

No.103/1/2014-15CCSCSB  
Government of India  
Ministry of Personnel, P.G. and Pensions  
Central Civil Services Cultural & Sports Board

\*\*\*\*\*

New Delhi, dated: 17<sup>th</sup> September, 2018

TENDER NOTICE

To,

The Registered Service Provider Agency/Firm with local office at New Delhi

Sub: Invitation of Quotations for Outsourcing the work of 2 Dak Messengers and 4 Ground Attendants in Central Civil Services Cultural & Sports Board at New Delhi offices.

I am directed to state that the CCSCSB(called as the Board) is interested in having a contractual arrangement with a suitable placement agency for providing Two Dak Messengers and Four Ground Attendants on contract basis for day-to-day official work.

2. Quotations are invited under **Two Bid System** i.e. **Technical Bid** and **Financial Bid** from reputed, experienced and financially sound Manpower Companies/Firms/Agencies for providing services of Dak Messenger and Ground Attendant in the Board for a period of **one year**, from date of award of contract, which is extendable as per requirement. However, quantum of Dak Messenger and Ground Attendant may vary from time to time on the discretion of the Board.

3. The interested Companies/Firms/Agencies may submit the tender documents complete in all respects along with Earnest Money Deposit (EMD) of Rs.50000/- (Rupees fifty thousand only), and other requisite documents of their technical bids as listed in para 8 of "Scope of work and general instructions for tenderers". Hard copies of Technical Bid and Financial Bid along with EMD should also be submitted in duly sealed separate envelopes to the Secretary, CCSCSB, Room No. 361, B-wing Lok Nayak Bhawan, Khan Market, New Delhi by 05:00 p.m. on 05<sup>th</sup> October, 2018.


4. Technical Bids will be considered valid only in those cases where Pre Qualification criteria is fulfilled. Bids where Pre Qualification Criteria is not fulfilled will be considered irresponsive bids and those bids will not be considered

for further evaluation. Financial bids will be evaluated only in case of those bidders whose technical bids are found qualified.

5. No tender shall be entertained after this deadline under any circumstances whatsoever. The Technical Bid of tenders will be opened at 3:00 PM on 08<sup>th</sup> October, 2018 and Financial Bid of tenders will be opened at 3.00 P.M on 11<sup>th</sup> October, 2018.

6. This Board reserves the right to amend or withdraw any of the terms and conditions contained in the Tender Document or to reject any or all tenders without giving any notice or assigning any reason. The decision of the Board in this regard shall be final and binding on all .

Encl. as above

  
(Kulbhushan Malhotra)  
Secretary (CCSCSB)  
Tele:011-24646961

### SCOPE OF WORK AND GENERAL INSTRUCTIONS FOR TENDERERS

1. The Central Civil Services Cultural & Sports Board, Room NO. 361-B Wing ,3<sup>rd</sup> Floor, Lok Nayak Bhawan, New Delhi-110003 requires reputed, well established and financially sound Manpower Companies/ Firms /Agencies to provide two Dak Messengers and four Ground Attendants (Malis) to its Office and Grounds.
2. The contract will be for a period of one year from the date of award of contract. The period of contract may be extended for a further period of two years or curtailed/terminated at any time depending upon requirement of the Board.
3. The Board has initial requirement for services of 2 Dak Messenger and 4 Ground Attendant who are well conversant with working in Government of India offices. The requirement of the Board may increase or decrease during currency of contract.
4. The various crucial dates relating to "Tender for Providing Multi Tasking Staff/ Canteen Attendants to the Board of Personnel and Training" are cited as under:-
  - (a) Last date and time for submission of Quotation (Technical & Financial)  
: 5:00 PM on 05.10.2018
  - (b) Date and time for opening of Technical Bids : 3:00 PM on 08.10.2018
  - (c) Date and time for opening of Financial Bids : 3.00 PM on 11.10.2018
  - (d) Likely date for deployment of required manpower: on 01.11.2018  
(tentative)
5. The tenders have been invited under two bid system i.e. Technical Bid and Financial Bid. The interested agencies are required to submit the **two separate bids to Secretary, CCSCSB.**
6. The Earnest Money Deposit (EMD) of Rs.50000/- (Rupees fifty thousand), refundable (without interest) should be submitted along with the Technical Bid of the agency in the form of Demand Draft/Pay Order of any Nationalized bank drawn in the favour of Secretary, CCSCSB New Delhi, failing which the tender shall be rejected summarily.
7. The successful tenderer will have to deposit Performance Security Deposit @ 10% of total contract value, in the form of Fixed Deposit Receipt (FDR) made in the name of the Company/Firm/Agency but hypothecated to the Secretary, CCSCSB New Delhi within 30 days of award of contract. The FDR will have to be accordingly renewed by the successful tenderer.

