

Medical Council of India

Pocket-14, Sector-8, Phase-1, New Delhi-110077

NOTICE INVITING TENDERS FOR HIRING OF MANPOWER AGENCY

Sealed tenders are invited for outsourcing of manpower. Interested reputed agencies may submit their quotations in the prescribed tender form which can be obtained on all the working days between 11.00 a.m to 3.00 p.m till 19/08/2016 from the office of the Council by payment of Rs. 1000/-. The tender document can also be downloaded from the website of the Council i.e. www.mciindia.org and the tender cost may be enclosed alongwith tender document by way of Pay Order/Demand Draft for Rs. 1000/- in favour of Secretary, Medical Council of India. The last date of submission of tender document is 26/08/2016 upto 3.00 p.m.

**(Dr. Reena Nayyar)
Secretary (I/c.)**



Cost of the Tender Form - Rs.1000/-
(Rupees One Thousand only)

Tender Form No.MCI/HMP/2016

TENDER FOR HIRING OF MANPOWER SERVICES

NOTICE INVITING TENDERS FOR HIRING OF MANPOWER SERVICES

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TERMS AND CONDITIONS OF TENDER



MEDICAL COUNCIL OF INDIA

POCKET-14, SECTOR-8, PHASE-1, DWARKA

NEW DELHI - 110 077

Ph.: 011-25367033, 35, 36, 37; Fax: 011-25367024;

Website: www.mciindia.org

LAST DATE FOR SUBMISSION OF SEALED OFFERS: 26/08/2016 AT 3:00 P.M.

Tender Form submitted by

M/s _____



HIRING OF MANPOWER

Sealed tenders are invited from experienced and reputed Manpower Agencies for outsourcing of the services of the following manpower to work in the Council office :

S.No.	Posts	Tentative requirement
1.	Data Entry Operator	10
2.	Asstt. Programmer	01
3.	Technical Support Engineer	01
4.	Accountant	01
5.	Legal Asst.	01
6.	Accounts Asstt.	02
7.	Stenographers	04
8.	Telephone-Operator	02
9.	Peon (MTS)	04

- 1 (a) Skilled manpower S. No. 1 to 8 is required to attend to all work assigned to them by section in charge related to their skill.
- (b) Peon (MTS) The job is for shifting of record, movement of files , furniture, office equipments from one place to another and unforeseen manual job emanating from time to time. Persons deployed should be healthy and active .
- 2 The person deployed shall have the required qualification as provided against category in Annexure-1. At the time of reporting, person should come with the certificates for verification.
- 3 The performance of person deployed will be judged for one week, if not found satisfactory. will be sent back and no remuneration for said period will be paid. Educational qualification and experience for each post is as Annexure – I.
4. **Security Consideration:** The persons deployed by the Agency should not have any adverse police record/criminal case against them. The agency should make adequate enquiries and certify about the character and antecedents of the persons whom they deploy. **A copy of the police verification report should be deposited in the Council office within 45 days, of issue of letter of award of work.**
5. The tentative requirement of the manpower is given above, which may vary from time to time as per requirement. It is further clarified that the requirement of above manpower is only indicative and the same may increase or decrease as per the requirement.
6. The initial period of contract would be for a period twelve months, further extendable, subject to satisfactory performance of the Agency, with such amendments as may be mutually agreed to and also subject to the necessary approval of the competent authority.
7. The manpower will have to be supplied by the Agency within 7 days of award of contract.
8. **Terms and Conditions:** As at Annexure II.



6. Only those agencies, who fulfil the following minimum eligibility criteria, should submit their bids:
 - (a) The manpower Agency should be in existence for not less than three years.
 - (b) It should be registered with the concerned Government Authorities and a copy of the registration should be attached with the Technical bid.
 - (c) It should have PAN and Service Tax Registration Number, EPF and ESIC registration a photocopy of which should be attached with the tender.
 - (d) It should not have been blacklisted by any organization. Necessary declaration to this effect should be attached with the tender.
 - (e) It should be willing to take up the contract on the terms and conditions at Annexure-II.
7. An Earnest Money Deposit of Rs. 1 lakh in the form of demand draft drawn in favour of the “Secretary, Medical Council of India” must be submitted along with the tender, failing which the bid shall not be considered valid
8. The tenders should be submitted in sealed cover.
9. Tender forms may be obtained from the Council office on any working day between 11.00 a.m. to 3.00 p.m. till 19/08/2016 on payment of Rs.1000/- by cash or by way of bank draft in favour of Secretary, Medical Council of India, New Delhi. The sealed cover should be placed in the main envelope superscribed **‘Tender for supply of Manpower’**. This should be addressed to ‘The Secretary , Medical Council of India’, Sector – 8, Pocket – 14, Phase – I, Dwarka, New Delhi – 110077 and sent by post or hand delivered latest by 3.00p.m. on 26/08/2016.
10. **The bids will be opened by the Tender Opening Committee on 26/08/2016 at 03:30 p.m.** in the office of the Council at Medical Council of India’, Sector – 8, Pocket – 14, Phase – I, Dwarka, New Delhi – 110077, in the presence of the participating bidders, who may like to be present.

Secretary (I/c.)
Medical Council of India,
Sector – 8, Pocket – 14,
Phase – I, Dwarka,
New Delhi – 110077



Annexure - I

DETAILS OF POSTS

S. No.	Post Name		Qualification	Experience	Age
1.	Data Entry Operator		10+2 pass, preferably graduate, with good knowledge of English and proficient in computer operations with knowledge of MS Word, MS Excel, internet etc. Candidates should have a Typing Speed 30 wpm in English. Preference will be given to those candidates who have at least one year formal education at 10+2 or at higher level in IT/computers as a subject.	Preferably one year experience,	Between 18 to 35 years.
2.	Assistant Programmer		BE/Bsc/Diploma in computer Science or BCA .	Three years experience of electronic data processing work, out of which at least 1 year experience should be in actual programming.	Between 18 to 35 years.
3.	Technical Support Engineer		Degree/Diploma in Hardware/Networking from a recognized institute/university or equivalent.	Five years experience in a reputed organization, is desirable.	Between 18 to 35 years.
4.	Accountant		B.Com / Graduate.	Two years experience in Cash, Account and Budget handling in Autonomous body/Statutory Body/reputed firm.	Between 18 to 35 years.
5.	Legal Asstt.		i) Degree in Law from any recognized University. ii) Should have basic Knowledge of Computer Application/ Operation.	Two years experience is desirable.	Between 18 to 35 years.
6.	Accounts Asstt.	01	i) B.Com with Accountancy from any recognized University. ii) Knowledge in computer operation with typing speed of 30 w.p.m. in English on computer and handling of various computer software.	Two years experience in Accounts is desirable.	Between 18 to 35 years.



8.	Stenographers	04	10 + 2 Pass, preferably graduate with diploma in stenography, having speed of 50WPM on computer.	One year experience as Stenographer preferably in Govt. /reputed Organization.	Between 18 to 35 years.
9.	Telephone Operator	02	10+2 preferably graduate. Desirable Fluency in speaking English & Hindi languages.	One year experience as Telephone Operator is desirable.	Between 18 to 35 years.
10.	Peon (MTS)	04	At least 8 th class pass.	Healthy & active	Between 18 to 35 years.

