

OFFICE OF THE PRINCIPAL JUDGE, FAMILY COURTS

DWARKA, NEW DELHI

TECHINICAL BID

NOTICE INVITING TENDERS FOR 53 GROUP 'D' POSTS

The sealed Tenders are invited from recognized Placement Agencies for the following posts in the above mentioned office:-

Sl. No.	Name of Post	Number of Posts
1.	Peon	19
2.	Farash	02
3.	Sweeper	01
4.	Process Server	15
5.	Dak Peon	15
6.	Despatch Rider	01
	Total	53

1) The required staff shall be provided by contractor/Service Provider **on contractual basis.**

2) **Minimum qualifications of required staff:**

Sl. No.	Name of Post	Qualifications
1.	Peon	Min. 10 th Pass from a recognized Board.
2.	Farash	Min. 8 th Pass
3.	Sweeper	Min. 5 th Pass
4.	Process Server	a) 12 th Pass from a recognized Board/ University. b) Having Knowledge of English and Hindi.
5.	Dak Peon	Min. 10 th Pass from a recognized School/Institution.
6.	Despatch Rider	a) Min. 10 th Pass from a recognized Board/University. b) Must possess a valid driving license for L.M.V. c) He should not have been convicted of an offence for rash and negligent driving and should have a min. five years of experience.

3) **Eligibility:-**

The agencies fulfilling the following criteria will be eligible to submit the tenders:-

- a) Should have ESI – Registration along with Registration for EPF.
- b) Should possess up-to-date Income Tax Clearance, PAN No. and TIN No. and submit ITR for the last 3 years.
- c) Having experience of at least 3 works during the last 3 years in a Government Department, PSUs and reputed Private Undertakings.
- d) Manpower details with qualifications and skills.

The tender form is available on the website of Family Courts. The tender form duly completed in all respects along with other required documents (like: tender containing details of area of operation, frequency of services required and other terms & conditions) in two bid system i.e. Technical and Financial to be submitted in separate envelopes but simultaneously i.e. at the same time, (Technical bid will be opened firstly to see whether it fulfills all the requirements) be put in sealed Application Box kept in **Room No. JC - 505, 4th Floor, Family Court, Dwarka Court Complex, Sector -10, Dwarka, New Delhi: - 110057 latest by 22nd May 2010 by 04:00 P.M..** The applications received after the said date and time shall not be entertained and considered in any case.

The tenders/sealed applications shall be opened in **Room No. JC - 505, 4th Floor, Family Court, Dwarka Court Complex, Sector -10, Dwarka, New Delhi: - 110057, on 22nd May 2010 at 04:30 P.M.** by the Recruitment Committee in the presence of tenderer or their authorized representatives. There shall be no post-tender negotiations expect in case of negotiations with lowest tender. The Ld. Principal Judge, Family Courts, Dwarka reserves the rights to accept or reject any or all the tender without assigning any reason thereof.

(DEEPA SHARMA)

Principal Judge, Family Court,
Dwarka, New Delhi.

No. _____/Ten.Notice-01/Admn./DWK/F.C./2010

Date _____

- a) Copy forwarded for display at Notice Board of all the Court Complexes and District Courts website.
- b) To be published in News Papers: - The Hindustan Times, Times of India, Nav Bharat Times and Danik Jagran.

SCHEDULE- A

NATURE AND DESCRIPTION OF SERVICES

Sl. No.	Name of Post	Nature and Description of Services
1.	Peon	<ol style="list-style-type: none">a) To carry files, daks, official papers, books etc. as and when required from the office/court and vice versa the officer to whom he is attached.b) To attend to the officer work (including message, orders at the office to whom he is attached.)c) To attend to any other official duties which may be assigned by the officer to whom he is attached.d) To take attendance register form office to office back.e) To attend all official calls of the office staff and other to whom attached.f) To takes the files form the officer to office/court staff and vice versa.g) To do any other work which may be assigned to him/her from time to time.
2.	Farash	<ol style="list-style-type: none">a) To dust furniture, files and racks kept in the department as well in the office rooms of the officer concerned.b) To clean utensils and to supply drinking water in office rooms of the department to which he is attached.c) To arrange and re-arrange furniture of the Conference Hall, Courts and Rooms.d) To attend to any official duties as may be assigned to him from time to time.e) To do any other work which may be assigned to him/her from time to time.
3.	Sweeper	<ol style="list-style-type: none">a) To sweep and wash the allocated office rooms and clean courtyards and other premises of the Court Complex.b) To wash and clean Latrines, Bathrooms, Wash basins and Urinals etc. and spray disinfectant supplied for the purpose.c) Sweeping, Washing, Scrubbing, Crystallization and

Swabbing etc. of the verandas vestibules and staircases and cleaning the article lying therein such as spittoons, fire fighting equipments etc.

