



**TENDER**

**UPPER YAMUNA RIVER BOARD**  
**Ministry of WR, RD&GR, Govt. of India**

**TENDER FOR PROVIDING SERVICES OF SKILLED AND UNSKILLED  
PERSONNEL IN UPPER YAMUNA RIVER BOARD**

**TENDER NO.: UYRB/Ser-12/2017/02**

**May, 2017**

**Certified that this tender document contains 16 Pages.**

**Executive Engineer,  
Upper Yamuna River Board**

**Ph: 011-26184025  
Fax: 011-26184025**

**Important Note:-(i) BIDDER SHOULD SUBMIT THIS DOCUMENT IN ORIGINAL  
DULY SIGNED ON EACH PAGE.**

**(ii) THE BIDDER SHOULD READ ALL THE INSTRUCTIONS IN  
THE DOCUMENT THOROUGHLY BEFORE SUBMITTING THE  
TENDER AND ADHERE TO THE DATES GIVEN.**

(Press Notice)

NOTICE INVITING TENDER  
Upper Yamuna River Board

The Executive Engineer, Upper Yamuna River Board, a Sub-ordinate office under MoWR, RD&GR, Government of India invites online e-tenders on behalf of Hon'ble President of India from registered manpower/placement agencies having valid registration with the concerned authorities for providing services of Skilled and Un-Skilled personnel in its office at Wing-IV, Ground Floor, West Block-1, R. K. Puram, New Delhi-66 on contract basis for a period of one year from the date of award of work.

<b>Tender No.</b>	: UYRB/Ser-12/2017/02
<b>Earnest Money</b>	: Rs. 39800/-
<b>Last Date &amp; Time for Submission of Tender</b>	: 22.06.2017 11:00 hrs
<b>Date &amp; Time of Opening of Technical bid</b>	: 22.06.2017 12:00 hrs
<b>Date &amp; Time of Opening of Financial bid</b>	: 29.06.2017 16:00 hrs

The interested tenderers may also download the tender document and other details from [www.tcil-india-electronictender.com](http://www.tcil-india-electronictender.com). The tender notice is also available at [www.eprocure.gov.in](http://www.eprocure.gov.in) and [www.uyrb.gov.in](http://www.uyrb.gov.in). The tenders will be accepted online on TCIL website only.

**Sd/-**  
Executive Engineer

NOTICE INVITING TENDER  
Upper Yamuna River Board

The Executive Engineer, Upper Yamuna River Board, MoWR, RD&GR, Government of India invites online e-tenders on behalf of Hon'ble President of India from registered manpower/placement agencies having valid registration with the concerned authorities for providing services of Skilled and Un-Skilled personnel in its office at Wing-IV, Ground Floor, West Block-1, R. K. Puram, New Delhi-66 on contract basis for a period of one year from the date of award of work. The details of services required and terms & conditions are given in following schedules:

**Schedule 'A'**

Schedule of Approximate Quantities of Services & Rates.

**Schedule 'B'**

Terms & Conditions for Providing Services.

**Schedule 'C'**

Qualifications and Duties of Personnel.

E-Tenders will be accepted **up to 11:00 Hours on 22.06.2017** on TCIL website and will be opened on the same day at 12:00 Hours, in the presence of the representatives of the firms, if any.

The tender documents, **duly filled, signed and stamped**, should contain the following documents:

1. Profile of the company/agency with address, telephone, mobile numbers;
2. Certificate of incorporation of the company;
3. Registration for manpower supply;
4. EPF registration;
5. ESI Registration;
6. PAN and Service Tax registration number;
7. Current and Valid Income Tax Clearance Certificate;
8. Certificate from Client Government agency of having successfully completed the similar work.
9. List of the organizations to which manpower is being provided by the company;
10. Any other relevant information, if any.
11. Earnest Money Deposit of Rs. 39,800/- (Rupees thirty nine thousand eight hundred only) in the form of an Account Payee Demand Draft / Banker's Cheque / Pay Order drawn in favour of **Pay and Accounts Officer, Ministry of Water Resources**, New Delhi.