**ANNEXURE-II****TERMS AND CONDITIONS**

- (1) All services shall be performed by persons qualified and skilled in performing such services as per the eligibility criteria indicated for the category.
- (2) The tentative requirement of the manpower is given at the beginning, which may vary from time to time as per requirement. It is further clarified that the requirement of above manpower is only indicative and the same may increase or decrease as per the requirement. **The requirement of manpower shall be conveyed in writing by the Deputy Secretary (Adm).**
- (3) The persons deployed by the Agency should not have any adverse Police records/criminal cases against them. The Agency should make adequate enquiries 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 got verified by the service provider before their deployment after investigation by the local police, collecting proofs of identity like driving license, bank account details, previous work experience, proof of residence and recent photograph and a certification to this effect submitted to the Council.
- (4) The service provider will also ensure that the personnel deployed are medically fit and will keep in record a certificate of their medical fitness.
- (5) The Service Provider shall withdraw such employees who are not found suitable by the Council for any reasons immediately on receipt of such a request from the Council.
- (6) The service provider shall engage necessary persons as required by this Council from time to time. The said persons engaged by the service provider shall be the employees of the service provider and it shall be the duty of the service provider to pay their salary every month. The Company/Firm/Agency will provide proof of receipt of wages by the workers before the end of each month. There is no Master & Servant relationship between the employees of the service provider and this Council and further that the said persons of the service provider shall not claim any absorption in the Council, on any ground whatsoever.
- (7) The service provider's personnel's shall not claim any benefit/compensation/absorption/regularization of services from/in this Council under the provision of Industrial Disputes Act., 1947 or Contract Labour (Regulation & Abolition) Act, 1970. Undertaking from the persons to this effect shall be submitted by the service provider to the Council.
- (8) The service provider's personnel shall not divulge or disclose to any person, any details of office, operational process, technical know-how, security arrangements, administrative /organizational matters as all these matters are of confidential/secret nature.



(9) The service provider's personnel should be polite, cordial, positive and efficient, while handling the assigned work and their actions shall promote good will and enhance the image of this Council. The service provider shall be responsible for any act of indiscipline on the part of persons deployed by the Agency.

(10) That the persons deputed shall not be below the age of 18 years above 35 years.

(11) The Council office may require the service provider to remove from the office, any person or persons, employed by the service provider, who may be incompetent or for his/her/their misconduct or due to any other reason whatsoever, the service provider shall forthwith comply with such direction and shall replace such person immediately.

(12) The service provider has to provide Photo Identity Cards to the persons deployed by them for carrying out the work. These cards are to be constantly displayed by their persons & their loss reported immediately.

(13) The service provider shall ensure proper conduct of their persons in office premises, and enforce prohibition of consumption of alcoholic drinks, paan, smoking, loitering without work etc.

(14) The transportation, food, medical and other statutory requirements in respect of each personnel of the service provider shall be the responsibility of the service provider.

(15) That the agency will be wholly and exclusively responsible for payment of wages to the persons engaged by it in compliance of all the statutory obligations under all related legislations as applicable to it from time to time including Minimum Wages Act, Employees Provident Fund Act, ESI Act, etc. and the Council shall not incur any liability of the service provider for any expenditure whatsoever on the persons employed by the agency on account of any such statutory obligation. The agency will have to provide particulars of EPF, ESI of its employees engaged in the Council, on monthly basis, along with bill submitted by them.

(16) No wage/remuneration will be paid to any person for the days of absence from duty.

(17) The service provider will have to provide the required number of additional persons for a shorter period also, in case of any exigencies as per the requirement of this Council.

(18) The service provider shall provide a substitute well in advance if there is any probability of the person leaving the job due to his/her own personal reasons. The payment in respect of the overlapping period of the substitute shall be the responsibility of the service provider.

(19) The service provider shall be contactable at all times and message sent by phone/e-mail/Fax/Special Messenger from Council to the service provider shall be acknowledged immediately on receipt, on the same day. The Service Provider shall strictly observe the instructions issued by the Council in fulfillment of the contract from time to time.



(20) This Council shall not be liable for any loss, damage, theft, burglary or robbery of any personal belongings, equipment or vehicles of the personnel of the service provider.

(21) That the agency on its part and through its own resources shall ensure that the goods, materials and equipments etc. are not damaged in the process of carrying out the services undertaken by it and shall be responsible for acts of commission and omission on the part of its staff and its employees, etc. If the Council suffers any loss or damage on account of negligence, default or theft on the part of the employees/agents of the agency, then the agency shall be liable to reimburse to the Council for the same. The agency shall keep the Council fully indemnified against any such loss or damage.

(22) The Council will maintain an attendance register in respect of the staff deployed by the agency on the basis of which wages/remuneration will be decided in respect of the staff at the approved rates.

(23) The successful bidder shall furnish a Performance Security Deposit equivalent to Rs. 3 lakh in the form of an account payee demand draft drawn in favour of the payable at New Delhi/ Fixed Deposit Receipt from a commercial bank/ Bank Guarantee from a commercial bank, in an acceptable form, safeguarding the interest of the Council all respects. The security deposit shall remain valid for a period of sixty days beyond the date of completion of all contractual obligations of the service provider. **The security deposit will be forfeited in case the supply of manpower is delayed beyond the period stipulated by the Council or non-compliance of the terms of agreement by the service provider or frequent absence from duty/misconduct on the part of manpower supplied by the Agency.**

(24) The successful bidder will enter into an agreement with this Council for supply of suitable and qualified manpower as per requirement of this Council on these terms and conditions. The agreement will be valid for a period of twelve months from the date of contract and shall continue to be in force in the same manner, unless terminated in writing. **The charges quoted by the agency shall be fixed for a period of one year and no request for any change/modification shall be entertained before expiry of the period of one year. However, in case the contract has been given at minimum wages, the minimum wages will be revised by the Government of NCT of Delhi the same will be payable from time to time.** The contract/agreement is further extendable subject to satisfactory performance of the agency with such amendments as mutually agreed upon.

(25) The service provider shall not assign, transfer, pledge or sub contract the performance of services without the prior written consent of this Council.

(26) The agency shall disburse the salary of the workers before 7th of the succeeding months.

(27) However, the agreement can be terminated by either party by giving one month's notice in advance. If the agency fails to give one month's notice in writing for termination of the Agreement then one month's wages etc and any amount due to the agency from the Council shall be forfeited by the Council.



(28) That on the expiry of the agreement as mentioned above, the agency will withdraw all its personnel and clear their accounts by paying them all their legal dues. In case of any dispute on account of the termination of employment or non-employment by the personnel of the agency, it shall be the entire responsibility of the agency to pay and settle the same.

(29) In the event, of any dispute arising in respect of the clauses of the agreement, the matter will be referred to the Arbitrator, by the President, MCI on written request from agency with list of disputes, whose decision shall be binding on both the parties. Courts at Delhi will have the jurisdiction to adjudicate upon the matter, if any.

(30) The Agency shall be responsible for faithful compliance of the terms and conditions of this agreement. Failure of it will attract forfeiture of the performance security deposit as well as the termination of their contract and getting the work done through some outside agency at their cost and risk, during the remaining period of contract.



ANNEXURE-III

Sl. No.	Particulars	To be filled in by the Tender
1	Name of the Agency	
2	Details of EMD	
	(i) Amount	
	(ii) Draft No.	
	(iii) Date	
	(iv) Issuing Bank	
3	Date of establishment of the agency	
4	Office address of the Agency with Office Telephone Number, Fax Number and Mobile Number and name of the contact person	
5	Whether registered with all concerned Government Authorities. (Copies of all certificates of registration to be enclosed.)	
6	PAN (copy to be enclosed)	
7	Service Tax Registration Number (copy to be enclosed)	
7A	Registration/Licence No. under Contract Labor (Regulation & Abolition) Act, 1970	
8	Whether the firm is blacklisted by any Government Department or any criminal case is registered against the firm or its owner/partners anywhere in India (If no, an undertaking to this effect is to attached in this regard.)	
9	Length of experience in the field	
10	Experience in dealing with Govt. Departments (Indicate the names of the Departments and years of dealing with those Departments and attach copies of contracts orders placed on the agency.)	
11	Whether a copy of the terms and conditions (Annexure-I), duly signed, in token of acceptance of the same, is attached.	
12	Whether agency profile is attached?	
13	List of other clients	

**(Signature)
with date**

**Annexure - IV****FINANCIAL BID**

For providing Manpower to the Medical Council of India

Name of Tendering Company / Firm / Agency _____

EMD : Rs. _____ **D.D./P.O. No.** _____ **Dated :** _____

Name of Bank / Branch : _____

S. No.	Post	Daily wage rates as prescribed by Govt. of N.C.T. of Delhi (Basic minimum wage)	EPF	ESI	Service Tax	Any other statutory liability	Contractors (Admn./Service Charges)	Overtime (OTA)	Total
1.	Data Entry Operator Graduate :								
	Intermediate :								
2.	Asstt. Programmer								
3.	Technical Support Engineer								
4.	Accountant								
5.	Legal Asstt.								
6.	Accounts Asstt.								
7.	Stenographers								
8.	Telephone Operator								
9.	Peon (MTS)								

NOTES :

1. Rates quoted should be equal to or more than the minimum wages prescribed under Minimum Wages Act., 1948 as applicable in the NCT of Delhi.
2. If the rates of any post quoted are less than the minimum wages as prescribed by Govt. of NCT of Delhi, entire tender will be rejected.
3. Contractor's Administration/Service Charges cannot be "NIL" or "Zero".
4. If any of the statutory liability not included above, the tender will be rejected.

