

**CENTRAL GOVERNMENT EMPLOYEES**  
**WELFARE HOUSING ORGANISATION**

**NOTICE INVITING TENDER (NIT) FOR HIRING MANPOWER**  
**THROUGH PLACEMENT/ SECURITY AGENCIES**

Central Government Employees Welfare Housing Organisation (CGEWHO), an Autonomous Organisation, under Ministry of Housing & Urban Poverty Alleviation, Govt. of India invites sealed quotations from registered, well-established and reputed Manpower Supply Firms for providing various skilled and unskilled personnel on monthly contract basis as per its Requirement.

2. Interested Firms/ Agencies, who have more than 3 years experience in the field as on 31.3.2011, can collect Tender document containing detailed information and terms & conditions as per “**Annexure - X**” personally from Assistant Director(Admn), CGEWHO, on all working days on payment of Rs.1000/- per document or download the same from CGEWHO’s website [www.cgewho.nic.in](http://www.cgewho.nic.in), in which case, a demand draft of Rs.1000/- in favour of CEO, CGEWHO may be enclosed with the quotation separately towards tender documents work.
3. Quotation in sealed cover superscribed “**Quotation for Hiring of Manpower**” should be submitted by Speed Post/Registered Post / in person, addressed to the Presiding Officer, Purchase Committee (H.O.), CGEWHO, at the address given above.

**The schedule of receipt of Quotations is as under :-**

Last Date and Time for receipt of: Quotations	15/11/2011(1500 hrs)
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4. Quotations received after the stipulated date & time and incomplete quotations, will be rejected. The Quotations will be opened by the Purchase Committee at Head office of CGEWHO, for which, no separate notification/ invitation shall be given.

**DETAILED INFORMATION AND TENDER DOCUMENT CONTAINING TERMS & CONDITIONS  
FOR HIRING MANPOWER SERVICES OF VARIOUS PERSONNEL THROUGH  
THE PLACEMENT/ MANPOWER SUPPLY AGENCY**

1. The personnel engaged for the services in the CGEWHO shall be the employees of the Placement Manpower Supply Agency and will take their remuneration/wages from them. They will have no claim and liabilities of whatsoever nature including monetary claims or any other claim or benefits from the CGEWHO.
2. Minimum payment would be as per the **minimum wages notified by the Govt. of NCT of Delhi but higher pay would not be constraints.**
3. The Personnels supplied by the Placement Agency shall make their own arrangements for commuting of their personnel requisitioned by the CGEWHO and no extra expenditure on this account will be born by the corporation.
4. That Placement Agency will furnish to the CGEWHO the full particulars of the personnel deputed/ sponsored, including details like Name, Father's Name, Age, Photograph, Permanent Address, etc., and they will also ensure the verification of the antecedents of such personnel from their Ex-employer / Police and also ensure that they possess the requisite academic / technical qualifications and experience for rendering the requisite services to the CGEWHO.
5. The Placement Agency will be responsible for compliance of all the applicable statutory laws / rules and obligations arising out of the contract so entered for providing various personnel to the CGEWHO.
6. Any liability arising under Municipal, State or Central Govt. laws and regulations will also be the sole responsibility of the concerned Placement/ Manpower Supply Agency and the CGEWHO shall not be responsible for such liabilities in any case.
7. The Placement Agency shall undertake to indemnify the CGEWHO for any liability under any law arising out of the entered manpower contract.
8. The Placement Agency shall comply with all the rules and regulations regarding safety and security of its supplied / provided employees and the CGEWHO will in no way be responsible in any manner in case of any mis-happening with their personnel at any place.
9. The personnel provided / supplied shall be under the direct control and supervision of the Placement Agency. However, they shall comply with the oral and written instructions given on day to day basis by the authorized officer / representative of the CGEWHO from time to time. They will be bound by the office timings, duty, placement, locations, rules, instructions etc., as may be given and decided by the CGEWHO.
10. The Placement Agency shall not sub-let the contract without prior permission of the CGEWHO.

