

President's Secretariat  
(Administration Section)

F. No. A-27011/12/23-Adm

24<sup>th</sup> November, 2023.

**NOTICE INVITING TENDER (e-Tender)**

The Under Secretary, Administration Section, President's Secretariat, Rashtrapati Bhavan, New Delhi invites tender on behalf of the President of India from the recognized and registered companies, firms for **providing the services of various kinds of manpower as mentioned in Annexure-III to this Notice Inviting Tender (NIT)** at President's Secretariat, Rashtrapati Bhavan, New Delhi; Rashtrapati Nilayam, Secunderabad and Rashtrapati Niwas, Mashobra, Himachal Pradesh who fulfill the eligibility criteria as given in **Annexure-IV** (Technical Bid). Bids are to be submitted online in electronic format on website <https://www.eprocure.gov.in/eprocure/app>

**Timelines**

Date and Time of Publishing e-tender	25 November, 2023 at 0900 hrs
Date and Time for downloading the tender document	<b>25 November, 2023 at 1200 hrs</b>
Date and Time of Pre-bid Meeting	<b>04 December, 2023 at 1500hrs</b>
Bid submission start Date and Time	<b>25 November, 2023, 1400 hrs onwards</b>
Last Date and Time for submission of online bid	<b>16 December, 2023 at 1100 hrs</b>
Date and Time of opening of Technical Bid	<b>18 December, 2023 at 1100 hrs</b>

2. The interested bidders are required to submit their bids online through two bid systems i.e. Technical Bid and Financial Bid. The bidding documents and details of terms & conditions can be downloaded from <https://rashtrapatisachivalaya.gov.in> and <https://www.eprocure.gov.in/eprocure/app>.

3. The interested Bidders can inspect/ ascertain about the working area between 1000 hrs and 1600 hrs on **04.12.2023** to evaluate the job requirement and quantum of work involved. For inspection of working area, Under Secretary (Admn.) may be contacted on telephone Nos. 23015321 Ext. 4762 or 4317.

4. Pre-bid meeting will be held in the President's Secretariat, Rashtrapati Bhavan, New Delhi-110004 on **04 December, 2023 at 1500 hrs** to clarify the issues that may be raised associated to the NIT.

5. The Technical Bid will be opened on **18 December, 2023** and scrutinized by a Tender Evaluation Committee constituted for the purpose in the President's Secretariat. Financial Bids of the technically qualified Bidders will be opened on a convenient date and time in the office of Under Secretary (Admn.), President's Secretariat, Rashtrapati Bhavan, New Delhi. The date and time of opening of Financial Bid will be communicated to the Bidders through CPP Portal.

6. The complete bidding process will be online. No offline bids will be accepted.

7. Other details can be seen in the bidding documents available on the President's Secretariat website <https://rashtrapatisachivalaya.gov.in> and CPP portal <https://www.eprocure.gov.in/eprocure/app>. Any change/modification in the Tender process will be intimated through the above websites only. Bidder(s) are, therefore, requested to visit the above mentioned websites regularly to keep themselves updated.

8. The details of the tender are contained in page 01 to 32 as follows:-

- |    |                                      |   |                              |
|----|--------------------------------------|---|------------------------------|
| a) | Instructions to Bidder               | - | Annexure - I (page 3-09)     |
| b) | Terms and Conditions                 | - | Annexure – II (page 10-17)   |
| c) | Requirement of Manpower and Uniforms | - | Annexure –III (page 18- 29)  |
| d) | Proforma for Technical Bid           | - | Annexure – IV (Page 30 - 31) |
| e) | Proforma for Financial Bid           | - | Annexure- V (page 32)        |

*Pankaj*  
*24/11/2023*

(Pankaj Saurabh)  
Under Secretary (Admn.)  
President's Secretariat  
New Delhi-110004

**INSTRUCTION TO BIDDERS**

**1. TENDER COST**

1.1 Tender cost is NIL.

**2. EARNEST MONEY DEPOSIT (EMD)**

2.1 Tenderer has to furnish Earnest Money Deposit (EMD) of **Rs. 50,00,000/- (Rupees Fifty Lakhs only)** in the form of Insurance Surety Bonds, Account, Payee Demand Draft, Fixed Deposit Receipt, Banker's Cheque or Bank Guarantee from any commercial bank drawn in favor of the Pay & Accounts Officer, President's Secretariat payable at New Delhi except for MSEs (Micro and Small Enterprises) as defined in MSE Procurement Policy issued by Department of Micro, Small and Medium Enterprises. The original EMD should be deposited at **Administration Section**, President's Secretariat, Rashtrapati Bhavan, New Delhi within the period of bid submission failing which the bid submitted will not be considered.

2.2 EMD should reach the undersigned before the last date of bid submission, failing which offer will be liable for rejection. **Bidders have to attach scanned copies of the Earnest Money Deposit along with e-bid.**

2.3 The tender shall not be considered without earnest money in the form mentioned above.

2.4 Bid shall remain valid for a period not less than 120 days after the last date specified for submission. Earnest Money Deposit shall be valid **for a period of four months** and remain deposited with procurer for the prescribed period. If the validity of the tender is extended, the validity of EMD submitted by the Bidder(s) shall also be suitably extended by the Bidder(s), failing which his/her tender, after the expiry of the aforesaid period shall not be considered by the procurer.

2.5 The Earnest Money Deposit shall be returned to the successful bidder after the aforesaid security deposit by successful bidder is received.

2.6 The earnest money of unsuccessful bidders shall be returned within 30 days of finalization of tender. No claim will be entertained for any delay in this regard.

2.7 No interest on the Earnest Money Deposit shall be paid.

2.8 The EMD will be forfeited in the following conditions:

- (a) If at any stage, any of the information/declaration given by the bidder is found false;
- (b) In case of any lapse/default with regard to the terms and conditions of the NIT at any stage after submitting the bid.
- (c) In case of final selection, if the bidder fails to furnish Security Deposit in accordance with the terms and conditions of the NIT.
- (d) if the bidder declared successful for the offer, does not accept the work for any reasons, whatsoever.

### 3. **BIDDING PROCESS: TWO BIDS SYSTEM**

3.1 First folder should contain the **scanned copies** of following eligibility information (in PDF files format):

- a) Name of the company/firm/partnership
- b) Number of years in existence with proof for Date of Incorporation
- c) Business address of the company/firm/partnership
- d) Phone Number
- e) Contact/Mobile Numbers
- f) Email Id
- g) Income Tax/ GST assesses (Provide PAN, GST No., Acknowledgement to IT Returns, for the last three financial years ending with 31<sup>st</sup> March, 2022).
- h) EPF, ESI Certificates.
- i) Documents as mentioned in Annexure-II **Para 14** of qualification of bidder and **Annexure-IV**.
- j) NIT with authorized signatory and enterprise seal/stamp(Scanned copy to be uploaded)
- k) Earnest Money or EMD Exemption Certificate, if any.

3.2 The Technical Bid will be opened on the date indicated for Tender opening. Financial Bids of only technically qualified company will be considered for opening whose scanned documents are in order as mentioned and complete in all respect, fulfilling the requirements as per specification of NIT.

### 4. **RATE**

4.1 The Tenderers are required to quote rates in figures; system will automatically convert the rates in words.

4.2 Rates quoted will be final. **In respect of manpower for deployment in the Rashtrapati Bhavan, New Delhi, the wages under no circumstances would be less than minimum wages as notified from time to time by the Government of NCT of Delhi. In respect of manpower for deployment in the Rashtrapati Nilayam, Secunderabad, the wages under no circumstances would be less than minimum wages as notified from time to time by the Government of Telangana or as notified by the Chief Labour Commissioner of Ministry of Labour & Employment, Government of India, which ever is higher. Similarly, in respect of manpower for deployment in the Rashtrapati Niwas, Mashobra Shimla, the wages under no circumstances would be less than minimum wages as notified from time to time by the Government of Himachal Pradesh or as notified by the Chief Labour Commissioner of Ministry of Labour & Employment, Government of India, which ever is higher. As regards minimum wages notified by Chief Labour Commissioner, Ministry of Labour, the rates prescribed for category of Building Operation will be taken into account for the purpose.**

### 5. **COST OF BIDDING**

5.1 The approximate cost of the bid depends upon the rate quoted for providing manpower and should include minimum wages, EPF, ESI, services tax/GST uniforms and as per rates decided by the Government and element of consideration such as uniform charges and reasonable operating margin, i.e. service charge.

5.2 The estimated cost of tender is **Rs 30,00,00,000/-** (Rupees Thirty crore only) for a period of 02 years.

## 6. LATE BID

6.1 No bid will be considered after the last date and time prescribed for submission of Bids. Further, no bid will be allowed to be withdrawn in between the deadline and after submission of bids. Withdrawal of a bid will result in forfeiture of earnest money.

## 7. CORRESPONDENCE PROCEDURE

7.1 Any query/clarification/representation related to this tender must be strictly addressed to the Under Secretary (Admn), President's Secretariat, Rashtrapati Bhavan, New Delhi-110004.

7.2 Bidders are requested to write their full name and designation of authorized signatory on all correspondence to be made with the client.

