PANDIT DEEN DAYAL UPADHYAYA INSTITUTE FOR THE PHYSICALLY HANDICAPPED

[DEPWD, Ministry of Social Justice and Empowerment, Govt of India]
4,Vishnu Digamber Marg, New Delhi-110002

Short term tender for Hiring of Accounts Assistant in the Institute

Director, PDUIPH, New Delhi invites sealed short term tender from experienced Chartered Accountant or other firms in single bid system (Technical & Financial Bid) upto 3:00 pm 5th September 2016.

The complete Tender document is also available at **www.iphnewdelhi.in**

Bids in sealed envelop will only be accepted and the Institute reserved the right to accept or reject any tender without accessing any reason whatsoever.

Director

Tender document no Accounts/CRC/2014-15 **Due on 05.09.2016**

Earnest Money Deposit/Security Deposit:

Rs.5,000/- (Rupees Five thousand only)

The bidders shall submit Rs 5000/- on account EMD, payable either by crossed demand draft or bankers cheque in favour of "**Director, PDUIPH payable at New Delhi** in sealed envelop. The bidders shall write their name on reverse side of the DD/Bankers cheque. The EMD to the unsuccessful Tenderer will be refunded after opening of financial bids and EMD of successful bidders will be refunded after submission of PBG without any interest.

Cost of Tender Document:
Rs. 200/-.(Two Hundred Only)

The bidders shall submit Rs 200/-on account of TDC, payable either by crossed demand draft or bankers cheque in favour of "**Director**, **PDUIPH payable at New Delhi"**in sealed envelop**.** The bidders shall write their name on reverse side of the DD/Bankers cheque. The cost of tender document is not refundable in any circumstances.

Bidders should submit tender cost and EMD before opening of tender. Without submission of tender document cost & EMD, the offers of the bidders summarily rejected.

Tentative time schedule for tendering process:

1. Date of publication of NITon website - 19-08-2016
2. Last date of submission of Bid doc - upto 3 pm 05-09-2016
3. Opening of Technical cum financial bid - at 4 PM 05-09-2016

In case the day of tender opening happens to be holiday, the tender will be opened on the next working day on the same time.

1. Terms & conditions and Instructions to the tenderers:

(i) The agency should have valid PAN No. in its name and other necessary registration. Bidders should be responsible for all statutory obligations applicable on them as directions issued by Government of India and / or Delhi Govt.

(ii) The company should have been in existence for more than three years and should have its registered office in Delhi or NCR only.

(iii) In case agency is blacklisted by any government organization, the tender will be liable to be rejected.

(iv) Technical cum financial bid will be submitted in the Performa at **Annexure-A**

(v) The tender shall remain valid for a period of 30 days from the date of opening of the same.

(vi) All rates should be quoted in Indian Rupees only and price should be inclusive taxes & duties.

(vii) The tenderers submitting tender would be considered to have accepted all the terms

and conditions.

2. SCOPE OF WORK, JOB DESCRIPTION AND RESPONSIBILITES

The Institute intends to hire Accounts staff as detailed below

S.no	Post Required	Eligibility	Nature of Duties
1	**Accounts Assistant – 2 Nos**	B.Com with more than 1 years of post qualification experience. Good knowledge of Tally and computer proficiency with exposure of accounting. Age : up to 35	• Day to Day accounting • Voucher entry in Tally ERP9, Bank Reconciliations • Assist in Bank transactions • Deduction of TDS & deposit in Bank • Any other Duties assigned by the Competent Authority

3. GENERAL TERMS AND CONDITIONS OF CONTRACT

The contract will initially for **Three (03) months** and the Institute reserves the right to curtail or to extend the contract on the same rates and terms and conditions for such period as may be agreed to subject to satisfactory work performance. **However, the minimum wages will be revised as per orders of the Government from time to time, but the contractor's profit will remain the same.**

i) The Agency/Contractor shall provide the list of 8 to 10 persons as per the eligibility mentioned at **item 2 above *alongwith Detailed CV with necessary certificate /experience certificates endorsed by the contractor.*** The institute will select suitable no. of persons from them as per its requirement and the agency / contractor will issue letter of engagement and depute the same person in Accounts Section of the Institute.

ii) The Institute reserves the right to terminate the contract any time.

iii) The contractual staff will not have any right for employment in PDUIPH.

iv) Agency/ Contractor shall be responsible for the conduct and behavior of its manpower.

v) In the event of any loss to the Institute on account of negligence of Agency/Contractor's employees, the Agency/Contractor shall make good the loss sustained by the PDUIPH either by the replacement, or by payment of adequate compensation.

vi) The instructions/orders issued by the Institute from time to time shall have to be followed by the tenderer /contractor and the manpower supplied by the firm.