11. The Placement Agency shall make all payments including wages to its personnel on or before 5<sup>th</sup> of every month through NEFT / RTGS/ Bank Accounts. After making the payment, the Placement Agency shall raise the bill / claim to the CGEWHO for payment / reimbursement of such amount alongwith payment of proof. CGEWHO shall legitimate pay the bills within one month from the date of submission.
12. CGEWHO shall deduct proportionate amount for each day of absence of the personnel while making payment to the Placement Agency each month. CGEWHO can also deduct the amount for late coming or early going as per the rules /guidelines framed and made applicable by the CGEWHO from time to time. One day casual leave per month with full wages will be allowed to the contractual employees. The present working hours for the office will be from 9.00 A.M. to 5.30 P.M except Saturdays / Sundays and gazetted holidays. If the contractual employees are not attending the office in continuation of the Saturday / Sunday or gazetted holidays / leaves i.e. either suffixing or prefixing holidays, they will not be entitled for payment in respect of those days.
13. The Placement Agency shall be responsible for the discipline and conduct of the Personnel sponsored by them. In case, the personnel found in lack of discipline and their quality of work deteriorate during the course of the contract, the Placement Agency shall provide a suitable substitute/ replacement of personnel with immediate effect on the direction of CGEWHO.
14. During the subsistence of the contract, the CGEWHO shall not undertake any monetary liability other than the amount payable to the Placement Agency for the services of personnel provided by them. Other liabilities, if any, shall be solely rest with the Placement Agency. Even if, the CGEWHO has to bear such liabilities on unforeseen circumstances / occasions, the CGEWHO will recover such amount from the Placement Agency by adjusting the amount payable to them.
15. In case the employees of the Placement Agency do not attend the work at any time for whatever reason, the Placement Agency shall make alternate arrangements at no extra cost to the CGEWHO so that the daily work of the CGEWHO does not suffer. If no such alternate arrangements are made, proportionate deductions shall be made out of the contracted amount. The CGEWHO shall also be free to make its own alternate arrangements, the cost of which shall be recovered from the Placement Agency.
16. Any loss, theft or damage to the life and/or property of the employees of the CGEWHO and/or property of the CGEWHO, shall be compensated by the Placement Agency if the cause of such loss, theft or damage is on account of default, negligence and/or lapse of the employees of the Placement Agency.
17. Manpower provided /deployed will maintain full secrecy of the official working and records etc. failing which action will be initiated against the concerned persons and concerned agency under applicable rules and laws etc.
18. The Placement Agency shall also be responsible for providing all such amenities as are required to be provided under the provisions of various statutory laws including Contract Labour (Regulation and Abolition) Act, 1970. In case of failure of the Placement Agency to provide such amenities, the CGEWHO shall be free to provide the same and recover all

expenses so incurred in providing such amenities from the Placement Agency by any suitable manner / method as may be deemed fit by the corporation on the land.

19. The Placement Agency shall also comply with all acts, laws and other statutory rules, regulations, bye-laws, etc., as are applicable or which might become applicable to the N.C.T. of Delhi with regard to performance of the work included herein or touching upon this contract including Minimum Wages Act, 1948, Delhi Shops and Establishment Act, 1954, ESI Act, 1948, Provident Funds and MP Act, 1952, Workmen's Compensation Act, Payment of Bonus Act, and take such steps as may be deemed necessary in this regard from time to time.
20. The Placement Agency will not ask for any enhancement of approved rates during the contract period unless corporation so desires on its own for justified reasons under the laws.
21. It will be the sole liability of the Placement Agency to pay the wages, provident fund, ESI, leave benefits, bonus, medical facilities and other benefits / facilities to its employees as may be applicable under the relevant laws / rules. However, amount agreed under the contract will only be reimbursed / paid.
22. If the Placement Agency fails to render any or all the services, for any period during the currency of the contract, the CGEWHO shall be at liberty to get the work done from other agencies and deduct charges incurred on this account from the amount payable to the Placement Agency.
23. The Placement Agency has to deposit Security Deposit/Bank Guarantee equivalent to 5% (five percent) of total annual contract value. The Security Deposit will be released after the expiry of the contract.
24. If the Placement Agency fail to provide satisfactory performance, the CGEWHO shall be at liberty to terminate the contract forthwith.
25. The CGEWHO reserves the right to abandon or terminate the contract at any time without assigning any reason and it can stipulate any additional term and condition at any time during the currency of the contract.
26. The initial period of the contract will be for one year from the date of award of the contract, and on expiry of the said period, the contract may be extended with the mutual Consent and terms & conditions of both the parties. However, contract can be terminated pre-maturely without any notice if requirements of the CGEWHO felt no more or subsequently changed for any administrative reason.
27. The Placement Agency shall supply a copy of confirmation from their employees regarding acceptance of employment at agreed rates and terms & conditions in advance.