7.3 Bidders should intimate any change in their Address/Telephone/Fax/e-mail immediately to the Tenderer.

## 8. QUERY AND CLARIFICATION

8.1 In case of any clarification required in this Tender, enquiry may be made between 1000 hrs and 1700 hrs through the e-mail [soadmn@rb.nic.in](mailto:soadmn@rb.nic.in); else decision/interpretation of President's Secretariat in this regard would be final in all respect.

8.2 Queries/representations on Tender Enquiry received up to Pre-Bid Meeting would only be considered. All queries and representations received after the date of Pre-bid meeting are liable to be ignored.

8.3 For information on change in terms and conditions of tender/Tender specification if any in future, the Tenderers are requested to visit this Secretariat's website <https://rashtrapatibhavan.gov.in/user> and CPP portal <https://www.eprocure.gov.in/eprocure/app> regularly. Any changes/modifications in tender enquiry will be intimated through these websites only.

8.4 Tenderers are advised to visit the above websites regularly to obtain updated information.

## 9. DURATION OF THE CONTRACT

9.1 The successful tenderer shall need to deposit a "Performance Bank Guarantee (PBG)" equivalent to **3%** of the tendered cost in the form of Insurance Surety Bonds, Account Payee Demand Draft, Fixed Deposit Receipt, Banker's Cheque or Bank Guarantee from any commercial bank drawn in favour of **Pay & Accounts Officer, President's Secretariat. The security deposit should be valid for a period for 3 months beyond obligations/completion of the contract period.** The Performance Bank Guarantee shall be forfeited in case of the successful bidder refuse or fail to execute the order after the acceptance of tender. The Performance Bank Guarantee will be released after 3 months beyond obligation/ completion of the contract. No interest on security deposit shall be paid.

9.2 President's Secretariat shall seek manpower from the successful bidders as per the details mentioned in **Annexure-III** of NIT. The manpower requirement may vary up to 25% of the number indicated in the Annexure and the contractor is liable to provide additional/reduced manpower of any category on the same rate and terms and conditions.

9.3 Notice of not more than 2 weeks will be given by the President's Secretariat for deployment of manpower.

9.4 The contract will be valid initially for a period of **two years** from the date of signing of the Contract. President's Secretariat may extend the contract upto one year beyond the initial period of two years of contract, at its discretion and at the same terms and condition. The contract duration may be extended for a period not exceeding three months with existing rate, terms and conditions subject to accept once by firm/ agency/ vendor.

9.5 The rate to be quoted by the Bidder is for the entire period of the Contract.

## 10. **PAYMENT**

10.1 The payment to the firm will be made through RTGS by Pay and Account Office, President's Secretariat, Rashtrapati Bhavan within one month of the receipt of the duly complete bill(s) with complete details of wages and other statutory payments made, uniform and service charge in respect of each manpower deployed, along with documentary evidence of wages having been credited to the account of all the outsourced workers by 7<sup>th</sup> of next month and all statutory dues such as Provident Fund, ESIC, GST etc. have been deposited to designated authorities. Incomplete bills will be returned to the bidder. To enable to make e-payment, supplier is requested to file in mandatory OPTION FORM 'B' duly filled up, along with a copy of cancelled cheque and submit the same with the bill. For the purpose (a) the firm will require to submit the monthly bill to Head of the user Branch.

## 11. **INSTRUCTIONS FOR ONLINE BID SUBMISSION**

11.1 As per the direction of Department of Expenditure, this tender document has been published on the central public procurement portal ([URL:http://eprocure.gov.in/eprocure/app](http://eprocure.gov.in/eprocure/app)). The bidders are required to submit soft copies of their bids electronically on the CPP Portal [URL:http://eprocure.gov.in/eprocure/app](http://eprocure.gov.in/eprocure/app), using valid Digital Signature Certificates. The instruction given below are meant to assist the bidders in registering on the CPP Portal prepare their bids in accordance with the requirement and submitting their bids online on the CPP Portal.

11.2 More useful Information for submitting online bids on the CPP Portal may be obtained at [URL:http://eprocure.gov.in/eprocure/app](http://eprocure.gov.in/eprocure/app) .

## 12.1 **REGISTRATION**

12.1.1 Bidders are required to enroll on the e-Procurement module of the Central Public Procurement Portal ([URL:http://eprocure.gov.in/eprocure/app](http://eprocure.gov.in/eprocure/app)) by Clicking on the link "Click here to Enroll". Bidders Enrolment on the CPP Portal is free of charge .

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12.1.2 As part of the enrolment process the bidders will be required to choose a unique user name and assign a password to their accounts.

12.1.3 Bidders are advised to register their valid email address and mobile numbers as part of the registration process. These would be used for any communication from CPP Portal.

12.1.4 Upon enrolment the bidder will be required to register their valid Digital Signature Certificates (Class II or Class III Certificates with signing key usage) issued by any Certifying Authority recognized by CCA India (e.g. Sify/TCS/nCode/eMudhra etc.) with their Profile.

12.1.5 Only one valid DSC should be registered by a bidder. Please note that bidder is responsible to ensure that they do not lend their DSCs to others which may lead to misuse.

12.1.6 Bidders then log in to the site through the secured log in by entering their user ID/ password and the password of the DSC /e-Token.

## 12.2 **SEARCHING FOR TENDER DOCUMENTS**

12.2.1 There is various search option built in the CPP Portal, to facilities bidders to search active tenders by several parameters. This parameter could include Tender ID, organization name, location, date, value etc. There is also an option of advanced search for tenders wherein the bidders may combine a number of search parameters such as organization name, form of contract, location, date, other keywords etc. to search for a tender published on the CPP Portal.

12.2.2 Once the Bidders have selected the tenders they are interested in they may download the required documents / tender schedules. These tenders can be moved to the respective 'My Tenders' folder. This would enable the CPP Portal to intimate the bidders through SMS/ e-mail in case there is any corrigendum issued to the tender documents.

12.2.3 The bidder should make a note of the unique Tender ID assign to each tender in case they want to obtain any clarification/help from the Helpdesk Mobile Number -91 8826246593 Tel: The 24 x 7 Help Desk Number 0120-4200462, 0120-4001002.

E-mail: support-eproc[at]nic[dot]in ([support-eproc@nic.in](mailto:support-eproc@nic.in))

## 12.3 **PREPARATION OF BIDS**

12.3.1 Bidders should take into account corrigendum published on the tender document, if any, before submitting their bids.

12.3.2 Please go through the tender advertisement and the tender documents carefully to understand the documents required to be submitted as part of the bid. Please note the number of cover in which the bid documents have to be submitted and the number of documents including the name and content of each of the document that need to be submitted. Any deviations from these may lead to rejection of the bid.

12.3.3 Bidders, in advance should get ready the bids documents to be submitted as indicated in the tenders documents /schedule and generally they can be a PDF/XLS/RAR/DWF formats. Bid documents may be scanned with black and white option.

12.3.4 To avoid the time and effort required in uploading the same set of standard documents which are required to be submitted as a part of every bid, a provision of uploading such standard documents (e.g. PAN card copy, annual reports, auditors certificates etc.) has been provided to the Bidders. Bidders can use 'My Space' area available to them to upload such documents. These documents may be directly submitted from the 'My Space' area while submitting a bid, and need not be uploaded again and again. This will lead to a reduction in time required for bid submission process.

## 12.4 SUBMISSION OF BIDS

12.4.1 Bidder(s) should log into the website well in advance for bid submission so that the bid is uploaded in time i.e. on or before the bid submission time. Bidder will be responsible for any delay due to other issue.

12.4.2 The Bidder(s) has to digitally sign and upload the required bid documents one by one as indicated in the tender documents.

12.4.3 Bidder(s) has to select the payment option as "offline" to pay the tender fee/EMD as applicable and enter details of the instrument.

12.4.4 Bidder(s) should prepare the EMD as per the instructions specified in the tender documents. The original should be posted/couriered/given in person to the Tender Processing Section i.e Administration Section, President's Secretariat, latest by the last date of submission of demand draft of Earnest Money. The details of the DD/any other accepted instrument, physically sent, should tally with the details available in the scanned copy and the data entered during bid submission time. Otherwise the uploaded bid will be rejected.

12.4.5 Price Bid format is provided in a standard BoQ format.xls format), which has been provided with the tender documents to be filed by all the Bidders. Bidders are requested to note that they should necessarily submit their financial bids in the format provided and no other format is acceptable. Bidders are required to download the BoQ file, open it and complete the blue colored (unprotected) cells with their respective financial quotes and other details (such as name of the bidder). No other cells should be changed. Once the details have been completed, the bidder should save it and submit it online, without changing the filename. If the BoQ file template is found to be modified by the bidder, the bid will be rejected.

12.4.6 The server time (which is displayed on the 'bidders' dashboard) will be considered as the standard time for referencing the deadlines for submission of the bids by the bidders, opening of bids etc. The bidders should follow this time during bid submission.

12.4.7 All the documents being submitted by the bidders would be encrypted using PKI encryption techniques to ensure the secrecy of the data. The data entered cannot be viewed by unauthorized persons until the time of bid opening. The confidentiality of the bids is maintained using the secured Socket Layer 128 bit encryption technology. Data storage encryption of sensitive fields is done.

12.4.8 The uploaded tender documents become readable only if it is opened by the authorized bid openers.



12.4.9 Upon the successful and timely submission of bids, the portal will give a successful bid submission message & a bid summary will be displayed with the bid no. and the date & time of submission of the bid with all other relevant details.

