

**e-TENDER NOTICE**

Subject: Invitation of on-line bids for providing Manpower & Mechanized/ Automated Housekeeping/Cleaning Services in Planning Commission, Yojana Bhawan, New Delhi and Office of Economic Advisory Council to the Prime Minister at Vigyan Bhavan, Maulana Azad Road, New Delhi.

Online quotations are invited as per two-bid system from experienced and specialized firms/ reputed agencies/companies for providing fifty eight (58-unskilled) & two (2- semi-skilled) Manpowers & Mechanized/ Automated Housekeeping/ Cleaning Services in the Planning Commission, Yojana Bhawan, New Delhi and Office of Economic Advisory Council to Prime Minister at Vigyan Bhavan, Maulana Azad Road, New Delhi. No manual bids will be accepted under any circumstances.

2. The contract would be awarded initially for a period of one and half year (18 months) and may be extended further on half-yearly or annual basis for a maximum period of one and half years beyond the initial period of contract, subject to the fact that their services are of satisfactory quality, in the opinion of the Competent Authority in the Planning Commission.

3. The Firms/Agencies/Companies interested in providing Manpower & Mechanized/ Automated Housekeeping/Cleaning Services in the Planning Commission, Yojana Bhawan, New Delhi, and Office of Economic Advisory Council to Prime Minister at Vigyan Bhavan, Maulana Azad Road, New Delhi may visit/inspect the site on any working day between 3.00 PM to 4.30 PM before the last date of submission of bids. Any such interested party may contact the undersigned for the purpose.

4. The bidders have to submit their technical and financial bids as per the proforma given alongwith the tender documents (para 29 below may please be referred to ). The rates are to be quoted in Indian Rupees. The scanned copy of the financial instrument signifying the payment of the Earnest Money Deposit (EMD) of Rs.4,25,000/- (Rupees four lakh twenty five thousand only) must be uploaded with the bids and the EMD in original (in sealed cover super-scribed with the words: "EMD - Tender for providing Manpower & Mechanized/ Automated Housekeeping/cleaning Services is to be dropped in the "EMD Box" kept at Reception Area of Yojana Bhawan during the office hours w.e.f.14.07.2014 (10.00 a.m.) upto 2.00PM on 14.08.2014. The EMD shall not carry an interest.

5. All the required documents in support of the eligibility criteria are also to be positively uploaded along with the tender documents. The bidders are advised, in their own interest, to submit the desired papers/ documents with their bids as per the requirements indicated in Annexures failing which their bids may be declared as non-responsive, without any further reference to them.

6. The submission of bids would begin from 14.07.2014 (10.00 AM) and last date and time for submission of bids is 14.08.2014 (up to 2.00 PM) . The technical bid shall be opened online at 3.00 P.M. on 14.08.2014 by the duly constituted Tender Opening Committee. The representative of firms/agencies/companies who wish to be present to view the tender opening process will be allowed to do so. The date of opening of financial bids of those bidders who qualify in the Technical Bid stage would be announced later.

7. This office reserves the right to cancel the entire tendering process at any time/stage or relax/amend/withdraw any of the terms and conditions contained in the Tender documents without assigning any reason thereof. No inquiry, after submission of the quotation, shall be entertained. In case of withdrawal of any bid before the finalization of the instant tendering process, the EMD of the concerned bidder will stand forfeited.



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8. The formats in which the financial and technical bids are to be submitted are provided at Annexure-I (Application and Technical Bid Qualification Criteria), Annexure-II (Technical Bid), Annexure-III A & Annexure – III B (Financial Bid). The Terms & Conditions of the tender are at Annexure-IV. The Details of work, Machined Cleaning and Housekeeping, Machines & Equipment and monthly requirement of toiletries etc. and list of cleaning materials and aids are given at Annexure-V-A to V-C. The Instructions for on-line bid submission are at Annexure-VI. The check-list of documents to be submitted along with the bid is at Annexure-VII. The Integrity Pact that is to be duly signed and submitted with the bid by any bidder is at Annexure-VIII. The order F No.12(142)/02/MW/VII/5681 dated 28.03.2014 issued by Labour Department of the Government of NCT of Delhi vide which the Government of NCT of Delhi has revised the minimum rates of wages in Scheduled Employment under the Minimum Wages Act, 1948 is marked as Annexure-IX for scrupulous adherence by the bidders, in the context of the relevant provisions of the instant Tendering document. In case any bidder doesn't submit the scanned copy of the duly signed Integrity Pact and the original of the same (with signature of the authorities signatory in ink) with his EMD, his bid may be rejected without any further reference to the bidder. **Bid validity is 180 (one hundred eighty) days from the date of opening the bid.**

9. Bids without requisite documents will be summarily rejected. The Complete tender documents may be downloaded from the website of Central Public Procurement Portal (<http://eprocure.gov.in/eprocure/app>) and from Planning Commission website (<http://planningcommission.gov.in>) with effect from the date of publication of the tender notice. Information or corrigendum, if any, related to this tender will be available only on website of Central Public Procurement Portal/Planning Commission. However, if any clarification is required on any particular point the undersigned may please be approached for the same, before the closing date of the instant tendering process.

10. The \*list of Annexures along with the instant Tender Notice:-

Annexure	Subject
I	Application (Page 1) and Technical Bid Qualification Criteria (page -2)
II	Technical Bid (Proforma)
III- A & III- B.	Financial Bid (Proforma)
IV	Terms and Conditions
V-A to V-C	Scope of work, Manpower & Machines & Equipments, Monthly requirement of toiletries / dispensers, List of Cleaning Materials & Aids
VI	Instructions for online Bid Submission
VII	Check List of documents to be submitted along with the Bid
VIII	Pre contract Integrity Pact
IX	The order F No.12(142)/02/MW/VII/5681 dated 28.03.2014 issued by the Labour Department of the Government of NCT of Delhi revising the Minimum Wages under the Minimum Wages Act.

11. Information on any issue of corrigendum related to this tender will be issued only on website/s mentioned in Para 9 above.

  
 (Awinash Chandra)  
**Under Secretary to the Govt. of India**  
**Tel. No. 011-23096733**

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 (AWINASH CHANDRA)  
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**APPLICATION**

1. Name of the Bidding Company/  
Firm/Agency \_\_\_\_\_
2. Status of the Bidder \_\_\_\_\_  
(Whether Proprietary/Partnership/Public  
Limited Company/Private Limited Company)
3. Name(s) of the Owner/Partner/Director(s) \* \_\_\_\_\_
4. Full address of Registered Office \_\_\_\_\_  
(with proof) \_\_\_\_\_
5. Full address of the operative branch of  
the Bidder (in Delhi/New Delhi/NCR) \_\_\_\_\_  
(with proof) \_\_\_\_\_
6. Name of Banker with complete address \_\_\_\_\_  
Telephone no. of the Banker \_\_\_\_\_
7. Registration Details (self-attested copies to be enclosed)
  - (a) PAN/TIN No. \_\_\_\_\_
  - (b) Service Tax Registration No. \_\_\_\_\_
  - (c) Proof of Income Tax Assessment  
Of the firm for any of the last three(3)  
Financial years.  
(the name of the document) \_\_\_\_\_
  - (d) EPF Registration No. \_\_\_\_\_
  - (e) E.S.I. Registration No. \_\_\_\_\_
8. Details of Earnest Money Deposit (EMD) (Rs.4,25,000/-):
  - (a) Banker's Cheque No./Demand Draft No. \_\_\_\_\_
  - (b) Date \_\_\_\_\_
  - (c) Name of the Issuing Bank \_\_\_\_\_

- Note- The bidding firm are advised in their own interest that only one bid will be accepted at one time. If any firm/company/agency submit more than one bid, those bids will straight-away be disqualified from the tendering /bidding process,

  
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**TECHNICAL BID QUALIFICATION CRITERIA**

Experience of providing manpower & mechanized/ automated housekeeping/ Cleaning Services (in this Technical Bid henceforth referred to as 'the services') would be taken into account very seriously in awarding the contract to ensure a first rate quality service in the matter, since the Planning Commission has a huge building with more than 400 rooms, open parking space, parking space for VIP vehicles, 20 toilets meant for the staff and officers, more than 4 canteens, many small and big conference rooms, etc., and any service provider with little or no experience in this trade would fail to do justice to the job at hand because of the sheer volume of the job. Hence, it has been decided that the service provider must meet the following criteria:-

- a) The Office of the service provider/bidder should be located either in Delhi/New Delhi and the proof of address of the office in Delhi/New Delhi would have to be furnished as a part of the application. The attested copy of the certificate of registration of firm should also be enclosed along with the tender.
- b) The bidder must have a minimum of three years of experience in Housekeeping services to Public Sector Units / Banks /Central and State Government Departments. Proofs of such Housekeeping services provided to Central Government/ State Governments Department/ PSUs /Banks/ during the last three years along with attested copies of the works orders or duly signed certification from the concerned authorities should be enclosed alongwith their bids.
- c) The bidder should have its own Bank Account. Certified copy of the account maintained for the last two years issued by the Bank, must be enclosed.
- d) Self-attested copy of the PAN card of the bidder shall be attached with the Bid document.
- e) The bidder firm/ agency ( not individual) should be registered with the concerned State Labour Department.
- f) The firm should be registered with the Service Tax department. Certified copy of the registration document shall be attached with the Bid document.
- g) Self-Certificate to the effect that the firm has not been blacklisted by any Central Government Ministries/Departments/PSUs/Banks, etc. should be enclosed with every bid.
- h) The bidder should enclose declaration indicating that no case is pending on account of any labour dispute(s) before any Labour Court against the firm during the last three financial years.
- i) The firm should submit all the requisite certification/documents with technical bid mentioned at para 30 of terms and conditions of this tender document.
- j) The conditions as mentioned above must be fulfilled for any bidder to qualify in the Technical Bid stage.