28. The tenderers have to submit the following documents:
- a) Photocopies of Registration of ESI, PF and other registrations etc.
  - b) Photocopy of Current Labour Licence.
  - c) Photocopy of PAN/TAN/Service Tax No.
  - d) Photocopies of Income Tax Returns for the last 3 years.
  - e) Photocopies of similar contract executed, if any, with Govt. Departments/ PSUs / Autonomous Bodies/ Public Ltd. Companies/ Trusts & Societies during last 3 financial years .
29. The CGEWHO reserves the right to accept or reject any Tender / Quotation in full or in part in case of incomplete quotations and also without assigning any reason thereof. In case of any dispute, decision of the CEO, CGEWHO will be final and binding on both the parties.
30. The owner/partner/authorised person or manager of the Placement Agency should be available on his own direct telephone (office as well as residence) and also on mobile phone for assistance in relation to supply of Manpower.
31. There should be no cutting/overwriting in the Quotations.
32. A copy of these terms and conditions duly signed & stamped by the tenderer in token of having understood and agreed to the same should be attached alongwith the Quotation.
33. If contract is awarded, the concerned Placement Agency will be required to execute the contract agreement on a non-judicial paper of requisite value.
34. The tenderers are required to quote for the categories of various personnel as per enclosed "**Appendix – A**" and in the prescribed format given at "**Annexure 1**"
35. The Contractor/ Manpower Supply Agency shall also provide identity cards to the personnel deployed in the office carrying the photograph of the personnel and personal information as the name, date of birth, address and identification mark etc.
36. The Tax Deduction at Source (T.D.S) shall be deducted as per the provisions of Income Tax Act, 1961, as amended from time to time and a certificate to this effect shall be provided to the Contractor by the CGEWHO.
37. All disputes are subject to jurisdiction of Delhi Courts.
38. The above particulars are also available on CGEWHO's website i.e. [www.cgewho.nic.in](http://www.cgewho.nic.in).

**SIGNATURE OF THE TENDERER** \_\_\_\_\_  
**NAME IN BLOCK LETTERS** \_\_\_\_\_  
**FULL ADDRESS WITH TELEPHONE NUMBERS** \_\_\_\_\_

**OFFICIAL STAMP**

**APPENDIX "A" OF TENDER DOCUMENT OF CGEWHO INDICATING DETAILS OF JOB REQUIREMENTS/ PRESENT REQUIREMENT OF MAN POWER**

1. **COMPUTER PROFESSIONALS**

1. **Educational Qualification** – B.Tech Computer/ IT or MCA
2. **Experience** -06 months to 1 year experience in a similar position.
3. **Age** - Not Exceeding 30 years as on 01.04.2011

**Present Requirement - Two**

2. **STENOGRAPHER**

1. **Educational Qualification** - Graduate in any discipline or equivalent.
2. **Experience** - 1 year experience in a similar position and Shorthand/ Typing speed of 80/40 wpm (English), with computer knowledge
3. **Age** - Not Exceeding 30 years as on 01.04.2011

**Present Requirement - Nil**

3. **JUNIOR OFFICE ASSISTANT**

1. **Educational Qualification** – Graduate in any discipline or equivalent preference shall be given to diploma in computer education holder/ or shorthand stenography knowledge.
2. **Experience** -2 years' experience in a similar position. Proficiency in computer, MS Office, Page Maker, Corel Draw, MS Word, MS Excel, MS Access, Power Point, Adobe Photo Shop, Internet, E-Mail etc.
3. Knowledge of office working and procedure
4. **Age** - Not Exceeding 40 years as on 01.04.2011

**Present Requirement - Two**

4. **DATA ENTRY OPERATOR -**

1. **Educational Qualification** -12th Standard Pass or equivalent.
2. **Experience** -2 years' experience in a similar position. Proficiency in typing in Hindi and English on computer, MS Office, MS Word, MS Excel, MS Access, Power Point, Adobe Photo Shop, Internet, E-Mail etc.
3. **Age** - Not Exceeding 30 years as on 01.04.2011