Medical Council of India

Pocket-14, Sector-8, Phase-1, New Delhi-110077

NOTICE FOR INVITING TENDERS FOR SECURITY CONTRACT

Sealed tender are invited from registered agencies/ISO certified company having Labour Licenses, P.F., E.S.I. Service Tax, I.T.C.C. etc. and also satisfactory record of services rendered to Govt./State Govt./other Govt. offices and reputed organizations. Interested Agencies may apply with complete quotation as per minimum wages bifurcating P.F., E.S.I. Relieving charges, Service Tax etc. with documentary proof.

Tender forms may be obtained from the Council office on any working day between 11:00 a.m. to 3:00 p.m. till 19/08/2016. Completed tender forms along with earnest money of Rs.25,000/- by way of Bank Draft in favour of **Secretary, Medical Council of India, New Delhi** and other documents as mentioned in the tender form may be submitted in sealed cover envelop marked "Tender for Security Arrangement" on the top and addressed to Secretary, Medical Council of India, Pocket-14, Sector-8, Phase-I Dwarka, New Delhi-110077 by 3:00 p.m. on 26/08/2016. The successful tenderer will have to deposit a security deposit amounting to Rs. 2.00 Lakhs to the Medical Council of India before taking the Security contract.

The tender forms can also be downloaded from our website i.e. www.mciindia.org. The tenderer who will download the tender form from website will have to enclose a demand draft of Rs.1000/- in favour of Secretary, Medical Council of India, New Delhi payable at New Delhi. The tender documents submitted without earnest money and/or without required documents shall be rejected out rightly.

The competent authority reserves the right to accept/reject any or all the tenders in part or whole without assigning any reason whatsoever.

(Dr. Reena Nayyar)
Secretary (I/c.)

Cost of the Tender Form - Rs. 1000/-
(Rupees One Thousand Only)

Tender Form No.MCI/HMP/2016

TENDER FOR HIRING OF HOUSE KEEPING SERVICES

NOTICE INVITING TENDERS FOR HIRING OF
HOUSE KEEPING SERVICES

&

TERMS AND CONDITIONS OF TENDER



MEDICAL COUNCIL OF INDIA

POCKET-14, SECTOR-8, PHASE-1, DWARKA

NEW DELHI - 110 077

Ph.: 011-25367033, 35, 36, 37; Fax: 011-25367024;

Website: www.mciindia.org

LAST DATE FOR SUBMISSION OF SEALED OFFERS : 26/08/2016 till 3:00 P.M.

Tender Form submitted by

M/s _____

HIRING OF MANPOWER

Sealed tenders are invited from experienced and reputed Manpower Agencies for outsourcing of the services of the following manpower to work in the Council office :

Tentative Requirement	Tentative per day Requirement (Nos.)
i) House Keepers	16
ii) Supervisor	01
iii) Electrician	02
iv) AC Plant Technician	02
v) Pump Operator/Plumber	02
vi) D.G. Set Operator	01
vii) Peon	16
viii) Gardener	03
ix) Guest House Attendant	02

3. Rates quoted:

- | | |
|---|---------------------|
| (i) House Keeper | Rs. _____ per month |
| (ii) Supervisor | Rs. _____ per month |
| (iii) Skilled worker (Electrician, Pump Operator/Plumber, D.G. Set Operator, AC Plant Technician) | Rs. _____ per month |
| (iv) Unskilled worker (Peon, Gardener and Guest House Attendant) | Rs. _____ per month |

Note: The rates quoted should be including all statutory dues, Service Charges, Service Tax etc. It should be shown as net comprehensive rate. No addition of any kind except additional statutory dues levied by competent authorities after the date of submission of tender will be allowed.

NOTES:

- (i) The requirement of manpower as mentioned at Sl. No.2 is indicative and the same may increase or decrease at the discretion of MCI.
- (ii) Wages and other statutory requirements should be in conformity with the latest minimum wages notified by Labour Department, Govt. of NCT of Delhi. In case the minimum wages is revised during the tender process the same will apply accordingly and later on also as and when the same is increased by Govt. of NCT of Delhi, the same will apply.
- (iii) House Keeper, Peon, Gardener and Guest House Attendant will be treated as unskilled labour and supervisor should be matriculate and will be treated as non-technical supervisor for the purpose of finalizing minimum wages. The skilled worker must have technical qualification and experience in the related trade.

(v) If rates of any of the personnel is found to be less than the minimum wages, as prescribed by Delhi Govt., the whole tender will be rejected.

5. Earnest Money : **Rs.40,000/-**
(Rupees Forty Thousand only)
6. Last date of submission : **26/08/2016 till 3.00 p.m.**
7. Date and time of opening : **26/08/2016 on 3.30 p.m.**

(TENDERER OR THEIR AUTHORISED REPRESENTATIVE MAY BE PRESENT AT THE TIME OF OPENING OF TENDER)

8. Registration No. of the agency issued by :
Appropriate Licensing Authority
(enclose attested copy)
9. Permanent A/c No. of Income Tax. Deptt. :
and clearance Certificate
(enclose attested copy)
10. EPF A/c No. and authority with whom :
registered (enclose attested copies)
11. ESI Registration No. and authority with :
whom registered(enclose attested copies)
12. Service Tax Registration No. and :
Authority with whom registered
(enclose attested copies)
13. Please specify as to whether tenderer is :
recognized/ approved by the Govt. as
registered House Keeping agency
14. Please specify as to whether : Sole Proprietor/Partnership
tenderer is a sole Proprietor/
Partnership firm/ Company firms/ company (Strike of
whichever is not applicable)

In case of firm/company, give names of the proprietor/partners/directors (as the case may be) with parentage, age and address (both existing and permanent) residential:-

	Name of the Proprietor/Partner/ Director	Parentage	Age	Existing Residential Address	Permanent Address
A.					
B.					
C.					
D.					

Note:

- (i) In case of the application being made by a partnership firm, the application should be accompanied by an attested copy of Partnership Deed.
- (ii) In case of Private Limited Company, an attested copy of the Memorandum and Articles of Association should be enclosed with Tender Application form.
- (iii) In case of company, whether the applicant is authorized to apply on behalf of the Company/Firm and if so, what is the status of applicant in the Company/Firm. Also furnish an authority letter empowering the applicant to apply for engagement as Security Agency by this Council.