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**Technical Bid**  
**(Supporting Information)**

**Details of experience of works undertaken during last three years\***

Year	Name and Address of the organization. Name, Designation, and telephone / fax number of the Officer concerned	Details regarding the contract including manpower deployed	Value of Contract (Rs.)	Duration of Contract	
				From dd/mm/yy	To dd/mm/yy
2011-12					
2012-13					
2013-14					
Additional information, if any					

\*In this context, Annexure –I, para (b) may be seen. The bidder should have the experience of providing similar services to Central / State Government Departments, PSUs, Banks, etc., during last ten years. All the claims need to be substantiated with documentary evidence.

Date:  
Place:

Signature of Owner/Managing Partner/Director  
Name:  
Firm's/Company's Seal :

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Technical BidDetails of the contracts with Govt. of India' Ministries/Department/PSUs/Autonomous bodies, during the existence of the bidding firm.

Sl. No.	Name and Address of the organization (Govt. of India' Ministry/Deptt. /PSUs etc.), Name, Designation, and telephone / fax number of the Officer concerned	Details regarding the contract including manpower deployed	Value of Contract (p.a.) (Rs.)	Duration of Contract	
				From dd/mm /yy	To dd/mm/yy
1					
2					
3					
Additional information, if any					

Signature of the authorized signatory

Date:

Name:

Place:

Firm's/Company's Seal :

N. B. : In the format above, more number of rows may be inserted if a bidder requires more rows for detailing its experience properly.

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Technical Bid

(DECLARATION)

1. I, \_\_\_\_\_ Son/ Daughter of  
Shri \_\_\_\_\_ Proprietor/Partner/Director/ Authorized  
Signatory of \_\_\_\_\_ and competent to sign this  
declaration and execute this tender document;


2 I have carefully read and understood all the terms and conditions of the tender and hereby convey my acceptance of the same.

3. The information / documents furnished along with the above application are true and authentic to the best of my knowledge and belief. I / we, am / are well aware of the fact that furnishing of any false information / fabricated document would lead to rejection of my tender at any stage besides liabilities towards prosecution under appropriate law.

Date:  
Place:

Signature of the authorized signatory  
Full Name:  
Firm's/Company's Seal :

**N.B.:** The above declaration, duly signed and sealed by the authorized signatory of the bidder should be duly uploaded as a part of the Technical bid. It is further pointed out that Annexure-II consists of Page 1, 2 and 3. In addition, Annexure-I, documents in support of the information provided in the Application and all the relevant documents required to be submitted as per the 'Technical Bid Qualification Criteria' also would have to be submitted as part of the Technical Bid. The Technical Bid is of qualifying nature in the sense that only those firms satisfying/ fulfilling all the criteria as mentioned ( as required as per the Application, 'Technical Bid Qualification Criteria') and capable of submitting all the requisite documents and information as supporting evidence would qualify for consideration in the Financial Bid stage. In other words, financial bids of all the bidders would be opened but the financial bids of only those bidders would be considered who would qualify in the Technical Bid stage. No bidder not satisfying any of the criteria mentioned above would be considered as qualifying in the Technical Bid. In other words only those technical bids would be considered as qualifying which would satisfy all the criteria mentioned in Annexure-1(page 2).

  
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**FINANCIAL BID**

For providing Manpower &amp; Mechanized/ Automated Housekeeping/Cleaning Services in Planning Commission.

**Financial Bid Page: 1**

I. Name of the bidder (s): \_\_\_\_\_

II.

Sl. NO.		Total Per Month(Rs.) (at a rate not less than minimum wages declared by Govt. of the NCT, of Delhi)	Pro-Rata Rate Per Day (Rs.)	Pro-Rata Rate Per Hour (Rs.) (only for future reference in case we need more manpower on occasional basis).
<b>A</b>				
i	Charges for manpower – 02 Supervisors (Semiskilled)			
ii	Charges for manpower –50 Housekeeping staff (Un-skilled)			
lii	ESI (mention %)			
iv	EPF (mention %)			
v	<b>Total of A (Monthly labour charges) (in Rs.)</b>	(i)+(ii)+(iii)+(iv) above.		
			<b>Rates per month (Rs.)</b>	
<b>B</b>	Charges, for machines & equipments, toiletries & dispensers, cleaning material and aids, garbage disposal vehicle, garbage bags and bins, and any other item(s) that may be required for fulfillment of the contract (indicated at Annexure-IV) inclusive of agency charges, in lump sum, per month			
	<b>Total of B (in Rs.)</b>			
<b>C</b>	<b>Management Charges (in Rs.), Monthly</b>			
	<b>Grand Total of A,B &amp; C (in Rs.) [Monthly]</b>			

\*At least fourteen (14) out of these 50 un-skilled Housekeeping staff should be women.

Date:  
Place:Signature of the authorized signatory  
Name:  
Firm's/Company's Seal :

- N.B. (1) The blank cells may be filled in by the bidder.  
(2) The methodology of evaluation of the financial bids is elucidated in the relevant section below.

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**FINANCIAL BID**

For providing Manpower & Mechanized/ Automated Housekeeping/cleaning Services in the Office of Economic Advisory Council to the Prime Minister at Vigyan Bhavan, New Delhi

I. Name of bidder: \_\_\_\_\_

II.

S. NO.		Rate Per Month (Rs.) not less than minimum wages declared by Govt. of NCT, DELHI)	Pro-Rata Rate Per Day (Rs.)	Pro-Rata Rate Per Hour (Rs.) (Only for further reference is case we need more manpower on occasional basis).
<b>A</b>	Charges for 08 Housekeeping staff(Un-skilled)			
i	ESI (mention %)			
ii	EPF (mention %)			
iii	<b>Total of A (Rs.)</b>	(i)+(ii)+(iii)+(iv) above.		
			<b>Rates per month (Rs.)</b>	
<b>B</b>	Charges for machines & equipments, toiletries & dispensers, cleaning material and aids, garbage disposal vehicle, garbage bags and bins, and any other item(s) that may be required for fulfillment of the contract inclusive of agency charges in lumpsum.			
	<b>Total of B (Rs.)</b>			
<b>C</b>	<b>Management charges (in Rs.), Monthly</b>			
	<b>Grand Total of A, B &amp; C (Rs.)</b>			

The above format may be used to provide requisite details.

\*At least two(2) of these 8 un-skilled Housekeeping Staff should be women.

Date:  
Place:

Signature of Owner/Managing Partner/Director  
Name:  
Firm's/Company's Seal :

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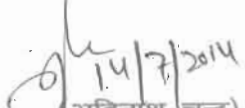
Annexure – III A (Explanatory Note)

Note on the basis of financial Bids (Section A) and the Methodology of Evaluation of  
Bids (Section B)

**A**

- (i) The contractor/service provider who would be awarded this contract shall be responsible for complying with all relevant obligations under Income Tax, ESI, PF, Contract Labour (Regulation and Abolition) Act, Minimum Wages Act, 1948, other Labour Laws, etc., and payment of compensation to the workers engaged by them for implementation of the contract arising out of the instant tendering process.
- (ii) Further, the successful bidder shall also be responsible for timely payment of wages, etc., directly to the workers as per the prevailing rates under the extant provisions of Minimum Wages Act / Order of the NCT of Delhi in force in pursuance of the said Act. If any dispute arises between the firm and any worker thus engaged in the matter of wages or their service conditions, the same will be settled amicably between the said firm (service provider) and the concerned worker engaged by the contractors. This department will not be a party to any dispute in any case. However, this department may require the contractor to produce the documentary evidence that he/his firm has complied with the relevant provisions of all the relevant statutory Acts/Rules, which is in force on the date of award of this contract.
- (iii) The contractor/service provider would be responsible for complying with all statutory/legal obligations on the part of the contractor/service provider and if any breach of the same comes to the notice of this department, then the contract may be terminated by this office on that ground alone by giving notice for a suitable period.
- (iv) The contractor/service provider would be responsible for paying the minimum remuneration to the workers engaged by them for the implementation of the contract arising out of this tendering process, as per the notifications issued by the Govt. of NCT of Delhi under the Minimum Wages Act, as issued from time to time. The latest such notification as issued by the Government of the NCT of Delhi (F. No. 12(142)/02/MW/VII/5681 dated 28.03.2014 of the Labour Department of the Govt. of NCT of Delhi is enclosed for ready reference. Further, the supervisors are to be treated in the category of Non-Matriculate under the broader category of 'Clerical and Non-Technical Supervisory Staff in all scheduled employments.' This means that, as per the enclosed notification, any supervisor would be entitled to a minimum of Rs.9438.00 per month as monthly remuneration. Similarly, the Housekeeping staff are to be treated in the category of un-skilled labour under the broader category of 'All scheduled employments except employment in shops and Establishments and Employment in clubs, thus entitling any such staff to a minimum of Rs.8,086.00 per month as monthly remuneration. In case of any increase in the minimum wage structure by the Govt. of the NCT of Delhi, the difference (i.e., the actual amount of hike as per the notification of the Govt. of NCT of Delhi) may be claimed from this office by billing the same separately. However, the service provider would have to pass on this amount immediately to the workers, on a regular and monthly basis. The proofs of the same would have to be submitted to this office on a monthly basis. It is to be understood that the notifications under the Minimum Wages Act, 1948 define only minimum wages

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and any bidder is free to pay higher wages. However, only those hikes would be neutralized by the Planning Commission that would be declared by the Govt. of NCT of Delhi in the notification under the Minimum Wages Act, 1948 as hikes over the minimum wages in the relevant categories.

