

**VICE-PRESIDENT'S SECRETARIAT  
NO.6, MAULANA AZAD ROAD,  
NEW DELHI – 110011  
TEL.NO.23018684 FAX:23018124**

**No.VPS-62/04/2011-2012/Admn.**

**Dated 09.11.2011/  
21.11.2011**

**NOTICE INVITING QUOTATION**

**Subject: Recruitment of 14 Multi-Tasking-Staff (Peons) on contractual basis in the Vice-President's Secretariat.**

This Secretariat requires uniformed manpower to perform the jobs assigned to Peons ( Multi-Tasking-Staff) as per the terms and conditions stipulated as under. The interested contractors/parties/service providing agencies may please submit their acceptance along with quotation between 10.00 AM to 5.00 PM on any working day ( Monday to Friday) latest by 28<sup>th</sup> November, 2011.

**THE TERMS & CONDITIONS OF CONTRACT.**

1. The contract is likely to commence from 1<sup>st</sup> December, 2011 and would continue for a period of 4 months till March, 2011 and may be extended for further period. The Secretariat, however, reserve the right to terminate the contract at any time without giving any notice or reasons.
2. The deployed persons should be able to read and write Hindi/English and also be able to read addresses and names in Hindi/English. The nature of services shall include carrying out all the functions generally performed in the Secretariat by Peons and such other duties as may be assigned to him/her. The age group of manpower to be deployed for providing services should be between 18-35 years. They shall be polite, courteous, well behaved and honest.
3. The manpower employed by the Agency shall be required to work normally as per this Secretariat working day i.e. Monday to Friday from 9.30 hrs. to 18.00 hrs. with a lunch break of ½ an hour from 13.00 hrs. to 13.30 hrs. The attendants so provided shall observe punctuality in attendance and can also be asked to attend office on Saturday, Sundays and Govt. holidays in exigencies of services. The persons deployed should wear neat and clean uniform (grey/chocolate in colour) to be provided by the Agency at their cost.
4. The contracting Agency shall furnish the following documents in respect of the individual Attendants who will be deployed by it in this Secretariat before the commencement of work contract:
  - a. List of Attendants short listed by Agency for deployment in this Secretariat containing full details i.e. date of birth, marital status, address (permanent/local) etc.

- b. Bio-data of the persons.
- c. Character certificate from a Gazetted Officer of the Central/State Govt.
- d. Certificate of verification of antecedents of persons by local police authority.

5. In case, the person employed by the agency commits any act of omission/commission that amounts to misconduct/indiscipline/incompetence and security risks, the Agency will be liable to take appropriate disciplinary action against such persons, including their removal from site of work, if required by this office within one day of being brought to their notice. The Agency shall be fully responsible for any theft, burglary, fire or any other mischievous deed done by its workers. This office shall have the right to impose cash penalty on the Agency or deduct such amounts from its monthly bill in case the office being put to any financial loss directly or indirectly by any act of commission or omission on the part of the agency's workers and would be imputable to them in any manner.

6. The tendering company/Agency shall provide identity cards to the personnel deployed in the Secretariat carrying the photograph of the personnel and personal information as to name, DOB, age and identification mark etc.

7. The service provider shall ensure that any details of office, operational process, technical know-how, security arrangements and administrative/organizational matters are not divulged or disclosed to any person by its personnel deployed in this Secretariat.

8. The service provider shall ensure proper conduct of his personnel in office premises and enforce prohibition of consumption of alcoholic drinks, paan, Gutkha, smoking, loll & loitering without work etc. The workers shall not disturb the employees of this Secretariat and shall not make any sort of noise in the premises or rooms.

9. The Agency shall immediately provide a substitute in the event of any person leaving the job due to his/her personal reasons. The delay by the Agency in providing a substitute beyond three working days shall attract liquidated damages @Rs.150/- per day (per such case) on the service providing Agency, besides deduction in payment on pro-rata basis.

10. 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 Agency to this office and this office will have no liabilities in this regard.

11. For all intents and purposes, the service providing Agency shall be the "Employer" within the meaning of different Labour Legislations in respect of Attendants so employed and deployed in this Secretariat. The persons deployed by the Agency in this office shall not have claims of any Master and Servant relationship nor have any principal and agent relationship with or against this office.

12. The service providing Agency shall be solely responsible for the redressal of grievances/resolution of disputes relating to persons deployed. This office shall, in no way, be responsible for settlement of such issues whatsoever.

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

14. 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 office during the currency or after expiry of the contract. Any dispute with person engaged by the contractor shall be settled by the agency itself and this office shall not be involved in the manner.

15. 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.

16. The tendering Agency will be responsible for compliance of all statutory provisions relating to minimum wages, provident fund and employees state insurance etc. in respect of the persons deployed by it in this office. Agency can claim reimbursement towards provident fund and employees state insurance etc. in respect of the persons deployed in this office on production of deposit receipts as per the rates prescribed/quoted by the Agency in addition to the contract rates quoted by the Agency. This office shall have no connection with the person engaged by the agency and such persons shall not be on the rolls of the office.

17. Tendering Agency shall also be liable for depositing all taxes, levies, cess etc. on account of service rendered by it to this office to concerned tax collection authorities from time to time as per extant rules and regulations on the matter.

18. The Tax Deduction at Source (TDS) and Education Cess as applicable shall be deducted as per the provisions of Income Tax Department, as deemed from time to time and a certificate to this effect shall be provided to the Agency by this office.

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

20. The Agency shall raise the bill for the rates quoted (excluding PF, ESIC etc.) plus Service Tax and Edu. Cess thereon on monthly basis, in triplicate, duly pre-receipted on Revenue Stamp of Rs.1/- along with attendance sheet to the controlling Officer/Section under whom the outsourced personnel has been deployed on the first working day of the succeeding month. The controlling Officer/Section concerned will send the bill duly verified to Cash & Account Section for pass and payment.

21. Settlement of disputes will be as per Indian Arbitration and conciliation Act-1966 and venue will be Vice-president's Secretariat, No.6, Maulana Azad Road, New Delhi. The Director of the Secretariat 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.

22. The contract shall be valid from the date of completion of formalities, submission of documents and execution of Agreement on a non-judicial stamp paper of Rs.10/-.

Sd/-

**ARVIND KAPOOR  
UNDER SECRETARY**

Copy to:

1. Notice Board
2. NIC cell, VP Sectt. for uploading in website.