15. Registered Office with Telephone
No./Fax No./Mobile No./E-mail:

16. Experience in providing House Keeping Services
to Govt. Offices/reputed organization with periods
of contract
(Please attach attested copy of Documentary Evidence)

17. Address for communication alongwith Phone No./Fax

Address	_____

Phone (O)	_____
(M)	_____
Fax.	_____
E-mail:	_____

Signature of the Tenderer

Seal: _____

Date: _____

ELIGIBILITY CRITERIA

1. The agency should be registered as a firm or company registered under the Companies Act 1956.
2. The agency should be registered with Labour Dept. of Government of NCT of Delhi /Central Govt, holding a valid license under the latest Contract Labour (Regulation & Abolition) Act for engaging a minimum of 100 employees and should be having valid ESI, EPF Code No., PAN No. Service Tax No., etc. The Tenderer should also be registered under Delhi Shops & Establishments Act. All statutory requirements, as stated above & as applicable should be fulfilled.
3. The agency should have a minimum annual turn over of Rs.1 Crore, during each of the last three years and should not have made a loss in any of these years. It should have a workforce of atleast fifty or more per shift for one client and should have a minimum experience of 10 years in House Keeping agency business in large Govt. Organization/Multi-National Companies /National Labs/ PSUs/ Nationalised Banks, etc.
4. The agency should be capable of providing a solvency certificate for a minimum value for Rs. 10 lakhs.
5. **The tender along with Earnest Money Deposit of Rs. 40,000/- (Rupees Forty Thousand only) in the form of Demand Draft drawn in favour of the "Secretary, Medical Council of India, New Delhi" and addressed to the "Secretary, Medical Council of India, Pocket-14, Sector-8, Phase-I, Dwarka, New Delhi-110077" may be submitted so as to reach the office of M.C.I. latest by 3.00 p.m. on 26/08/2016.** Conditional tenders and tenders without EMD will be summarily rejected.
6. Tenders not accompanied by EMD shall be summarily rejected. The EMD will be refunded to the unsuccessful tenderers without any interest in due course after finalisation of the tender process.
7. The earnest money of successful tenderer will be forfeited if he does not fulfil any of the following conditions:
 - a) Furnishing of security deposit of Rs. 2,00,000/- by means of a bank draft favouring "Secretary, Medical Council of India, New Delhi " within 10 days of the receipt of the letter awarding the contract. This security deposit amount shall not earn any interest thereon. The security deposit shall be returned to the contractor on the expiry of the contact period on furnishing the usual clearance/No Demand Certificate.
 - b) Execution of the agreement within 10 days of the receipt of the award letter.
 - c) Commencement of work within 10 days of the signing of agreement and furnishing of security deposit.
 - d) To comply with all the terms & conditions of the award letter and agreement.
8. The rate(s) quoted by the tenderer should be all inclusive. The tenderer must quote the monthly rate in figure as well as in words. The amount of each item should be worked out and the total provided. The rates quoted should be on the basis of seven days a week (including non-working days) as per requirement of the Council.

9. Only those tenderers /contractors who meet all the guidelines and terms & conditions in all respects should submit their tender(s).
10. The MCI reserves the right to reject all or any of the tenders or to accept any tender either in whole or in part without assigning any reason whatsoever and to annul the bidding process at any time prior to award of contract without assigning any reason thereof.
11. Canvassing in any form by the Tenderer will lead to summary rejection of his tender.
12. Details of employees of MCI related to the Tenderer, if any, should be furnished in a separate sheet.
13. All pages of the tender document must be signed by the authorized signatory and the power of attorney holder, a copy of the document granting Power of Attorney, in favour of the authorized signatory should be enclosed. Conditional tenders will be rejected

JOB DESCRIPTION

1. **Sweeping & Cleaning of Floors :**
 - 1.1 Carpet area and open area (including open Terrace) should be swept and garbage removed daily. The sweeping and cleaning is not limited to one time per day but should be done whenever necessary during daytimes to keep the premises clean and tidy.
 - 1.2 Removing of waste papers etc., from dust bins in all sections / units should be done twice daily.
 - 1.3 Mopping of floors of the buildings should be carried out at least once in a week where there is cement / mosaic flooring.
 - 1.4 In Officers' chambers and other sections, switch rooms, computer rooms and in areas where there is PVC / Tiled flooring, mopping should be carried out daily.
 - 1.5 Liquid Scented Phenyle of good quality should be used for Mopping Work.
2. **Cleaning of Ceiling, Walls and Electrical Fittings :**
 - 2.1 Removing of cob-webs on ceiling and walls should be done once in a week.
 - 2.2 Internal wooden / plywood partitions should be cleaned once in a fortnight
 - 2.3 Doors and glass panes on windows should be cleaned daily and should be cleaned with soap oil, etc., once in a fortnight
 - 2.4 Electrical fittings like Fans, Tube lights, Air-conditioners etc. should be cleaned once in a week.
3. **Scavenging & Cleaning**
 - 3.1 Toilets and urinals should be cleaned as frequently as necessary and not less than three times daily, using necessary implements and Liquid Scented Phenyle of good quality.
 - 3.2 Cleaning of toilets, wash basins and urinals using acid and stain-remover, should be done twice in a week.
 - 3.3 Bathrooms should be cleaned daily using soap oil and Liquid Scented Phenyle of good quality.
 - 3.4 Naphthalene balls and Deodorant / Air freshener materials should be kept regularly in toilets, urinals and bathrooms
 - 3.5 Blocks, if any, in the Sewer system, man-holes etc., inside the premises of MCI should be attended by the Contractor with required equipments at his cost and on urgent basis.

4. Storing of Drinking Water

- 4.1. Drinking Water should be collected from the identified points and stores in the containers kept in various places of buildings.
- 4.2. Drinking Water containers, water coolers, water jugs, flasks, glass tumblers, crockeries etc., should be washed and cleaned daily. Such work should be completed before 09:30 a.m. on each working day.
- 4.3. Daily washing of the above vessels / utensils should be done with dish washing agents of good quality.
- 4.4. Drinking water, R.O. System and over-head tanks should be washed and cleaned once in a month using bleaching powder of good quality. Such work should be completed on holidays only (i.e. Saturday or Sundays).

5.1 Arranging the duties of the workmen :

The contractor should arrange the duties of his workmen in such a way so that the house-keeping, air-conditioning/gardening and guest house work in office is carried out on all days including Sundays and Holidays, by engaging adequate number of workmen.

TERMS AND CONDITIONS

- (1) The contract is awarded initially for 12 months. The term of the contract may be extendable on satisfactory performance.
- (2) The persons deployed by the Agency should not have any adverse Police records/criminal cases against them. The Agency should make adequate enquiries 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 got verified by the service provider before their deployment after investigation by the local police, collecting proofs of identity like driving license, bank account details, previous work experience, proof of residence and recent photograph and a certification to this effect submitted to the Council.
- (3) The service provider will also ensure that the personnel deployed are medically fit and will keep in record a certificate of their medical fitness.
- (4) The Service Provider shall withdraw such employees who are not found suitable by the Council for any reasons immediately on receipt of such a request from the Council.
- (5) The service provider shall engage necessary persons as required by this Council from time to time. The said persons engaged by the service provider shall be the employees of the service provider and it shall be the duty of the service provider to pay their salary every month. The Company/Firm/Agency will provide proof of receipt of wages by the workers before the end of each month. There is no Master & Servant relationship between the employees of the service provider and this Council and further that the said persons of the service provider shall not claim any absorption in the Council, on any ground whatsoever.
- (6) The service provider's personnel shall not claim any benefit/compensation/absorption/regularization of services from/in this Council under the provision of Industrial Disputes Act., 1947 or Contract Labour (Regulation & Abolition) Act, 1970. Undertaking from the persons to this effect shall be submitted by the service provider to the Council.
- (7) The service provider's personnel shall not divulge or disclose to any person, any details of office, operational process, technical know-how, security arrangements, administrative /organizational matters as all these matters are of confidential/secret nature.
- (8) The service provider's personnel should be polite, cordial, positive and efficient, while handling the assigned work and their actions shall promote good will and enhance the image of this Council. The service provider shall be responsible for any act of indiscipline on the part of persons deployed by the Agency.
- (9) The contract awarded is not transferable.
- (10) This award of work contract will not confer any right for regular appointment in MCI.

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- (11) It is purely a work contract based on the principals of "Laws of contracts" The Secretary reserves the Right to reduce or extend the periodicity of the contract without assigning any reason thereof and the decision of the Secretary will be final.
 - (12) The payment for performing/executing stipulated contractual work be made on monthly basis on submission of bill in duplicate by the Contract with Advance stamped receipt.
 - (13) Payment will be made only by crossed cheque in the name of company/firm.
 - (14) Income Tax at prescribed rere, will be deducted at source, from the monthly payment of the bills unless Tax Exemption Certificate form Income Tax Authorities are produced.
 - (15) That the agency will be wholly and exclusively responsible for payment of wages to the persons engaged by it in compliance of all the statutory obligations under all related legislations as applicable to it from time to time including Minimum Wages Act, Employees Provident Fund Act, ESI Act, etc. and the Council shall not incur any liability of the service provider for any expenditure whatsoever on the persons employed by the agency on account of any such statutory obligation. The agency will have to provide particulars of EPF, ESI of its employees engaged in the Council, on monthly basis, along with bill submitted by them.
 - (16) Rate quoted is applicable for the whole months including Holydays/Sundays.
 - (17) The Security Deposit amounting to Rs 2 Lakhs (Rupees Two Lakh Only) will have to be deposited by the Firm/Company before taking the house keeping contract. This amount will not earn any interest thereon.
 - (18) The Security Deposit shall be returned to the contractor on the expiry of the contract period on furnishing the usual clearances/ No Demand Certificate.
 - (19) The Contractor if refuses to continue the work at any stage before the expiry of contract period, will result to forfeit his Security Deposit.
 - (20) In case the services are not found satisfactory, the contract may be terminated by MCI at any time during the contract period without any prior notice and without assigning any reasons whatsoever.
 - (21) In case failure to execute the work to the work to the fullest satisfaction of the MCI a penalty of 1/% per day on the amount of monthly bill of the MCI building & Guest House will be levied as penalty.
 - (22) In case, if the work is not all carried out, disallowance at the rate of 4% per day the amount of the monthly bill (limited to 100%) will be levied as penalty.
 - (23) The agency shall disburse the salary of the workers before 7th of the succeeding months.

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- (24) However, the agreement can be terminated by either party by giving one month's notice in advance. If the agency fails to give one month's notice in writing for termination of the Agreement then one month's wages etc and any amount due to the agency from the Council shall be forfeited by the Council.
- (25) Your agency shall provide housekeeping services at site by engaging and deploying 3 number of personnel who should start the cleaning work at 8.00 a.m every day and complete the job by 9.30 p.m and provide other housekeeping work till 6.00 p.m and everyday from 6.00 p.m to 7.00 p.m agency would also provide service of one personnel. The service are to be provided from Monday to Saturday.

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Sl. No.	Particulars	To be filled in by the Tender
1	Name of the Agency	
2	Details of EMD	
	(i) Amount	
	(ii) Draft No.	
	(iii) Date	
	(iv) Issuing Bank	
3	Date of establishment of the agency	
4	Office address of the Agency with Office Telephone Number, Fax Number and Mobile Number and name of the contact person	
5	Whether registered with all concerned Government Authorities. (Copies of all certificates of registration to be enclosed.)	
6	PAN (copy to be enclosed)	
7	Service Tax Registration Number (copy to be enclosed)	
7A	Registration/Licence No. under Contract Labor (Regulation & Abolition) Act, 1970	
8	Whether the firm is blacklisted by any Government Department or any criminal case is registered against the firm or its owner/partners anywhere in India (If no, an undertaking to this effect is to attached in this regard.)	
9	Length of experience in the field	
10	Experience in dealing with Govt. Departments (Indicate the names of the Departments and years of dealing with those Departments and attach copies of contracts orders placed on the agency.)	
11	Whether a copy of the terms and conditions (Annexure-I), duly signed, in token of acceptance of the same, is attached.	
12	Whether agency profile is attached?	
13	List of other clients	

**(Signature)
with date**

FINANCIAL BID**For providing Manpower to the Medical Council of India**

Name of Tendering Company / Firm / Agency _____

EMD : Rs. _____ D.D./P.O. No. _____ Dated : _____

Name of Bank / Branch : _____

S. No.	Post	Daily wage rates as prescribed by Govt. of N.C.T. of Delhi (Basic minimum wage)	EPF	ESI	Service Tax	Any other statutory liability	Contractors (Admn./ Service Charges)	Over time (OTA)	Total
1.	House Keepers								
2.	Supervisor								
3.	Electrician								
4.	AC Plant Technician								
5.	Pump Operator/ Plumber								
6.	D.G. Set Operator								
7.	Peon								
8.	Gardener								
9.	Guest House Attendant								

NOTES :

1. Rates quoted should be equal to or more than the minimum wages prescribed under Minimum Wages Act., 1948 as applicable in the NCT of Delhi.
2. If the rates of any post quoted are less than the minimum wages as prescribed by Govt. of NCT of Delhi, entire tender will be rejected.
3. Contractor's Administration/Service Charges cannot be "NIL" or "Zero."
4. If any of the statutory liability not included above, the tender will be rejected.

Medical Council of India

Pocket-14, Sector-8, Phase-1, New Delhi-110077

NOTICE FOR INVITING TENDERS FOR SECURITY CONTRACT

Sealed tender are invited from registered agencies/ISO certified company having Labour Licenses, P.F., E.S.I. Service Tax, I.T.C.C. etc. and also satisfactory record of services rendered to Govt./State Govt./other Govt. offices and reputed organizations. Interested Agencies may apply with complete quotation as per minimum wages bifurcating P.F., E.S.I. Relieving charges, Service Tax etc. with documentary proof.

Tender forms may be obtained from the Council office on any working day between 11:00 a.m. to 3:00 p.m. till 19/08/2016. Completed tender forms along with earnest money of Rs.25,000/- by way of Bank Draft in favour of **Secretary, Medical Council of India, New Delhi** and other documents as mentioned in the tender form may be submitted in sealed cover envelop marked "Tender for Security Arrangement" on the top and addressed to Secretary, Medical Council of India, Pocket-14, Sector-8, Phase-I Dwarka, New Delhi-110077 by 3:00 p.m. on 26/08/2016. The successful tenderer will have to deposit a security deposit amounting to Rs. 2.00 Lakhs to the Medical Council of India before taking the Security contract.

The tender forms can also be downloaded from our website i.e. www.mciindia.org. The tenderer who will download the tender form from website will have to enclose a demand draft of Rs.1000/- in favour of Secretary, Medical Council of India, New Delhi payable at New Delhi. The tender documents submitted without earnest money and/or without required documents shall be rejected out rightly.

The competent authority reserves the right to accept/reject any or all the tenders in part or whole without assigning any reason whatsoever.

(Dr. Reena Nayyar)
Secretary (I/c.)

Cost of the Tender Form - Rs.1000/-
(Rupees One Thousand only)

Tender Form No.2016/Sec./_____

SECURITY SERVICES CONTRACT

NOTICE INVITING TENDERS

&

TERMS AND CONDITIONS OF TENDER



MEDICAL COUNCIL OF INDIA

POCKET-14, SECTOR-8, PHASE-1, DWARKA

NEW DELHI - 110 077

Ph.: 011-25367033, 35, 36, 37; Fax: 011-25367024;

Website: www.mciindia.org

LAST DATE FOR SUBMISSION OF SEALED OFFERS : 26/08/2016 till 3:00 P.M.

Tender Form submitted by

M/s _____

INDEX

I. TENDER NOTICE3

II. TERMS & CONDITIONS.....5

III. LIST OF DOCUMENTS TO BE SUBMITTED ALONG WITH THE TENDER -
ENVELOPE 1.....10

IV. SCHEDULE-I12

V. SCHEDULE-II 13

I TENDER NOTICE

Tender No.MCI/Tender/Security/2016

Dear Sir/ Madam,

Invitation of Tenders for providing Security Services to M.C.I., New Delhi

(LAST DATE & TIME FOR SUBMISSION: 3.00 P.M., 26/08/2016)

Sealed tenders are invited from ISO certified companies registered agencies and other companies having Labour License, P.F., E.S.I., Service Tax, I.T.C.C. etc. and also having satisfactory record of services rendered to Govt./State Govt./other Govt. offices and reputed organizations for award of Security Contract for the Medical Council of India. The Security agency has to provide security of high standard with expertise in the latest techniques of security of sensitive installations against sabotage/theft / pilferage / unauthorised entry, etc.

Estimated cost of the tender:- Rs.33.00 lacs per annum.

Tender forms may be obtained from the Council office on any working day between 11.00 a.m. to 3.00 p.m. till 19/08/2016 on payment of Rs.1000/- by way of bank draft in favour of Secretary, Medical Council of India, New Delhi. Completed tender forms along with earnest money of Rs.25,000/- by way of Bank Draft in favour of **Secretary, Medical Council of India, New Delhi** and other documents as mentioned in the tender form may be deposited in the drop box placed at the reception counter of the Council, in sealed cover envelop marked "Tender for Security Arrangement" on the top and addressed to Secretary, Medical Council of India, Pocket-14, Sector-8, Phase-I, Dwarka, New Delhi-110077 **by 3.00 p.m. on 26/08/2016. Tenders will be opened in the presence of the bidders at 3.30 p.m. on 26/08/2016, in the Committee Room, 1st Floor, Medical Council of India, New Delhi.** The successful tenderer will have to deposit a security deposit amounting to Rs.2.00 Lakhs to the Medical Council of India before taking the Security contract.

Tender forms can also be downloaded from the website of the Council i.e. www.mciindia.org. Tenderer downloading tender form from the website will have to enclose a demand draft of Rs.1000/- in favour of **Secretary, Medical Council of India, New Delhi payable at New Delhi.** Tender documents submitted without earnest money and /or without required documents shall be rejected outrightly.

Accordingly, Sealed Tenders are invited under "Two Envelope System" from Professional Security Agencies for providing Security Guards Gunman and Security Supervisors (ex-servicemen) for providing security to the premises and property of M.C.I., in two parts:

- Part I: Envelope No. 1 to contain the complete tender along with details of constitution of company, details of registration with Competent Authority and testimonials in proof of eligibility, etc
- Part II: Envelope No. 2 to contain only the Price Bid.

The Competent Authority reserves the right to accept/reject any or all the tenders in part or whole without assigning any reason whatsoever.

ELIGIBILITY CRITERIA

1. The agency should be registered as a firm or company registered under the Companies Act 1956.
2. The agency should be registered with Labour Dept. of Government of NCT of Delhi / Central Govt, holding a valid license under the latest Contract Labour (Regulation & Abolition) Act for engaging a minimum of 100 employees and should be having valid ESI, EPF Code No., PAN No. Service Tax No., etc. The Tenderer should also be registered under Delhi Shops & Establishments Act. All statutory requirements, as stated above & as applicable should be fulfilled.
3. The agency should have a minimum annual turn over of Rs.1 Crore, during each of the last three years and should not have made a loss in any of these years. It should have a Security Staff of Forty or more per shift for one client and should have a minimum experience of 10 years in security agency business in large Govt. Organisation/Multi-National Companies /National Labs/ PSUs/ Nationalised Banks, etc.
4. The Tenderer should also have license for wireless and weapons, possess adequate infrastructure in terms of vehicles, electronic/non-electronic gadgets and basic crowd control devices for an efficient functioning.
5. The agency should be capable of providing a solvency certificate for a minimum value for Rs. 10 lakhs.
6. Tenders shall be submitted under the "Two Envelopes System" duly sealed. Envelope No.1 should contain the complete tender documents along with details of constitution of company, details of registration with competent authorities and all testimonials in proof of eligibility, earnest money and should be superscribed as "Tender Document for Security Services at M.C.I. - General Conditions, Earnest Money, Testimonials, etc.". Envelope No. 2 should contain only the price bid and should be superscribed as "Tender Document for Security Services - Price Bid". Both the above mentioned envelopes may be placed in one large envelope, superscribed "This envelope contains two duly sealed envelopes containing Tender Document and the Price Bid for providing Security Services - in two separate duly sealed envelopes clearly marked so".
7. The tender along with Earnest Money Deposit of Rs.25,000/- (Rupees Twenty Five Thousand only) in the form of Demand Draft drawn in favour of the "Secretary, Medical Council of India, New Delhi" and addressed to the "Secretary, Medical Council of India, Pocket-14, Sector-8, Phase-I, Dwarka, New Delhi-110077" may be submitted so as to reach the M.C.I. latest by 3.00 p.m. on 26/08/2016. Conditional tenders and tenders without EMD will be summarily rejected.

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8. The EMD should be submitted in the Envelope No. 1. Tenders not accompanied by EMD shall be summarily rejected. The EMD will be refunded to the unsuccessful tenderers without any interest in due course after finalisation of the tender process.
 9. The earnest money of successful tenderer will be forfeited if he does not fulfil any of the following conditions:
 - a) Furnishing of security deposit of Rs. 2,00,000/- by means of a bank draft favouring "Secretary, Medical Council of India, New Delhi " within 10 days of the receipt of the letter awarding the contract. This security deposit amount shall not earn any interest thereon. The security deposit shall be returned to the contractor on the expiry of the contact period on furnishing the usual clearance/No Demand Certificate.
 - b) Execution of the agreement within 10 days of the receipt of the award letter.
 - c) Commencement of work within 10 days of the signing of agreement and furnishing of security deposit.
 - d) To comply with all the terms & conditions of the award letter and agreement
 10. The bidder must quote his price only as per the proforma given in Schedule II of the tender document and submit it in Envelope 2 of his tender. The rate(s) quoted by the tenderer should be all inclusive. The tenderer must quote the monthly rate in figure as well as in words. The amount of each item should be worked out and the total provided. The rates quoted should be on the basis of seven days a week (including non-working days) as per requirement of the Council mentioned in Schedule-II.
 11. Only those tenderers /contractors who meet all the guidelines and terms & conditions in all respects should submit their tender(s).
 12. The MCI reserves the right to reject all or any of the tenders or to accept any tender either in whole or in part without assigning any reason whatsoever and to annul the bidding process at any time prior to award of contract without assigning any reason thereof.
 13. Canvassing in any form by the Tenderer will lead to summary rejection of his tender.
 14. Details of employees of MCI related to the Tenderer, if any, should be furnished in a separate sheet.
 15. All pages of the tender document must be signed by the authorized signatory and the power of attorney holder, a copy of the document granting Power of Attorney, in favour of the authorized signatory should be enclosed. Conditional tenders will be rejected

II. TERMS & CONDITIONS

1. The contract term shall be initially for a period of one year. Based on satisfactory performance, the contract term would be renewed for a further period of one year at

the sole discretion of the MCI. If the contractor desires to discontinue his services, he shall be required to tender three months notice and shall be permitted to quit only after expiry of the notice period.

2. The security services contract shall be for the entire premises occupied by the M.C.I., Pocket-14, Sector-8, Phase-I, Dwarka, New Delhi-110077.
3. The contractor shall deploy guards, supervisors (ex-servicemen) below the age of 45 years conforming to the security requirement as per Schedule I attached to this document.
4. The contractor shall ensure round-the-clock high standard security on a 24 X 7 basis of the week to safeguard the premises and assets of the M.C.I.
5. The security guards and security supervisors deployed by the contractor for security duty should be well trained in fire fighting, operating the fire-protection system(s) / equipment(s) and fire extinguishers and providing first-aid.
6. **The security guards and security supervisors deployed by the contractor for security duty should also be trained in operation, monitoring and maintenance of CCTV cameras installed in the M.C.I. premises.** The guard/s deputed shall immediately report suspicious movement/activity to the M.C.I. through his supervisor.
7. The contractor shall ensure that all his employees observe cleanliness and wear neat and clean uniforms with ID Cards duly displayed and that they are courteous, polite and prompt while rendering efficient service in their respective areas. The contractor shall have full control over the security staff engaged by him. The contractor shall give necessary directions to his staff to carry out the jobs assigned to them by the M.C.I.
8. The contractor shall also be solely responsible for timely payment of their wages and/or dues to his employees.
9. All liabilities arising out of violation of local laws and/or central laws shall be his responsibility.
10. The contractor shall furnish a detailed fortnightly duty chart of his employees and keep the M.C.I. informed of any change in the list from time to time. The duty chart for the fortnight should give the specific names of employees and the respective duties they are required to attend to.
11. The contractor will provide all material(s) / equipment(s) required for day to day security including Torch, Whistles, Batons and neat and clean summer/winter uniform and protective materials like overcoats, umbrella, etc. at his cost.
12. The contractor shall maintain a register for marking the attendance by security personnel deployed by him, which shall be seen/verified by the M.C.I., regularly.
13. Entry in the M.C.I. premises is restricted. The guards on duty at the gates/reception will ensure that only the authorised persons enter the M.C.I. premises after proper verification and intimation.