vii) **The tenderer has to quote the rate as per the schedule format enclosed with tender form at Annexure - B.**

viii) The workers of the agency should strictly observe code of conduct and manner befitting security. If any employee of the contract fails to absorb proper conduct, the contractor shall be liable to remove him from deployment, immediately receipt of the instructions of the Institute.

ix) In case any workers is found missing from duty etc, he will be treated as absent and

will not be entitled to wages for that day.

x) The Institute shall not be responsible for any compensation, which may be required to be paid to the manpower of the tenderer consequent upon any injury/mishap or any others.

xi) The successful tenderer will have to furnish bank guarantee/Demand Draft of 10%of the contract value before the bills are cleared or payment either by cross demand draft or banker' cheque in favor of Director, PDUIPH payment at new Delhi valid up to complains of all contractual obligations.

DIRECTOR, PDUIPH RESERVES THE RIGHT TO ACCEPT OR REJECT ANY/ALL TENDER(S) WITHOUT ASSIGNING ANY REASON..

4. PAYMENT CONDITIONS

(i) The bidder/contractor shall make the payment to its staff as per the Statutory Regulation of the Government of India / Delhi released time to time by the 4th day of the month, following the month for which wages are to be paid. The payment of statutory contributions like those pertaining to EPF and ESIC should be made to the concerned authority within the prescribed time-limit, if applicable; ***which is the sole responsibility of the bidder or firms.***

(ii) The agency shall submit to the Institute copies of returns submitted to the ESIC/EPFO from time to time.

(iii) If as a result of post audit any over payment is detected to the contractor, it shall be recovered by the Institute from the bills, and/or performance security etc. The contractor shall also be under obligation to refund to the Institute any amount received from the Institute, which is found to be an overpayment, by the audit, within 15 days of the receipt of communication of the Institute demanding there fund.

(iv) The Institute will deduct T.D.S. from the monthly payment made to the agency as per rules.

5. DISPUTE RESOLUTION

(i) Any dispute and or difference arising out of or relating to this contract will be resolved through joint discussion of the authorized representatives of both the parties. However, if the dispute is not resolved by joint discussion, then the matter will be referred for adjudication to a sole Arbitrator appointed by the Director, PDUIPH.

(ii) The award of the sole Arbitrators hall be final and binding on all the parties. The arbitration proceeding's shall be governed by Indian Arbitration and Conciliation Act, 1996, as amended from time to time.

(iii) The cost of Arbitration shall be borne by the respective parties in equal proportion. During the pendency of the arbitration proceedings and currency of contract, neither party shall be entitled to suspend the work/ service to which the dispute relates on account of the arbitration and payment to the contractor shall continue to be made in terms of the contract. Arbitration proceedings will be held at PDUIPH, New Delhi only.

6. JURISDICTION OF COURT

The courts at Delhi/ New Delhi shall have the exclusive jurisdiction to try all disputes, if any, arising out of the agreement between the parties.

ANNEXURE-A

A. TECHNICAL BID:

Sl. No	Documents	Yes/NA	Page No.
1	One self-attested recent passport size photograph of the Authorized person of the firm/ agency, with name, designation, and address and office telephone numbers. If the bidder is a partnership firm, name designation, address and office		
2	Self-attested copy of the PAN card issued by the Income Tax Department with Copy of Income-Tax Return of the last three financial year		
3	Self attested copy of Service Tax Registration No		
4	Self attested copy of valid Registration number of the firm/agency		
5	Self attested copy of valid Provident Fund Registration number.		
6	Self attested copy of valid ESI Registration No		
7	Self attested copy of valid License No. under Contract Labour (R&A) Act,1970.		
8	Price bid in Annexure –**B**		
9	Undertaking by the bidder to the effect that there is no Police case pending against the propitiator/firm/ parties relating to previous service contracts.		
10	Any other documents, if required		

Signature of the authorized representative of Bidder

Name of the authorized representative of the bidder

Name and Address of the Bidder

Date:
Place:

Annexure- B

Pro-forma of PRICEBID for contract of Housekeeping Services to be provide to Pt. DEEN DAYAL UPADHYAYA INSTITUTE FOR THE PHYSICALLY HANDICAPPED, NEW DELHI

S.No.	Description	Rates/ Unit (In Rs.)	Total cost per month (In Rs.)
1	Salary / Honorarium	As per the minimum wages Prescribed for NCT of Delhi from time to time.	
2.	Employer's Contribution towards EPF and ESIC	As prescribed by the Govt. from Time to time, if applicable	
3.	Service Tax	As prescribed by the Govt. from Time to time	
4	Service Charges		
5		Total =	

Rupees in words:-

Duly Signed by authorized representative of Bidder

Name of the authorized representative of the bidder_____

Name and Address of the Bidder _____

Date:
Place: