

Armed Forces Tribunal
Regional Bench
106 Bhagat Marg,
Old Chief Engr Office
Near Sadar Bazar
Jabalpur Cantt-482001

AFT/RB/JBP/Recruitment/2017/ 512

19 April, 2017

Principal Registrar
Armed Forces Tribunal
Principal Bench
West Block – VIII
Sector – 1, R.K. Puram
New Delhi - 110066

TENDER NOTICE

Sir,

You are requested to upload the tender notice, for outsourcing of services to Armed Forces Tribunal, Regional Bench, Jabalpur for the year 2017-18 as attached to this letter in your website.

Thanking you,

Yours faithfully,



(Saleem Ahmad Khan)
Registrar

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TENDER FOR OUTSOURCING OF ESSENTIAL SERVICES

1. Armed Forces Tribunal, Regional Bench, Jabalpur is located at 106, Bhagat Marg, Old Chief Engineer's Office, near Sadar Bazar, Jabalpur Cantt-482001. The services of following personnel are required for security, maintenance and upkeep of Armed Forces Tribunal building and surrounding area:-

- (a) Chowkidar (Security) with Arms.
- (b) Chowkidar (Security) without Arms.
- (c) Safaiwala / Farrash / House Keeper.
- (d) Mali (Gardner).
- (e) Photocopier attendant.

General Area of Armed Forces Tribunal, Regional Bench, Jabalpur.

2. Presently, constructed Area of Tribunal building is Approx 950 square meters and open areas (Surrounding area) is approx 3500 square meters. Thus total area is (approx) 4450 square meter. The details of constructed area is as under:-

- | | | |
|---|---|----------|
| (a) Court Room. | - | 01 (One) |
| (b) PPS Chambers including attached bathroom and pantry. | - | 02 (Two) |
| (c) Chambers for Members and attached toilet. | - | 02 (Two) |
| (d) Porch with entry hall (Place of sitting for lawyers Including attached bathroom/toilet. | - | 01(One) |
| (e) Server room. | - | 01(One) |
| (f) Inner varanda of the building. | - | 01(One) |
| (g) Ten rooms including chambers of Registrar, Dy Registrar, different offices including bathroom/ toilets and pantry room. | - | 10 (Ten) |
| (h) Generator shed including room. | - | 01(One) |

- (i) Main gate with surrounding area including bathroom/ toilet in outside. - 01(One)
- (j) Outer area including parking and back side area Approx 3500 square meter. - 01(One)

Terms and Conditions.

3. It is certified that Tenders are invited on two bids system for Complete Services as mentioned in para 1 above and accordingly wages rates be quoted for each category, separately with all details/breakdown on per day basis.

(a) **Chowkidar (Security) with Arms.**

(i) 24 hours manning of one main gate with arms including Sunday. Other gate will be manned during working hours only.

(ii) Night Patrolling of building and adjoining Area.

(b) **Chowkidar (Security) without Arms.**

(i) Maintenance of IN/OUT Register at the main gate and second gate during working hours and non working hours.

(ii) Organizing and managing security of Car Parks, Scooter Stand Advocate Room.

(iii) Ensure surrounding area is free from cattle/dog nuisance.

(iv) Ensure adequate fire fighting arrangements and equipments are kept at proper place and they are functional as per the instructions on the subject.

(c) **Safaiwala / Farrash (House Keeping).**

(i) Cleaning and maintenance of common and private toilets.

(ii) Cleaning and maintenance of all rooms, advocate room (Bar room) and main gate of the building as per the details given in succeeding paragraphs.

(iii) Cleaning and maintenance of surrounding area (Outside area) including car parks, scooter stand for parking of vehicles and back area.

(d) **Mali (Gardner).**

(i) Garden with flower beds in front of main building.

(ii) Maintenance of existing lawn and trees.

(iii) Potted plants will be maintained inside the rooms and outside (Outdoor as per laid down plan).

(iv) Maintenance of back side area of the building as per laid down plan.

(e) **Photocopier Attendant.** Individual must be experienced and have adequate knowledge of photocopier functioning and maintenance.

4. Chowkidar (Security) with and without arms will be in proper uniform. Uniform will be provided by the agency.

5. Supervisor and chowkidars with/without arms will be trained for firefighting inside the building and area surrounding outside.

6. **Working Hours of the Tribunal.** Working hours of Armed Forces Tribunal, Regional Bench, Jabalpur are as under:-

- | | | | |
|-----|-------------|---|----------------|
| (a) | Morning | - | 0830 - 1300hrs |
| (b) | Lunch break | - | 1300 - 1330hrs |
| (c) | After noon | - | 1330 - 1730hrs |

7. **The Contract and Governing Rules.**

(a) The contract shall be considered and made in accordance with the laws of Republic of India. The contract shall be governed by and interpreted in accordance with the laws of the Republic of India. In the event of any legal dispute, the District Court Jabalpur shall have the jurisdiction.

