

**ARMY WELFARE EDUCATION SOCIETY (AWES)
FDRC BUILDING NO 202, SHANKAR VIHAR
DELHI CANTT, NEW DELHI-110010
TELE : 011-261515164**

EMAIL ID : [coordsection\(dot\)aweshq\(at\)awesindia\(dot\)edu\(dot\)in](mailto:coordsection(dot)aweshq(at)awesindia(dot)edu(dot)in)

WEB SITE : [www\(dot\)awesindia\(dot\)com](http://www(dot)awesindia(dot)com)

Date: 24 July 2021

TENDER FOR OUTSOURCING AGENCY

1. Bidders are invited to quote their rates for undermentioned outsourcing services for Army Welfare Education Society (AWES), Shankar Vihar, Delhi Cantt-110010 :-

Ser No	Category of Manpower	Duties/Responsibilities	Gender (Male & Female)	Total
(a)	Housekeeping staff (unskilled)	Housekeeping duties at AWES, FDRC and FDRC Hostel	09 (Both male & female)	09
(b)	Gardener (unskilled)	Maintenance and upkeep of garden area of AWES, FDRC and FDRC Hostel	03 (Male)	03
(c)	Electrician (semi-skilled)	Electrical works at, AWES, FDRC and FDRC Hostel	01 (Male)	01
Total			13	13
Note : As per requirement, number of employees may increase / decrease at any point of time.				

2. Interest bidder may visit the AWES Website [www\(dot\)awesindia\(dot\)com](http://www(dot)awesindia(dot)com) for tender enquiry, download tender documents and submit their bids in sealed envelope between Monday to Friday (0930hrs -1700hrs) to **Director Coord, Army Welfare Education Society (AWES), Shankar Vihar, Delhi Cantt-110010** by 1500hrs on 06 Aug 2021.

3. Price should be including of all respects.

**Director Coord
Army Welfare Education Society (AWES)**

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TENDER FOR OUTSOURCING AGENCY

Sub: INVITING BIDS FOR ENGAGING SERVICE PROVIDER FIRM FOR PROVIDING MANPOWER THROUGH SERVICE CONTRACT (HOUSE KEEPING STAFF, GARDENER & ELECTRICIAN).

Sir/Madam,

1. **Army Welfare Education Society (AWES), Shankar Vihar, New Delhi-110010** is a Registered Society functioning under the aegis of Adjutant General's Branch, Integrated HQ (Army) of Ministry of Def, Govt of India.

2. Sealed competitive Bids are invited by **Army Welfare Education Society (AWES), Shankar Vihar, New Delhi-110010** from the reputed/ registered service firms for providing manpower through service contract for a period of 11 months.

3. Address / Location of the Society is: -

Army Welfare Education Society (AWES)
FDRC Building No 202, Shankar Vihar
Delhi Cantt, New Delhi-110010

4. An outline of tasks to be carried out by different category of manpower provided is detailed as under :-

Ser No	Category of Manpower	Duties/Responsibilities	Gender (Male & Female)	Total
(a)	Housekeeping staff (Unskilled)	Housekeeping duties at AWES, FDRC and FDRC Hostel	09 (Both male & female)	09
(b)	Gardener(Unskilled)	Maintenance and upkeep of garden area of AWES, FDRC and FDRC Hostel	03 (Male)	03
(c)	Electrician (Semi-Skilled)	Electrical works at, AWES, FDRC and FDRC Hostel	01 (Male)	01
Total			13	13

5. **Quoted Price:** -

(a) The bidder shall quote unit rate which shall comprise of monthly remuneration, EPF, ESI, & other statutory costs and services charges in the format of quotation only attached (Annexure-A).

(b) The rate quoted shall be fixed for the duration of the contract and shall not be subject to adjustment except the statutory provisions, if amended.

(c) In case change in rates due to statutory, only such change will be accepted and not any additional liability i.e., percentage of profit/service etc. As such the bidder while submitting the bid should specifically, quote the rate etc. in this regard.

(d) The Bidder shall deposit an EMD of **Rs 10,000/- (Rupees ten thousand only)** in the form of a Demand draft/Cheque to be issued in favour of **Army Welfare Education Society (AWES)** valid for 45 days after the date of submission of bids.

(e) The selected firm has to furnish performance security in the form of Demand Draft for an amount of **Rs 1,00,000/- (Rupees one lakh only) valid** for 15 days beyond the date of completion of all contractual obligations from the date of award of the contract.

6. Each Bidder must submit only one Bid.

7. **Terms and Conditions:** -

(a) Remuneration to the engaged staff shall be disbursed by agency into bank account of the engaged staff through RTGS/NEFT, after obtaining authorization from engaged staff.

(b) The contracting Agency will ensure payment by the 5th of every succeeding month to their employee provided to the **Army Welfare Education Society (AWES)** office/premises as per the monthly remuneration quoted without any deduction.

(c) The contracting Agency will submit the invoice /bill along with proof of disbursement in triplicate after making the payment to the employees to the **Army Welfare Education Society (AWES)** office/premises supported with the following documents: -

(i) Details of disbursement made to the staff furnishing through RTGS/NEFT (details for each payment).