14. The contractor will not allow grazing of any type of animals; allow unauthorised entry to persons to roam about; cut trees /grass /firewood or damage any civil or electrical work / fittings or to scale or damage the boundary wall from in/out side of the M.C.I. campus.
15. The contractor and the persons employed by him shall not divulge to outsiders any information about the equipments installed in the M.C.I., divulge information about the employees of M.C.I. as well as the activities of the M.C.I.
16. The contractor will also have the responsibility to safeguard the M.C.I.'s moveable and immovable property, besides protecting the environment.
17. The contractor shall ensure opening and proper locking of all rooms of M.C.I. In case of any theft, breakage, pilferage of any fixture and/or fittings, furniture, equipment, etc., the responsibility shall be of the contractor and s/he shall report the same to the M.C.I. If after a departmental enquiry, it is found that the loss has occurred due to negligence of the contractor's guard/guards on duty, the M.C.I. will have full power to recover the loss in full or adjust from the dues or security deposit of the contractor. The decision of the M.C.I. in this regard will be final and binding on the contractor.
18. During surprise checks by any authorised officer of the M.C.I., if a particular guard is found negligent/sleeping/drunken on duty, the contractor will have to withdraw the guard from the M.C.I. forthwith which may even entail cancellation/termination of contract for the rest of the period.
19. The contractor will have to enter into a contract for executing the work within 10 days from the date of receipt of the Work Order on a non-judicial stamp paper of appropriate value.
20. The contractor shall make payment of wages etc., to the persons so deployed by him by First Week of every month, in the presence of the M.C.I.'s officials, so that there is no disruption on the performance of duties of the deployed persons.
21. Contractor shall be paid at monthly intervals upon his presenting bill(s) and compliance with all statutory requirements prescribed by the Government.
22. The contractor will pay rates and wages and observe hours of work and conditions of employment as per existing rules under Minimum Wages Act. It shall be his responsibility to ensure that he pays his workmen wages which are not lower than the minimum wages as prescribed from time to time by the union government/state government. He shall be responsible to register himself and obtain a valid license under the Contract Labour (Regulation and Abolition) Act /Delhi & Establishments Act and rules thereunder. He must comply with and carry out all the provisions and obligations under the said Act and rules and furnish all information(s) to the M.C.I. as may be required by the Act and Rules.
23. The contractor shall pay the statutory payments such as PF, ESI, for the staff employed to provide services to the M.C.I., through a separate challan and it should be submitted along with the monthly bill.

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24. The amount of the security deposit will be returned to the contractor along with the earnest money of Rs.25,000/- after satisfactory completion/termination of the contract and after adjusting the dues, if any payable by the contractor to the M.C.I.
 25. The contractor shall furnish a list of security guards and supervisory staff deputed by the contractor to the M.C.I. detailing the name, age, qualification, present and permanent address, the Army/Air/Navy command unit from where the person has retired, the date of retirement, number of pension payment order for the record of M.C.I.
 26. Deployment of any fresh staff in replacement should be only with the prior permission of the M.C.I. The contractor shall deploy only such personnel whose antecedents have been verified by the Police Authorities/District Sainik Board/Record Officers of the Defence Services.
 27. The contractor shall submit an affidavit along with the tender document stating that “we undertake to deploy security personnel of only the ones whose antecedents have been got verified by us from the Police Authorities”.
 28. The contractor shall fully comply with all the applicable laws, rules and regulations relating to EPF Act including the payment of PF contributions, payment of Bonus Act, Minimum Wages Act, Workmen's Compensation Act, ESI, Contract Labour (Regulation & Abolition) Act relating to certificates of registration, relating to license, relating to issue of employment card and relating to annual returns of the principal employer. He must also comply with the Essential Commodities Act, Migrant Labour Act and/or such other Acts or Laws or regulations passed by the Central, State, Municipal and Local Government agency or authority, including TDS as per IT Act, and any other act as may be relevant as applicable to him from time to time. The contractor should get the security clearance by the State Government Authority both for his security agency and the persons deployed by him, wherever required.
 - 29.(a) In case of any loss/theft of any movable or immovable property, the Secretary or any officer authorized by him will consider the circumstances leading to the loss/theft and if the responsibility is fixed upon the agency by the above mentioned officer, the agency will make good the loss within a specified period or else deduction of the cost will be made from the following month's bill and/or its security deposit.
 - (b) For any breach of contract, the Secretary or any officer authorized by him, shall be entitled to impose a minimum penalty of Rs.1,000/- per day/occasion on the 1st occasion upon the Agency in the event of breach, violation or contravention of any of the terms and conditions contained herein brought to the notice of MCI.
 - (c) If the lapse is repeated again, the extent of penalty will be doubled on each such occasion. The decision of the said officer in this regard shall be final and binding upon the Agency. Some of the instances in which penalty would be imposed include.
 - (i) If the personnel are not found in proper uniform and displaying photo Identity Card.

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- (ii) If the personnel found indulging in smoking/drinking/sleeping during duty hours and performing double duty within 24 hours.
 - (iii) The Agency is supposed to provide the required personnel to MCI as mentioned in the tender document. If the agency is not able to provide the required number of personnel, a penalty for shortage of attendance will be imposed.
 - (iv) Penalty will also be imposed if the behavior of personnel found discourteous.
 - (v) If any personnel is found performing duty by submitting a fake name and address.
 - (vi) If any personnel found on duty other than those mentioned in the approved list supplied by the Agency to the MCI authorities.
30. The contractor shall be solely responsible for all the claims of his employees and the employees of the contractor shall not make any claim whatsoever against the M.C.I.
 31. The contractor shall be responsible for proper maintenance of all Registers, Records and Accounts so far as these relate to the compliance of any statutory provisions/obligations.
 32. The security agency or his employees shall not use the premises allotted to him / her for any purpose other than the purposes defined and shall not act in any manner as to cause any nuisance or annoyance to the M.C.I. or the participants.
 33. The security agency or his employees shall not aid or participate or support any anti-institutional activity under any circumstance and shall strictly restrict to the work awarded under the contract.
 34. The contractor's rate(s) shall be inclusive of all taxes etc. The contractor's rate(s) shall remain constant throughout the contract period except where minimum rates/wages are revised by the Govt.
 35. Income tax/other taxes/charges levied from time to time by the Govt. shall be deducted at source by M.C.I. from the monthly bills of the security contractor on the full amount of bill.
 36. In the event of a guard not reporting for duty, alternate arrangements shall be made by the contracting agency, immediately without jeopardizing the security of the M.C.I.
 37. The contractor or his nominee shall ensure his presence at a short notice when required by the M.C.I.
 38. No residential accommodation will be provided to the security guards/security supervisors.
 39. The Contractor shall conduct mock exercise in fire fighting every quarter at his expenses, so as to keep his staff acquainted with the latest fire-fighting techniques and also to ensure that the fire fighting equipments are in working condition.
 40. The Contractor shall also ensure that the CCTV cameras installed in the premises are in operation and their guards are properly monitoring the same.
 41. The M.C.I. reserves the right to cancel/terminate the contract at any time during the currency of the contract after giving one month notice to the contractor.