8. The tendering Companies/Firms/Agencies are required submit copies of the following documents to along with the Technical Bid, failing which their bids shall be summarily/out-rightly rejected and will not be considered any further :-

- i) Copy of EMD document.
- ii) Copy of ESI Code number
- iii) Copy of PAN number/GIR card.
- iv) Copy of Registration number & registration certificate issued by Government Agency.
- v) Copy of Service Tax registration certificate
- vi) Copy of work experience certificate
- vii) Proof of annual turnover of the firm for the last 3 years
- viii) Copy of GST Certificate

9. Conditional bids shall not be considered and will be outrightly rejected in the very first instance.

10. All entries in the tender form should be legible and filled clearly. If the space for furnishing information is insufficient, a separate sheet duly signed by the authorized signatory may be attached. No overwriting or cutting is permitted in the Financial Bid Form. In such cases, the tender shall be summarily rejected. However, corrections, if any, in the Technical Bid Application must be initialed by the person authorized to sign the tender bids.

11. The Contract Agreement shall be construed as per India Laws and Delhi Courts will have jurisdiction to settle any dispute arising out of Contract.

12. The Board reserves the right to cancel any or all the bids without assigning any reason.

13. The firm/contractor shall comply with all Labour Laws, Rules and Acts in relation to its employees and ensure payment of minimum wages to the personnel engaged on outsourcing basis as per the notifications issued by Govt. of NCT of Delhi from time to time in compliance with the provisions of Minimum Wages Act and the Contract Labour (Regulation & Abolition) Act, 1970.

15. The persons supplied by the agency will be screened for possessing the minimum educational qualification and skills by the Board by conducting interview and devising tests as considered fit.

16. The services provider shall ensure that the persons supplied fulfill the required education and skill qualification as per Annexure-I & Annexure -II.

17. The persons deployed shall not claim any benefit/compensation/absorption/regularization of services in this Board under the provision of Industrial Disputes Act, 1947 or Contract Labour (Regulation & Abolition) Act, 1970.

TECHNICAL REQUIREMENTS FOR DAK MESSENGER TO BE DEPLOYED BY THE  
SUCCESSFUL COMPANY/FIRM/AGENCY IN THE CENTRAL CIVIL SERVICES  
CULTURAL & SPORTS BOARD WITH PROPER DOCUMENTARY PROOF

- ❖ He/She should be at least 10<sup>th</sup> Standard pass and preferably aged between 18 to 30 years.
- ❖ He/She should have at least two years experience of Dak/file distribution in reputed Public/Private Institutions/Central/State Government offices.
- ❖ In depth knowledge of office tools and proficiency in use of office gadgets like Computer, photocopying machines, FAX machines, Key Telephone Systems, etc.
- ❖ He/She should submit Character certificates issued by Gazetted officers of the Central Government/State Government.
- ❖ His/her antecedents should have been got verified by the agency from the local police authorities.

