

**SURVEY OF INDIA**

033-22875732/33

FAX: 033-2287-9038/22831260

E-mail: wbs.gdc soi@gov.in



**WEST BENGAL & SIKKIM GDC  
SURVEY OF INDIA  
13, WOOD STREET  
KOLKATA - 700 016**

No. S-1890 /8-I-2 (Private Guard etc.)

Date 26.09.2014

**TENDER NOTICE**

**SUB : QUOTATION FOR DEPLOYMENT OF SAFAIWALA ON CONTRACT BASIS DURING 2014-15 AND ONWARDS-FLOATING OF TENDER THERE OF.**

Dear Sir,

Sealed tender are invited from reputed Labour Contract Agencies for deployment of the following person on contract basis. You are therefore requested to quote your rate (with detailed break-ups) based on minimum Wages Act of the Govt. of India/West Bengal.

**LIST OF REQUIREMENTS**

Sl. No.	Description of Category	Criteria	Approx. Requirement	Remarks.
1	Safaiwala	She/he should be able to clean office rooms, Toilet & Office premises in a hygienic way.	1 No.(One)  Maximum 20 days in a month on requirement basis.	Unskilled.

- 1.1. Quotation should be submitted under sealed cover only mentioning the quotation letter. No. Date and the item quoted for.
- 1.2. Quotation should be addressed to the Director, W.B. & Sikkim GDC, Survey of India, 13 Wood Street, Kolkata-700016 and NOT BY NAME OR NOT TO ANY OTHER ADDRESSEE.
- 1.3 Quotation should reach within the specified time and date to the addressee i.e. by 14.00 hrs on or before 28-10-14. The quotation will be opened on 28-10-14 at 15.00 hrs. The envelope containing quotation must be inscribed with "QUOTATION FOR DEPLOYMENT OF SAFAIWALA DUE ON 28-10-14.
- 1.4 Earnest Money Deposit(EMD) of Rs. 1000/- (Rupees one thousand only) should be deposited alongwith the tender in the shape of Demand Draft in favour of E & A.O, W.B. & Sikkim GDC, Survey of India, 13 Wood Street, Kolkata failing which tenders will not be accepted.
- 1.5 Earnest Money will be returned to the unsuccessful tenderers on next working day and no interest will be paid for the same.
- 1.6 Successful bidder has to submit Security Deposit for 10% value of the supply order as BG in the form of Bank Draft on any Nationalized bank in favour of E & A.O., W.B & Sikkim GDC, Survey of India payable at Kolkata.
- 1.7 The labour supply Agency /Contractor should have valid license and a copy of the same should be attached alongwith the quotation, failing which quotation will not be considered.

- 1.8 Quotation duly typed to be sent in Firm's letter pad with No. & date duly signed by authorised representative. Hand written quotation may not be accepted.
- 1.9 Work Order will be placed to the approved firms only when all the terms and conditions have been fulfilled by the tenderer. Income & Sales Tax clearance certificate will have to be shown before the Work Order is executive/complied with. The successful Tenderer/Supplier will be required to sign an agreement on the non-judicial stamp paper of appropriate value as per specimen attached.
- 1.10 Payment will normally be made within 15 days on the basis of actual days worked every month in the presence of our representative. For broken period of employment, the payment will be made on prorata basis. Mandatory Govt. deductions/contributions in respect person deployed have to be deposited by the Agency and proof submitted to the office.
- 1.11 No corrections or over writings in the quotation will be accepted.
- 1.12 Quoted rate should be furnished on Minimum Wages Act of Govt. and guide lines issued by Government Structures of wages to be furnished in details with total amount per day in figure as well as in word. Wages should not be less than minimum wages for employment Unskilled person as per notification of Govt. of West Bengal labour Department. Copy of notification of Govt. of West Bengal Labour Department must be submitted with Tender.
- 1.13 The rate quoted should be valid up to one year and may be extended for another one year if so required. No change of rate will be accepted during the contractual period except where minimum wages are revised by Govt. Authorities.
2. Contractors, if so desire may be present on the date and time of opening quotations with prior intimation to the Chairman over telephone at least one hour before their arrival at W.B. & Sikkim GDC, Survey of India, 13 Wood Street, Kolkata.-700016.
3. The quotation must be very specific and shall not contain any evasive terms contrary to our terms and conditions which may be a ground for rejection.
4. The tender acceptance form being enclosed as Annexure ' A'. It must be signed with date and return to this office as token and acceptance of the above tender along with photo copies of the following documents :
  - a) Registration Certificate No. & License from the Regional labour Commissioner (Central/State)]
  - b) P.F.A/C No. Registered with competent authority.
  - c) E.S.I No. Registered with competent authority.
  - d) Service Tax No. (15 digits Service Tax No. from Central Excise Department).
  - e) PAN of Agency.
5. Replacement to be provided within 24 hours from time of intimation as and when required during illness/absence of Sweeper.