- (v) If, in receiving and passing on any such amount, as required, the service provider is to pay some service tax or any other tax to any Government authority, the same may be claimed by the concerned firm from the Planning Commission as reimbursement, if that (i.e., passing on the burden of such a payment) is not expressly prohibited under the relevant acts/rules.
- (vi) This office may, at any given point of time, ask for production of all the documentary evidence relating to the relevant provisions of any of the statutes, which are in force during the currency of the contract as would be entered into as a result of the instant tendering process. In case the requisite documents are not produced within a reasonable time period, it would be deemed that the firm has no such documentary evidence to produce and action would be duly initiated to cancel the contract for non-fulfillment of terms and conditions of the instant tendering process through which the contract would be awarded.
- (vii) The contractor/service provider shall be responsible for all litigation arising out of non-fulfillment of statutory obligations on the part of the awardee of the contract and the contract is liable to be cancelled for any such violation, if the Competent Authority in the office so decides.
- (viii) Bills for providing the service for any month along with attendance records counter-signed shall be submitted by the first week of the following month to Section Officer in the General-III Section of the Planning Commission for payment of bills.
- (ix) In case of dispute of any kind, the firm shall abide by the decision of the Competent Authority, Planning Commission. In case the dispute is required to be referred to Arbitration, it shall be referred to a sole arbitrator under Arbitration and Conciliation Act, 1996. Further, any controversy or dispute arising out of this contract shall be referred to the sole arbitration of Adviser (Admn.) or any Joint Secretary level officer of the Planning Commission, New Delhi or to any officer nominated by him/her. There shall be no bar to the reference of dispute to the arbitration by such officer as nominated by the competent authority even though the said officer, as an employee of the Planning Commission, New Delhi, might have dealt with the matter earlier or expressed his opinion thereon. In case the arbitrator to whom the matter is originally referred to earlier is transferred or vacates his office or is unable to act for any reasons, the Joint Secretary level officer dealing with General Administration in this department shall be competent to appoint another person as arbitrator, who shall be entitled to proceed with the reference, from the stage at which it was left by his predecessor. No person other than the one nominated by the Adviser (Admn.) shall act as arbitrator. The decision of the Adviser (Admn.) or the officer nominated by him shall be final and binding on the party/parties. The arbitration proceedings shall be held at an appropriate location in Delhi/New Delhi. The limitation for filing claim for arbitration is 180 days from the expiry of the contract period and in case no claim is filed within this period, it shall be presumed that there is no claim. The place of settlement of disputes shall be Delhi. For the purpose of settlement of disputes in the Court of Law, it will be under the jurisdiction of the Courts in Delhi.

14/7/2014

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**B**

- (i) The methodology of evaluation of technical bids has already been elucidated in the 'N.B.' portion below Annexure – II (Page 2). The technical bids are evaluated only qualitatively and no scoring is to be done/ assigned. And, the technical bidding stage is of qualifying nature. In other words, in this stage, it would be examined which bidders are having the requisite experience/ certification, etc., and once such bidders are found out, they enter the financial bidding stage whereas the other bidders not fulfilling some of the requisite conditions are not qualified for the next stage. The financial bids of technically disqualified bidders would not be opened for evaluation purpose.
- (ii) Once the selection is made as regards the bidders eligible for further evaluation in the financial bidding stage, the financial bids of the bidders qualifying at the technical bid stage would be evaluated, i.e., the total of 'Grand total of A, B & C in Annexure – III A and Annexure – III B would be arrived at and the firm quoting the lowest would be selected for the award of the contract.
- (iv) In case it is found at the technical bidding stage that some bidder is/are getting disqualified due to minor infirmities or non-submission of some documents, then the Tender Evaluation Committee (TEC) may decide to give some more time to the concerned bidders only for submission of further documents and/or clarifications on some points (that the TEC may require), and only in the bona fide interests of the Planning Commission and/or the instant tendering process. The decision in this regard may also be taken by the HOD or Adviser (GA), Planning Commission. If it is so decided, it would be duly notified (on the Planning Commission website, as well as to the concerned bidder).
- (v) Any bid in which the agency charges are shown as zero (0) would be rejected.

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**Terms & Conditions**

**I. Instructions to Bidders**

1. Bids received after the specified date and time will not be accepted. If the EMD and the Integrity Part duly signed, in original are not received by 14.08.2014 (2.00 P.M), the bid will be rejected. The EMD of the unsuccessful bidder will be refunded only after finalization of the due tendering process. No interest will be payable on the earnest money.
2. If any bidder withdraws his bid at any point of time during the tendering process, the EMD of the concerned bidder will stand forfeited.
3. Details regarding the Manpower, Machines & Equipments, Monthly requirement of toiletries / dispensers, List of cleaning Materials & Aids, etc., maintained and to be supplied have been given in Annexure-III & III A. The contract will be awarded to the bidder whose consolidated bid value is the lowest and who is also fulfilling all the terms and conditions of the tender. The financial bid of only technically qualified bidders will be opened. The past performance of the bidders with user Departments will be an important criterion in evaluating the technical bid. The Planning Commission reserves the right to reject all or any of the quotations, and decision of the Head of the Department in the matter shall be final/ binding. The quotations lower than the existing statutory minimum wages in the NCT of Delhi for the corresponding categories shall be summarily rejected.
4. Rates should strictly be quoted accordingly as per the specifications in respect of cleaning materials etc. The bidders are advised in their own interest to quote their rates (excluding tax) for all items as per specifications indicated in the relevant Annexures of this tender document, failing which their bids shall be out-rightly rejected. Taxes will be paid extra as applicable, on production of necessary proofs/documentary evidence as required.
5. The Bidder should upload duly filled in scanned copy of the details as per formats at Annexure-I, II, III A, III B and also upload self-attested copies of the supporting documents while doing the on-line bid submission. List of such documents is given at Annexure-VII for ready reference. If the bidder mentions about some additional experience, etc., the proof(s) of the self-attested copies of the same should also be scanned and uploaded.

**II. Eligibility Criteria**

6. The Registered Office or Branch Office of the bidding Company/firm/Agency (i.e., the Bidder) should be located in Delhi/New Delhi/NCR Region, as per Contract Labour (R&A) Act, 1970. The Bidder is required to upload the proof of its office address along with telephone number during the online bid submission.
7. The Bidder should have its own Bank Account, TIN Number, PAN Card. Duly signed copies of the same should be uploaded with the Tender during the online bid submission. The firm should enclosed copies of PAN, TIN no VAT/Sale, Tax registration and latest copy of Income Tax return.
8. The bidder should have a minimum experience of 03 years of working in this field as explained in details in the Technical Bid. The attested/self-attested photocopies of the documents showing such experience would have to be scanned and uploaded as the proofs of the statements mentioned in this regard in the Technical Bid.

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9. The Bidder should upload duly signed certificate along with its bid indicating that they have carefully read the terms and conditions of the Tender and accepted all the provisions of the Tender during online bid submission.

10. The bidder should submit an undertaking that the Bidder has not been blacklisted by any Ministry/Department/Organization of the Central Government/State Government and any Public Sector Undertaking.

11. The Bidder whose services have been terminated by the Planning Commission before the expiry of the contract, in any contract whatsoever, are not eligible to participate in the bid for a period of 3 years from the date of termination of the contract. A certificate in this regard is to be submitted by the bidder during online bid submission stating that the firm has not been terminated by Planning Commission before expiry of the contract during the last three years.

12. The average turnover of the bidder in this sector must not be less than Rs.15 lakhs (Rupees fifteen lakhs only) in any of the last three years. Scanned copies of proofs in this regard are to be uploaded along with the bid.

### III Earnest Money Deposit (EMD)

13. The tender must be submitted online within the scheduled time period i.e. by 14.08.2014 (2.00 PM) which should be accompanied by scanned copy of an Account Payee Demand Draft/ Pay Order of Rs. 4,25,000/- (Rupees four lakhs twenty five thousands only) as Earnest Money Deposit (EMD) drawn in favour of Pay and Accounts Officer, Planning Commission and payable at New Delhi. The EMD in original is required to be dropped in EMD Box kept at Reception area of Yojana Bhawan within the office hours w.e.f. 14.07.2014 (10.00 AM) to 14.08.2014 (2.00 PM). No interest will be payable on the earnest money.

### IV Bid Opening Process

14. All terms and conditions stipulated in this tender document shall be considered for selection of a firm for signing the rate contract.

15. The bids ( Technical ) shall be opened by the Tender Opening Committee (TOC) on the scheduled date and time (at 3.00 PM. on 14.08.2014) in Room No. 412, Yojana Bhawan, Planning Commission, New Delhi-110001 in the presence of the representatives of the Bidders, if any, who wish to be present at the time of opening the tender. The representatives, duly authorized by the concerned Bidders to attend the meeting of the TOC carrying letters from the authorized signatories (under whose signatures the concerned firms have submitted the bids) may contact the undersigned for the permission to enter the Yojana Bhawan premises on that day.

### V. Specific Terms and Conditions :-

16. The contract shall be for a period of one and half year from the date of award of contract. The period of contract may be extended for another one and half years (total 03 years) on quarterly/half yearly/yearly basis, subject to satisfactory performance of the contractor. No request/claim for any hike in the approved rates (except for any such hike consequent upon the hikes in the minimum wages as notified by the Govt. of NCT of Delhi, from time to time, under the Minimum wages Act) would be entertained, under any circumstances, during the period of contract. Hence, the rates should be quoted with this particular provision in mind.

17. The normal delivery period for supply of any of the required items not maintained in the stock of the office would be a maximum of 02 working days before every month. The Supply should be strictly in accordance with the specifications, etc., given in the tender document (Annexure-V).

18. The firm would be required to provide the Manpower & Mechanized/ Automated Housekeeping/cleaning Services at their own cost in the premises of Yojana Bhawan, Sansad

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19. The office shall not be responsible for any financial loss or other injury to any person deployed by the successful bidder in the course of their performing the duties to Yojana Bhavan, Planning Commission and Office of Economic Advisory Council to Prime Minister, New Delhi. All liabilities arising out of accident or death while on duty shall be borne by the contractor.

20. Bids received after the specified date and time will not be accepted. If the EMD in original is not received by 14.08.2014 (2.00P.M.), the bid will be rejected. The EMD of the unsuccessful bidder will be refunded only after finalization of the due tendering process. No interest will be payable on the earnest money.

21. If any bidder withdraws his bid at any point of time during the tendering process, the EMD of the concerned bidder will stand forfeited.

22. The bidder shall submit a complete list of items / equipments that will be used for the housekeeping services.

23. The bidder will be responsible for supply / installation / refilling / maintenance of all such items / equipments used in wash rooms and other areas for housekeeping purposes should be of good quality and eco-friendly only.

24. The bidders are required to submit two separate bids - Technical and Financial, as per the prescribed proforma enclosed with tender notice.

25. The declaration in the prescribed proforma enclosed with the tender notice should be submitted alongwith the Technical bid.

26. The Technical bid shall be accompanied by an Earnest Money Deposit (EMD) of Rs.4,25,000 /- (Rupees four lakh twenty five thousand only) in the form of Demand Draft/Pay Order from a commercial bank drawn in favour of "Pay & Accounts Officer, Planning Commission, New Delhi". It shall remain valid for a period of 6 months. The tender not accompanied with EMD shall be summarily rejected. The earnest money shall be refunded to the unsuccessful bidders after finalization of the contract. It shall be refunded to the successful bidder on receipt of performance security deposit. No interest is payable on the EMD.

27. All entries in the tender form should be uploaded and filled in clearly. Conditional bids will not be considered and will be rejected outright.

28. Bids incomplete in any form will be rejected outright.

29. The bidder shall submit following documents with Technical Bid:-

- (i) Copy of EPF Registration certificate.
- (ii) Copy of ESIC Registration certificate.
- (iii) Copy of Service Tax Registration certificate.
- (iv) Copy of PAN number.
- (v) Certificate to the effect that the firm is not blacklisted.
- (vi) Copies of experience certificate/work order for the last three years.
- (vii) Copy of at least two similar running contracts with Central Government Departments/ Public Sector Undertakings/Autonomous bodies.
- (viii) Earnest Money Deposit (EMD of Rs. 4,25,000/- in the form of Bank Draft/Pay order drawn in favour of Pay and Accounts Officer, Planning Commission, Payable at New Delhi.
- (ix) A certificate to the effect that bidder is in acceptance of all the terms and conditions laid down by Planning Commission.

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30. The bidder must employ un-skilled labour/semi-skilled whose age shall be between 18 to 50 years only. Employment of child labour will lead to the termination of the contract. The successful bidder shall engage only such workers, whose antecedents have been thoroughly verified, including character and police verification and other formalities.
31. The bidder shall deal with and settle the matters related to workers' unions and shall make sure that no labour disputes/problems are referred to Planning Commission. It shall totally indemnify Planning Commission in this regard.
32. The bidder at all times should indemnify Planning Commission against all claims, damages or compensation under the provisions of Payment of Wages Act, 1936; Minimum Wages Act, 1948; Employer's Liability Act, 1938; the Workmen Compensation Act, 1923; Industrial Disputes Act, 1947; Maternity Benefit Act, 1961; Delhi Shops and Essential Act or any modification thereof or any other law relating thereto and rules made hereunder from time to time. Planning Commission will not own any responsibility in this regard.
33. The closing date and time for receipt of bids will be **14.08.2014 at 2.00 PM**.
34. The bids shall be opened at **3.00 PM on 14.08.2014 in** Room No.412, Planning Commission, Yojana Bhavan, Sansad Marg, New Delhi, in the presence of the authorized representatives of the Firms, who wish to be present at that time. All the technical bids will be scrutinized, relevant documents checked for their authenticity and the bidders whose Technical bids are accepted for further consideration will be informed only after due scrutiny, if any of them so desires.
35. No bidder will be allowed to withdraw after submission of the bids, otherwise the EMD submitted by the bidding firm would stand forfeited.
36. In case, the successful bidder declines the offer of contract, for whatsoever reason(s), his EMD will be forfeited.
37. The successful bidder will have to deposit a Performance Security Deposit @ 7 % of contract value by way of Fixed Deposit Receipt (FDR) from a commercial bank and hypothecated in favour of "**Pay & Accounts Officer, Planning Commission, New Delhi**" and valid for 60 days beyond the expiry of period of one and half year contract. In case of extension of contract fresh Performance Security Deposit will have to be deposited.
38. The successful bidder will have to commence the work within 15 days of acceptance of contract. Otherwise the contract will be cancelled and EMD will be forfeited.
39. The Scope of Work is for the complete area in the Yojana Bhawan and office of EAC to PM at Vigyan Bhawan including outer area, parking area, rooftop etc. The details of the work are given under the separate heading.
40. The list of Manpower, Machinery and Equipments, Details of toiletries/dispensers etc and list of cleaning Materials and Aids to be provided by the bidder are detailed below under scope of work heading.
41. If any worker arrives late (or leaves early) but permitted to perform duty, pro-rata deduction of the duty rate would be made on hourly basis. If a person deployed is absent on a particular day or comes late/leaves early on three occasions, one day's wage shall be deducted. However, no habitual late comer would be allowed to work and it will be the responsibility of the service provider to provide a substitute.
42. If a worker proceeds on leave or leaves the job, it will be the responsibility of the agency to provide a substitute immediately. In case no substitute is provided, deduction of charges will be made on a pro-rata basis from the monthly bills. Further, if a substitute is not provided within 3 days, deduction @ double the charges per worker will be made.

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43. In case of breach of any terms and conditions attached to this contract, the Performance Security Deposit of the agency ( that has been awarded the contract) will be liable to be forfeited by this Commission besides annulment of the contract.

44. If any complaint received against any of the workers either by officials or by public regarding his/her misbehavior by the concerned Housekeeping staff, Rs.500/- will be deducted from the bills of the relevant month on each such complaints and the competent authority of this Deptt. may ask to the contractor to discontinue the services of such person in the Planning Commission forthwith.

45. Staff deployed by the bidder shall perform their duties at the premises with due diligence and take all precautions to avoid any loss or damage to the Government property/person.

46. The contractor shall provide uniform to the workers. samples of uniform will be approved by the Planning Commission. The worker must wear uniform during their duty. The contractor shall issue identity card to each worker which must be displayed by the worker during their duty

47. The bidder shall provide following manpower for housekeeping facility and management services:-

Sl. No.	Manpower Description	No. of staff required	
		Planning Commission at Yojana Bhawan	O/o EAC to PM at Vigyan Bhawan
1	Housekeeping Supervisor (Semi-skilled)	02	0
2	Housekeeping staff (un-skilled)	50	08

However, number of unskilled labour may be reduced if some offices of the Planning Commission will become non-functional or closed due to policy decision taken by the new Govt.

48. If the performance of the service-provider selected through the instant tendering process is not found to be satisfactory, the Planning Commission reserves the right to terminate the contract at any time without assigning any reason therefor and the decision of the Planning Commission will be final and binding on the contractor. If the performance of any person engaged by the service-provider is not satisfactory or if some such person is involved in any objectionable scrutiny, then the HoD, Planning Commission, may ask the service-provider to replace that person and, the service provider would be bound to abide by such instruction. In this note, any appeal may lie only before Adviser (GA) or Secretary, Planning Commission.

49. The competent authority of Planning Commission reserves the right to reject all or any tender in whole, or in part, without assigning any reason.

50. Payment will be made on monthly basis in the succeeding month on submission of bill in triplicate. Payment of the bill will be based on computerized print outs in standardized proforma alongwith computer generated attendance sheets in respect of persons deployed.

51. Whenever and wherever it is found that the cleanliness is not up to the mark, it will be brought to the notice of the supervisory staff of the bidder by PLANNING COMMISSION and if no action is taken within **ONE** hour, penalty @ Rs.500/- per day per complaint will be imposed .

52. The bidder should ensure to maintain the required number of manpower and also arrange a pool of stand by housekeeping staff/ supervisor. In case any housekeeping staff/supervisor absences from the duty, the reliever of equal status shall be provided by the bidder from the existing pool of housekeeping staff. If the required numbers of workers / supervisor/ manager are less than the minimum required, a penalty @ Rs.500/- per worker per day will be deducted from the bill.

53. Any deviation in the material quality & quantity quoted will invoke penalty as decided by the competent authority. For proper maintenance, suitable cleaning material (ISI mark) which are good quality/ environment friendly, not harmful to human and government property should be used.

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54. Any dispute regarding the contract shall be resolved through arbitrator to be nominated by Head of Department, Planning Commission. The contract shall be subject to relevant law and the jurisdiction of the courts located in Delhi.

55. PLANNING COMMISSION reserves the right for termination of the contract at any time, if the services are found to be unsatisfactory, and also has the right to award the contract to any other agency at the cost, risk and responsibilities of bidder and excess expenditure incurred on account of this will be recovered by PLANNING COMMISSION from its Security Deposit or pending bill or by raising a separate claim.

56. The Manager / housekeeping Supervisor will maintain a Register and any complaint received from Planning Commission will be noted in the register and necessary action will be taken thereon within 24 hours.

57. The bidder whose total rate quoted in the Financial Bid towards wages of Housekeeping Manager/Supervisor/Workers, charges, if any, for Machines and Equipments, toilets and dispensers, cleaning material and aids, etc. are the lowest in comparison to other bidders will be considered as the lowest bidder. Annexure III-A (Explanatory Note) may be seen in this context.

58. All rates mentioned in the bids shall be inclusive of all taxes and levies payable under respective statutes. However, pursuant to the Constitution (46<sup>th</sup> Amendment) Act, 1982, if any further tax or levy is imposed by Statute, after the last stipulated date for the receipt of tender including extensions if any and the contractor thereupon necessarily and properly pays such taxes/levies, the contractor shall be reimbursed the amount so paid, provided such payment, if any, is not, in the opinion of Planning Commission (whose decision shall be final and binding on the contractor) attributable to delay in execution of work within the control of the contractor. The contractor shall furnish the relevant documents regarding payment of such taxes/levies as and when Planning Commission will require from time to time.

## VI. General Terms and Conditions

59. The successful bidder/supplier (L<sub>1</sub> bidder) has to deposit a Performance Security Deposit amounting to 7% of the contract value in the form of any Accounts Payee Demand Draft/Fixed Deposit Receipt (FDR) made in the name of the Agency and hypothecated to the Pay & Accounts Officer, Planning Commission, New Delhi from a commercial bank covering the period of warranty and maintenance after date of installation. The performance security should remain valid for a period of sixty (60) days beyond the date of expiry of the period of contract (i.e. one & half year on first occasion).