DUTIES:

- Distribution of Files, receipts and papers within the Board.
- General cleanliness & upkeep of Section/Unit.
- Photocopy work & Physical maintenance of records of the Section/Unit.
- Other non clerical work.
- Any other work assigned by the Board from time to time.

Annexure-II

TECHNICAL REQUIREMENTS FOR FIELD ATTENDANT TO BE DEPLOYED BY THE SUCCESSFUL COMPANY/FIRM/AGENCY IN THE CENTRAL CIVIL SERVICES CULTURAL & SPORTS BOARD WITH PROPER DOCUMENTARY PROOF

- ❖ He/She should be at least 8<sup>th</sup> Standard pass and preferably aged between 18 to 30 years.
- ❖ He/She should have at least two years experience of field of Ground maintenance, Pitch Renovation, Pitch Rolling , and gardening .
- ❖ He/She should submit Character certificates issued by Gazetted officers of the Central Government/State Government.
- ❖ His/her antecedents should have been got verified by the agency from the local police authorities.

DUTIES:

- Maintenance of Grounds
- General cleanliness & upkeep of Play Fields.
- Cricket Pitch Renovation and Pitch Rolling.
- Plantation and Grass Cutting.
- Any other work assigned by the Board from time to time.

## 1. PRE QUALIFICATION CRITERIA

- i) Average minimum turnover in last 3 Financial Years should not be less than Rs.20 Lakh (Balance Sheet of last 3 Financial Years may be submitted).
- ii) Proof of working with Ministries/Government offices/ organizations/ reputed Private Companies/Public Sector Companies/Banks etc, for three years and the number of persons deployed by the agency each year in the last 3 years.

## 2. TECHNICAL REQUIREMENTS FOR THE TENDERING COMPANY/FIRM/AGENCY

The tendering manpower Company/Firm/Agency should fulfill the following technical specifications and furnish attested copies of documents evidencing compliance with these specifications:-

- (a) The Registered Office or one of the Branch Offices of the Manpower Company/Firm/Agency should be located either in Delhi/New Delhi or NCR region of Delhi.
- (b) The manpower Company/Firm/Agency should be registered with the appropriate registration authority.
- (c) The Company/Firm/Agency should have at least three years experience in providing manpower to reputed Private Companies/Public Sector Companies/Banks and Government Board etc, proof of which should be enclosed with the technical bid.
- (d) The Company/Firm/Agency should be registered with Service Tax Board.
- (e) The Company/Firm/Agency should be registered with appropriate authorities under Employees Provident Fund and Employees State Insurance Act.
- (f) Copy of PAN card/IT return.
- (g) Certificate of annual return from CA.
- (h) Copy of GST Certificate.



APPLICATION-TECHNICAL BID

For providing Dak Messenger/Ground Attendant (Malis) to Central Civil Services Cultural & Sports Board

1. Name of Tendering Company/Firm/Agency:  
(Attach certificate of registration)
  
2. Name of proprietor/Director of Company/Firm/Agency:
  
3. Full Address of Regd. Office: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
  
Telephone No.  
FAX No.  
E-Mail Address
4. Full address of Operating Branch: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
  
Telephone No:  
Fax No.:  
E-Mail Address:
5. (a) Details of EMD  
(i) Amount :  
(ii) Draft No :  
(iii) Date :  
(iv) Issuing Bank :  
(b) Banker of Company/Firm /Agency-----  
(Full Address)  
(Attach certified copy of statement-----  
of A/c for the last three years)  
(c) Telephone Number of Banker -----
  
6. PAN/GIR No. -----  
(self attested copy)
  
7. Service Tax Registration No.-----  
(self attested copy)
  
8. E.P.F. Registration Number -----  
(self attested copy)

9. E.S.I. Registration Number-----  
(self attested copy)

10. GST certificate (self attested copy)

11. Financial turnover of the tendering Company/Firm/Agency for the last three Financial Years with documentary proof thereof. (Attach separate sheet if space provided is insufficient)