**Note:** The tender received without Earnest Money Deposit (EMD) will be rejected summarily.

**Executive Engineer  
Upper Yamuna River Board**

## **1.0 GENERAL INSTRUCTION TO BIDDERS:**

- 1.1.** Bids shall be submitted online only at TCIL website URL <https://www.tcil-india-electronictender.com>. Tenderers/Contractors are advised to follow the instructions provided in the 'instructions to the Contractors/Tenderer for the e-submission of the bids online through TCIL portal. The tender notice is also available at [www.eprocure.gov.in](http://www.eprocure.gov.in) and [www.uyrb.gov.in](http://www.uyrb.gov.in).
- 1.2.** Not more than one tender shall be submitted by one contractor or contractors having business relationship. Under no circumstance father and his son(s) or other close relations who have business relationship with one another (i.e. when one or more partner(s)/director(s) are common) be allowed to tender for the same contract as separate competitors. A breach of this condition will render the tenders of both parties liable to rejection.
- 1.3.** Tenderer who has downloaded the tender from the TCIL website URL <https://www.tcil-india-electronictender.com> and Central Public Procurement Portal (CPPP) website <https://eprocure.gov.in> shall not tamper/modify the tender form including downloaded price bid template in any manner. In case if the same is found to be tempered/modified in any manner, tender will be completely rejected and EMD would be forfeited.
- 1.4.** Intending Tenderer are advised to visit again TCIL website URL <https://www.tcil-india-electronictender.com> and CPPP website <https://eprocure.gov.in/eprocure/app> at least 1 day prior to closing date of submission of tender for any corrigendum/amendment.
- 1.5.** Bids will be opened as per date/time as mentioned in the Tender Key Event Sheet.

## **2.0 ELIGIBILITY CRITERIA:**

Registered manpower/placement agencies having valid registration with the concerned authorities for providing services of Skilled and Un-Skilled personnel and those who have successfully completed similar work during any one year of past 3 years are eligible to participate. Similar work means work with Government agencies completed successfully during last 3 years preceding the date of notification of this bid. The bidder shall submit certificate from Client Government agency of having successfully completed the work.

## **3.0 SUBMISSION OF THE DOCUMENTS:**

3.1 The signed and scanned copies of the following documents are to be furnished online in the technical bid part by the bidder/agency along with as per the tender document:

1. Profile of the company/agency with address, telephone, mobile numbers;
2. Certificate of incorporation of the company;
3. Registration for manpower supply;
4. EPF registration;
5. ESI Registration;
6. PAN and Service Tax registration number;
7. Current and Valid Income Tax Clearance Certificate;
8. Certificate from Client Government agency of having successfully completed the similar work.

9. List of the organizations to which manpower is being provided by the company;
10. Any other relevant information, if any.

3.2 The following documents are to be furnished online in the financial bid part by the Contractor along with as per the tender document:

3.2.1 Signed and scanned copy of Schedule of Quantities of Services & Rates as per tender document.

3.3 The financial bid will be considered only for those bidders who qualify the eligibility criteria as per the tender document as a part of technical bid.

3.4 The bidder has to submit following documents in hard copy in a sealed envelope before last date and time of submission of online bid otherwise the bid will not be considered for opening:

3.4.1 Earnest Money Deposit (EMD) in original.

3.4.2 Pass phase for Technical and Financial Bid in separate sealed envelope.

#### 4.0 Key events and dates:

Sl. No.	Particulars	Details
1.	Tender inviting authority Designation/Address	Executive Engineer, Upper Yamuna River Board, Wing-IV, Ground Floor, West Block-1, R. K. Puram, New Delhi-66.
2.	Mode of submission of tender	Electronic Tenders are to be submitted on TCIL's e-Tendering portal which can be accessed using URL <a href="https://www.tcil-india-electronictender.com">https://www.tcil-india-electronictender.com</a>
3.	Address and address at which documents are to be submitted in hard copy	Executive Engineer, Upper Yamuna River Board, Wing-IV, Ground Floor, West Block-1, R. K. Puram, New Delhi-66.
4.	Name of work	TENDER FOR PROVIDING SERVICES OF SKILLED AND UNSKILLED PERSONNEL IN UPPER YAMUNA RIVER BOARD
5.	Language(s) in which items to be printed	English
6.	Validity of the tender	Rates inclusive of all taxes etc. shall be valid for a period of 10 months
7.	Issuance of the tender	Tender can be downloaded from 24.05.2017 to 22.06.2017 from TCIL's e-Tendering portal with URL <a href="https://www.tcil-india-electronictender.com">https://www.tcil-india-electronictender.com</a> .

		However, in order to be able to participate in the tender it is mandatory to download official copy of tenders from <a href="http://www.tcil-india-electronictender.com">http://www.tcil-india-electronictender.com</a>
8.	Details of the contacts for clarifications and Queries	Executive Engineer, Upper Yamuna River Board, Wing-IV, Ground Floor, West Block-1, R. K. Puram, New Delhi-66.
9.	Last date & Time for submission of Bids online	22.06.2017 upto 11:00 hrs.
10.	Earnest Money Deposit	Rupees 39800/- (Rupees thirty nine thousand eight hundred only) by means of Demand Draft/Banker's Cheque drawn on any Nationalized Bank in favor of PAO, MoWR, RD&GR to be submitted in a sealed envelope before last date and time of submission of online bid.
11.	Date, time and place of Public Online tender Opening Event (Technical Envelope)	Online Public Opening of Technical Bid shall commence at 12:00 hrs. on 22.06.2017. Interested bidder or their representative not more than 1 or 2 per bidder may be present Wing-IV, Ground Floor, West Block-1, R. K. Puram, New Delhi-66.
12.	Date, time and place of Public Online tender Opening Event (Financial Envelope)	Online Public Opening of Financial Bid shall be commence at 16:00 hrs. on 29.06.2017.

## **5.0 Special instructions to Bidders by TCIL for e-Tendering:**

The special instruction (for e-Tendering) supplement 'Instruction to Bidders', as given in these Tender Documents. Submission of Online Bids is mandatory for this Tender. E-Tendering is a new methodology for conducting Public Procurement in a transparent and secured manner. Now, the Government of India has made e-tendering mandatory. Suppliers/Vendors will be the biggest beneficiaries of this new system of procurement. For conducting electronic tendering, Upper Yamuna River Board has decided to use the portal <https://www.tcil-india-electronictender.com> through TCIL, a Government of India Undertaking. This portal is based on the world's most 'secure' and 'user friendly' software from Electronic Tender®. A portal built using Electronic Tender's Software is also referred to as Electronic Tender System® (ETS). Benefits to tenderers are outlined on the Home-page of the portal.

### **Instructions**

#### **Tender Bidding Methodology:**

Single Stage Envelope

#### **Broad Outline of Activities from Bidder's Perspective:**

Procure a Digital Signing Certificate (DSC)  
Register on Electronic Tendering System® (ETS)  
Create Marketing Authorities (MAs), Users and assign roles on ETS  
View Notice Inviting Tender (NIT) on ETS  
For this tender—Assign Tender Search Code (TSC) to a MA  
Download Official Copy of Tender Documents from ETS  
Clarification to Tender Documents on ETS  
Query to Central Water Commission (Optional)  
View response to queries posted by Central Water Commission  
Bid-Submission on ETS  
Attend Public Online Tender Opening Event (TOE) on ETS  
--Opening of relevant Bid-Part  
Post-TOE Clarification on ETS (Optional)  
--Respond to Central Water Commission Post-TOE queries  
Attend Public Online Tender Opening Event (TOE) on ETS  
Opening of relevant part (i.e. Financial-Part)  
(Only for Technical Responsive Bidders)  
Participate in e-Reverse Auction on ETS

For participating in this tender online, the following instructions are to be read carefully.

These instructions are supplemented with more detailed guidelines on the relevant screens of the ETS.

#### **Digital Certificates**

For integrity of data and authenticity/non-repudiation of electronic records, and to be compliant with IT Act 2000, it is necessary for each user to have a Digital Certificate (DC). Also referred to as Digital Signature Certificate (DSC), of Class 2 or above, issued by a Certifying Authority (CA) licensed by Controller of Certifying Authorities (CCA) [refer <http://www.cca.gov.in> ].

#### **Registration:**

To use the Electronic Tender® portal <https://www.tcil-india-electronictender.com>, vendors need to register on the portal. Registration of each organization is to be

done by one of its senior persons who will be the main person coordinating for the e-tendering activities. In ETS terminology, this person will be referred to as the Super User (SU) of that organization. For further details, please visit the website/portal, and click on the 'Supplier Organization' link under 'Registration' (on the Home Page), and follow further instructions as given on the site, Pay Annual Registration Fee as applicable.

After successful submission of Registration details and Annual Registration Fee, please contact TCIL/ETS Helpdesk (as given below), to get your registration accepted/activated.

Important Note: To minimize teething problems during the use of ETS (including the Registration process), it is recommended that the user should peruse the instructions given under 'ETS User-Guidance Center' located on ETS Home Page, including instructions for timely registration on ETS. The instruction relating to cognizance.