12.4.10 The bid summary has to be printed and kept as an acknowledgement of the submission of the bid. This acknowledgement may be used as an entry pass for any bid opening meetings.

12.4.11 The tenderer may at its discretion, extend the deadline for submission of bids, which will be notified accordingly.

12.4.12 During evaluation of bids, tenderer may, at its discretion, ask the bidder for a clarification of its bid. The request for clarification and the response shall be as per NIT.

12.4.13 The President's Secretariat reserve the right to accept or reject bid, or to annul complete bidding process and reject all bids at any time prior to award of contract, without thereby incurring any liability to the affected bidder or bidders or any obligation to inform the affected bidder or bidders.

## **12.5 ASSISTANCE TO BIDDERS**

12.5.1 Any query related to the tender document and the terms and conditions contained therein should be addressed to the Tender Inviting Authority for a tender or the relevant contact person indicated in the tender.

12.5.2 Any query related to the process of online bid submission or queries relating to CPP Portal in general may be directed to the 24x7 CPP Portal Helpdesk Mobile Number -91 8826246593 Tel: The 24 x 7 Help Desk Number 0120-4200462, 0120-4001002.

E-mail: support-eproc[at]nic[dot]in (support-eproc@nic.in)

### 13. TERMS AND CONDITIONS

13.1 The company/firm shall be solely responsible for the conduct / integrity of outsourced manpower and they should not have any Police records / Criminals cases pending against them. The company should do adequate enquiries about the character and antecedents of the outsourced manpower before deployment in Rashtrapati Bhavan. The company will also ensure that outsourced manpower are medically fit. The company shall withdraw such outsourced manpower who are not found suitable by the Secretariat for any reason(s) on immediate basis. The outsourced manpower should not be below the legal minimum age to work. The company shall ensure proper police verification of outsourced manpower at Rashtrapati Bhavan.

13.2 Failure to pay wages by 7<sup>th</sup> of next month in time and deposit necessary dues shall attract penalty of 1% of monthly billing for each day beyond 7<sup>th</sup> day of next month.

13.3 For any irregular and interrupted providing of manpower, a fine 0.5% (half percent) of the contract value shall be imposed/deducted in the bills of the contractor. The penalty on this account shall however be limited to a maximum 5% (five percent) of the contract value during whole contract period.

13.4 The strength of providing outsourced manpower may vary as per requirements of the President's Secretariat subject to maximum of 25% increase/ decrease of the no. of manpower indicated in the annexure III of NIT.

13.5 The rejected outsourced manpower should be replaced immediately by the contractor at his own risk and cost.

13.6 The Department shall not be responsible for any injury partial or permanent or death of any outsourced manpower at site due to accident or malfunctioning of the equipment or by negligence of the staff.

13.7 The entry of outsourced manpower into the President's Estate is through temporary entry passes to be made by the Security Office of the Rashtrapati Bhavan for which the contractor/ Firm/ Agency shall submit the details in advance to respective Sections/ Cells/ Units of President's Secretariat. Workers with good conduct records only would be allowed to work.

13.8 The rates mentioned in the contract will be valid for entire period of contract from the date of award of the contract.

13.9 Successful bidder shall be required to sign a Contract Agreement on a Non judicial stamp paper of Rs.100/- duly signed by the Notary to be furnished by him within a week of receiving communication regarding acceptance of his bid/award of contract failing which the earnest money may be forfeited.

13.10 The contractor shall be responsible for paying **proportionate gratuity** to outsourced manpower who have rendered continuous service as per the provisions of the Payment of Gratuity Act, 1972.

13.11 The contractor shall be liable and responsible for payment of bonus to the outsourced manpower as per the provisions of the Payment of **Bonus Act 1965** and the instructions issued by respective Governments from time to time.

13.12 The contractor shall not make any unauthorized deductions from the wages of the outsourced employees deployed. Any report of under payment or charging of commission from wages of workers or such other payment malpractices shall be investigated by the President's Secretariat. If investigation established veracity of the complaint, then the contract will be cancelled immediately and contractor will be blacklisted in terms of the provision made in Manual on Procurement of Goods and Services.

13.13 **Overtime allowance** shall be paid to the outsourced employees by the contractor at the applicable rate for performing duty beyond normal duty hours as per the extant guidelines on the subject matter. The same will be reimbursed by the President's Secretariat as per actuals. **The overtime shall not exceed by 1/3<sup>rd</sup> of monthly working days.**

13.14 That the Contractor shall provide one set each of summer and winter uniform annually along with appropriate name badges to its workers who shall wear them while on duty as mentioned in **Annexure III**. The company shall ensure that the uniforms worn by the outsourced are of good quality, neat, comfortable and correctly worn at all times. Ill-fitted/torn uniforms are to be altered/replaced by the Contractor. Once an employee resigns, his replacement must be provided with a new uniform and the expenditure for the same will be borne by the contractor from his own resource. In addition to the uniform, other Safety Gear required for the proper execution of the work undertaken will be provided by the contractor.

**13.15 Uniform Charges mentioned in the Financial Bid based on unit rates per resource and be chargeable only once during summer (in the month of March) and in Winter (in the month October). This will be calculated on the basis of actual uniforms provided to deployed outsourced manpower. This will not be a recurring monthly charge. The charges of uniform charges shall be claimed only after providing the uniform to eligible outsourced manpower. For example, summer uniform provided in the month of March and bill will be submitted in the month of April. Similarly, winter uniform will be provided in the month of October and the bill will be submitted in the month of November. The bills of uniform charges will be submitted twice in a year (one for summer and other for winter uniform).**

13.16 Default in the provisions at point 13.14 and 13.15 would be liable for a fine of Rs. 500/- (Rupees five hundred) for Skilled/Semi-skilled workers and Rs.250/- (Rupees Two Hundred and Fifty) for Un-skilled workers per person on weekly basis. The same shall be deducted from the monthly bill of the firm. **Additionally, in case of non-providing of uniforms beyond one month of the prescribed time frame, the requirement will be fulfilled from other source/ firms/ open market at the risk and cost to be borne by the Firm. The expenditure made in excess of the agreed rate incurred in case of procurement of uniforms from other sources will be deducted from the Contractor's monthly bills/ Performance Bank Guarantee. Repeated occurrence of the same will entail appropriate action as per Manual of Procurement of Goods/General Conditions Contract.**

13.17 The contractor should ensure providing skilled, semi skilled and unskilled categories of outsourced manpower as per annexure III.

13.18 Attendance sheet of all the manpower deployed at President's Secretariat shall be given to their respective administrative branch. Wages at the prevailing rate will be deducted on pro-rata basis for the days of absence of manpower, regardless of the reason.

13.19 The manpower as provided by the contractor will work at the President's Secretariat, Rashtrapati Bhavan/ President's Secretariat, Rashtrapati Niwas, Mashobra, Shimla and Rashtrapati Nilayam, Bolarum, Secunderabad.

13.20 The working hours of the outsourced manpower will be as decided by the President's Secretariat and would be final. Any dispute regarding the working hours and compensation to be paid to the manpower deployed will be the sole responsibility of the contractor and no liability shall rest with the President's Secretariat and no representation will be entertained on the issue by the President's Secretariat.

13.21 The contractor shall send attested bio-data of the proposed manpower to be detailed to the Head of concerned user branch of President's Secretariat for perusal and any suitable action as deemed fit in advance. Any change therein will be informed to Section Officer of respective Head of the concerned user branch of President's Secretariat, well in advance. The contractor shall be responsible for the good conduct/ behavior of the manpower deployed by them. The manpower as provided by the contractor shall have no right or claim for any kind of employment whatsoever either in President's Secretariat/ Govt. of India or any office thereof, and the contractor shall be solely responsible for any dispute regarding wages, compensation or any other service conditions of the manpower by them.

13.22 If it is found that due to any reason (whatsoever it may be) any of the operations/ functions/ duties connected with the job are not done/ discharged properly and satisfactorily, recovery shall be made from the contractor's bill as decided by the respective user branch. The decision of the competent authority in the President's Secretariat shall be final and binding on the contractor.

**13.23 In the matter of any dispute between the parties regarding the terms and conditions of the contract and execution thereof, except for the cases covered in clause 13.22, the parties shall firstly settle the disputes amicably through Negotiation within one month of arising dispute, failing which they may resolve the disputes through arbitration to be conducted under the aegis of the Delhi International Arbitration Centre (DIAC) in accordance with their Rules.**

13.24 Performance of the deployed manpower will be observed by the officials of respective user branch of President's Secretariat entrusted with said work.

13.25 No manpower other than those on duty during the specified working hours shall be allowed to stay in the premises of President's Secretariat/ President's Estate. Any loss/ theft/ damage/ pilferage caused by the manpower as provided or attributable to their negligence will be replaced or compensated by the contractor at their cost to its original specifications.

13.26 The contractor will also be submit an undertaking that no legal suit/ criminal case is pending against its Proprietor/ Directors for any violation of law including of PF Act, labour laws etc. or having been earlier convicted on ground of moral turpitude or for violation of any other law, and will provide details in case there is any such suit/ criminal case pending against them.

13.27 The monthly bills should be sent to Head of respective user branch in the 1<sup>st</sup> week of the each month.

13.28 All applicable and prevailing taxes will be recovered from the Contractor bill as per Government Orders.

13.29 The manpower detailed by the vendor shall possess the educational and other qualification as per their categories. The President's Secretariat reserves the right to accept or reject any manpower, if not found suitable, and the vendor shall provide a replacement for it.

13.30 Non-compliance with any statutory requirements by the contractor during the period of contract shall result in termination of the contract and subsequent disqualification for participation in any future tender in the President's Secretariat. **Further, any liability caused to the President's Secretariat on account of non-compliance of the statutory requirements by the contractor is recoverable from the contractor's outstanding bill or from the Performance Bank Guarantee (PBG).**

13.31 All requirement under various statutory laws as amended from time to time including but not limited to contract labour Act/ EPF/ ESIC/ GST Act. etc. must be complied with by the contractor and they shall be liable to reimburse any amount paid by the President's Secretariat by way of default, interest and penalty. The payments made to the manpower deployed and will produce the same to the satisfaction of the President's Secretariat immediately when asked for. The contractor should produce certificates for the previous financial year from the concerned authorities about the payment GST, Income Tax, Works contract Tax, PF registration and income tax PAN number and any other tax or dues as applicable.

13.32 The monthly bills shall be prepared by the vendor on 26 days basis on each months. If any workers perform more day 26 days in a particular month then minimum wages may be claimed separately in extra days column.

13.33 The rate of service charge and the uniform charge will remain fixed for the entire period of contract. However, the rate of minimum wages, PF contribution, ESI contribution and GST amount would be based on the rates as prescribed by Government of NCT of Delhi (in respect of outsourced manpower for the Rashtrapati Bhavan), the Government of Telangana (in respect of outsourced manpower for the Rashtrapati Nilayam, Secunderabad), the Government of Himachal Pradesh (in respect of outsourced manpower for the Rashtrapati Niwas, Mashobra, Himachal Pradesh), or as notified by the Central Government, whichever is higher, shall be accepted **and other directions from statutory organization from time to time.**

13.34 Payment to the contractor will be made on monthly basis after production of documentary evidence of salary having been credited to the account of all outsourced manpower by 7<sup>th</sup> of next month and all statutory dues such as Provident Fund, ESIC, GST etc. having been deposited to the designated authorities.

13.35 The Contractor shall ensure that all the outsourced manpower engaged are provided with ESI Cards, EPF Accounts and wage slips to facilitate transparency in payment. Mandatory contribution of EPF and ESIC by the contractor should be processed timely. It is the sole responsibility of the contractor to provide ESI Cards, EPF Accounts and wage account/statements to outsourced manpower engaged by them. Non-compliance is liable for termination of contract at any instance. A detailed list of all Completed statutory requirements is to be submitted within two months of award of contract.

13.36 The equipment and material required for doing work will be provided by the respective branch of President's Secretariat, New Delhi. Training, if any, required for the manpower for execution of work will be arranged by the contractor.

13.37 Rashtrapati Bhavan and President's Estate at New Delhi, Rashtrapati Niwas, Mashobra and Rashtrapati Nilayam, Secunderabad are restricted areas where movement is restricted. The contractor shall have to apply for entry passes of the workers well in advance for carrying out the work. The contractor shall ensure discipline amongst their personnel and restrict their unnecessary movement/assembly in the premises etc.

13.38 On every given day, the service provider has to provide prescribed workers/uniforms as mentioned in the Annexure III to this NIT in different categories.

**13.39 The L-1 will be determined as per lowest quoted rates.**

13.40 In case of any dispute/disagreement as regards the interpretation of any clause or otherwise, relating to providing outsourced manpower to the President's Secretariat, that may arise during or after the execution of the contract, the dispute shall be referred to such person(s) appointed/nominated by The Secretary to the President, President's Secretariat. The proceedings of the arbitration shall be carried out only in Delhi, under the provisions of the Arbitration and Conciliation Act, 1996.

**13.41 The contractor shall be liable for the implementation of Labour Laws and Social Legislation such as EPF, ESI Workmen compensation Act, Minimum Wages Act, Laws related to women employees etc. engaged by them and it is their sole responsibility to comply with social and labour legislation and to furnish the documents to the President's Secretariat on demand.**

**13.42 If at any time during the period of contract, it comes to the notice of the President's Secretariat that the Contractor has misled this Secretariat by way of giving incorrect/ false information, which has been material in award of contract to him/ her, the contract shall be liable to termination besides other legal action which may be initiated against him/ her under law.**

13.43 The minimum service charges in the procurement of Manpower outsourcing service should be fixed as 3%. Further, service charges should not be exceed 7% in any case.

**13.44 The 2% GST TDS and 2% Income Tax Contractor will be deducted from the contractor's bill at the time of clear/ release of payment.**

**13.45 The contribution towards EPF (including EPS and EDLI) applicable @12% is payable on maximum wage ceiling of Rs.15,000/-.**

13.46 In case of any dispute or differences arising in between the contractor and the President's Secretariat, the decision of the Secretary to the President, Rashtrapati Bhavan shall be final and binding to both the parties.

#### **14. QUALIFICATION OF BIDDER**

14.1 The bidder should be uploaded scanned copy of Earnest Money Deposit (EMD).

14.2 The bidder should be uploaded scanned copy of PAN Card and GST Registration certificate.

14.3 The bidder should be a recognized company, Firm, Partnership.

14.4 The bidder / authorized company should have an average annual financial turnover of **Rs. 45.00 crore (Rupees Forty Five Crore)** or more during the last three financial years ending **31st March 2022** i.e., for **FY 2019-20, FY 2020-21 and FY 2021-22, in the related services.** (Scanned copy of a Certificate duly certified by Chartered Accountant may be uploaded with technical bid in this regard.) The Bidder must submit, **acknowledgements to income tax returns** for last three financial years ending with **31st March 2022** i.e., for **FY 2019-20, FY 2020-21 and FY 2021-22.**

14.5 The Bidder has to submit legal status, place of registration and principal place of business of the company, firm or partnership etc. (Scanned copy to be uploaded). The Bidder should be in existence for a minimum period of 5 years. The Bidder should submit documentary evidence of the same.

14.6 The Bidder should have the experience of completion of similar works. The bid should include any of the following in support of experience of the Bidder :

- a) Three similar completed works each costing not less than of Rs. 6.00 crore.
- OR
- b) Two similar completed works each costing not less than of Rs.8.00 crore.
- OR
- c) One similar completed work costing not less than of Rs 12.00 crore.

14.7 Details of experience and past performance of the bidder for the same trade in the **last three years** ending with **31<sup>st</sup> March, 2023** and details of current contracts, if any (Scanned copy to be uploaded). The agency should submit at least one similar completed work wherein the number of manpower provided should be not less than 80% of that is required by Rashrapati Bhavan.

14.8 The Contractor should have in possession of valid ISO 9001: 2015 certification. (Scanned copy to be uploaded)

14.9 The contractor should have in possession of valid ESI & EPF valid registration certification (scanned copies to be uploaded with bid documents).

14.10 The contractor should have in possession of valid Labour license for housekeeping/ sanitation works (scanned copies to be uploaded with bid documents).

14.11 Upload terms and conditions duly signed and stamped by the bidder in token of having understood and agreed to the same.

**NOTE:**

- (i) The decision of President's Secretariat regarding fulfillment of the requirements of the Technical Bid shall be final and binding.
- (ii) No rates shall be indicated in the Technical Bid, in such a case the bid shall be rejected.

**16 EVALUATION OF TENDER**

16.1 The Technical bid shall be evaluated in a scaled manner for the below mentioned 3 criteria with equal weight:-

(i) Average turnover of firm in last three years ending with 31.03.2022 (FY-2019-20, 20220-21 & 2021-22) duly certified by Chartered Accountant.

**Maximum Marks - 25**

**Evaluation:**

10 marks for minimum eligibility criteria i.e. **Rs. 45.00 crore** average during last 3 Financial years.

1 additional mark for every **Rs. 45.00 crore** over and above minimum eligibility criteria subject to maximum of 25 marks.

(ii) Years of experience to be counted from submission of oldest certificates with the firm.

**Maximum Marks - 30**

**Evaluation:**

(i) 10 marks for minimum 5 years of experience in the similar work

(ii) 1 additional mark for every 2 years of experience over and above minimum eligibility criteria subject to maximum of 30 marks.

(iii) No. of work orders of the value of **12.00 crore** & above successfully completed during last 3 years (01.04.2020 to 31.03.2023) (Work Orders & Completion Certificates to be uploaded).

**Maximum Marks - 40**

**Evaluation:**

(i) 15 marks for minimum eligibility criteria i.e. **3 work order/completion certificate** in the relevant service of the value of not less than **6.00 crore** or **2 work order/completion certificate** in the relevant service of the value of not less than **8.00 crore** or **1 work order/completion certificate** in the relevant service of the value of not less than **12.00 crore**.

(ii) **1 additional mark** for work undertaken/ completed (in addition to the minimum eligibility criteria) for every fraction of 12 crore, providing any such works should not be less than the amount of **Rs. 6.00 crore**.