- d) To remove cobwebs from walls and ceilings of the offices urinals and garage of court complex.
 - e) Clearance of Garbage.
 - f) To attend to any other official duties as may be assigned to him from time to time by the office.
4. Process Server
- a) To get the summons/process served as per the beat allocated by the Civil Nazir guided by Ld. Principal Judge and other Hon'ble Judges of Family Courts and return the process well in advance before the date of hearing.
 - b) They are responsible to make entries of summons/processes/notices in the entry registers.
 - c) Process Server have to maintain the diet money register.
 - d) To do any other work as may be assigned to him/her from time to time.
5. Dak Peon
- a) To deliver daks/letters in the court complexes and post office and vice versa.
 - b) To do any other work as may be assigned to him/her from time to time.
6. Despatch Rider
- To deliver the letters, files etc. out of the Court Complexes and to attend to any official duties as may be assigned to him form time to time by the office.

TERMS AND CONDITIONS/RECRUITMENT/ACCEPTANCE

- 1) The Service Provider/Agency/Firm is duly registered one with all statutory bodies.
- 2) The Service Provider/Agency/Firm shall comply with all the legal requirements for obtaining license under the Contract Labour (R&A) Act. 1970.
- 3) The Service Provider/Agency/Firm must have valid ESI, EPF number as well as labour license and shall abide by and comply with all or any applicable statutory laws, rules and regulations especially the relevant industrial and labour laws. The service provider shall be solely responsible for statutory compliance with regard to the payment of license fee, if any as well as ESI, PF, Pay, D.A., Gratuity, leave and all other legal requirements of employment etc. and submission of relevant records to the authority in respect of all the personnel being deployed in the premises. If penalized for non compliance of any of the legal requirements, the Service Provider/Agency/Firm shall be responsible for the same and deal with the same at its own level and costs.
- 4) The Service Provider/Agency/Firm shall be responsible for all employees/staff deputed by him and shall be liable, entirely, to the exclusion of any one else, for the payment of wages as also for the observance of all statutory requirements including deposit of PF contribution and/or filing of the returns. However, Ld. Principal Judge, Family Courts, Dwarka would be the controlling Authority.
- 5) The Service Provider/Agency/Firm shall provide a list along with a passport size photograph of all the personnel deployed to the Family Courts including additions/changes well in time giving the following details:-
 - a) Full Name
 - b) Father's Name
 - c) Permanent Address
 - d) Local Address
- 6) Any change in the deployment of personnel shall be brought to the notice of the Ld. Principal Judge immediately normally well in advance and at the earliest possible in case of unforeseen exigencies, and the Family Court shall be within its right to remove or get changed any personnel whom it considers unsuitable/unfit for the job.
- 7) If any staff of the contractor is found absent from his duty or found to be neglecting the duty assigned or showing improper demeanor or found indulging in misbehavior or shown unruly improper conduct or is found not in proper uniform, then necessary recovery of the wages of the said person shall be made at double the rate assessed per day for such day(s).
- 8) The contractor's representative/supervisor should always be available at site along with attendance register of the workers.
- 9) The contractor shall be subject to such other items, conditions and instructions as may be issued by the Family Courts from time to time.
- 10) The Ld. Principal Judge shall have the absolute authority to terminate the agreement at any time without any notice or assigning any reason therefore. In case of unsatisfactory services rendered by the contractor/Service provider, the Ld. Principal Judge, Family Courts, Dwarka, New Delhi reserves the right to terminate the contract.
- 11) The PAN/Service Tax number of the firm may be indicated. The quotations of the firms who do not have PAN will **NOT BE CONSIDERED**.