(ii) Copy of electronics challan receipt (ECR) as e-challan for **Army Welfare Education Society (AWES)** proof of payment of statutory obligation such as EPF, ESI. Service tax and any other applicable tax, individual name wise receipts are required.

(iii) Payment to the contacting Agency will be released within 15 days from the date of the receipt of the invoice/bill on fulfillment of required documents.

(d) The contracting Agency will provide Identity cards with the mention of EPF/UAN and ESIC numbers, to all his employees deputed as per the format suggested by the Indenting Office valid for the period of the contract.

(e) It is mandatory for the contracting Agency to submit the attached copy of license from the Competent Authority (ie Delhi Govt/Central Govt) under PSARA Act-2005 for running the business of providing unskilled/semi-skilled/skilled manpower in the Delhi NCR/ or any other state in India, failing which the bid will be treated as disqualified/nonresponsive.

(f) The contracting Agency will be required to sign a contract with the **Army Welfare Education Society (AWES)**. The other terms and conditions specified in the Bid document and accepted bid will also be the agreement.

(g) In case of any loss, theft/sabotage caused by /attributable to the personal deployed, The **Army Welfare Education Society (AWES)** reserves the right to claim and recover damages from contracting Agency.

(h) The antecedents of all workers will be verified from the police by the contracting Agency and submitted to **Army Welfare Education Society (AWES)** before deployment for work.

(j) The contracting Agency will deploy the trained/professional manpower (for housekeeping/gardener/electrician duty) who are physically & medically fit.

(k) The contracting Agency will provide to their security personal with impressive summer uniform as well as winter uniform with insignia.

(l) The contracting Agency will get allowed with UAN (Universal Account Number) activated for all member/staff duty linked with their mobile numbers so as to receive SMS by them about EPF credits every month. Also ensure to get them e-passbooks from EPFO website.

8. **Evaluation of Bid**. The indenter will evaluate and compare the Bids determined to be substantially responsive i.e. which are properly signed, and confirm to the terms & conditions in the following manner-

(a) Attached copy of license for running the Outsourcing Agency in Delhi NCR, obtained from appropriate authority (state/central) in India.

(b) Brief profile of the company and evidence to establish that the bidder has successfully executed contracts of similar nature and magnitude in the last three years.

(c) Audited balance sheet & profit and loss Account from CA.

(d) List of clientele during last three years along with cost of assignment.

(e) PAN No and Current IT clearance certificate.

(f) Attached copy as proof of EPF registration.

(g) Attached copy as proof of ESI registration.

(h) EMD of **Rs 10,000/- (Rupees ten thousand only)** in the form of a demand draft/cheque in favour of **Army Welfare Education Society (AWES) payable at Delhi** valid for 45 days after the date of submission of bids.

(j) The bid will be treated as non-responsive if the documents mentioned at Para 8 (a) to 8(h) are not attached.

9. **Award of Contract.**

- (a) The rates as applicable in Delhi Govt as mentioned in the format of bid, should be quoted, the service charges per person per month will determine the lowest bidder.
- (b) The indenter, reserves the right at the time of award of contract to increase or decrease the requirement of manpower indicated in Para 2 above.
- (c) The indenter prior to the expiration of the Bid validity period will notify the bidder whose Bid is accepted for the award of contract. The terms of the accept offer shall be incorporated in the contract.
- (d) Notwithstanding the above, the indenter reserves the right to accept or reject all Bids and to cancel the bidding process and reject all Bids at any time prior to the award of the contract.

10. **Opening of Bids.** The Bid will be opened on **09 Aug 2021 at 3:00 PM** in the office of **Army Welfare Education Society (AWES), FDRC Building No 202, Shankar Vihar** before a duly constituted committee and in the presence of the bidders. If the last date of depositing and opening of tender happens to be a declared Holiday then, the tenders will be deposited/opened on the next working day, other terms and conditions and the time schedule remaining unchanged. An earnest money is to be deposited along with tender documents.

Yours faithfully,

**Director Coord
Army Welfare Education Society (AWES)**

ANNEXURE- 'A'

FORMAT OF BID

Category of manpower	Unit remuneration per person per day as per Delhi NCR Rules (in ₹)	Monthly Total amount per month per person as per Delhi NCR Rules (for 26 days excl Sundays) (in ₹)	Service charge per month per person (in ₹)	Statutory charges EPF rate as per rule per month per person (@ 12.5% on 15000/-) (in ₹)	Statutory charges ESI rate as per rule per month per person (@ 3.25% on Basic salary) (in ₹)	Total (in ₹)
1	2	3	4	5	6	7
Housekeeping Staff including Gardener (unskilled)	612/-	15,912/-		1875/-	517/-	
Electrician (Semi-skilled)	675/-	17,550/-		1875/-	571/-	

NOTE: -

We agree to provide the above service of manpower and to abide by the terms & conditions mentioned in the above Bid document and also agree to enter into the agreement till the format enclosed. Bid security of **Rs 1,00,000/- (Rupees One Lakh Only)** is furnished herewith vide Demand Draft No. _____ dated _____ drawn on _____

(Bidder)

Signature: _____

Name: _____

Date: _____