(b) **Penalty for Use of Undue Influence.** The bidder will undertake that he has not given, offered or promised to give, directly or indirectly, any gift consideration, regard, commission, fees, brokerage or inducement to any person in service of this organization.

(c) **Non Disclosure of Contract Documents.** Except with the written consent of the organization/bidder, other party shall not disclose the contract or any provision, specification, plan design, pattern or information thereof to any third party.

(d) **Termination of contract.** The organization Armed Forces Tribunal, Regional Bench, Jabalpur shall have the right to terminate this contract in part or in full in any of the following cases:-

(i) The organization, if noticed that the service which are provided are not satisfactory.

(ii) The Agency providing the service has become insolvent.

(e) **Language of contract.** Any notice required to be given under the contract shall be written in English language and may be delivered personally to this office.

(f) **Supervision.** Adequate supervision will be provided by the Agency to ensure correct performance of the said services in accordance with agreement between the parties.

(g) **Payment of Wages.** As per Notification of Government of India, Ministry of Labour & Employment, Office of the Deputy Chief Labour Commissioner (Central), Block No 10, Civic Centre, Marhatal, Jabalpur-482002 and Minimum Wages Act, 1948.

(h) **Financial Bids:-** In financial Bids, the bidder has to mention the rates of Wages of each category separately with all details / breakdown on PER DAY basis with their rates of service charges. Service charge should not be less than 2%. In case the service charge is less than 2% the tender will be rejected. The rate of minimum wages as declared by Govt. of India, Ministry of Labor & Employment will be taken in to account in following manner:-

SL. No.	Description	Category				Remarks
		Un-skilled	Semi Skilled/ Photocopier attendant	Skilled/ Clerical	High Skilled	
1	Basic including VDA					
2	EPF					
3	ESIC					
4	Bonus					
5	Sub total (1 to 4)					
6	Service charge					
7	Total (5 + 6)					
8	Per day rate					

(J) **Mandatory Documents required.** The agency shall submit photocopy of the following documents:-

- (i) PAN, letter under which TAN number allotted.
- (ii) Service Tax.
- (iii) PF and ESI Registration Number.
- (iv) Licence number and documents as required under the Contract labour Act.
- (v) Licence issued by DGP for MP Govt Pvt Security Agency under Private Security Agencies (Regulations) Act, 2005.
- (vi) Financial Turn Over of the Agency for last three years.
- (vii) Police verification of the candidates of all category of services be submitted before commencement of contract.
- (viii) Any other documents required under the Contract Labour Act.
- (ix) Other services or requirement of persons may be increased/ decreased at any stage during the period of contract.
- (x) Agency will be responsible for payment of wages to individual in fully by 10th working day of the following month.

(xi) The Agency will regularly deposit the amount of EPF deduction / contribution every month and proof of deposit / contribution invoice shall be regularly submitted to this office for maintaining records.

(xii) Bills for the wages of personnel be prepared by the Agency and submitted to finance section of this office by 3rd working day of the following month for onward sub mission of bills to CDA, Jabalpur.

8. **Period of the contract.** The contract shall come in to force with effect from 01st July, 2017 (After completion of documentation and approval of Competent Financial Authority (CFA) for a period of one year till 30th June, 2018. Unless terminated earlier (Refer para 7 (d) of the Tender), the period of contract can also be extended on approval of Competent Authority if the organization so desires and the work of the agency found satisfactory.

9. The premises of Armed Forces Tribunal, Regional Bench, Jabalpur can be visited and surveyed by the bidder to assess the requirement of personnel for the services on any working day between 1500hrs to 1730hrs on prior appointment from Registrar. Number of personnel as assessed by the agency for services as mentioned in the tender are subject to increase/decrease before finalization of the agreement.

10. **Cleaning Material and Detergent.** Cost of cleaning material should not be included in the bid. Cleaning material and detergents will be provided separately by the organization.

11. **Date and time of depositing of Bids.** Sealed Tenders envelop should be sent by registered post or can be dropped in drop box at the main gate of the Tribunal by 15th June, 2017 till 0530PM. **Late tenders will not be considered.** Bids will be opened on 16th June, 2017 at 01.00PM. During tender opening, representative of agency can be present to witness the proceeding. The bids will be valid till signing the Contract Agreement.


12. The Agency interested to take part in the bids are required to ensure:-

(a) The Agency should have representative/ office at Jabalpur, who may visit this Tribunal regularly and interact with Registrar / Staff to ensure satisfactory service.

(b) The Agency should be able to provide backup personnel (Gunman, Guards, Housekeeping/ Safaiwala, Mali & Photocopier attendant) in case any of the personnel in absent for short duration.

13. For any further query contact Mobile Number - 9412730386

14. **Earnest Money Deposit.** Once contract is finalized, the agency so selected will be required to deposit Earnest Money (EMD) 5% of the approved cost of the services to be provided.


(Saleem Ahmad Khan)
Registrar