60. In the event of failure to accept the Offer of Contract and submission of performance security deposit by the successful bidder for whatsoever reasons(s), Earnest Money Deposit submitted by the successful Bidder shall be forfeited.

61. Non-satisfactory service during the period of contract may lead to forfeiture of performance security deposit and cancellation of contract.

62. The Competent Authority in the Planning Commission would, at his/her own discretion, be free to annul the contractual agreement if the supplies are not made on time or the items/articles supplied by the firm are deficient in quality in any way or found not upto the mark.

63. Payment will be made by Electronic Clearing System (ECS) after successful delivery of goods. The bills raised by the selected firm should have all tax registration numbers printed on bills. Validity of the tax registration during the currency of contract shall be the sole responsibility of the firm. The bill should be inclusive of all permissible taxes.

64. The selected firm shall not be allowed to transfer, assign, pledge or sub-contract its rights and liabilities under this contract to any other agency without the prior written consent of this Department.

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65. The Planning Commission reserves the right to cancel the tender at any time/ stage or relax/amend/withdraw any of the terms and conditions contained in the Tender Documents without assigning any reason thereof. Any inquiry after submission of the bid shall not be entertained. Before submission of the bid, enquiry can be done over phone/through correspondence.

66. Any controversy or dispute arising out of this contract shall be referred to the sole arbitration of Adviser (General Administration) or any Joint Secretary level officer in the Planning Commission, New Delhi, dealing with General Administration at the relevant time, or to any officer nominated by him/her. There shall be no bar to the reference of dispute to the arbitration by such officer as nominated by the competent authority even though the said officer as an employee of the Planning Commission, New Delhi might have dealt with the matter earlier or expressed his opinion thereon. In case the arbitrator to whom the matter earlier is originally referred to is transferred or vacates his office or is unable to act for any reasons, the Joint Secretary level officer shall be competent to appoint another person as arbitrator, who shall be entitled to proceed with the reference, from the stage at which it was left by his predecessor. No person other than the one nominated by the Adviser(Admn.) shall act as arbitrator. The decision of the Adviser(Admn.) or the officer nominated by him shall be final and binding on the party/parties. The arbitration proceedings shall be held at an appropriate location in Delhi/New Delhi. The limitation for filing claim for arbitration is 180 days from the expiry of the contract period and in case no claim is filed within this period, it shall be presumed that there is no claim. The place of settlement of disputes shall be Delhi. In the case of settlement of dispute in the Court of Law, it will be in jurisdiction of Court at Delhi.

67. Subject to the above, the provisions of the Arbitration Act, 1996 or any statutory modification on enactment thereof and rules made thereunder and for the time being in force, shall apply to arbitration proceedings under this Clause. The cost of arbitration will be borne by both the Parties in equal proportion.

68. The arbitrator may from time to time extend the time for making and publishing the award. He may do so without any need for obtaining the consent of the parties to the dispute.

69. The validity of bids will be 180 (One Hundred eighty) days from the date of opening of the tender in the instant tendering process. Further extension of validity of bid will be at the discretion of HoD, Planning Commission, but the bidders would be asked for their opinion on the same if the validity period is to be extended.

70. Bidders can obtain clarification regarding the bidding conditions, bidding process or rejection of their bids. The enquiries relating to rejection of bids would be considered for reply/consideration only until sixty (60) days after the date of award of contract.

71. The consolidated rates for the above items should be quoted after inspecting the present condition of Buildings. If needs be, the Bidder may come for inspecting the relevant office buildings after giving intimation to Shri Awinash Chandra, US (G-II), Planning Commission.

72. If the items/parts supplied found faulty or injurious to the health of human being or below standards, cost will be imposed the contractor and this amount will be deducted from the pending bill of the firm or security deposit, as the case may be.

73. In case of any deficiency in service, a penalty of 5% of the total amount of the bill for the relevant period will be imposed.

74. The owner/authorized representative of the successful Bidder should be available on his direct telephone and also on mobile phone.

75. The firm shall be responsible for payment of wages/settlement of dues with workers engaged by the firm as per prevailing labor/wages laws in force in NCT of Delhi and the Council shall not be a party to any dispute between the firm and workers.

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76. If the work of the firm is found unsatisfactory or if the firm dishonour contract, the job will be entrusted to any other firm/party to the risk/expense of the awardee' firm.

77. In the matter of the instant tendering process, the decision of this Deptt. shall be final and binding on the contractor.

78. The man power deployed by the successful bidder may also be engaged in other activity like shifting of office furniture/other electrical/stationary items/computers etc. or any other work assigned to them from time to time by the Competent Authority.

14/7/2014

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**Under Secretary to the Government of India**  
**Tel. No. 011-23042411**

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**Details of work for which contract to be awarded**

The following Housekeeping/ cleaning services will be done daily from Monday to Saturday at regular intervals so that the areas covered under the contract remain spic and span all the time. Working hours should be adjusted in such a manner that cleaning work in the morning should be completed well before 9.00 A.M (the duty hours will be **8 hrs. per day**). However bidder will arrange manpower for special VIP visits at no extra cost.

1. Cleaning, dusting, vacuuming and disinfecting of floors, walls and ceilings. Removal of waste and any other garbage from the entire area covered under the contract (such as halls, conference rooms, committee rooms, office rooms, cabins, cubicles, etc.)
2. Sweeping, cleaning, mopping with disinfectant cleaner of area covered under the contract, including all staircases, cabins, lobbies, reception, training rooms, office rooms, cabins, meeting rooms, security office, roof top of Yojana Bhawan and other areas as covered in the contract.
3. Cleaning of baskets, wastepaper baskets, cob-webs, etc. and disposing off all the collected refuse at designated site on daily basis.
4. Dusting of computer systems and their peripherals, all doors and windows, furniture, fixtures, fans, equipments, accessories etc. and cleaning of all windows glasses and grills. Cleaning and dusting of window panes / venetian blinds.
5. Spraying Room Fresheners in all rooms, on a daily basis at regular intervals.
6. Scrubbing / cleaning of toilets, wash basins, sanitary fittings, glasses, toilets, floors, etc.
7. Cleaning and disinfecting all vitreous fixtures including toilet bowls, urinals, sinks, toilet seats, containers etc. Brush thoroughly to include below water level and under rims including areas at hinges and cistern handles. Re-stock toiletries, which include liquid hand soap, toilet rolls, air fresheners, sanitary cubes, naphthalene balls in toilets, etc. after daily check-ups in the morning, afternoons and on call basis during daytime.
8. Cleaning and dusting of electrical switchboards, light fixtures, fans, air conditioner vents, overhead light fixtures, projectors, fire-fighting equipments, nameplates, plant boxes, doormats etc.
9. Placing garbage bags in all garbage bins to avoid stains & stinks and clear them on daily basis.
10. Check and remove hairs, dust, dirt or any such object from anywhere in area covered under the contract.
11. Cleaning, dusting, scrubbing of pantries, reception, security rooms, training halls, committee rooms, computer labs etc.
12. The garbage will have to disposed of at least twice a day.
13. The refuse/garbage shall be disposed of at the appropriate garbage point after proper sorting of bio degradable and non bio-degradable garbage.
14. The details of work to be executed by the successful bidder is given in the tabular form mentioned at Annexure V 'B & C'.
15. In addition to the above, in other activity like shifting of office furniture/other electrical/stationary items/computers etc. or any other work assigned to them from time to time.

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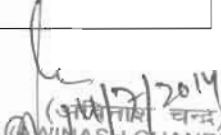
MECHANIZED CLEANING AND HOUSEKEEPING OF PLANNING COMMISSION, YOJANA  
BHAWAN/ OFFICE OF EAC TO PM, VIGYAN BHAWAN

## A. MECHANIZED CLEANING

## A.1 MECHANIZED CLEANING INSIDE THE BUILDING

Sl. No.	Name/ Nature of Work/ Activity	Frequency	Number of Times
1.	Cleaning/ dusting mopping of all rooms in the building including walls, ceilings, furniture, fixtures, electrical items, glass and window panes etc.	Daily	Once in the morning
2.	Scrubbing and cleaning of all corridors , drinking water areas and galleries, including wet and dry mopping of the entire area.	Daily	Three times, morning, afternoon and after lunch
3.	Removing of cobwebs from all rooms including Conference Rooms, Canteens and other facilities.	Fortnightly	Once
4.	Spraying Room fresheners in all the rooms including Conference Hall, Committee Rooms, Departmental Canteens, Libraries etc. and all other rooms containing Special facilities	Daily	Once (M)
5.	Cleaning and mopping of staircases and main gate areas.	Daily	Twice (M & AN)
6.	Cleaning and disinfecting of all toilets/ bathrooms including floor cleaning, side wall cleaning, cleaning of washbasins and surrounding areas, mirror cleaning, commodes and urinals cleaning, dustbin clearance.	Hourly	Every hour
7.	Regular replenishment of toiletries viz. disinfectants, toilet paper, liquid soap, naphthalene cakes/ balls, odonil etc. in the toilets/ bathrooms	Daily Need basis	To be replenished whenever the item is exhausted
8.	Minor repairs in bathrooms/ toilets like repair and replacement of leaking water/ sanitary tubes and taps and repairs of flushes and commodes.	On need basis	----
9.	Cleaning of all lifts in the building	Daily	Once (M)
10.	Deep cleaning of floor and surface area including all corridors and staircases on weekends.	weekly	On weekend i.e. Saturday/ Sunday and as & when required by the Deptt.
11.	Height cleaning i.e. cleaning of Domes at Gate Nos. 01 & 06 other high ceiling points.	Monthly	Once
12.	Polishing of wooden floors and panelings	Quarterly	Once
13.	Cleaning of jaals and chajjas	weekly	Once
14.	Spraying of mosquito repellents	Daily	Once (Evening)
15.	Cleaning of the conference/ Committee Halls where meetings are held and spraying of room fresheners	Daily	This has

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 भारत सरकार / Govt of India  
 नई दिल्ली / New Delhi

16	Collection of sweepings, dustbin collections and garbage from both inside and outside premises of the building and placing them at designated disposal places in the outer periphery of Yojana Bhawan	Daily	Twice (M & AN)
17.	The garbage collection and disposal through the firm's own arrangements including transportation.	Daily	Once

A.2 MECHANIZED CLEANING IN THE OUTER PERIPHERY OF THE BUILDING

Sl. No.	Name/ Nature of Work/ Activity	Frequency	Number of Times
1.	Cleaning of outer periphery of Planning Commission i.e. the area outside the actual building which includes the roads on four sides of the building, the common parking areas.	Daily	Two times, morning and after lunch.
2.	Lifting the entire garbage from the designated disposal placed in Planning Commission and depositing the same in the nearest garbage collection/ dumping yards of NDMC/MCD/Other civic agencies, on own arrangements and transport of the agency.	Daily	Once in the afternoon.

