

फाईल संख्या एनएआई जेपीआर 3-7 / 2009 प्रशासन
भारत सरकार
राष्ट्रीय अभिलेखागार,
अभिलेख केन्द्र,
10-ए, झालाना सांस्थानिक क्षेत्र, झालाना डूंगरी, जयपुर 302 004

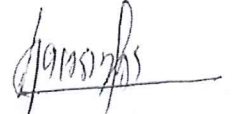
दिनांक 24 जनवरी 2017

कार्यालय भवन की संपूर्ण साफ सफाई व्यवस्था का टेका

इस कार्यालय की संपूर्ण सफाई व्यवस्था हेतु 2 सफाई कर्मियों की राजस्थान सरकार द्वारा पंजीकृत संस्थाओं में मुहरबंद निविदाएं आमंत्रित की जाती हैं। इच्छुक संस्थाएं दिनांक 8/2/2017 को दोपहर 01:00 बजे तक निविदा भरकर अधोहस्ताक्षरकर्ता के कार्यालय में प्रस्तुत कर सकते हैं। प्राप्त निविदाएं उसी दिन उपस्थित आवेदकों के समक्ष दोपहर 03:00 बजे खोली जावेगी।

सफलतम फर्म को एक वर्ष के लिए कार्य करने का शपथ पत्र भरकर प्रस्तुत करना होगा। अगर कार्य संतोषजनक पाया गया तो अभिलेख महानिदेशक महोदय द्वारा एक वर्ष के लिए कार्यकाल बढ़ाया जा सकता है।

निविदा फार्म, नियम एवं शर्तें इस विभाग की वेब साईट archives@nic.in पर उपलब्ध है।



कैवल राम मीणा
अभिलेख सहायक निदेशक
अभिलेख केन्द्र, जयपुर
टेलीफैक्स 01412701815

GENERAL INSTRUCTIONS, TERMS & CONDITIONS OF TENDER CALL FOR CLEANING & SWEEPING SERVICES IN NAI RC JAIPUR

GENERAL INSTRUCTION TO TENDERER

1. Sealed tenders are invited by the Assistant Director, National Archives of India, Records Centre, Jaipur on behalf of Director General of Archives Government of India upto 13.00 hours on 8 February.2017 providing Sweeping & Cleaning Service to this office.
2. At present a total number of two safaiwallaha for sweeping and cleaning are required. However knowing in view the need the number of manpower may be increased if required.
3. The bidder, to qualify for the award of contract, shall submit a written power of attorney authorizing the signatories of the bid to participation in the bid. Memorandum of Understanding/authorizing the signatories of the bid to participate in the bid.
4. The financial bid are to be submitted in prescribed forms in form I and Form II respectively.
5. The tender for Cleaning and Sweeping Services may be submitted in single form separately to the Assistant Director of Archives, National Archives of India, Record centre A-10 Jhalana Doogari Jaipur-302015.
6. The received tenders will be opened at 3.00P.M on 8th February.2017. Any form of conditional bid will be summarily rejected.
7. The decision of the Director General of Archives in this regard is final, who is also not bound to accept the lowest rate and reserves himself/herself the right to cancel without assigning any reason. No correspondences in this regard will be entertained.
8. The contract will be for a period of one year from the date of deployment. It may be renewed for a further period of One year subject to the satisfactory service and discretion of the competent authority.
9. Canvassing or offer of an advantage or any other inducement by any person with a view to influencing acceptance of a bid will be an offence under Laws of India. Such action will result in the rejection of bid, in addition to other punitive measures.
10. The financial bid should be based on the **Minimum Wages Act, 1948** and the rates of wages should be in accordance with the approved rates of Ministry of Labour and Employment, Government of India.
11. The financial bid will also include other minimum statutory requirement like EPF, ESI, weekly offs and National holiday etc. as applicable under labour laws. Any office/bid not in compliance with Minimum Wages Act and any other Labour laws will be treated as invalid.