6. The personnel deployed by the Contractor :-
- Should be an Indian nationality.
  - Age should not be less than 18 years.
  - At least 8<sup>th</sup> standard passed desirable.
  - Bio-data with two copies photographs to be supplied with police verification certificate of individual.
  - Agency will be solely responsible for the conduct of the deployed personnel.
  - Persons will have to work in Kolkata jurisdiction only for 8 hours/day.
  - The authority reserves the right for removal of any person through the Agency if his/her conduct is found objectionable.
  - The person so deployed by the Agency will have no claim for regular Govt. job.
  - The successful tenderer will have to furnish an agreement on Rs. 100/-stamp paper at his/her own cost.
  - Office will not take any responsibility in case of any injury due to accident etc.
7. The Director W.B. & Sikkim GDC, Survey of India, Kolkata reserves the right to accept/reject any quotation without assigning any reasons thereof.

*B.K. Roy*  
( B.K. ROY ) 26/9/14  
Suptdg. Surveyor  
Director(Current Duty)  
W.B. & Sikkim GDC, Kolkata.  
Contract Phone No. 03302287-5732

- Encl: i) Tender Acceptance Form  
ii) Agreement Form.

Note :-

Tender document can be downloaded by the tenderer from Survey of India Web Site [www.surveyofindia.gov.in/](http://www.surveyofindia.gov.in/)

Copy to

- ✓ 1. The Surveyor General of India with reference to his letter No.EG-6743/1904-West Bengal G.D.C. dt. 04-09-14 for information, please. Through E-mail Address [sgo@sancharnet.in](mailto:sgo@sancharnet.in) and Tender upload Requisition form cum forwarding letter by Fax.
2. The Addl. Surveyor General Eastern Zone, Kolkata with reference to his letter No. Adm-113/5-H dt. 05-09-14 for information, please.



AGREEMENT

This Agreement is made on- - - - - day of - - - - Two thousand fourteen between Director, W.B. & Sikkim GDC, Survey of India, 13 Wood Street, Kolkata as one part, hereinafter called and M/S.

- - - - - Agency for providing Unskilled Contract Labours on the other part.

WHERE AS Director, W.B. & Sikkim GDC, Survey of India, Kolkata is desirous to engage the Agency for providing UNSKILLED CONTRACT LABOUR for its Kolkata office on the terms and conditions stated below :

1. The agency shall be solely responsible for compliance to provisions of various labour. Industrial and any other laws applicable and all statutory obligations, such as wages, allowance, compensations, EPF Bonus, Gratuity, ESI etc. relating to contract person deployed in Survey of India, Kolkata. Director, W.B. & Sikkim GDC, Survey of India, 13 Wood Street, Kolkata shall have no liability in this regard.
2. The agency shall be solely responsible for any accident/medical/health related liability/compensation for the person deployed by it at Survey of India. The Survey of India shall have no liability in this regard.
3. Any violation of instruction/agreement of suppression of facts will attract cancellation of agreement without any reference or any notice period.
4. The contract can be terminated by giving two months notice on either side.
5. In case of non-compliance with the contract, the Survey of India reserves its right to :
  - a) Cancel/revoke the contract, and /or
  - b) Impose penalty upto 10% of the total annual value of contract.
6. Security deposit equal to 10% of the Annual Contract Value(refundable without interest after two months of termination of contract) in the form of pay order/demand draft /FDR/or bank guarantee from a commercial bank shall be furnished at the time of signing of the Agreement.
7. The Agency shall be fully responsible for timely monthly payment of wages and any other dues to the person deployed in Survey of India by 7th of every month in presence of official of Survey of India, deputed for the purpose. Further the agency while submitting their bill for payment shall also be responsible to submit documentary evidence of having submitted EST and EPF amount (both employer's and employee's contribution) in the respective account of the workers for the period for which bill is raised, copies of challan and worker's permanent ESI account card/certificate.
8. The person provided by the Agency will not claim to become the employees of Survey of India and there will be no Employee and Employer relationship between the person engaged by the Agency for deployment in Survey of India.
9. There would be no increase in rates payable to the Agency during the contract period except reimbursement of the Statutory wages revised by Govt. of West Bengal). from time to time, as applicable during the contract period. As and when the wages are revised by the Govt. of West Bengal). the revised wages shall be paid by this office.
10. The agency also agrees to comply with Terms and Conditions mentioned in the Tender.
11. Decision of SOI in regard to interpretation of the terms and conditions and the Agreement shall be final and binding on the Agency.
12. The Agency shall be responsible for providing Uniform and Identity Cards to their workers.

13. If any dispute or difference shall arise including this contract the settlement of which is not herein before provided for the same shall be referred to the arbitration of the Surveyor General of India and if he is unable or unwilling to act as arbitrator to the arbitrations, of any person nominated by him in writing and the decision of such arbitrator shall be final and binding on the parties to this contract.
14. Forfeiture of EMD(bid Security) : EMD shall be forfeited in the following cases : (a) Bidder's withdrawing or altering its bid during the bid validity period.(b) withdrawal of offer during the validity period of the offer (c) Non-acceptance of orders when placed, or(d) Non-confirmation of acceptance of orders within the stipulated time after placement of offer,(e) Any unilateral revision made by the bidder during the validity period of the offer.
15. Forfeiture of Security Deposit(Performance Guarantee) : Security deposit(Performance Guarantee) shall be forfeited, If services are not provided upto the satisfaction of SOI.
16. IN WITNESS WHEREOF both the parties have set and subscribed their respective hands with their Seal in Kolkata in the presence of the witness :

Survey of India, GDC, Kolkata.

Witness :           1.  
                          2.

Agency :

Witness :           1.  
                          2.