  
 14/7/2014  
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**ANNEXURE – 'V-C'**

(A) The bidder should have following machines & equipments at Planning Commission premises.

Sl.No.	Description	Quantity
1	SCRUBBING MACHINE	1
2	AUTO SCRUBBER MACHINE	1
3	WET/ DRY VACCUM CLEANER	1
4	HIGH PRESSURE JET	1
5	WRINGER TROLLEY	5
6	CADDY BUCKET	5
7	SINAGES	5

(B) **Monthly requirement of toiletries / dispensers of good quality**

1	Kimberly Clark Soap Pouch
2	Daffodil Toilet Roll / Jumbo Roll
3	Wintex / Daffodil Tissue Box
4	Kimberly Clark C- Fold Towel – 1150
5	Kimberly Clark C-Fold towel dispenser
6	Kimberly Clark Jumbo roll dispenser
7	Kimberly Clark Soap dispenser

(C) **List of cleaning Materials & Aids of good quality/eco-friendly only**

Sl.No.	Items	Sl.No.	Items
1	FLOOR DUSTER	27	SPIRAL
2	DUST CONTROL REFILL	28	TR-101 (Carpet shampoo)
3.	KENT MOP REFILL	29	TR-103 (Carpet detergent)
4	DUSTER WHITE	30	D-7 (Stainless steel polish)
5	DUSTER YELLOW	31	BRASSO
6	DETERGENT	32	MIN CREAM
7	VIM	33	MANSION POLISH
8	MULTI-CLEANER	34	Q2 (Liquid polish)
9	ROOM SPRAY (PREMIUM)	35	GARBAGE BAG ( BIG)
10	AUTO SPRAY	36	GARBAGE BAG (SMALL)
11	ODONIL	37	TOILET BRUSH
12	U. CUBES	38	HAND BRUSH
13	N. BALLS	39	CARPET BRUSH
14	DETTOL ANTI SEPTIC	40	COWEB BRUSH
15	STEEL WOOL SCRUBBER	41	DUST CONTROL MOP
16	PLASTIC SCRUBBER	42	KENT MOP
17	SPONGE	43	FLOOR BRUSH WITH HANDLE
18	SOFT BROOM	44	DUST PAN
19	HARD BROOM	45	BUCKET
20	BAMBOO BOOM	46	FLOOR WIPER
21	FEATHER BRUSH	47	GLASS WIPER - UNGER
22	CLEANZO/ PHYNYL	48	VACCUM PUMP
23	R1 (Bathroom cleaner)	49	COLIN DISPENSER
24	R2 (Glass cleaner/Colin)	50	GLOVES (PB/HB)
25	R4 (Furniture cleaner)	51	SAFETY SHOES
26	R6 (Toilet cleaner)		

(Awinash Chandra)

Under Secretary to the Govt. of India.

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अवर सचिव / Under Secretary  
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नई दिल्ली / New Delhi



**Instructions for Online Bid Submission**

**Instructions to the Bidders to submit the bids online through  
the eProcurement site  
<https://eprocure.gov.in>**

- 1) Bidder should do the registration in the tender site using the "Click here to Enroll" option available.
- 2) Then the Digital Signature of SIFY/TCS/nCode or any Certifying Authority is to be registered after logging into the site.
- 3) Bidder can use "My Space" area to update standard documents in advance as required for various tenders and use them during bid submission. This will facilitate the bid submission process by reducing time.
- 4) Bidder may read the tenders published in the site and download the required documents/tender schedules for the tenders he is interested.
- 5) Bidder then logs in to the site using the secured log in by giving the user id/ password chosen during registration and password of the DSC/e token .
- 6) Only one DSC should be used for a bidder and should not be misused by others.
- 7) Bidder should read the tender schedules carefully and submit the documents as asked, otherwise, the bid will be rejected.
- 8) If there are any clarifications, this may be obtained using clarifications, or during the pre-bid meeting. Bidder should take into account of the corrigenda published before submitting the bids online.
- 9) Bidder must in advance prepare the bid documents to be submitted as indicated in the tender schedule and they should be in required format. If there are more than one document, they can be clubbed together.
- 10) Bidder should prepare the EMD as specified in the tender. The original should be posted/couriered/given in person to the specified location as per Tender Document, latest by the last date of bid submission.
- 11) Bidder selects the tender which he is interested using search option & then move it to the my favorites folder.
- 12) From the 'my favorites' folder, he selects the tender to view all the details indicated.
- 13) The bidder reads the terms & conditions and accepts the same to proceed further to submit the bids.
- 14) The bidder has to select the payment option as offline to pay the EMD as applicable.
- 15) 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 bid submitted will not be acceptable.
- 16) The bidder has to enter the password of the DSC/etoken and the required bid documents have to be uploaded one by one as indicated.

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17) The rates offered details have to be entered separately in a spread sheet file (xls) in the space allotted and should be updated as BOQ.xls file for each tender after the financial bid. The BOQ file, if found modified by the bidder will result in rejection of the bid.

18) The tendering system will give a successful bid updation message & then a bid summary will be shown with the bid no & the date & time of submission of the bid with all other relevant details. The bidder has to submit the relevant files required as indicated in the cover content. In case of any irrelevant files, the bid will be rejected.

19) The bid summary has to be printed and kept as an acknowledgement as a token of the submission of the bid.

20) The bid summary will act as a proof of bid submission for a tender floated and will also act as an entry point to participate in the bid opening date.

21) For any clarifications with the TIA, the bid number can be used as a reference.

22) Bidder should log into the site well in advance for bid submission so that he submits the bid in time i.e. on or before the bid submission time. If there is any delay, due to other issues, bidder only will be responsible.

23) Each document to be uploaded online for the tenders should be less than 2 MB. If any document is more than 2MB, it can be reduced by scanning at lo resolution and the same can be uploaded. However if the file size is less than 1 MB, the transaction/uploading time will be very fast.

24) The time settings fixed in the server side & displayed at the top of the tender site, will be valid for all actions of requesting, bid submission, bid opening etc., in the e-Procurement system. The bidders should follow this time during bid submission.

25) All the data being entered by the bidders would be encrypted using PKI encryption techniques to ensure the secrecy of the data. The data entered will not viewable by unauthorized persons during bid submission & not be viewable by any one until the time of bid opening.

26) The confidentiality of the bids is maintained since the secured Socket Layer 128 bit encryption technology is used. Data storage encryption of sensitive fields is done.

27) Any document that is uploaded to the server is subjected to symmetric encryption using a generated symmetric key. Further this key is subjected to asymmetric encryption using buyers public keys. Overall, the submitted tender documents become readable only after the tender opening by the authorized individual.

28) For any queries, the bidders are asked to contact by mail [cppp-nic@nic.in](mailto:cppp-nic@nic.in) or by phone: 1-800-233-7315 well in advance.

14/7/2014  
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CHECK LIST

**DOCUMENTS TO BE SUBMITTED ALONG WITH THE BID**

1. E.M.D. (Pay Order/Demand draft) to be dropped in EMD box separately. (clause No. 13 of Annexure-IV).
2. Proof of Registered Office / Branch Office of Company /Firm /Agency in Delhi/New Delhi/NCR. (clause No. 6 at Annexure-IV).
3. Proofs of own Bank Account, TIN, PAN, VAT/Sales Tax Registration and the latest copy of the Income Tax Return. (clause No. 7 of Annexure-I).
4. Self-attested copy of a certificate indicating that the bidder has carefully read the terms and conditions of the tender and accepted all the provisions of the tender (clause No. 9 at Annexure-IV).
5. Self-attested copy of non-blacklisting certificate (clause No. 10 at Annexure-IV).
6. Certificate that the services of the firm has not been terminated by Planning Commission before the expiry of the contract during last three years. (Clause No.11 at Annexure-IV).
7. A proof about average annual turnover not less than Rs. 15 lakhs (Rs. Fifteen lakhs) for last two years. (Clause No.12 at Annexure-IV).
8. A scanned copy of the E.M.D. (Pay Order/Demand draft) to be enclosed with the bid. (clause No. 13 at Annexure-IV).
9. If the bidder is exempted from submission of EMD, copy of relevant orders/documents regarding such exemption to be enclosed with the bid. (clause No. 14 at Annexure IV).
10. The Integrity Pact, duly signed by the bidder- the scanned copy of the same to be enclosed with the bid. (para 8 & 10 of the Tender Notice.).
11. A proof of valid provident fund registration and ESI registration(as per Clause No. 29 (i) & (ii) of Annexure IV).

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**Integrity Pact Form**

This pre-bid pre-contract Agreement (hereinafter called the Integrity Pact) is made on ..... day of the month of 2014, between ..... on one hand, and the President of India acting through Shri Santanu Mitra, Director (GA), Planning Commission, Government of India, Yojana Bhavan, Parliament Street, New Delhi – 110 001, on the other hand (hereinafter called the "BUYER", which expression shall mean and include, unless the context otherwise requires, his successors in office and assigns) of the First Part and M/s ..... represented by Shri ..... Chief Executive Officer (hereinafter called the "BIDDER / Seller" which expression shall mean and include, unless the context otherwise requires, his successors and permitted assigns) of the Second Part.