Financial Year	Amount (Rs. in Lakhs)	Remarks, if any
2015-16		
2016-17		
2017-18		

12. Give details of work experience/major similar contracts handled by the tendering Company/Firm/Agency during the last three years in the following format (copy to be enclosed):

S. No.	Details of client along with address, telephone and FAX numbers	Amount value of Contract (Rs. in Lakhs)	Duration of Contract	
			From	To

(If the space provided is insufficient, a separate sheet may be attached)

13. Additional information, if any  
(Attach separate sheet, if required)

Date:  
Place:

Seal:

Signature of authorized person  
Full Name:

### DECLARATION

1. I/We, \_\_\_\_\_ son/daughter/wife of Shri. \_\_\_\_\_  
\_\_\_\_\_ signatory of the agency/firm mentioned above, am/ are  
competent to sign this declaration and execute this tender document:
2. I/We have carefully read and understood all the terms and conditions of the  
tender and undertake to abide by them:
3. My/Our agency have not been blacklisted or debarred from participating in  
tender of any Ministry/Board of Government of India and Government of India  
undertaking/autonomous bodies/institutions in the last Three Years.
4. That I/We have quoted rates in accordance with the Minimum Wages Act, 1948  
as applicable in the NCT Delhi.
5. 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:

Signature of authorized person (s)

Date:  
Place:

Full Name:  
Seal:

APPLICATION - FINANCIAL BID

For providing Dak Messenger/Ground Attendant (Mali) to Central Civil Services Cultural & Sports Board

1. Name of tendering Company/Firm/Agency: -----
2. Details of Earnest Money Deposit: Rs. 50,000/-(Rupees fifty thousand only)  
D.D/P.O. No. & Date :  
Drawn on Bank :
3. Rates are to be quoted in accordance with the Minimum Wages Act, 1948 as applicable in the NCT Delhi. The agency will have to furnish an Affidavit that it is complying with all statutory liabilities relating to taxes, payment of minimum wages and other statutory liabilities.
4. Rate per person/per month for one Dak Messenger and One Field Attendant (Mali) personnel (8 hours excluding  $\frac{1}{2}$  hour lunch) is Rs. \_\_\_\_\_  
(Inclusive of minimum wages, plus all statutory payments such as EPF, ESI, Service tax and Administrative/Service Charges) with following break-up:

S. No.	Component of Rate	Amount in Rs. per person/per month
i.	Monthly rate per person (in accordance with Minimum Wage Act, 1948)	
ii.	Employees Provident Fund @ 12% as per EPFO Rules	
iii.	Employees State Insurance @ (1.25% + 4.75%) as per ESIC Rules	
iv.	Contractors Administrative/Service Charges (please indicate)	
v.	Service Tax Liability/ GST ( % of total of Sl. No.) ( i+ii+iii+iv) (if applicable)	
vi.	Total (Column i to v)	

5. The bidder shall justify their quoted price against Sl.No.4 (iv) above in clear terms to substantiate the reasonableness of the same. Any unreasonable price in this regard is liable for rejection by the Board.
6. Determination of L-1 will be done only on the basis of Contractors Administrative/ Service Charges among the valid bids of the technically qualified & eligible bidders.

7. The bidders shall furnish an undertaking (Annexure III) to the effect that they should unconditionally comply with all the terms and conditions of the RFP and without this undertaking their bids will be considered invalid.

8. The bidder shall quote monthly wages rate per Dak Messenger and One Field Attendant, which shall not be less than the minimum wages prescribed by the Govt. of NCT of Delhi under Minimum Wages Act, 1948.

9. The financial bid will be evaluated & L1 will be decided on the basis of the firm's Administrative/Service charges for Dak Messenger and Field Attendant per month quoted by the firm.

10. Complementary service by any firm is not acceptable. If any firm quotes the Administrative Service Charges as Zero/Nil, it shall be treated as an invalid quote and shall result in summarily rejection of the financial bid even though the firm is otherwise technically qualified.