Please note that even after acceptance of your registration by the Service Provider, to respond to a tender you will also require time to complete activities related to your Organization, such as creation of users, assigning roles to them, etc.

TCIL/ETS Helpdesk	
Telephone/Mobile	Customer Support (0930 hrs to 1800 hrs, Monday to Friday except on gazette holidays): +91-11-26241790 (Multiple lines) Emergency Support Mobile Numbers: +91-9868393775, 9868393717, 9868393792
E-mail ID	<a href="mailto:Ets_support@tcil-india.com">Ets_support@tcil-india.com</a>

Buyer Organization Name Contact	
Upper Yamuna River Board Contact Person	Executive Engineer, UYRB
Telephone/Mobile	26184025
E-mail ID	<a href="mailto:Uyrb-mowr@nic.in">Uyrb-mowr@nic.in</a>

### **Some Bidding related Information for this Tender (Sealed Bid)**

The entire bid-submission would be online on ETS (unless specified for Offline Submissions). Broad outline of submissions are as follows:

Submission of Bid-Parts/Envelopes

Single-Part

Submission of information pertaining Bid Security/Earnest Money Deposit (EMD)

Submission of digitally signed copy of Tender Documents/Addendum

Submission of General Terms and Conditions (with /without deviations)

Submission of Special Terms and Conditions (with /without deviations)

### **Special Note on Security and Transparency of Bids**

Security related functionality has been rigorously implemented in ETS in a multidimensional manner. Starting with 'Acceptance of Registration by the Service Provider', provision for security has been made at various stages in Electronic Tender's software. Specifically for Bid Submission, some security related aspects are outlined below:



As part of the Electronic Encrypeter™ functionality, the contents of both the 'Electronic Forms' and the 'Main-Bid' are securely encrypted using a Pass-Phrase created by the Bidder himself. Unlike a 'password', a Pass-Phrase can be a multi-word sentence with spaces between words (e.g. I love this World). A Pass-Phrase is easier to remember, and more difficult to break. It is recommended that a separate Pass-Phrase be created for each Bid-Part. This method of bid-encryption does not have the security and data-integrity related vulnerabilities which are inherent in e-tendering systems which use Public-Key of the specified officer of a Buyer organization for bid-encryption. Bid-encryption in ETS is such that the Bids cannot be decrypted before the Public Online Tender Opening Event (TOE), even if there is connivance between the concerned tender-opening officers of the Buyer organization and the personnel of e-tendering service provider.

**CAUTION:** All bidders must fill Electronic Forms™ for each bid-part sincerely and carefully, and avoid any discrepancy between information given in the Electronic Forms™ and the corresponding Main-Bid. For transparency, the information submitted by a bidder in the Electronic Forms™ is made available to other bidders during the Online Public TOE. If it is found during the Online Public TOE that a bidder has not filled in the complete information in the Electronic Forms™, the TOE officer may make available for downloading the corresponding Main-Bid of that bidder at the risk of the bidder. If variation is noted between the information contained in the Electronic Forms™ and the 'Main-Bid', the contents of the Electronic Forms™ shall prevail. Alternatively, the Buyer organization reserves the right to consider the higher of the two pieces of information (e.g. the higher price) for the purpose of short-listing, and the lower of the two pieces of information (e.g. the lower price) for the purpose of payment in case that bidder is an awardee in that tender.

Typically, 'Pass-Phrase' of the Bid-Part to be opened during a particular Public Online Tender Opening Event (TOE) is furnished online by each bidder during the TOE itself, when demanded by the concerned Tender Opening Officer.

(Optional Text in EBI, depending upon the decision of the Buyer organization):

Additionally, the bidder shall make sure that the Pass-Phrase to decrypt the relevant

OR

Additionally, the bidder shall make sure that the Pass-Phrase to decrypt the relevant Bid-Part is submitted into the 'Time Locked Electronic Key Box (EKB)' after the corresponding deadline of Bid Submission, and before the commencement of the Online TOE. The process of submission of this Pass-Phrase in the 'Time Locked Electronic Key Box' is done in a secure manner by first encrypting this Pass-Phrase with the designated keys provided by the Buyer organization.

There is an additional protection with SSL Encryption during transit from the client-end computer of a Supplier organization to the e-tendering server/portal.  
Public Online Tender Opening Event (TOE)

ETS offers a unique facility for 'Public Online Tender Opening Event (TOE)'. Tender Opening Officers, as well as, authorized representatives of bidders can simultaneously attend the Public Online Tender Opening Event (TOE) from the comfort of their offices. Alternatively, one/two duly authorized representative(s) of

bidders (i.e. Supplier organization) are requested to carry a Laptop with Wireless Internet Connectivity, if they wish to come to Buyer Organization Name office for the Public Online TOE.

Every legal requirement for a transparent and secure 'Public Online Tender Opening Event (TOE)', including digital counter-signing of each opened bid by the authorized TOE Event (TOE)', including digital counter-signing of each opened bid by the authorized TOE officer(s) in the simultaneous online presence of the participating bidders' representative, has been implemented on ETS.

As soon as a Bid is decrypted with the corresponding 'Pass-Phrase' as submitted online by the bidder himself (during the TOE itself), salient points of the Bids (as identified by the Buyer organization) are simultaneously made available for downloading by all participating bidders. The tedium of taking notes during a manual 'Tender Opening Event' is therefore replaced with this superior and convenient form of 'Public Online Tender Opening Event (TOE)'.

ETS has a unique facility of 'Online Comparison Chart' which is dynamically updated as each online bid is opened. The format of the chart is based on inputs provided by the Buyer for each Bid-Part of a tender. The information in the Comparison Chart is based on the data submitted by the Bidders. A detailed Technical and/or Financial Comparison Chart enhances Transparency. Detailed instructions are given on relevant screens.

ETS has a unique facility of a detailed report titled 'Minutes of Online Tender Opening Event (TOE)' covering all important activities of 'Online Tender Opening Event (TOE)'. This is available to all participating bidders for 'viewing/Downloading'.

There are many more facilities and features on ETS. For a particular tender, the screens viewed by a Supplier will depend upon the options selected by the concerned Buyer.

### **Other Instructions:**

For further instructions, the vendor should visit the home-page of the portal <https://www.tcil-india-electronictender.com>, and go to the User-Guidance Center.

The help information provided through 'ETS User-Guidance Center' is available in three categories – Users intending to Register/First-Time Users, Logged-in users of Buyer organization, and Logged-in users of Supplier organizations. Various links (including links for User Manuals) are provided under each of the three categories. Important Note: It is strongly recommended that all authorized users of Supplier organization should thoroughly peruse the information provided under the relevant links, and take appropriate action. This will prevent hiccups, and minimize teething problems during the use of ETS.

### **SIX CRITICAL DO'S AND DON'T'S FOR BIDDERS:**

Specially for Supplier organizations, the following 'SIX KEY INSTRUCTIONS for Bidders' must be assiduously adhered to:

1. Obtain individual Digital Signing Certificate (DSC or DC) well in advance of your first tender submission deadline on ETS.

2. Register your organization on ETS well in advance of the important deadlines for your first tender on ETS viz 'date and Time of Closure of Procurement of Tender Documents' and 'Last Date and Time of Receipt of Bids'. Please note that even after acceptance of your registration by the Service Provider, to respond to a tender you will also require time to complete activities related to your organization, such as creation of users, assigning roles to them, etc.
3. Get your organization's concerned executives trained on ETS well in advance of your first tender submission deadline on ETS.
4. Submit your bids well in advance of tender submission deadline on ETS (There could be last minute problems due to internet timeout, breakdown, etc.).
5. It is the responsibility of each bidder to remember and securely store the Pass-Phrase for each Bid-Part submitted by that bidder. In the event of a bidder forgetting the Pass Phrase before the expiry of deadline for Bid-Submission facility is provided to the bidder to 'Annual Previous Submission' from the Bid-Submission Overview page and start afresh with new Pass-Phrase(s).
6. ETS will make your bid available for opening during the Online Public Tender Opening Event (TOE) 'ONLY IF' your 'Status pertaining Overall Bid-Submission' is 'Complete'. For your record, you can generate and save a copy of 'Final Submission Receipt'. This receipt can be generated from 'Bid-Submission Overview Page' only if the 'Status pertaining overall Bid-Submission' is 'Complete'.

**NOTE:**

While the first three instructions mentioned above are especially relevant to first-time users of ETS, the fourth, fifth and sixth instructions are relevant at all times.

**Minimum Requirements at Bidder's End**

Computer System with good configuration (Min PIV, 1 GB RAM, Window XP with Service Pack 3)

Broadband connectivity

Microsoft Internet Explorer 6.0 or above

Digital Certificate(s)

**Executive Engineer,  
Upper Yamuna River Board**

## **SCHEDULE - A**

### **Schedule of Approximate Quantities of Services & Rates**

I/We hereby quote for providing the services as mentioned below at the rates specified against each Service subject to the Terms & Conditions of the contract:

Sr. No.	Components of Rates	Rate as per Minimum Wages of NCT of Delhi w.e.f. -----	
		Skilled	Un-skilled
		(Rs.)	(Rs.)
1	Basic + VDA		
2	ESI @ --- % of (Basic + VDA)		
3	EPF @ --- % of (Basic + VDA)		
4	EDLI @ --- % of (Basic + VDA)		
5	Administrative Charges @ --- % of (Basic + VDA)		
6	Bonus @ --- % of (Basic + VDA) or of Rs 7000 whichever less		
7	Contractors Admn./Service Charges		
	<b>Grand Total</b>		

#### **Important Notes:**

- (i) Number of personnel required may vary from time to time as per the requirement of the office of UYRB.
- (ii) Rate quoted by the bidder lower than the rates notified by Labour Department, Government of NCT of Delhi, under Minimum Wages Act and the bidder whose bid do not factor in TDS and other payable taxes which are to be borne by the agency, shall be summarily disqualified as being unresponsive.
- (iii) Service tax will be paid by the department, as per prevailing rules, in addition to accepted rates.

**Executive Engineer  
Upper Yamuna River Board**

**AGENCY  
Name & Signature  
With seal of Company**

## **SCHEDULE - B**

### **TERMS & CONDITIONS FOR PROVIDING SERVICES**

1. The Notice Inviting Tender is open to all registered manpower/placement agencies having valid registration with the concerned authorities i.e. proper registration with the statutory authorities including ESIC/EPF Commissioner for supply of manpower.
2. The agency should have valid license for providing such services under the Contract Labour (R&A) Act, 1971 and the rules made thereunder.
3. The Agency shall be solely responsible for complying with all statutory requirements and obligations, especially, but not limited, to those relating to Employment of Labour, Service Conditions of Labour, Payment of Minimum Wages, Employee Provident Fund (EPF) Contribution, Employees State Insurance (ESI) and Payment of Bonus etc.
4. Whenever minimum wage is revised by the Government of NCT of Delhi, the rate in the contract and the consequential statutory payments shall automatically get revised keeping the administrative and service charges (given in Schedule-A) unchanged.
5. The agency shall not engage the services of any sub-contractor or transfer the contract to any other person.
6. The Agency should ensure that the character and antecedents of the persons engaged are properly verified from Police Authority before deployment and duly certified accordingly.
7. The Agency should ensure that the personnel are physically fit, smart, efficient, disciplined, well behaved and skillful in their duties. The Agency shall withdraw such employees who are not found suitable by the office immediately on receipt of such request.
8. The Agency shall be solely responsible for any act of commission /omission /negligence on the part of the employee deployed.
9. The Agency shall depute the personnel within 15 days from the date of placing of the order.
10. Since the files/office activities required to be dealt by the deputed personnel are important, the agency has & deploy the personnel only in consultation and as per the satisfaction of Engineer-in-charge. Engineer-in-charge reserves the right to screen the deputed personnels to assess its suitability for office work and accept/reject such deployed personnels without assigning any reasons whatsoever.
11. Personnel once deployed as under para 7 above will not be changed without concurrence of Engineer-in-charge.
12. The Agency shall immediately provide a substitute in the event of any person absenting himself from the job due to his/her personal reasons. Deductions will be effected from the Agency's bill, if on any day his worker reports absent or the work is not done properly.
13. The agency shall make payment to the personnel within three days after receiving the payment from the Government office without fail and submit the proof of having made the payment whenever asked for by UYRB.
14. The Period of contract shall be for one year from the date of award of work. UYRB reserves the right of extending the contract period at the same rate and terms and conditions and in that case the Agency shall be bound to continue to render services in the extended period also.
15. UYRB reserves the right to accept the whole or any part of the tender and the Agency shall be bound to perform the same at the rates quoted.