WHEREAS the BUYER proposes to procure the services of a house-keeping service provider and the BIDDER/Seller is willing to offer/has offered the services and

WHEREAS the BIDDER is a private company / public company / Government undertaking / partnership / registered export agency, constituted in accordance with the relevant law in the matter and the BUYER is a Ministry/Department of the Government of India/PSU performing its functions on behalf of the President of India.

NOW, THEREFORE,

To avoid all forms of corruption by following a system that is fair, transparent and free from any influence/prejudiced dealings prior to, during and subsequent to the currency of the contract to be entered into with a view to :-

Enabling the BUYER to obtain the desired said stores/equipment at a competitive price in conformity with the defined specifications by avoiding the high cost and the distortionary impact of corruption on public procurement, and enabling BIDDERS to abstain from bribing or indulging in any corrupt practice in order to secure the contract by providing assurance to them that their competitors will also abstain from bribing and other corrupt practices and the BUYER will commit to prevent corruption, in any form, by its officials by following transparent procedures.

The parties hereto hereby agree to enter into this Integrity Pact and agree as follows:

**Commitments of the BUYER**

1.1 The BUYER undertakes that no official of the BUYER, connected directly or indirectly with the contract, will demand, take a promise for or accept, directly or through intermediaries, any bribe, consideration, gift, reward, favour or any material or immaterial benefit or any other advantage from the BIDDER, either for themselves or for any person, organisation or third party related to the contract in exchange for an advantage in the bidding process, bid evaluation, contracting or implementation process related to the contract.

1.2 The BUYER will, during the pre-contract stage, treat all BIDDERS alike, and will provide to all BIDDERS the same information and will not provide any such information to any particular BIDDER which could afford an advantage to that particular BIDDER in comparison to other BIDDERS.

1.3 All the officials of the BUYER will report to the appropriate Government office any attempted or completed breaches of the above commitments as well as any substantial suspicion of such a breach.

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नई दिल्ली/New Delhi

2. In case any such preceding misconduct on the part of such official(s) is reported by the BIDDER to the BUYER with full and verifiable facts and the same is prima facie found to be correct by the BUYER, necessary disciplinary proceedings, or any other action as deemed fit, including criminal proceedings may be initiated by the BUYER and such a person shall be debarred from further dealings related to the contract process. In such a case while an enquiry is being conducted by the BUYER the proceedings under the contract would not be stalled.

### **Commitments of BIDDERS**

3. The BIDDER commits itself to take all measures necessary to prevent corrupt practices, unfair means and illegal activities during any stage of its bid or during any pre-contract or post-contract stage in order to secure the contract or in furtherance to secure it and in particular commit itself to the following:-

3.1 The BIDDER will not offer, directly or through intermediaries, any bribe, gift, consideration, reward, favour, any material or immaterial benefit or other advantage, commission, fees, brokerage or inducement to any official of the BUYER, connected directly or indirectly with the bidding process, or to any person, organisation or third party related to the contract in exchange for any advantage in the bidding, evaluation, contracting and implementation of the contract.

3.2 The BIDDER further undertakes that it has not given, offered or promised to give, directly or indirectly any bribe, gift, consideration, reward, favour, any material or immaterial benefit or other advantage, commission, fees, brokerage or inducement to any official of the BUYER or otherwise in procuring the Contract or forbearing to do or having done any act in relation to the obtaining or execution of the contract or any other contract with the Government for showing or forbearing to show favour or disfavour to any person in relation to the contract or any other contract with the Government.

3.3\* BIDDERS shall disclose the name and address of agents and representatives and Indian BIDDERS shall disclose their foreign principals or associates.

3.4\* BIDDERS shall disclose the payments to be made by them to agents/brokers or any other intermediary, in connection with this bid/contract.

3.5\* The BIDDER further confirms and declares to the BUYER that the BIDDER is the original manufacturer/integrator/authorised government sponsored export entity of the defense stores and has not engaged any individual or firm or company whether Indian or foreign to intercede, facilitate or in any way to recommend to the BUYER or any of its functionaries, whether officially or unofficially to the award of the contract to the BIDDER, nor has any amount been paid, promised or intended to be paid to any such individual, firm or company in respect of any such intercession, facilitation or recommendation.

3.6 The BIDDER, either while presenting the bid or during pre-contract negotiations or before signing the contract, shall disclose any payments he has made, is committed to or intends to make to officials of the BUYER or their family members, agents, brokers or any other intermediaries in connection with the contract and the details of services agreed upon for such payments.

3.7 The BIDDER will not collude with other parties interested in the contract to impair the transparency, fairness and progress of the bidding process, bid evaluation, contracting and implementation of the contract.

3.8 The BIDDER will not accept any advantage in exchange for any corrupt practice, unfair means and illegal activities.

3.9 The BIDDER shall not use improperly, for purposes of competition or personal gain, or pass on to others, any information provided by the BUYER as part of the business relationship, regarding plans, technical proposals and business details, including information contained in any electronic

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data carrier. The BIDDER also undertakes to exercise due and adequate care lest any such information is divulged.

3.10 The BIDDER commits to refrain from giving any complaint directly or through any other manner without supporting it with full and verifiable facts.

3.11 The BIDDER shall not instigate or cause to instigate any third person to commit any of the actions mentioned above.

3.12. If the BIDDER or any employee of the BIDDER or any person acting on behalf of the BIDDER, either directly or indirectly, is a relative of any of the officers of the BUYER, or alternatively, if any relative of an officer of the BUYER has financial interest/stake in the BIDDER'S firm, the same shall be disclosed by the BIDDER at the time of filing of tender. The term 'relative' for this purpose would be as defined in Section 6 of the Companies Act 1956.

3.13 The BIDDER shall not lend to or borrow any money from or enter into any monetary dealings or transactions, directly or indirectly, with any employee of the BUYER.

#### **4. Previous Transgression**

4.1. The BIDDER declares that no previous transgression occurred in the last three years immediately before signing of this Integrity Pact, with any other company in any country in respect of any corrupt practices envisaged hereunder or with any Public Sector Enterprise in India or any Government Department in India that could justify BIDDER'S exclusion from the tender process.

4.2. The BIDDER agrees that if it makes incorrect statement on this subject, BIDDER can be disqualified from the tender process or the contract, if already awarded, can be terminated for such reason.

#### **5. Earnest Money (Security Deposit).**

5.1 While submitting commercial bid, the BIDDER shall deposit an amount of Rs4,25,000/- (Rs. Four lakh and twenty five thousand only) as Earnest Money/Security Deposit, with the BUYER through a Pay Order in favour of the Pay & Accounts Officer, Planning Commission, New Delhi, thus promising payment of the guaranteed sum to the BUYER on demand within three working days without prior notice or any demur whatsoever.

5.2 The Earnest Money/Security Deposit shall be valid upto a period of five years or the complete conclusion of the contractual obligations to the complete satisfaction of both the BIDDER and the BUYER, including warranty period, whichever is later.

5.3 In case of the successful BIDDER a clause would also be incorporated in the Article pertaining to Performance Bond in the Purchase Contract that the provisions of Sanctions for Violation shall be applicable for forfeiture of Performance Bond in case of a decision by the BUYER to forfeit the same without assigning any reason for imposing sanction for violation of this Pact.

5.4 No interest shall be payable by the BUYER to the BIDDER on Earnest Money/Security Deposit for the period of its currency.

#### **6. Sanctions for Violations**

6.1 Any breach of the aforesaid provisions by the BIDDER or any one employed by it or acting on its behalf (whether with or without the knowledge of the BIDDER) shall entitle the BUYER to take all or any one of the following actions, wherever required:-

(i) To immediately call off the pre contract negotiations without assigning any reason or giving any compensation to the BIDDER. However, the proceedings with the other BIDDER(s) would continue.

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भारत सरकार/Govt of India  
नई दिल्ली/New Delhi

(ii) The Earnest Money Deposit (in pre-contract stage) and/or Security Deposit/Performance Bond (after the contract is signed) shall stand forfeited either fully or partially, as decided by the BUYER and the BUYER shall not be required to assign any reason therefore. (Hi)

(iii) To immediately cancel the contract, if already signed, without giving any compensation to the BIDDER.

(iv) To recover all sums already paid by the BUYER, and in case of an Indian BIDDER with interest thereon at 2% higher than the prevailing Prime Lending Rate of State Bank of India, while in case of a BIDDER from a country other than India with interest thereon at 2% higher than the LIBOR. If any outstanding payment is due to the BIDDER from the BUYER in connection with any other contract for any other stores, such outstanding payment could also be utilised to recover the aforesaid sum and interest.

(v) To encash the advance bank guarantee and performance bond/warranty bond, if furnished by the BIDDER, in order to recover the payments, already made by the BUYER, along with interest.

(vi) To cancel all or any other Contracts with the BIDDER. The BIDDER shall be liable to pay compensation for any loss or damage to the BUYER resulting from such cancellation/rescission and the BUYER shall be entitled to deduct the amount so payable from the money(s) due to the BIDDER.

(vii) To debar the BIDDER from participating in future bidding processes of the Government of India for a minimum period of five years, which may be further extended at the discretion of the BUYER.

(viii) To recover all sums paid in violation of this Pact by BIDDER(s) to any middleman or agent or broker with a view to securing the contract.

(ix) In cases where irrevocable Letters of Credit have been received in respect of any contract signed by the BUYER with the BIDDER, the same shall not be opened.

(x) Forfeiture of Performance Bond in case of a decision by the BUYER to forfeit the same without assigning any reason for imposing sanction for violation of this Pact.

(xi) The BUYER will be entitled to take all or any of the actions mentioned at para 6.1 (i) to (x) of this Pact also on the Commission by the BIDDER or any one employed by it or acting on its behalf (whether with or without the knowledge of the BIDDER), of an offence as defined in Chapter IX of the Indian Penal code, 1860 or Prevention of Corruption Act, 1988 or any other statute enacted for prevention of corruption.