**Present Requirement - Nil**

5. **PEON/ MESSENGER**

1. **Educational Qualification** - 8th Standard Pass or equivalent.
2. **Experience** -2 years' experience as peon/messenger.
3. **Age** - Not Exceeding 30 years as on 01.04.2011

**Present Requirement – Three**

6. **CLEANER**

1. **Educational Qualification** - 5th Standard Pass or equivalent.
2. **Experience** -2 years' experience as Cleaner in any Office/ Establishment.
3. **Age** - Not Exceeding 30 years as on 01.04.2011

**Present Requirement - One**

**Note** : In the exceptional cases, job requirements can be relaxed as per discretion of the corporation (CGEWHO) in most suitable and deserving candidates.

**Annexure -1**

**PROFORMA FOR QUOTING THE RATES FOR ENGAGEMENT OF PLACEMENT AGENCY**

<b>Sr. No.</b>	<b>Particulars</b>	<b>Documents Submitted</b>
1.	Name of Tendering Company/ Firm/ Agency (Attach certificates of registration)	Encl No.1
2.	Name of Proprietor / Director of Company/ Firm / Agency	
3.	Full Address of Registered Office with Telephone No., FAX and E-Mail / Mobile / Website	
4.	Full address of operating/ Branch Office with Telephone No., FAX and E-Mail.	
5.	Banker of Company/Firm/ Agency with full address (Attach certified copy of statement of A/C for the last three years)	Encl No.2
6.	PAN/GIR No. (Attach attested copy)	Encl No.3
7.	Service Tax Registration No. (Attach attested copy)	Encl No.4
8.	E.P.F. Registration No. (Attach attested copy)	Encl No.5
9.	E.S.I. Registration No. (Attach attested copy)	Encl No.6
10.	Documents showing completing at least two services of value not less than Rs.1 Lakh per month related to providing human resources in a single contract on behalf of PSUs/ Government Departments/ Society/ Trust/ Public Ltd. Company. Attested copies of work orders may also be attached.	Encl No.7
11.	Affidavit stating that the agency is / has not been black listed by Centre / State Government /PSU/ Society/Trust/ Public Ltd. Company	Encl No.8
12.	Photocopy of Current Labour Licence and Photocopies of Income Tax returns for the last 3 financial years.	Encl No.9 & 10

13.	Present net monthly minimum wages paid by the CGEWHO.	<b>Computer Professional</b>	<b>Steno-Grapher</b>	<b>Jr.Office Assistant</b>	<b>Data Entry Operator</b>	<b>Messenger/ Peon</b>	<b>Cleaner</b>
		Rs.20,000 /-	NIL	Rs.7,750/-	NIL	Rs.7,400/-	Rs.6,700/-
14.	Present net monthly wages inclusive of PF & ESI	Rs.22,042/-	NIL	Rs.8,990/-	NIL	Rs.8,478/-	Rs.7,783/-
15.	Proposed net monthly minimum wages to be paid by the CGEWHO subject to approval of competent authority	<b>Computer Professional</b>	<b>Steno-Grapher</b>	<b>Jr.Office Assistant</b>	<b>Data Entry Operator</b>	<b>Messenger/ Peon</b>	<b>Cleaner</b>
		Rs.	Rs.	Rs.	Rs.	Rs.	Rs.

(P.T.O.)

Sr. No.	Particulars	Documents Submitted
15.	Employees State Insurance (ESI) as per amount proposed by the CGEWHO at sr. no. 14 must be quoted by the party in %age as per applicable Govt. rules.	
16.	Service Tax liability as per amount proposed by the CGEWHO at sr. no. 14 must be quoted by the party in %age as per applicable Govt. rules.	
17.	PF as per amount proposed by the CGEWHO at sr. no. 14 must be quoted by the party in %age as per applicable Govt. rules.	
18.	Contractors Administrative /Services Charges must be quoted by the party more competitively / lowest.	
19.	Any other charges as per applicable Govt. rules be mentioned by the party.	
20.	Any other liability (pl. indicate) as per applicable Govt. rules be mentioned by the party.	
	<b>Grand Total of 14 to 20</b>	

**Signature and seal of the proprietor of the firm**

**DATE**

**PLACE - Delhi**