11. The Administrative Service Charges per worker per month quoted by the firm in the financial bid shall be commensurate with the administrative and supervisory efforts required for executing the contract.

12. The Board shall correct (increase or decrease) the ratio of statutory payments on minimum wages if there is variation found in the rates quoted by the bidder and those notified by the Govt.

13. I/we accept all the terms and conditions of the Tender Notice

Signature of authorized person

Date:  
Place:

Full Name:  
Seal:

**Note:**

1. The payment shall be made on conclusion of the calendar month only on the basis of number of working days for which duty has been performed by each manpower.

## TERMS AND CONDITIONS OF CONTRACT

### GENERAL

1. The contract may be extended, on the same terms and conditions or with some addition/deletion/modification, for a further specific period mutually agreed upon by the successful service providing Company/Firm/Agency and the Board.
2. The contracting Company/Firm/Agency 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 Board.
3. The requirement of the Board may increase or decrease during the period of initial contract also and the tenderer would have to provide additional manpower, if required on the same terms and conditions.
4. The tenderer will be bound by the details furnished by him/her to this Board, while submitting the tender or at subsequent stage. In case, any document furnished by him/her is found to be false at any stage, it would be deemed to be a breach of terms of Contract making him/her liable for legal action besides termination of contract.
5. The Board reserves right to terminate the contract at any moment of time also after giving three days notice to the contracting agency in case of breach of terms of contract.
6. The Board may ask the documentary evidence in respect of payment of statutory liabilities as and when required.
7. Duly authorized representative of Bidders will be allowed to participate in the bidding process on the production of authorization letter.
8. Service provider will pay the prescribed wages to the persons deployed in this Board through ECS in their individual bank accounts opened at any Scheduled Commercial Bank.
9. Whenever minimum wage is revised by the Government of NCT of Delhi, the rate in the contract and the consequential statutory payments shall get revised keeping the Contractor's Administrative/Service/Contractor or any other liability charges unchanged.
10. The successful bidder should submit documentary proof of payment of minimum wages, ESI, EPF etc. every month. The Board shall verify the actual payment of

statutory payments and if not satisfied shall withhold the payments due to the service provider in addition to other legal action.

#### LIABILITIES, CONTROL ETC. OF THE PERSONS DEPLOYED

11. The contracting agency shall ensure that the individual manpower deployed in the Board is physically fit to discharge their assigned duties with proficiency.

12. This Central Civil Services Cultural & Sports Board is a Society and has five days working for Dak Messenger (i.e. Monday to Friday) in a week and has Six days working for Field Attendants (i.e. Tuesday to Sunday) from 9.00 AM to 5.30 PM with a lunch break of  $\frac{1}{2}$  hour from 1.00 PM to 1.30 PM. Besides, the Board also observes the Gazetted holidays notified by the Government of India from time to time. The persons so deployed, however, may be required to attend the office on Saturdays/Sundays/Gazetted holidays or attend office before/after office working hours also in the exigencies of work for which this Board will make payment on pro rata basis.

13. The successful contracting Company/Firm/Agency shall furnish the following documents in respect of the individual Dak Messenger and field Attendants who will be deployed by it in this Board before the commencement of work

- a. List of persons deployed;
- b. Bio-data of the persons.
- c. Attested copy of educational qualification containing date of birth;
- d. Character certificate from any Gazetted officers of the Central/State Government;
- e. Certificate of verification of antecedents of persons by local police authority.

14. In case the persons employed by the successful Company/Firm/Agency commits any act of omission/Commission which amounts to misconduct/indiscipline/incompetence, the successful Company/Firm/Agency will be liable to take appropriate disciplinary/legal action against such persons, including their removal from site of work, if required by the Board.

15. The tendering Company/Firm/Agency shall replace immediately any of its personnel who are found unacceptable to this Board because of security risks, incompetence, conflict of interest, improper conduct etc. on instructions of this Board.