(x) The decision of the BUYER to the effect that a breach of the provisions of this Pact has been committed by the BIDDER shall be final and conclusive on the BIDDER. However, the BIDDER can approach the Independent Monitor(s) appointed for the purposes of this Pact.

## **7. Fall Clause**

7.1 The BIDDER undertakes that it has not supplied/is not supplying similar product/systems or subsystems at a price lower than that offered in the present bid in respect of any other Ministry/Department of the Government of India or PSU and if it is found at any stage that similar product/systems or sub systems was supplied by the BIDDER to any other Ministry/Department of the Government of India or a PSU at a lower price, then that very price, with due allowance for elapsed time, will be applicable to the present case and the difference in the cost would be refunded by the BIDDER to the BUYER, if the contract has already been concluded.

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भारत सरकार/Govt of India  
नई दिल्ली/New Delhi

## **8.Independent Monitors**

8.1 The BUYER has appointed Independent Monitors (hereinafter referred to as Monitors) for this Pact in consultation with the Central Vigilance Commission (Names and Addresses of the Monitors to be given).

8.2 The task of the Monitors shall be to review independently and objectively, whether and to what extent the parties comply with the obligations under this Pact.

8.3 The Monitors shall not be subject to instructions by the representatives of the parties and perform their functions neutrally and independently.

8.4 Both the parties accept that the Monitors have the right to access all the documents relating to the project/procurement, including minutes of meetings.

8.5 As soon as the Monitor notices, or has reason to believe, a violation of this Pact, he will so inform the Authority designated by the BUYER.

8.6 The BIDDER(s) accepts that the Monitor has the right to access without restriction to all Project documentation of the BUYER including that provided by the BIDDER. The BIDDER will also grant the Monitor, upon his request and demonstration of a valid interest, unrestricted and unconditional access to his project documentation. The same is applicable to Subcontractors. The Monitor shall be under contractual obligation to treat the information and documents of the BIDDER/Subcontractor(s) with confidentiality.

8.7 The BUYER will provide to the Monitor sufficient information about all meetings among the parties related to the Project provided such meetings could have an impact on the contractual relations between the parties. The parties will offer to the Monitor the option to participate in such meetings.

8.8 The Monitor will submit a written report to the designated Authority of BUYER/Secretary in the Department/ within 8 to 10 weeks from the date of reference or intimation to him by the BUYER / BIDDER and, should the occasion arise, submit proposals for correcting problematic situations.

## **9.Facilitation of Investigation**

In case of any allegation of violation of any provisions of this Pact or payment of commission, the BUYER or its agencies shall be entitled to examine all the documents including the Books of Accounts of the BIDDER and the BIDDER shall provide necessary information and documents in English and shall extend all possible help for the purpose of such examination.

## **10.Law and Place of Jurisdiction**

This Pact is subject to Indian Law. The place of performance and jurisdiction is the seat of the BUYER.

## **11. Other Legal Actions**

The actions stipulated in this Integrity Pact are without prejudice to any other legal action that may follow in accordance with the provisions of the extant law in force relating to any civil or criminal proceedings.

## **12. Validity**

12.1 The validity of this Integrity Pact shall be from date of its signing and extend upto 5 years or the complete execution of the contract to the satisfaction of both the BUYER and the BIDDER/Seller, including warranty period, whichever is later. In case BIDDER is unsuccessful, this Integrity Pact shall expire after six months from the date of the signing of the contract.

12.2 Should one or several provisions of this Pact turn out to be invalid; the remainder of this Pact shall remain valid. In this case, the parties will strive to come to an agreement to their original intentions.

  
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(AWINASH CHANDRA)  
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योजना आयोग/Planning Commission  
भारत सरकार/Govt of India.  
नई दिल्ली/New Delhi



13. The parties hereby sign this Integrity Pact at New Delhi on.....

BUYER i.e. the Planning Commission	BIDDER
Name of the Officer Shri Santanu Mitra	Name of the Bidder
Designation Director (GA)/HoD	Name of Company
Name of Office Yojana Bhawan, New Delhi	Company Seal
Officer's Seal	

Witness:	Witness:
1..... (Signature)	1..... (Signature)
Name .....	Name .....
Designation.....	Address.....
2..... (Signature)	2..... (Signature)
Name .....	Name .....
Designation.....	Address.....

  
 14/7/2014  
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 अवर सचिव / Under Secretary  
 योजना आयोग / Planning Commission  
 भारत सरकार / Govt. of India  
 नई दिल्ली / New Delhi

Ammerus-IX  
○

**GOVERNMENT OF NCT OF DELHI  
(LABOUR DEPARTMENT)  
5, SHAM NATH MARG, DELHI-54**

F.No.12 (142)/02/MW/VII/5681

Dated: 28/03/2014

**ORDER**

1. Whereas the Government of National Capital Territory of Delhi, had last revised the minimum rates of wages in Scheduled Employments under the Minimum Wages Act, 1948 in the National Capital Territory of Delhi vide notification No. 12(142)/11/MW/Lab/2023-47 dated 26.07.2011.
2. And whereas, in the abovementioned notification it was stipulated that the Dearness Allowance will be payable on the basis of six monthly average index numbers of January to June and July to December, on 1<sup>st</sup> April and 1<sup>st</sup> October respectively.
3. And whereas, now, the Government of National Capital Territory of Delhi after adjustment of the average Consumer Price Index Number of the period from July 2013 to December 2013 which is 238.83, an increase of 13.33 points, hereby declares the following Dearness Allowance, which shall be payable for all categories w.e.f 01.04.2014. The rates after including additional D.A. are as follows.
4. The following rates are applicable in respect of unskilled, semiskilled and skilled categories in all scheduled employments except employment in 'Shops and Establishments' and employment in 'Clubs'.

Category	Rates as on	Dearness Allowances (pm) w.e.f. 01.04.2014	Rates from	
	01.10.2013 (Rupees)		(Rupees)	(Rupees) 01.04.2014
			Per- Month	Per- Day
Un-skilled	8086.00	468.00	8554.00	329.00
Semi-Skilled	8918.00	520.00	9438.00	363.00
Skilled	9802.00	572.00	10374.00	399.00

5. The following rates are applicable in respect of Clerical and Non-Technical Supervisory Staff in all Scheduled employments.

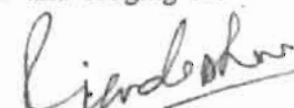
Category	Rates as on	Dearness Allowances w.e.f. 01.04.2014	Rates from	
	01.10.2013 (Rupees)		(Rupees)	(Rupees) 01.04.2014
			Per- Month	Per- Day
Non matriculates	8918.00	520.00	9438.00	363.00
Matriculates but not Graduates	9802.00	572.00	10374.00	399.00
Graduates and above	10686.00	624.00	11310.00	435.00

28/03/2014  
(अविनाश चन्द्र)  
(AWINASH CHANDRA)  
अवर सचिव/Under Secretary  
योजना आयोग/Planning Commission  
भारत सरकार/Govt of India  
नई दिल्ली/New Delhi

6. The following rates are applicable in respect of unskilled, semiskilled and skilled categories in (i) Employment in Shops and Establishments (ii) Employment in Clubs, which are as follows.

Category	Rates as on	Dearness Allowances (pm) w.e.f. 01.04.2014	Rates from	
	01.10.2013 (Rupees)		(Rupees) 01.04.2014	Per- Month
Un-skilled	(i) 8086.00	468.00	(i) 8554.00	(i) 329.00
	(ii) 7930.00		(ii) 8398.00	(ii) 323.00
	(iii) 7228.00		(iii) 7696.00	(iii) 296.00
	(iv) 7124.00		(iv) 7592.00	(iv) 292.00
Semi-Skilled	(i) 8918.00	520.00	(i) 9438.00	(i) 363.00
	(ii) 8762.00		(ii) 9282.00	(ii) 357.00
	(iii) 7956.00		(iii) 8476.00	(iii) 326.00
	(iv) 7852.00		(iv) 8372.00	(iv) 322.00
Skilled	(i) 9802.00	572.00	(i) 10374.00	(i) 399.00
	(ii) 9620.00		(ii) 10192.00	(ii) 392.00
	(iii) 8762.00		(iii) 9334.00	(iii) 359.00
	(iv) 8632.00		(iv) 9204.00	(iv) 354.00

(i) Where neither meals nor lodging is provided (ii) Where only lodging is provided (iii) where only meals twice a day is provided (iv) Where both meals and lodging are provided.

  
 (Dr. Rajender Dhar)  
 Addl. Labour Commissioner

NB: Case of tampering with the order have come to our notice. Employers/Workers may confirm from Website of Labour Department-labour.delhigovt.nic.in.

Copy forwarded to:-

1. Secretary of Govt. of India, Ministry of Labour, Shram Shakti Bhawan, Rafi Marg, New Delhi.
2. Principal Secretary to the Lt. Governor, Govt. of NCT of Delhi.
3. Principal Secretary to the Speaker, Delhi Vidhan Sabha Delhi.
4. Heads of all Departments, Govt. of NCT of Delhi
5. Chief Labour Commissioner ©, Shram Shakti Bhawan, Rafi Marg, New Delhi
6. Secretary (Labour) of Haryana, Punjab, Himachal Pradesh, Uttar Pradesh, Jammu & Kashmir, Rajasthan and U.T.Chandigarh.
7. General Secretary of Delhi State, BMS, INTUC, CITU, AITUC, H.M.S.
8. Secretary General of CII, FICCI, PHDCCI, ASSOCHAM with the request to circulate copies of this order to the local Employers Organisations with the directions and the revised minimum rates be paid to the workmen employed in their establishment. Copies of such circulars may kindly be endorsed to this office.
9. District DLC's
10. Dy. Secretary (Finance), Govt. of NCT of Delhi with the request to issue the necessary directions for workers employed in the offices of the Government of Delhi.

(अविनाश चन्द्रा)  
 (AWINASH CHANDRA)  
 Joint Secretary  
 योजना आयोग/Planning Commission  
 भारत सरकार/Govt. of India  
 नई दिल्ली/New Delhi  
 7/14/7/2014