



राष्ट्रीय सामाजिक सुरक्षा अनुसंधान एवं प्रशिक्षण अकादमी
NATIONAL ACADEMY FOR TRAINING & RESEARCH IN SOCIAL SECURITY
30-31, इंस्टीट्यूशनल कर्मचारी भविष्य निधि संगठन, श्रम मंत्रालय भारत सरकार
Employees' Provident Fund Organisation (Ministry of Labour, Govt. of India)
एरिया नई दिल्ली, जनकपुरी, 110 058
30-31, Institutional Area, Janak Puri, New Delhi-110058
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NOTICE INVITING QUOTATION

Sealed quotations are invited from experienced/reputed service providers for providing Manpower of following categories of jobs.

1. Housekeeping
2. Manpower supply for services of Security Guard, Cook-Cum-attendant, helpers, Dishwasher Mali & DEO.

The quotation should be sent to Assistant P.F. Commissioner within ten days of the advertisement. The quotation should include the name and address of the establishment, details of registration with statutory authorities including EPFO and ESIC and precious work history with Government/Semi-Government agencies. Sealed cover be super-scribed with the words 'Quotation for Manpower Supply or Housekeeping' as the case may be. The quotation will be opened on 20th February, 2012 or 03:00 PM.

(Pritpal Singh)

Assistant P. F. Commissioner - II



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TENDER NOTIFICATION

Terms & Conditions for the Tender for Provision of Security Guards (Ex-Serviceman), Housekeeping, Mali, Cooks and DEO.

Open Tenders are invited from reputed Agencies for providing Security Guards (Ex-Servicemen), Housekeeping, Mali, Cooks and DEO on contract basis for NATIONAL ACADEMY FOR TRAINING & RESEARCH IN SOCIAL SECURITY, Employees' Provident Fund Organisation, Ministry of Labour & Employment, Govt. of India, 30-31, Institutional Area, Janak Puri, New Delhi – 110058. The details of Manpower, category & essential requirements are as under:-

Sr. No	Name of the post	Qualification	Category
1.	Cook	Certificate holder from Govt. Agency and at least three years experience in the same field otherwise shall be considered semiskilled category.	Semiskilled
2.	Security Guards	Minimum Xth Pass and can write and understand English & Hindi. a. Height 5.5" b. Not more than 55 Years.	Unskilled
3.	House Keeper	Experienced in any Institute, hospital etc. for 3 years	Unskilled
4.	Mali	Experience in Maintaining garden at least three years	Semiskilled
5.	Helper	Minimum Xth Pass and can read English & Hindi	Unskilled
6.	DEO	Graduation & Basic knowledge of computer.	Semiskilled

The Agency shall not quote rates below prescribed minimum wages.

Tender along with terms & conditions of the tender can be obtained & deposited from the Administration Section, 1st floor of the National Academy for Training & Research In Social Security, 30-31, Institutional Area, Janak Puri, New Delhi – 110058 by paying Rs. 500/- on receipt or can be download from www.epfindia.com and www.natrss.gov.in along with D.D. of Rs. 500/- drawn in favour of NATRSS payable at Delhi.

Last date for issue and submission of Tender Forms: 10-02-2012

Last date for submission of Tender Forms : 18-02-2012 at 05:00 P.M.

Date of opening of Tender Forms : 20-02-2012 at 03:00P.M.

EMD/Security Deposit

Tenderers should furnish EMD of Rs. 50,000/- (Rupees Fifty Thousand Rupees only) by demand draft in favour of National Academy for Training & Research In Social Security payable at New Delhi drawn on any nationalized/scheduled bank, which will be refunded to the unsuccessful tenderers. The EMD will be retained as Security Deposit in the case of successful tenderer whom contract is awarded.

Agency Charges

The Agency shall quote Agency charges separately. The Agency charges shall over & above the wages & all Govt. liabilities Viz. P.F., E.S.I.C. etc.

Duties of the Security Guards

The Personnel supplied ought to be polite but Firm, Disciplined, Physically Fit and Alert, Smartly dressed in uniform. To attend with compliments to distinguished visitors, VIP's and Officers. Check, Control and Restrict entries to Staff/Workers/ Authorised Personnel of Organisation/Firm and others by valid passes or searching if required and movement of vehicles and incoming/outgoing Materials (with gate passes, Challan) and time keeping. Maintain strict security of Men, Material and Premises and maintain Diary to note all important events/happenings information received/passes to the management. Entirely responsible for thefts of easily movable items such as bathrooms fittings, fans, Exhaust Fans, Telephone Instruments, Fire Extinguishers or Fire Fighting Systems etc.

1. The security Guard shall maintain proper register of all the guests coming for training purpose.
2. Not to leave the place of duty under any circumstance until and unless properly relieved. Sign accordingly in handing taking over Register etc.
3. Prevent of misuse of Electricity and water.
4. In case of fire, the Security Guards will immediately alert the Staff on duty and assist in Fire Fighting Operation and also inform the Senior Administrative Officer. In case of fire Accident before or after Office Hours the Guards shall inform the nearest Fire Station.
5. The security guards must watch that there is no unidentified/ unclaimed/ suspicious objects/ persons in the building/premises.