**(Example-** if a firm/ agency uploaded 3 work order/ completion certificate in the relevant service of **Rs.6.00 crore**, at that time firm/ agency has secure **15 marks only**. If, a firm/ agency uploaded a work order/ completion certificate in the relevant service of **Rs. 56.00 crore**, at that time firm/ agency has secure **15 marks for minimum eligibility** criteria



- 17 -

i.e. **Rs. 12.00 Crore** and **3 additional marks** for remaining **Rs. 44.00 crore** (56.00 crore-12.00 crore = 44.00 crore/12.00 crore)=3.66 (**3 marks**)

(iv) The Contractor should have in possession of valid ISO 9001: 2015 certification. (Scanned copy to be uploaded).

**Marks - 05**

**Evaluation:**

(i) 5 marks for eligibility criteria i.e. possession of valid ISO 9001: 2015 certification.

The above desired documents must be uploaded for Evaluation.

Note:- (i) Only the bidders (including MSME) securing minimum **50 marks** in Technical evaluation will be declared technically qualified and their financial bid will be opened.

16.2 The contractor is required to quote service charges not less than 3% and should not be exceed 7% in any case as per the Ministry of Finance, Department of Expenditure letter No. F.6/1/2023-PPD dated 06.01.2023. Further, the service charge quoted should be a composition of administrative charges, requirement for necessary safety gears as required for execution of work and all statutory payments.

16.3 The contractor shall levy service and uniform charges only on the approved and working strength of outsourced employees. If an employee resigns on a particular day of month, then service and uniform charges shall be levied only on pro rata basis.

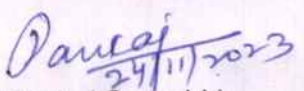
**17. INSPECTION OF BIDDERS PREMISES**

17.1 If the Technical Bid on the basis of documents mentioned in this Tender appears to be in fulfillment of eligibility, the premises of bidders will be inspected by a team of officers for physical verification of location of company. In case, the team is not satisfied with the veracity of the claim, the Financial Bid will not be opened.

**18 NOTIFICATION OF AWARD**

18.1 The Tenderer will notify the successful bidder in writing by registered post. Upon the successful bidders furnishing the performance security within 10 days from the date of issue of award contract, Tenderer will release the earnest money to successful bidder.

18.2 If any dispute or difference arises whatsoever between the service provider and President's Secretariat (client) in connection with or arising out of the contract, the decision of the Secretary to the President of India will be final.

  
(Pankaj Saurabh)  
Under Secretary (Admn.)  
President's Secretariat  
Rashtrapati Bhawan  
New Delhi-110004

**DETAILS OF REQUIRED OUTSOURCED MANPOWER AND THEIR UNIFORM TO BE PROVIDED BY THE AGENCY**

Sl. No.	Category of Manpower	Qualification if any	Job Profile	Uniform (summer)	Uniform (Winter)	No. of manpower to be required	Remarks
<b>Manpower required for Administration Section, President's Secretariat</b>							
1	Data Entry Assistant	Graduate, Proficiency in English, MS office/ word/ excel etc., minimum typed speed of 40 w.p.m. in English, 3 years experience of working in government or corporate sector	Diary, dispatch, typing and related work assigned by the Section/ Cell/ Unit supervisors	No	No	07	Skilled
2	Data Entry Operator	12 <sup>th</sup> Standard pass or equivalent having proficiency in English MS office/ word/ excel etc. along with minimum typing speed of 40 w.p.m. in English. Preference will be given to candidates having graduation degree and/ or Diploma in Computer Science from a recognized institute	Diary, dispatch, typing and related work assigned by the Section/ Cell/ Unit supervisors	No	No	72	Skilled
3	Data Entry Operator (Female only)	12 <sup>th</sup> Standard pass or equivalent. Preference will be given to candidates having graduation degree and/ or Diploma in Computer Science from a recognized institute.	To Manage Children at Pranab Mukherjee Public Library. Any other work assigned by Supervisor	No	No	02	Skilled
4	Telephone Operator	At least 12 <sup>th</sup> class pass and duly trained to work with EPABX system	Receive and forward calls received on EPABX system of Rashtrapati Bhavan to and fro. Connect calls as requested from various terminal. Any other work assigned by Supervisor	No.	No.	07	Skilled
5	Multi Tasking Staff (MTS)	At least 10 <sup>th</sup> class pass	Day to day dusting and cleaning tables of the office, operation of photocopier machine, FAX, and attend telephone. Distribution of daks, files, register & other official documents/ equipments machinery of handily in nature from one table to other or from one room to other. Opening and closing of office rooms. Putting on and off lights, fans & AC in the office and premises. Any other work assigned from time to time by the Supervisor	Blue and white strip shirt -02 Pant -02 Black Shoe -01 Socks -02 pairs	Navy Blue Jersey - 01	31	Semi-skilled
6	Cook	At least 10 <sup>th</sup> class pass	Cooking of food, beverages, sweets etc. prepared in Canteens and do any other work assigned by the Manager of the Departmental Canteen	Cook Coat -03 Cook Pant -02 Apron -03 Shoes -01 Socks -02 pair	Navy Blue Jersey - 01	05	Skilled

7	Halwai-cum-Cook canteen	At least 10 <sup>th</sup> class pass	Cooking of food, beverages, sweets etc. prepared in Canteens and do any other work assigned by the Manager of the Departmental Canteen	Cook Coat -03 Cook Pant -02 Apron -03 Shoes -01 Socks -02 pair	Navy Blue Jersey - 01	01	Skilled
8	Canteen Attendants	At least 8/10 <sup>th</sup> class pass	Dusting, cleaning of utensils, sweeping/ mop floor, carry food and beverages to Sections/ Cells/ units where demanded as and when any other required and any other work assigned by the Manager.	White Coat -02 Black Pant -02 Black Shoes - 01 Socks-02 pair Aprons-02	Navy Blue Jersey - 01	07	Unskilled
9	Security Guards/ Watchman	At least 8/10 <sup>th</sup> class pass/Trained under the PMKVY	Providing security and work as watchman at the deployed locations. Any other work as assigned by Supervisor officers.	Sky Blue Shirt -02 Dark Blue pant -02 Black Shoe -01 Socks-02 pairs	Navy Blue Jersey - 01	12	Unskilled
10	Teacher	Graduate, Proficiency in English & Hindi, computer knowledge, 3 years experience of working in govt./private schools	Teaching the students at Kalyan Kendra of President's Estate and any other work as assigned by Supervisor	No	No	04	Skilled
11	Ayah	At least 8/10 <sup>th</sup> class pass	Caring the children and Kalyan Kendra, President's Estate and any other work as assigned by Supervisor	Sky Blue Saree -02 Sky Blue Blouse -02 Sky Blue Peticcoat -02 Black Ladies Shoe - 01 Socks ladies -02 pairs	Navy Blue Ladies Jersey	04	Semi-skilled
					<b>Total</b>	<b>152</b>	
<b>Manpower required for Establishment Section, President's Secretariat</b>							
12	Cleaner (MTS)	At least 8/10 <sup>th</sup> class pass	To clean, polish and service vehicles in the President Motor Garage regularly as per laid down instructions. To help in keeping the garage neat and clean. To act as a messenger and errand boy, wherever required. Such other duties as may be assigned by the Supervisor including assistance in maintaining records. Any other duties as and when assigned by President's Secretariat.	Blue and white strip shirt -02 Pant -02 Black Shoe -01 Socks -02 pairs	Navy Blue Jersey- 01	01	Unskilled
13	Ferry Operator (MTS)	At least 8/10 <sup>th</sup> class pass	To drive ferry under the directions of the Supervisor. To maintain and ensure complete entries in the respective log books of the vehicles Such other duties as may be assigned by the Supervisor. Any other duties as and when assigned by President's Secretariat	Blue and white strip shirt -02 Pant -02 Black Shoe -01 Socks -02 pairs	Navy Blue Jersey- 01	03	Unskilled

14	Despatch Rider (DR)	At least 12 <sup>th</sup> class pass and duly trained to work with dispatch of daks etc.	The dispatch rider will be responsible for outdoor and indoor delivery, sending & collecting of official documents, materials, packages and bulky items etc. as needed. Any other duties as and when assigned by President's Secretariat	Dark Grey Safari -02 Pants-02 Shoes -01 Socks -02 pairs	Navy Blue Jersey-01	01	Skilled
15	Drivers	At least 12 <sup>th</sup> class pass duly possession of driving licence	To drive vehicles under the direction of the Supervisor To maintain and ensure complete entries in the respective log books of the vehicles Any other duties as and when assigned by Supervisor of Garage Section	Dark Grey Safari -02 Pants-02 Shoes -01 Socks -02 pairs	Navy Blue Jersey-01	23	Skilled
16	Assistant Mechanic Automobile	At least 12 <sup>th</sup> class pass and diploma/ knowledge in automobile	To repair/ maintenance and servicing of the vehicles belonging to Garage. To repair/ maintenance gadgets of work shop. Any other duties as and when assigned by Supervisor of Garage Section	Blue and white strip shirt -02 Pant -02 Black Shoe -01 Socks -02 pairs	Navy Blue Jersey-01	01	Skilled
17	Telephone Attendant	At least 12 <sup>th</sup> class pass and duly trained to work with EPABX system	Receive the calls on telephones and conveyed to Supervisor Garage/ concerned persons immediately. Any other work assigned by Supervisor	No.	No.	03	Skilled
18	Master Cook	At least 10 <sup>th</sup> class pass	To work in Bakery/ Kitchen and provide respective services. Washing utensils Any other work as assigned by CPH/ SO (Household)/ Supervisor	White Coat -02 Black Pant -02 Black Shoe -01 Socks -02 pairs Aprons -02	Navy Blue Jersey -01	03	Skilled
19	Household Attendant (MTS)-04	At least 10 <sup>th</sup> pass	To receive, escort and see off guests including opening and closing of car doors. Acting as a messenger. Any other work as assigned by CPH/ SO (Household)/ Supervisor	White Coat -02 Black Pant -02 Black Shoe -01 Socks -02 pairs	Navy Blue Jersey -01	04	Un-skilled
20	Butler (MTS)	At least 10 <sup>th</sup> /12 <sup>th</sup> pass	To provide food and beverages and at services to the guests. Washing/ cleaning of crockery, cutlery, glass ware etc. Any other work as assigned by CPH/ SO (Household)/ Supervisor	White Coat -02 White Pant -02 Black Shoe -01 Socks -02 pairs Black Bandhgala coat -01 Black pant -01	Navy Blue Jersey -01	22	Semi-skilled