16. The tendering Company/Firm/Agency shall not replace any of its personnel without consent from this Board.

17. It will be the responsibility of the service providing agency to meet transportation, food, medical and any other requirements in respect of the persons deployed by it (Agency) in this Board and this Board will have no liability in this regard.

18. For all intents and purpose the service providing agency shall be the "Employer" within the meaning of different Labour Legislations in respect of personnel so deployed in the Board. The persons deployed by the agency in the Board shall not have any claims of Master and Servant relationship nor have any principal and agent relationship with or against the Board. They shall in no case be entitled for claiming regularization/ employment in the Board on the basis of having rendered services through the contractor.

19. The Service-providing Agency shall be solely responsible for the redressal of grievances/resolution of disputes relating to person deployed. This Board shall, in no way be responsible for settlement of such issues whatsoever.

20. This Board shall not be responsible for any damages, losses, claims, financial or injury to any other person deployed by service providing agency in the course of their performing the functions/duties, or for payment towards any compensation.

21. The persons deployed by the service providing agency shall not claim nor shall be entitled to pay, perks and other facilities admissible to casual, ad-hoc, regular/ confirmed employees of this Board during the currency or after expiry of the contract.

22. In case of termination of this contract on its expiry or otherwise, the persons deployed by the service providing agency shall not be entitled to and will have no claim for any absorption nor for any relaxation for absorption in the regular/otherwise capacity in the Board.

23. The bidders shall furnish an undertaking (Annexure-IV) to the effect that all the persons so deployed will be paid their due remunerations in their bank accounts through ECS and no cash distribution of remuneration will be done. Any complaints in this regard after award of contract will attract necessary penal action against the firm by this Board.

#### LEGAL

24. The tendering agency will be responsible for compliance of all statutory provisions relating to minimum wages, Service tax, Provident Fund and Employees State Insurance etc., if applicable in respect of the persons deployed by it in this Board.



25. The tendering agency shall also be liable for depositing any taxes, levies, Cess etc. on account of service rendered by it to the Board to the concerned tax collection authorities from time to time as per extant rules and regulations on the matter.

26. The tendering agency shall maintain all statutory registers under the applicable law. The agency shall produce the same, on demand, to the concerned authority of this Board or any other authority under law. A compliance certificate in this regard will be submitted alongwith the bills every month.

27. The Tax Deduction at Source (TDS) shall be deducted as per the provisions of the Income Tax Board, as amended from time to time.

28. In case, the tendering agency fails to comply with any statutory/taxation liability under appropriate law, and as a result thereof the Board is put to any loss/obligation, monetary or otherwise, the Board will be entitled to get itself reimbursed out of the outstanding bills or the Performance Security Deposit of the agency, to the extent of the loss or obligation in monetary terms.

#### FINANCIAL

29. The Technical bid should be accompanied with earnest Money Deposit (EMD), refundable, of Rs.50,000/- (Rupees fifty thousand only), in the form of Demand Draft/Pay Order of Scheduled Commercial bank drawn in favour of Secretary, CCSCSB failing which the tender shall be rejected out rightly. The Annual Average Turn Over in the last 3 Financial Years of the company should not be less than Rupees 20 (twenty) lakhs.

30. The EMD in respect of the agencies which do not qualify the Technical Bid (First Stage)/Financial Bid (Second Stage) shall be returned to them without any interest. However, the EMD in respect of the successful tenderer shall be returned after receipt of the Performance Security Deposit @10% of total contract value. Further, if agency fails to deploy required number of manpower against the initial requirement within 5 days from the date of placing the order the EMD shall stand forfeited without giving any further notice.

31. The successful bidder will not claim any amount in excess of the quoted rates other than periodical revision of minimum wages/statutory charges, either from this Board or from individuals for their deployment as Dak Messenger and Field Attendants. The work awarded/contract entered into will be terminated in the event of the successful bidder being found to be claiming placement charge to deploy individuals as Dak Messenger and Field Attendants and the firms shall be debarred/blacklisted accordingly.