- 12) The contractor should attach a copy of Service Tax Registration Certificate and a copy of the Work Contractor Registration Certificate required under the provisions of the Delhi Sales Tax on Work Contract Act 1999.
- 13) The contractor should submit the latest Income Tax Clearance Certificate, Sales Tax Clearance Certificate and Balance Sheet for the last three years.
- 14) Work experience of the Service Provider/Agency/Firm of providing skilled manpower of similar nature in other Department of Government of India during last three years. Copies of job orders and particular of contract officer in the concerned Govt. Department/ PSU may please be furnished (for purpose of verification).
- 15) All the statutory/legal liabilities will be handled by service provider/agency and Family Courts will not be liable for the same in any circumstances.
- 16) Break-up of monthly payment details to each category of outsourced staff along with the Service Provider/Agency's service charges will be submitted along with the bills every month to the Accounts Branch, Family Courts.
- 17) The Service Provider/Agency/Firm will supply manpower of the specified standard only (in terms of qualifications and skill requirements), for each category of manpower and there shall be no employer/employee relationship between the manpower supplied and the Family Court.
- 18) The persons supplied by the Agency should not have any Police Record/Criminal cases against them. The agency should make adequate enquiry about the character and antecedents of the persons whom they are recommending. The character and antecedents of each personnel of the service provider will be verified by the service provider before their deployment after investigation by the Local Police collecting proofs or identity like Driving License, Bank Account Details, Previous Experience of work, Proof of Residence and recent photograph and a certification to this effect submitted to the Family Court's office. The employees/ person appointed by them must not be suffering from any communicable disease. The service provider will also ensure that the personnel deployed are medically fit and will keep in record a certificate of their medical fitness. The service provider shall withdraw such employees who are not found suitable by this office for any reasons immediately on receipt of such request.
- 19) The persons deputed by service provider shall not be below the age of 18 years.
- 20) The Service Provider has to provide proper uniform and photo identity cards to the persons employed by him/her for carrying out the work. These cards are to be constantly displayed and their loss reported immediately and service provider shall ensure proper conduct of these persons in office premises and enforce prohibition of consumption of alcoholic drinks, Pan, Smoking, Loitering without work and gambling.
- 21) There should be no over-writing otherwise the quotation is liable to be rejected.
- 22) The man-power employed by the Agency should work as per the working days and timings of Family Courts. No extra wages will be paid for attending the office on weekends/holidays/late sitting.
- 23) The job contract will be awarded initially for a period of one year.
- 24) The contractor shall abide by the terms & conditions of the tender strictly.
- 25) That the tender not confirming to these requirements will be rejected and no correspondence thereof shall be entertained whatsoever.
- 26) The decision of the Ld. Principal Judge, Family Court will be final and no presentation of any kind will be entertained on the above. Any attempt by any contractor to bring pressure of any kind, may disqualify the contractor for the present tender and he will be liable to be debarred from bidding for Family Court tenders in future for a period of at least three years.

The sealed tenders in all respect are put only in Application Box kept in **Room No. JC - 505, 4th Floor, Family Court, Dwarka Court Complex, Sector -10, Dwarka, New Delhi: - 110057 latest by 22nd May 2010 by 04:00 P.M.** The applications received after the said date and time shall not be entertained and considered in any case.

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(DEEPA SHARMA)
Principal Judge, Family Court,
Dwarka, New Delhi

**FINANCIAL TENDER FORM PROVIDING 53 GROUP 'D' POSTS IN THE OFFICE
OF LD. PRINCIPAL JUDGE, FAMILY COURTS, DWARKA, NEW DELHI.**

FINANCIAL BID

**Affix duly self attested
PP Size Photograph
of Tenderer**

1. Last Date for Tender Submission : _____
2. Opening Time & Date of Tender : _____
3. Name, Address of Firm / Agency & Telephone No. : _____

4. Registration No. of the Firm / Agency : _____
5. Name, Designation, Addresses & Telephone No. of authorized Person of firm to deal with : _____

6. Please specify as to whether tenderer is sole Proprietor partnership Firm, Name, Address & Tele No. of Director / Partner should be specified. : _____

7. PAN of Income Tax Deptt. & Clearance Certificate : _____
8. Provident Fund Account No. & Authority with whom registered. : _____

9. ESI No. : _____
- 10 License No. under Contract Labour (R & A) Act. : _____

11. Job Wise Rates

S.NO	NAME OF POST	Number of posts	RATE (PER PERSON PER MONTH)	Total Amount for One Month	Total Amount (For One year)
1	Peon	19			
2	Farash	02			
3	Sweeper	01			
4	Process Server	15			
5	Dak Peon	15			
6	Despatch Rider	01			
	Grand Total	53			

12. Details of Earnest Money deposited:-

a. Amount : Rs. _____ (In Words)

b. Bank Draft/Pay Order FDR No. _____
duly pledged to the President of India _____

c. Date of Issue of BD/PO/FDR _____

d. Name of the Issuing Authority _____

13. Details of experience (with full detail of the Agency (s) to whom such contracts awarded) Copies of the satisfactory reports should be attached. In case number of Agencies are much then separate sheet may be used for indicating experience etc.

14. Any other information.

15. Declaration by the Contractor:-

This is to certify that I / We before signing this tender have read and fully understood all the terms and conditions and instructions contained herein and undertake myself/ourselves abide by the said terms and conditions.

[Signature of Tenderer]

Name _____

Designation _____

Address _____

Phone No. _____

Dated _____