate of (i) Labour Department (GNCT of Delhi), (ii)ESIC, (iii)EPF, (iv)Service Tax and (v)PAN Card (**All certificates mandatory**).
- Self-attested copies of documentary proof of past experience (At least 02 years) in the field of providing Peons/ MTS in Government Department shall be submitted alongwith the e-tender bids. Only copies of experience certificate shall be accepted. Copies of work order shall not be treated as valid documents.
- The agency must have the minimum annual turnover of Rs.25 Lakhs for the last 02 years and will attach documents showing financial status of firm like copy of balance sheet, audit report etc. and a certificate regarding annual turnover for last 02 years duly certified/ attested by Chartered Accountant.
- The agency shall also submit an **undertaking** to the effect that contracting agency shall pay the wages to the concerned employees i.e. Peons as per rates notified by the Labour Deptt., Govt. of NCT of Delhi from time to time through Account Payee Cheque/ ECS and that the outsourcing agency shall comply and shall be fully responsible to follow all the statutory obligations regarding Employees Provident Fund (EPF), Employees State Insurance (ESI), Payment of Bonus, payment of Service Tax etc. to the concerned Govt. agencies in respect of Peons provided to the DPCC and Outsourcing Agency shall maintain all necessary and statutory documents and returns in this regard.

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7. The contracting agency shall not to employ sub-contractors.
8. The contracting agency should not have been prosecuted/ convicted during the last 05 years.
9. The contracting agency whose licence has been cancelled by labour department on account of violations should not apply until a period of 03 years has lapsed.
10. The bidders shall quote the realistic rates of Service Charges. The decision on acceptance or rejection of rates reserves with the competent authority of DPCC.

In case, the documents as required above, are not uploaded online as well as not submitted physically, neither the tender/ quotation will be entertained nor any further communication will be made for rectifying of the deficiency.

D. Terms & Conditions:

1. Sealed Technical Bids comprising of all documents listed under "Eligibility Criteria" alongwith EMD super scribed as "**Technical Bid for Engagement of Peon in DPCC**" and should be addressed to "The Member Secretary, Delhi Pollution Control Committee, 6th Floor, ISBT Bldg., Kashmere Gate, Delhi-110006". Sealed Technical Bids / quotation should **reach in this office latest by 02.00 PM on 15.09.2017** and be dropped in quotation box placed at Enquiry Counter, failing which tender shall be rejected.
2. The interested bidders should have a minimum of two years experience in the field of providing Peons/ MTS in government Department.
3. In case of successful bidder(s) found in breach of any conditions(s) of the tender/ agreement at any stage, the legal action as per law/ rules shall be initiated against the agency and security money deposited shall be forfeited.
4. Payment will be made to the concerned agency on monthly basis against the submission of proper bills in duplicate by the agency concerned.
5. The agency will be responsible to make payment of wages to their concerned employees only through Accounts Payee Cheques/ NEFT/ ECS.
6. Successful bidder(s) will have to execute an agreement with Department non-judicial stamp paper of Rs. 100/- .
7. Successful bidder(s) will have to furnish Performance Security/ Guarantee in the form of Account Payee Demand Draft, Fixed Deposit, Receipt, Banker Cheque or Bank Guarantee equal an amount of 10% of the total agreed value of the work/ service for a period of 15 (Fifteen) months in favour of Delhi Pollution Control Committee.
8. The validity of the contract would be one year. However, the Department will have the right to extend the contract period after seeking the approval of competent authority, but maximum upto 02 years (including extended period) subject to satisfactory services.
9. No. of Peons may increase or decrease depending on workload, after seeking the approval of competent authority.
10. **Competent Authority, DPCC reserves all right to reject or accept any or all quotations without assigning any reason.**

This issues with the approval of Competent Authority vide U.O. No.665/Ch., DPCC dated 31.07.2017.

(Geeta Grover)
Admn. Officer (DPCC)

Copy to:-

1. S.E.E. (IT/ Enquiry Counter):- with request to upload on DPCC website also for general information.
2. The Caretaker, DPCC for uploading of Tender document on e-procurement website.