6. The security guards shall ensure that all the electrical equipments/ instruments/ lights and fans should be switched off at the time of closure of the office who are part of the office.
7. The security guards should ensure that all the officers/ rooms are locked at the close of office and opened at the beginning of office hours and there is safekeeping of the keys.
8. The security personnel must be in proper neat and tidy uniform.
9. The names of the security guards should always be displayed by them on their uniforms for identification purpose.
10. The Agency should arrange for surprise checks (during day and night) to check the alertness and attentiveness of the security guards.
11. The security guard should check the bags/ briefcases of the visitors if considered necessary.
12. The security guards shall at all times comply with all directions and instructions of NATRSS. Noncompliance of instructions can lead to termination of agreement.

Duties of Housekeeping, Mali Cook and DEO

1. Sweeping and mopping of passage.
2. Clearing and cleaning of waste paper baskets.
3. Dusting of partitions, doors, windows, walls and Venetian blinds.
4. Cleaning of telephone instruments.
5. Cleaning of the doors and windows glasses from inside and outside of Administration Block and Hostel Block.
6. Cleaning of W.Cs, wash basin, urinal and mirrors etc. in all the toilets of building.
7. Scrubbing and cleaning of all toilets and flooring.
8. Mopping of the entire toilet floors with deodorant disinfectant and cleaning of washbasins at regular intervals throughout the day.
9. Cleaning of terrace of Hostel Block, Administration Block, Balcony, Rooms, Parking, Basement and Main gate of building.
10. Dispatch of letters, movement of file.
11. Mali shall maintain the NATRSS Garden in proper condition.
12. Mali shall keep the plants, herbs and grass in proper condition.
13. Mali shall be able to provide seasonal plants in the office premises.
14. Dishwasher shall wash kitchen utensils and equipments neatly and clean the kitchen and dining hall.
15. Dishwasher shall work relating kitchen and dining hall requirement.
16. Cook shall be trained and having good knowledge of cooking of India and Chinese food.

Duties and Responsibilities of the Agency

1. The agency should provide a whistle, torch and lathi to the security guard on duty and round the clock serving including holidays.
2. The security guards must be rotated from their deployment at an interval of 6 months.
3. If it is found that any property of the NATRSS is lost/ damages due to the negligence or connivance of the security guards the same shall be made good on the depreciated value of the property damaged/ lost from the security agencies bill.
4. The agency shall furnish the names and addresses of all the staff posted in the premises of NATRSS and also when there is any change for police verification.

5. The agency shall submit a monthly report of compliance and happenings in the premises to Section Officer of NATRSS.
6. All the staff deployed will be deemed for all purposes and the agencies shall be fully responsible for payment of wages, other dues and compliance of all labour laws applicable to them.
7. The Agency, on award of the contract should execute an agreement in 100 Rupees stamp paper with NATRSS incorporating the above terms and conditions.
8. The Contractor shall ensure that all persons employed by him shall be efficient, honest and conversant with the nature of work.
9. The agency shall be liable for compliance of all relevant laws.

Tender opening

Tenders will be opened on 20-02-2012 at 3:00 PM. in the Chamber of Senior Administrative Officer, National Academy for Training & Research in Social Security, 30-31, Institutional Area, Janak Puri, New Delhi – 110058, in the presence of the tenderers who may like to be present and witness the tender opening.

Special Condition of Contract

1. For Fortnightly and monthly programmes as per the schedule mentioned above, a plan of action shall be furnished by the agency well in advance and approval obtained from the Section Officer, Administration. The work shall be carried out on Holiday or as instructed by Section Officer, Administration.
2. The agency and their staff shall strictly follow the security procedure / instructions of the NATRSS in vogue, while they are inside the premises.
3. The work has to be done with utmost care, diligently and the agency should supervise, inspect and issue instructions to their staff for the proper and efficient discharge of the work.
4. Any loss sustained by the NATRSS by way of theft negligence or careless the agency or their workmen solely rest with the agency and shall be to the account of the agency. The assessed value of the damages shall be calculated considering life of item.

Other Conditions

1. The contract, which is initially for a period of 1 year from 01-03-2012 to 28-02-2013, can be extended further if the agency agrees to provide the services on the same terms & conditions provided the services provided by them are satisfactory. NATRSS reserves the right to pre-maturely terminate the agreement without assigning any reasons by giving one month notice before the expiry of the contract period.
2. The agency should be willing to provide persons on certain contingencies on payment of proportionate wages. NATRSS may also increase the number of persons required depending upon future requirement.



(Pritpal Singh)

Assistant P. F. Commissioner - II

Technical Bid

1. Name of the Firm :
2. Date of incorporation :
3. List of Clients :
4. Proof of Payment of Rs. 500/- :
5. Telephone Number :
6. Registration Number with NCT :
7. Experience :
8. Numbers of Employees :

(SIGNATURE OF APPLICANT)

Financial Bid

1. Name of the Firm :
2. Payment terms :
3. Financial statement for last year :

(SIGNATURE OF APPLICANT)