32. In case of breach of any terms and conditions attached to this contract, the Performance Security Deposit of the agency will be liable to be forfeited by the Board besides annulment of the contract and blacklisting of the contractor.

33. The agency shall raise the bill, in triplicate, along with attendance sheet, along with proof of receipt of wages by the workers, proof of having deposited the contributions towards ESIC, EPF etc every month will be submitted to this Board before the 1<sup>st</sup> week of each month. Board shall verify the actual payment of statutory payments periodically and if not satisfied shall withhold the payments due to the service provider in addition to other legal action.

34. The bills shall be prepared by the contractor and submitted to the Board. Payment shall be made on following conditions:-

- i) All payments to the contractor shall be made subject to deduction of TDS (Tax deduction at Source) as per the Income -Tax Act 1961 and other taxes if any as per the Government of India Rule.
- ii) Payment will be made to on Monthly basis after availing service i.e. after satisfactory completion of services in the preceding month.
- iii) Payment shall be made after making recoveries on account of penalties for shortfall in performance as detailed in the **Terms & Conditions** and also after making recoveries for the period during which the Dak Messenger and Field Attendants absented from duty.
- iv) Board can convey specific observations to any incorrect/wrong-invoiced amounts by written notice to the contractor.

35. The Board reserves the right to withdraw/ relax any of the terms and conditions mentioned above so as to overcome the problem encountered by the contracting parties.

UNDERTAKING

I/We, \_\_\_\_\_, hereby give this undertaking that I/We should unconditionally comply with all the terms and conditions of the RFP and without this undertaking our bids will be considered invalid.

Authorized Signatory

Date:

Place:

UNDERTAKING

I/We, \_\_\_\_\_, hereby give this undertaking that all the Dak Messenger and Field Attendants deployed by our firm, after award of the contract of hiring of Dak Messenger and Field Attendants by the Central Civil Services Cultural & Sports Board to our firm, will be paid their due remunerations through electronic mode (ECS/EFT etc.) directly to their bank accounts and in no case or situation the Dak Messenger and Field Attendants will be paid their due remunerations in cash.

I/We also understand and agree that the Central Civil Services Cultural & Sports Board, in case of any deviation/violation/complaint on above aspect, is competent to initiate suitable penal action against our firm as contained in the bid document/contract.

Authorized Signatory

Date:

Place:


ORDER FOR ARRANGEMENT OF DOCUMENTS WITH THE TECHNICAL BID

1. Application - Technical Bid.
2. Attested copy of the registration certificate.
3. Attested copy of PAN/GIR Card.
4. Attested copy the latest IT return filed by the agency.
5. Attested copy of the Service Tax registration letter/certificate, if any.
6. Attested copy of the PF registration letter/certificate, if any.
7. Attested copy of the ESI registration letter/certificate, if any.
8. Attested copy of the GST Certificates.
9. Certified document in support of financial turnover of the agency during the last 3 years.
10. Certified documents in support of entries in column 09-10 of Technical Bid application.
11. Copy of the terms and conditions in Tender Document with each page duly signed and sealed by the authorized signatory of the agency in token of their acceptance.

ORDER FOR ARRANGEMENT OF DOCUMENTS TO BE SUBMITTED BY THE SUCCESSFUL AGENCY BEFORE DEPLOYMENT OF MANPOWER

List of workers short listed by the agency for Dak Messenger and Field Attendants in the Board containing full details i.e. date of birth, marital status, address etc.

1. Bio-Data of all persons.
2. Character Certificate from any Gazetted Officers of the Central/State Government in respect of each person.
3. Certificate of verification of antecedents of all persons by local police authority.

  
(Kulbushan Malhotra)  
Seceratry (CCSCSB)  
Tele:011-24646961