16. On issue of the letter of award of work, the Agency shall execute agreement on prescribed form for providing services.
17. The Agency shall quote rates in Schedule 'A' keeping in view various terms and conditions laid down in Schedule 'B' and 'C' which will form part of the Agreement.
18. In the event of any theft or damage of UYRB property during the tenure of the agreement either due to negligence or connivance of employees of the Agency, the Agency shall compensate for any loss suffered by UYRB.
19. For all intents and purposes, the contracting agency shall be the 'Employer' within the meaning of different Labour Legislations in respect of manpower so employed and deployed in the UYRB. The persons deployed by the agency in the UYRB shall not have claims of any Master and Servant relationship against UYRB.
20. UYRB shall have the right to cause an audit of the service and the final bill of the Agency including all supporting vouchers abstract etc. to be made after payment of final bill and if as a result of such audit any sum is found to have been overpaid in respect of any services provided by the Agency under the contract or any services claimed by him to have been provided by him under contract and found not to have been executed. The Agency shall be liable to refund the amount of the over payment and it shall be lawful for Government to recover the same from him and if as a result of audit, it is found that Agency was paid less than what was due to him under the contract in respect of any services provided by him under it, the amount of such under payment shall be duly paid by Government to the Agency.
21. The working hours for skilled personnel shall be the working hours of the office of UYRB i.e. 9.30 A.M. to 6.00 P.M. five days or six days of week as case may be. However working hours for Un-Skilled (Multi-Tasking Staff) Personnel may vary between 8 AM to 7 PM (Maximum of eight & half hours including lunch period, five or six day week).
22. The bills along with the relevant documents shall be submitted in duplicate after the completion of each month of providing services to the satisfaction of Engineer-in-charge viz. Executive Engineer, UYRB. Payment shall be made online only after deducting income tax payable to the Government of India.
23. The agency will submit the proof of depositing of advance Service Tax for the current month along with the bill.
24. The agency will also submit the proof of deposition of all the statutory dues like EPF, ESI etc. of the personnel deployed for the previous month along with the bill.
25. Income Tax will be deducted as per prevailing Government of India rules.
26. The UYRB shall have the right and be entitled to withhold payment of Agency under this agreement in the event of any breach of the terms and conditions of the agreement by the Agency. In case of breach, the Performance Security Deposit of the Agency will be liable to be forfeited besides annulment of the contract. No interest will be allowed on payment with-held, when released.
27. The UYRB shall have the right to terminate contract by giving one month notice without assigning any reason, whatsoever.
28. Conditional tender will not be accepted.
29. Performance Security Deposit: A sum equivalent to 10% of the monthly bill shall be deducted from each monthly bill of the Agency till the sum amounts to Performance Security Deposit of 5% of the contract value.
30. If a firm quotes "Nil" charges/consideration, the bid shall be treated as unresponsive and will not be considered.

31. Any dispute arising out of the contract will be settled within the jurisdiction of Delhi Courts.
32. Deficient services: The Government reserves the right to make good the deficient services provided by the agency at his cost by hiring an equal number of outsourcing staff at the agency's cost.
33. Government reserves the right to cancel the entire bid without assigning any reasons, whatsoever.

**Executive Engineer  
Upper Yamuna River Board**

**AGENCY  
Name & Signature  
With seal of Company**

## **SCHEDULE - C**

### **QUALIFICATION AND DUTIES OF PERSONNEL**

#### **A. Skilled as office Assistant**

**Qualification:** Office Assistant should possess the minimum Educational qualification of 12<sup>th</sup> Pass and possess the following:-

1. Knowledge of Windows Vista and MS office 2007 viz. MS Word, MS Excel, MS Power Point, etc.;
2. Experience in typing/data entry on computers with reasonably good speed.
3. Conceptual knowledge of networking (File sharing and data transfer);
4. Conceptual knowledge of internet, email, video-conferencing etc.

**Duties:**

1. Typing of letter, notes etc on computer.
2. Data entry in computers.
3. Preparation of bills.
4. Helping officers in maintenance of files/records.
5. Any other work assigned by the officers.

#### **B. Un-Skilled as Multi tasking Staff (MTS)**

**Qualification:** MTS should possess the minimum educational qualification of 8<sup>th</sup> pass and should be able to read and write elementary words in English and Hindi.

**Duties:**

MTS shall be responsible for housekeeping work, cleaning and dusting of furniture and computers etc. movement of files/papers, photocopying, operating FAX and other duties assigned to him by officers.

**Executive Engineer  
Upper Yamuna River Board**

**AGENCY  
Name & Signature  
With seal of Company**

**Date:**

**Place: New Delhi.**