21	MTS (Clinic)	At least 10 <sup>th</sup> /12 <sup>th</sup> pass	To assist in dressing To clean instrument of clinic regularly as per laid down instructions. Any other work as assigned by Supervisor	Blue and white strip shirt -02 Pant -02 Black Shoe -01 Socks -02 pairs	Navy Blue Jersey -01	01	Semi-Skilled
22	Room Attendant (MTS)	At least 10 <sup>th</sup> /12 <sup>th</sup> pass	Proper maintenance and cleanliness of room service of Bed Tea in the Suites, attend the guests, porter & pageboy duties. Any other duties as and when assigned by Chief Room Attendant/ Head Room Attendants/ Housekeeper/SO (HH)/CPH Any other duties as and when assigned by President's Secretariat	White Coat -02 White Pant -02 Black Shoe -01 Socks -02 pairs	Navy Blue Jersey -01	06	Semi-Skilled
23	Washerman (MTS)	At least 10 <sup>th</sup> pass	Washing/ dry cleaning/ ironing of clothes of officers and families/ Family Wing Washing/ dry-cleaning/ironing uniform of officers and uniformed staff of the household Section Collection and delivery of clothing for washing/ cleaning from various venues. To carry out elementary buttoning and starching. Upkeep and cleanliness of washing and dry cleaning machines. Any other work as and when assigned by CPH/SO (HH).	T-Shirt (white)-02 Capri's (Blue) -02 Floater -01	Navy Blue Jersey -01	07	Semi-skilled
24	Baker (MTS)	At least 10 <sup>th</sup> /12 <sup>th</sup> pass	To work in Bakery/ Kitchen and provide respective services. Washing of utensils. Any other work as and when assigned by CPH/SO (HH).	White Coat -02 Black Pant -02 Black Shoe -01 Socks -02 Aprons -02	Navy Blue Jersey -01	03	Skilled
25	Head Cooks (MTS)	At least 10 <sup>th</sup> class pass	To work in Bakery/ Kitchen and provide respective services. Washing utensils Any other work as assigned by CPH/ SO (Household)/ Supervisor	White Coat -02 Black Pant -02 Black Shoe -01 Socks -02 pairs Aprons -02	Navy Blue Jersey -01	05	Skilled

26	MTS (Museum)	At least 10 <sup>th</sup> /12 <sup>th</sup> pass	Day to day dusting and cleaning of all displayed art objects. Cleaning and maintenance of the office and studio. Assist in carrying and displaying of art objects. Any outdoor work require for the office. Any other work as and when assigned by the keeper (Art.). Work as attendant and helper in various office works. Any other duties and when assigned by President's Secretariat	Blue and white strip shirt -02 Pant -02 Black Shoe -01 Socks -02 pairs	Navy Blue Jersey-01	10	Semi-Skilled
27	Carpenter (MTS)	At least 10 <sup>th</sup> class pass	Assist and carrying of art objects. Any other work as and when assigned by the Keeper (Art.). Work as attendant and helper in various office works. Any other duties and when assigned by President's Secretariat	Blue and white strip shirt -02 Pant -02 Black Shoe -01 Socks -02 pairs	Navy Blue Jersey-01	01	Semi-Skilled
28	Artist	At least 12 <sup>th</sup> /Graduate	To assist Rashtrapati Bhavan Museum in Art activities. Any other work as and when assigned by the Keeper (Art.). Any other duties and when assigned by President's Secretariat	No	No	01	Skilled
29	Photographer	At least 12 <sup>th</sup> /Graduate and knowledge of photography with experience 3 years	To assist Photo Section Cell in photography. Any other work as and when assigned by the Photo Cell. Any other duties and when assigned by President's Secretariat	No	No	01	Skilled
30	Golf Instructor (MTS)	At least 10 <sup>th</sup> / 12 <sup>th</sup> pass	To assist Golf Incharge of this Secretariat To teach participation in Golf Course. Any other work as and when assigned by the Golf incharge. Any other duties and when assigned by President's Secretariat	Blue and white strip shirt -02 Pant -02 Black Shoe -01 Socks -02 pairs	Navy Blue Jersey-01	03	Skilled
						<b>Total</b>	<b>99</b>



35	Groundsman	At least 8 <sup>th</sup> /10 <sup>th</sup> pass	Maintenance of cricket pitch. Rolling and marking of outer field of cricket pitch as per required standard. Prepare and make the pitch ready for cricket match. Any other duty as and when assigned by Garden Section.	Plain full sleeves light green colour shirt -02 Light green paint -02 Safety shoes -01 Socks pairs-01 Cap -01	Full sleeves light green colour woolen shirt -02 Light green colour woolen pant -02 Safety shoes -01 Socks pairs-01 Cap -01	02	Semi-skilled
					<b>Total</b>	<b>125</b>	
<b>Manpower required for Sanitary Section, President's Secretariat</b>							
36	Supervisor	At least 10 <sup>th</sup> / 12 <sup>th</sup> pass	To supervise the sanitation work of the Rashtrapati Bhavan and the President's Estate. To inform the Sanitary Officer about requirement of sanitary articles. To maintain liaison with the sanitation staff/ areas to ensure that sanitation work is being regularly and satisfactorily performed. Maintain a record and account of the sanitation equipment and agents supplied and used etc. Any other duty as and when assigned by Sanitary Section.	Navy Blue Safari-02 Black Shoe -01 Socks -02	Navy Blue Safari (woolen) -02	03	Semi-skilled
37	Anti Malaria Gangman (AMG)	At least 8 <sup>th</sup> /10 <sup>th</sup> pass	He/ she would work for mosquito control in the President's Estate and other residential complex (as briefed). He/she would spray the mosquito killers/ pesticides in office and residential complexes Any other duty as and when assigned by Sanitary Section.	Navy Blue Safari Suit (half sleeves) -02 Shoes -02 Socks -02 pair	Navy blue Safari Suit (woolen) -01	06	Un-skilled
38	Safaiwala (MTS)	At least 8 <sup>th</sup> /10 <sup>th</sup> pass	Cleaning and sweeping of the main building, officers' bungalows, staff residential quarters, roads and other premises of the President's Estate including removal of garbage from residences/ as specified. Cleaning of bath rooms, toilets/ wash basins etc. in the respective areas. Washing of floors, verandahs, corridors etc. Cleaning and sweeping of all offices. Any other duty as and when assigned by Sanitary Section.	Navy Blue Safari Suit (half sleeves) -02 Shoes -02 Socks -02	Navy Blue Safari Suit (woolen) -01	35	Un-skilled
					<b>Total</b>	<b>44</b>	



Manpower required for Rashtrapati Nilayam, Bolarum, Secunderabad, Hyderabad (Telengana)							
39	Data Entry Operator (DEO)	12 <sup>th</sup> Standard pass or equivalent having proficiency in English MS office/ word/ excel etc. along with minimum typing speed of 40 w.p.m. in English. Preference will be given to candidates having graduation degree and/ or Diploma in Computer Science from a recognized institute	Diary, dispatch, typing and related work assigned by the Supervisor/ Manager. Any other work as assigned by Supervisor/ Manager/ President's Secretariat	No	No	04	Skilled
40	Multi Tasking Staff (MTS)	At least 10 <sup>th</sup> class pass	Day to day dusting and cleaning tables of the office, operation of photocopier machine, FAX, and attend telephone. Distribution of daks, files, register & other official documents/ equipments machinery of handily in nature from one table to other or from one room to other. Opening and closing of office rooms. Putting on and off lights, fans & AC in the office and premises. Any other work as assigned by Supervisor/ Manager/ President's Secretariat	Blue and white strip shirt -02 Pant -02 Black Shoe -01 Socks -02 pairs	Navy Blue Jersey - 01	02	Semi-skilled
41	Cook	At least 10 <sup>th</sup> class pass	To work in Bakery/ Kitchen and provide respective services. Washing utensils Any other work as assigned by Supervisor/ Manager/ President's Secretariat	White Coat -02 Black Pant -02 Black Shoe -01 Socks -02 pairs Aprons -02	Navy Blue Jersey - 01	02	Skilled
42	Butler (MTS)	At least 10 <sup>th</sup> /12 <sup>th</sup> pass	To provide food and beverages and at services to the guests. Washing/ cleaning of crockery, cutlery, glass ware etc. Any other work as assigned by Supervisor/ Manager/ President's Secretariat	White Coat -02 White Pant -02 Black Shoe -01 Socks -02 pairs Black Bandhgala coat -01 Black pant -01	Navy Blue Jersey - 01	01	Semi-skilled
43	Silver-cum-Masalchi (MTS)	At least 8 <sup>th</sup> /10 <sup>th</sup> pass	Proper maintenance and cleanliness of kitchen & suites, Cleanliness of utensils. Any other work as assigned by Supervisor/ Manager/ President's Secretariat	White Coat -02 Black Pant -02 Black Shoe -01 Socks -02 pairs	Navy Blue Jersey - 01	02	Semi-skilled
44	Room Attendant (MTS)	At least 10 <sup>th</sup> /12 <sup>th</sup> pass	Proper maintenance and cleanliness of room service of Bed Tea in the Suites, attend the guests, porter & pageboy duties. Any other work as assigned by Supervisor/ Manager/ President's Secretariat	White Coat -02 White Pant -02 Black Shoe -01 Socks -02 pairs	Navy Blue Jersey - 01	02	Semi-Skilled

45	Washerman (MTS)	At least 10 <sup>th</sup> pass	<p>Washing/ dry cleaning/ ironing of clothes of officers and families/ Family Wing</p> <p>Washing/ dry-cleaning/ironing uniform of officers and uniformed staff of the household Section</p> <p>Collection and delivery of clothing for washing/ cleaning from various venues.</p> <p>To carry out elementary buttoning and starching.</p> <p>Upkeep and cleanliness of washing and dry cleaning machines.</p> <p>Any other work as assigned by Supervisor/ Manager/ President's Secretariat.</p>	<p>T-Shirt (white)-02</p> <p>Capri's (Blue) -02</p> <p>Floater -01</p>	<p>Navy Blue Jersey - 01</p>	02	Semi-skilled
46	Safaiwala (MTS)	At least 8 <sup>th</sup> /10 <sup>th</sup> pass	<p>Cleaning and sweeping of the main building, officers' bungalows, staff residential quarters, roads and other premises of the President's Estate including removal of garbage from residences/ as specified.</p> <p>Cleaning of bath rooms, toilets/ wash basins etc. in the respective areas.</p> <p>Washing of floors, verandahs, corridors etc.</p> <p>Cleaning and sweeping of all offices.</p> <p>Any other work as assigned by Supervisor/ Manager/ President's Secretariat.</p>	<p>Navy Blue Safari Suit (half sleeves) -02</p> <p>Shoes -02</p> <p>Socks -02</p>	<p>Navy Blue Safari Suit (woolen) -01</p>	02	Un-skilled
47	MTS (Museum)	At least 10 <sup>th</sup> /12 <sup>th</sup> pass	<p>Day to day dusting and cleaning of all displayed art objects.</p> <p>Cleaning and maintenance of the office and studio.</p> <p>Assist in carrying and displaying of art objects.</p> <p>Any outdoor work require for the office.</p> <p>Any other work as assigned by Supervisor/ Manager/ President's Secretariat.</p>	<p>Blue and white strip shirt -02</p> <p>Pant -02</p> <p>Black Shoe -01</p> <p>Socks -02 pairs</p>	<p>Navy Blue Jersey- 01</p>	03	Semi-Skilled

48	Ferry Operator (MTS)	At least 8/10 <sup>th</sup> class pass	To drive ferry under the directions of the Supervisor. To maintain and ensure complete entries in the respective log books of the vehicles Any other work as assigned by Supervisor/ Manager/ President's Secretariat	Blue and white strip shirt -02 Pant -02 Black Shoe -01 Socks -02 pairs	Navy Blue Jersey -01	02	Unskilled
<b>Total</b>						<b>22</b>	
<b>Manpower required for Rashtrapati Niwas, Mashobra, Shimla (H.P.)</b>							
49	Data Entry Operator (DEO)	12 <sup>th</sup> Standard pass or equivalent having proficiency in English MS office/ word/ excel etc. along with minimum typing speed of 40 w.p.m. in English. Preference will be given to candidates having graduation degree and/ or Diploma in Computer Science from a recognized institute	Diary, dispatch, typing and related work assigned by the Supervisor/ Manager. Any other work as assigned by Supervisor/ Manager/ President's Secretariat	No	No	04	Skilled
50	Multi Tasking Staff (MTS)	At least 10 <sup>th</sup> class pass	Day to day dusting and cleaning tables of the office, operation of photocopier machine, FAX, and attend telephone. Distribution of daks, files, register & other official documents/ equipments machinery of handily in nature from one table to other or from one room to other. Opening and closing of office rooms. Putting on and off lights, fans & AC in the office and premises. Any other work as assigned by Supervisor/ Manager/ President's Secretariat	Blue and white strip shirt -02 Pant -02 Black Shoe -01 Socks -02 pairs	Navy Blue Jersey -01	02	Semi-skilled
51	Cook	At least 10 <sup>th</sup> class pass	To work in Bakery/ Kitchen and provide respective services. Washing utensils Any other work as assigned by Supervisor/ Manager/ President's Secretariat	White Coat -02 Black Pant -02 Black Shoe -01 Socks -02 pairs Aprons -02	Navy Blue Jersey -01	01	Skilled
52	Silver-cum-Masalchi (MTS)	At least 8 <sup>th</sup> /10 <sup>th</sup> pass	Proper maintenance and cleanliness of kitchen & suites, Cleanliness of utensils. Any other work as assigned by Supervisor/ Manager/ President's Secretariat	White Coat -02 Black Pant -02 Black Shoe -01 Socks -02 pairs	Navy Blue Jersey -01	01	Semi-skilled

53	Room Attendant (MTS)	At least 10 <sup>th</sup> /12 <sup>th</sup> pass	Proper maintenance and cleanliness of room service of Bed Tea in the Suites, attend the guests, porter & pageboy duties. Any other work as assigned by Supervisor/ Manager/ President's Secretariat	White Coat -02 White Pant -02 Black Shoe -01 Socks -02 pairs	Navy Blue Jersey - 01	01	Semi-Skilled
54	Washerman (MTS)	At least 10 <sup>th</sup> pass	Washing/ dry cleaning/ ironing of clothes of officers and families/ Family Wing Washing/ dry-cleaning/ironing uniform of officers and uniformed staff of the household Section Collection and delivery of clothing for washing/ cleaning from various venues. To carry out elementary buttoning and starching. Upkeep and cleanliness of washing and dry cleaning machines. Any other work as assigned by Supervisor/ Manager/ President's Secretariat.	T-Shirt (white)-02 Capri's (Blue) -02 Floater -01	Navy Blue Jersey - 01	03	Semi-skilled
55	Safaiwala (MTS)	At least 8 <sup>th</sup> /10 <sup>th</sup> pass	Cleaning and sweeping of the main building, officers' bungalows, staff residential quarters, roads and other premises of the President's Estate including removal of garbage from residences/ as specified. Cleaning of bath rooms, toilets/ wash basins etc. in the respective areas. Washing of floors, verandahs, corridors etc. Cleaning and sweeping of all offices. Any other work as assigned by Supervisor/ Manager/ President's Secretariat.	Navy Blue Safari Suit (half sleeves) -02 Shoes -02 Socks -02	Navy Blue Safari Suit (woolen) -01	03	Un-skilled

56	MTS (Museum)	At least 10 <sup>th</sup> /12 <sup>th</sup> pass	Day to day dusting and cleaning of all displayed art objects. Cleaning and maintenance of the office and studio. Assist in carrying and displaying of art objects. Any outdoor work require for the office. Any other work as assigned by Supervisor/ Manager/ President's Secretariat.	Blue and white strip shirt -02 Pant -02 Black Shoe -01 Socks -02 pairs	Navy Blue Jersey-01	02	Semi-Skilled	
57	Mali (Gardner)	At least 8 <sup>th</sup> /10 <sup>th</sup> pass	Complete maintenance of Gardens i.e. watering, lawn mowing, weeding, mowing of grass, hedge cutting, etc. Levelling, manuring, top dressing, spreading of coarse sand, repair/ replacement of bunker sand Application of cleaning/ sweeping Pruning of trees/ shrubs etc. Any other work as assigned by Supervisor/ Manager/ President's Secretariat.	Plain full sleeves light green colour shirt -02 Light green paint -02 Safety shoes -01 Socks pairs-01 Cap -01	Full sleeves light green colour woolen Jersey -02 Light green colour woolen pant -02 Safety shoes -01 Socks pairs-01 Cap -01	10	Un-skilled	
						<b>Total</b>	<b>27</b>	

Skilled (Graduate level) -07  
Skilled – 150  
Semi-Skilled – 108  
Un-skilled – 204

Total – 469

*Pantaj*  
24/11/2023  
(Pankaj Saurabh)  
Under Secretary (Admn)

**TECHNICAL BID**

A. Details to be furnished by the bidder in all respect:

1.	Name of the firm/ company	
2.	No. of years of existence/ incorporation certificate	
3.	Name of owner	
4.	Business address of the firm/ company	
5.	Telephone No./ Mobile No.	
6.	e-mail ID	

B. The bidder will be required to upload scan copies of following documents/ certificates with technical bid failing which will be disqualified for opening of financial bid scanned copies to be submitted in the Technical Bid:

Sl. No.	Documents to be uploaded	If uploaded than mentioned page No.
1.	Scanned copy of EMD	
2.	Scanned copy of recognized and registered companies, firms for providing the services of various kinds of manpower as mentioned in Annexure-III	
3.	The Bidder has to submit legal status, place of registration and principal place of business of the company, firm or partnership etc. (Scanned copy to be uploaded). The Bidder should be in existence for a minimum period of 5 years. The Bidder should submit documentary evidence of the same.	
4.	The Contractor should have in possession of valid ISO 9001: 2015 certification. (Scanned copy to be uploaded)	
5.	The contractor should have in possession of valid ESI & EPF valid registration certification (scanned copies to be uploaded with bid documents).	
6.	The contractor should have in possession of valid Labour license for housekeeping/ sanitation works (scanned copies to be uploaded with bid documents).	
7.	Upload terms and conditions duly signed and stamped by the bidder in token of having understood and agreed to the same.	
8.	Pan Card registration certificate	
9.	GST registration certificate	
10.	Income Tax return acknowledgement for last 03 financial year ending with 31.03.2022 (FY 2019-20, 2020-21 & 2021-22)	
11.	Experience certificate in providing outsourced manpower related works during last 03 years ending with 31.12.2023 i.e. (01.04.2020 to 31.03.2023) as per para 14.6 of NIT	

12.	Details of turnover during last 03 financial years ending with 31.03.2022 (FY 2019-20, 2020-21 & 2021-22) duly certified by CA as per eligibility criteria as per para 14.4 of NIT.	
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I hereby certify that the information furnished above is full and correct to the best of our knowledge. I undertake that in case any deviation is found in the above statement at any stage, the company/ firm will be black-listed and will not be allowed to have any dealing with President's Secretariat in future.

(Signature of authorized signatory)  
With seal

Annexure - V

Tender Inviting Authority: Under Secretary (Admin), President's Secretariat, Rashtrapati Bhavan, New Delhi

Name of Work: Providing the services of various kinds of manpower to President's Secretariat

Contract No. A-27011/12/23-Adm

Name of the Bidder/Bidding Firm / Company :

(This BOQ template must not be modified/replaced by the bidder and the same should be uploaded after filling the relevant columns, else the bidder is liable to be rejected for this tender. Bidders are allowed to enter the Bidder Name and Values only)

NUMBER #	TEXT #	TEXT #	NUMBER #	TEXT #	NUMBER	NUMBER	NUMBER #	NUMBER	NUMBER	NUMBER	NUMBER	NUMBER	NUMBER	TEXT	TEXT	NUMBER	NUMBER #	NUMBER #	TEXT #	
Sl. No.	Item Description	Item Code / Make	Quantity	Units	Minimum wages	Minimum wages for total persons for 1 year	Rate of Service charges should not less than 3% and should not be exceed 7%	Amount of Service Charges for 1 year	Unit rate for Summer uniform per person once in a year	Amount of summer uniform for total persons in a year	Unit rate for Winter uniform per person once in a year	Amount of winter uniform for total persons in a year	EPF Charges @12% subject to ceiling of Rs.15,000 for 1 year	ESI Charges@3.25% for 1 year	Total Amount for 1 year	GST Amount	TOTAL AMOUNT with GST in R. P.	TOTAL AMOUNT for 2 years	TOTAL AMOUNT In Words	
1	2	3	4	5	6	7	13	14	15	26	27	28	29	30	31	32	53	54	55	
1	Providing various manpower to President Secretariat	Item3																		
1.01	Skilled Graduate Level category for President's Secretariat, Rashtrapati Bhavan, New Delhi	Item3	7	Nos.	23062.00	193888		0.0000		0.0000		0.0000	151200.0000	63013.8600	2153101.8600	387558.3348	2540060.10	5081320.38	INR Fifty Lakh Eighty One Thousand Three Hundred & Twenty and Paise Thirty Eight Only	
1.02	Skilled category for President's Secretariat, Rashtrapati Bhavan, New Delhi	Item3	90	Nos.	21215.00	2291200		0.0000		0.0000		0.0000	1944000.0000	744646.5000	25690846.5000	4608152.3700	30208998.87	60417997.74	INR Six Crore Four Lakh Seventeen Thousand Nine Hundred & Ninety Seven and Paise Seventy Four Only	
1.03	Skilled category for President's Secretariat, Rashtrapati Bhavan, New Delhi	Item3	49	Nos.	21215.00	12474420		0.0000		0.0000		0.0000	1658400.0000	405418.6500	13938238.6500	2506882.9570	16447121.61	32804243.22	INR Three Crore Twenty Eight Lakh Ninety Four Thousand Two Hundred & Forty Three and Paise Twenty Two Only	
1.04	Semi-skilled category for President's Secretariat, Rashtrapati Bhavan, New Delhi	Item3	87	Nos.	19279.00	20127276		0.0000		0.0000		0.0000	1878200.0000	654136.4700	22660612.4700	4078910.2446	26739522.71	53479045.42	INR Five Crore Thirty Four Lakh Seventy Nine Thousand & Forty Five and Paise Forty Two Only	
1.05	Un-skilled category for President's Secretariat, Rashtrapati Bhavan, New Delhi	Item3	187	Nos.	17494.00	39256536		0.0000		0.0000		0.0000	4039200.0000	1275837.4200	44571573.4200	8022883.2156	52594456.64	105188913.28	INR Ten Crore Fifty One Lakh Eighty Eight Thousand Nine Hundred & Thirteen and Paise Twenty Eight Only	
1.06	Skilled category for Rashtrapati Nilayam, Bolarum, Secunderabad, Hyderabad (Telangana)	Item7	4	Nos.	23790.00	1141920		0.0000		0.0000		0.0000	86400.0000	37112.4000	1265432.4000	227777.8320	1493210.23	2980420.46	INR Twenty Nine Lakh Eighty Six Thousand Four Hundred & Twenty and Paise Forty Six Only	
1.07	Skilled category for Rashtrapati Nilayam, Bolarum, Secunderabad, Hyderabad (Telangana)	Item7	2	Nos.	23790.00	570960		0.0000		0.0000		0.0000	43200.0000	18556.2000	632718.2000	113888.9160	746605.12	1493210.24	INR Fourteen Lakh Ninety Three Thousand Two Hundred & Ten and Paise Twenty Four Only	
1.08	Semi-skilled category for Rashtrapati Nilayam, Bolarum, Secunderabad, Hyderabad (Telangana)	Item9	12	Nos.	21632.00	3115008		0.0000		0.0000		0.0000	259200.0000	101237.7600	3475445.7600	625580.2368	4101626.00	8202052.00	INR Eighty Two Lakh Two Thousand & Fifty Two Only	
1.09	Un-skilled category for Rashtrapati Nilayam, Bolarum, Secunderabad, Hyderabad (Telangana)	Item10	4	Nos.	19526.00	837248		0.0000		0.0000		0.0000	86400.0000	30460.5000	1054108.5000	189739.5408	1243848.10	2487696.20	INR Twenty Four Lakh Eighty Seven Thousand Six Hundred & Ninety Six and Paise Twenty Only	
1.1	Skilled category for Rashtrapati Niwas, Mashobra, Shimla (H.P.)	Item11	4	Nos.	16434.00	864632		0.0000		0.0000		0.0000	86400.0000	38757.0400	999989.0400	179998.0272	1179987.07	2359074.14	INR Twenty Three Lakh Fifty Nine Thousand Nine Hundred & Seventy Four and Paise Fourteen Only	
1.11	Skilled category for Rashtrapati Niwas, Mashobra, Shimla (H.P.)	Item12	1	Nos.	16434.00	221288		0.0000		0.0000		0.0000	21600.0000	7188.2600	249997.2600	44999.5068	294996.77	589993.54	INR Five Lakh Eighty Nine Thousand Nine Hundred & Ninety Three and Paise Fifty Four Only	
1.12	Semi-skilled category for Rashtrapati Niwas, Mashobra, Shimla (H.P.)	Item13	9	Nos.	15314.00	1663912		0.0000		0.0000		0.0000	194400.0000	53782.1400	1902064.1400	342371.5452	2244435.69	4488871.38	INR Forty Four Lakh Eighty Eight Thousand Eight Hundred & Seventy One and Paise Thirty Eight Only	
1.13	Un-skilled category for Rashtrapati Niwas, Mashobra, Shimla (H.P.)	Item14	13	Nos.	13104.00	2544224		0.0000		0.0000		0.0000	245306.8800	66437.2800	2355968.1600	424074.2688	2780042.43	5560084.86	INR Fifty Five Lakh Sixty Thousand & Eighty Four and Paise Eighty Six Only	
<b>Total in Figures</b>																		<b>142614911.43</b>	<b>285229822.86</b>	<b>INR Twenty Eight Crore Fifty Two Lakh Twenty Nine Thousand Eight Hundred &amp; Twenty Two and Paise Eighty Six Only</b>
<b>Quoted Rate in Words</b>																				

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