GENERAL TERMS AND CONDITIONS OF THE CONTRACT

1. The contractor will provide all cleaning materials and appliances for the services to their labourers.
2. The safaiwallahs provided shall be the employees of the Contractor and all statutory liabilities will be paid by the contractor such as ESI, EPF, Workmen's Compensation Act, etc. The list of staff going to be deployed shall be made available to the Department and if any change is required on part of the Department fresh list of staff shall be made available by the agency after each and every change.
3. It is clarified that under no circumstances, the staff members and / or the workmen / employees of the sweeping & cleaning agency shall be treated, regarded or considered or deemed to the employees of the office and the agency alone shall be responsible for their remuneration, wages and to their benefits and services conditions of all the employees deployed by the agency and shall indemnify and keep indemnified this office against any claim that may have to meet towards the employees of the agency.
4. The contractor shall abide by and comply with all the relevant laws and statutory requirements covered under Labour Act, Minimum Wages and (Contract Labour (Regulation & Abolition Act 1970), EPF etc. with regard to the personnel engaged by him for works. It will be the responsibility of the contractor to provide details of manpower deployed by him, in the office and to the Labour Department.
5. All wages due to the employees of the contractor shall be paid in the first week of the month in the presence of the authorised officer of the Principal Employer as per the provision of Contract Labour (Regulation & Abolition) Act, 1970. Similarly in every month they will submit to this office copy of the EPF and ESI deposit of the safaiwallahs. In case they fail to deposit the amount in any month the office reserves the right to deduct the said amount from their bill in the next month.
6. Since it is the responsibility of the bidder to claim all the statutory dues from the principal employer to be paid to the labourer at the time of inviting the bid, the Department will not be responsible in case of any subsequent dispute in labour court in this regard. The bidder therefore will have to indemnify the Department in such eventuality.
7. Any damage or loss caused by contractor's persons to the Department in whatever form would be recovered from the contractor.
8. The contractor shall ensure that its personnel shall not at any time, without the consent of the Department in writing, divulge or make known any trust, accounts matter or transaction undertaken or handled by the Department and shall not disclose to any information about the affairs of Department. This clause does not apply to the information, which becomes public knowledge.
9. The Contractor will not allow or permit his / their employees to participate in any Trade Union activities or agitation in the premises of this office, violation of which may result in the termination of the contract immediately.
10. The Department will not be responsible for any injury or loss of life of personnel deputed by the contractor which may take place in the course of their deployment.
11. Any personnel engaged by the Agency if found indulged in illegal and intolerable activities is to be handed over to the police or any other administrative action deemed fit against him will be taken besides termination of the contract immediately. Agency shall be solely responsible for the conduct and behaviour of persons deployed by the agency.
12. The agency shall furnish a photocopy of ESI Card immediately on engagement of safaiwallah.

* FORM-1

Technical Bid- cleaning & sweeping services

1. Name of the Firm:
2. Name of the Proprietor/Managing Director:
3. Detail Postal Address:
4. Telephone No.: Mobile No:
5. Email: (please mention your valid e-mail ID):
6. Year of Registration with Registration No:
7. License No. and date of validity:
8. (i) EPF Code No. (ii) ESI Code No.
9. Service Tax registration no.
10. PAN No
11. Annual turnover of last three financial years:
(Please attach attested copies of duly audited report of Chartered Accountant and tax return certificate)
12. Work experiences: Please mention in detail of security/cleaning & sweeping services provided to government establishments: (please attach documentary evidences)

Serial No	Name and address of the Establishment	Whether State/Central Government office/PSU	Years of performance	Duration of service

I hereby undertake to declare that the information provided by me against each column is true to the best of my knowledge.

Date:

Signature of Proprietor
(Seal)

Place:

*Please use extra sheet if necessary

Financial Bid for Sweeping & cleaning
(Rate to be quoted for 22 days)

1. Wages & VDA (if applicable) in Rs. (per safaiwallah) -----
 2. EPF: -----
 3. ESI: -----
 4. *Other Statuaries if any:
 - (a) -----
 - (b) -----
 - (c) -----
 - (d) -----
 5. Total amount for three safaiwallah in a month -----
 6. Supervision Charges -----
 7. Service Tax -----
 8. Cleaning materials -----
- Grand Total -----

Signature

(With seal)