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42. The contractor shall engage personnel who are medically fit. They should be free from all infections/diseases. The contractor shall get his employees medically examined before deploying them at the M.C.I.
 43. The contractor shall obtain adequate insurance policy in respect of his workmen to be engaged for the work, towards meeting the liability of compensation arising out of death/injury/disablement at work etc.
 44. **The contractor shall provide weekly off/holidays to his workmen as per all laws but it will be his responsibility to ensure uninterrupted services on all days on a 24 x 7 basis. No workman shall be deployed on double duty during consecutive duty timings. In case such a deployment is noticed, it would be viewed seriously and may result in termination of the contract. The security personnel on duty shall be rotated from one shift to another at proper frequency on 3-shift basis.**
 45. The contractor shall ensure the following:
 - a) No property of M.C.I. of any kind is removed by any official/private person without a proper gate-pass issued by the authorised officials of M.C.I.
 - b) Any loss/damage to goods or property of M.C.I. due to negligence on the part of the security personnel of the contractor shall be made good within 7 days of the date of its communication to him. Non-compliance of the same shall entail forfeiture of the security deposit along with recovery of the loss in part or in full from the dues and earnest money of the contractor and/or termination of the contract.
 - c) No report for any loss/damage to property of M.C.I. shall be lodged with police by the contractor without the written approval of M.C.I.
 46. The M.C.I. shall have the right to adopt any measures/set-up a system for ensuring proper performance of duty of security personnel deployed by the contractor, their being in proper uniform, equipped with batons/lathis, torches, whistles, punctuality etc. The number of manpower can be increased or decreased depending upon the workload to be assessed by M.C.I. and intimated to the contractor.
 47. It shall be the duty of the contractor to remove all the persons deployed by him on termination of the contract for whatsoever reason and ensure that no person creates any disruption/hindrance/problem of any nature to the M.C.I.
 48. In the event of any question, dispute/difference arising under the agreement or in connection herewith (except where resolution has been specifically provided under the agreement) the same shall be referred to the Sole Arbitrator to be appointed by the M.C.I. The award of the arbitrator shall be final and binding on both the parties.
 49. Any disputes arising out of or in any way connected with this contract shall be deemed to have arisen in M.C.I. and only the courts in Delhi shall have jurisdiction to determine the same.

**III. LIST OF DOCUMENTS TO BE SUBMITTED ALONGWITH THE
TENDER - ENVELOPE 1**

1. Registration Document/Details of the Company/Firm/Societies.
2. Earnest money deposit by way of DD for Rs.25,000/- drawn in favour of Secretary, M.C.I., New Delhi.
3. Profile of the Company/firms/societies.
4. Details of Constitution of firm / Company societies and its registration with competent authority.
5. Proof of Qualification with regard to:
 - a. Annual turnover of Rs.1 Crore during each of the last three years.
 - b. Minimum experience of 10 years in security agency business in large multinational companies / national labs / PSU / Nationalised Bank etc.,
 - c. Proof of providing security staff of 40 or more per shift for three clients.
 - d. Valid License under the latest contract Labour Contract Act/ Delhi Shops & Establishments act for engaging a minimum of 100 employees.
 - e. Registration for ESI and its contribution.
 - f. Registration with EPF and its contribution.
 - g. Latest Income Tax clearance certificate.
 - h. Audited Balance sheet and profit and loss account statement for the last three years.
 - i. Clientele list at Delhi indicating number of security personnel deployed at each unit.
 - j. Latest solvency certificate from a nationalized bank for a minimum value of Rs.10 lakhs.
 - k. Power of attorney in favour of authorized signatory, if required so.
6. Details of training imparted to the security personnel
7. Undertaking to be given by the tenderer informing the M.C.I. that he / they have read the tender documents and have understood the contents fully and accordingly had submitted their quote in the price bid (Envelope 2) abiding by the terms and conditions laid down thereat.
8. An affidavit to the effect that the contractor has got verified the antecedents of all the persons to be deployed by him in the Council for security job.

IV - SCHEDULE - I

Security Supervisor (Ex-Servicemen) shall be responsible for:

1. Briefing of day and night guards
2. Proper deployment of the guards and Gunman and maintenance of various registers kept at the Reception namely; Key Register, Visitors Register, Telephone Register, Late Sitting Register, Attendance Register, Vehicle Register, etc.
3. Maintenance of proper records of gate passes in respect of material going out of M.C.I. premises and to ensure proper scrutiny before permitting any material to be taken out.
4. Maintain liaison with authorized M.C.I. officials.
5. Detailing in rotation, security guards for patrolling, surprise checking at the floors of M.C.I. building including Guest House. Also operation, monitoring and maintenance of CCTV cameras installed in the M.C.I. premises.
6. Carrying out any other tasks as may be assigned by the M.C.I.

V. SCHEDULE-II**PRICE BID - ENVELOPE 2****NAME OF CONTRACT:** Contract for providing Security Services to M.C.I., New Delhi.

SI. No.	Type of Deployment	No. of Manpower required per day	Rate per person per shift per month
1	Wages/Payment in respect of providing Security Services under the category of Security Supervisor(Ex-Servicemen)	03	
2	Wages/Payment in respect of providing Security Services under the category of Gunman.	01	
3	Wages/Payment in respect of providing Security Services under the category of Security Guard.	17 To be as per present requirement	

- Note: (1) Rate analysis supporting the above quoted rates should be enclosed along with this price bid clearly indicating the minimum wages, weekly off replacement charges, cost of uniform of personnel deployed, PF Contribution, ESI Contribution, Bonus, Leave reserve, service charges, Other Statutory levies and other charges etc.
- (2) The **Security Guard** will be considered under the **Semi-skilled** category. Contractor shall provide uniformed and trained personnel and use its best endeavour to provide Security services to the Council for providing safety, monitoring and surveillance. Rates quoted will include all statutory obligations of the contractor under Minimum Wages Act, Contract Labour (R&A) Act, weekly-off replacement charges, cost of uniform of personnel deployed by the contractor, all kinds of taxes, service charges, etc. of the agency. The rate quoted will be for per shift of eight hours per person per month. If the minimum wages is revised by the Government of NCT of Delhi/Government of India, the incremental wages, if applicable, will be provided.
- (3) The offers/bids which are not in compliance of Minimum Wages Act and any other Labour laws will be treated as invalid.
- (4) The Contract is for one year.
- (5) The number of manpower required shown above is indicative and the actual quantity may vary as per requirement of the Council.
- (6) The bidders may quote the rates in Indian Rupees.

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- (7) All the columns shall be clearly filled in ink legibly or typed. The tenderer should quote the number, rates and amount tendered by him/them in figures and as well as in words. Alterations, if any, unless legibly attested by the tenderer shall disqualify the tender. The tenderer shall take care that the rate and amount may be written in such a way that interpolation is not possible. No blanks should be left which would be otherwise made the tender liable for rejection.

Signature of the Tenderer with seal

Address:

Medical Council of India

Pocket-14, Sector-8, Phase-1, New Delhi-110077

NOTICE FOR INVITING TENDERS FOR CANTEEN SERVICES CONTRACT

Sealed tenders are invited from interested parties/contractors having sound financial credential in providing catering/Canteen services to different Govt./reputed organization, to provide catering services and to run the canteen of the Council.

Tender forms may be obtained from the Council office on any working day between 11:00 a.m. to 3:00 p.m. till 19/08/2016. Completed tender forms along with earnest money of Rs.25,000/- by way of Bank Draft in favour of **Secretary, Medical Council of India, New Delhi** and other documents as mentioned in the tender form may be submitted in sealed cover envelop marked "Tender for Security Arrangement" on the top and addressed to Secretary, Medical Council of India, Pocket-14, Sector-8, Phase-I Dwarka, New Delhi-110077 by 3:00 p.m. on 26/08/2016. The successful tenderer will have to deposit a security deposit amounting to Rs. 50,000/- to the Medical Council of India before taking the Security contract.

The tender forms can also be downloaded from our website i.e. www.mciindia.org. The tenderer who will download the tender form from website will have to enclose a demand draft of Rs.1000/- in favour of Secretary, Medical Council of India, New Delhi payable at New Delhi. The tender documents submitted without earnest money and/or without required documents shall be rejected out rightly.

The competent authority reserves the right to accept/reject any or all the tenders in part or whole without assigning any reason whatsoever.

(Dr. Reena Nayyar)
Secretary (I/c.)

Cost of the Tender Form - Rs.1000/-
(Rupees One Thousand only)

Tender Form No.2016/Sec./_____

CANTEEN SERVICES CONTRACT

NOTICE INVITING TENDERS

&

TERMS AND CONDITIONS OF TENDER



MEDICAL COUNCIL OF INDIA

POCKET-14, SECTOR-8, PHASE-1, DWARKA

NEW DELHI - 110 077

Ph.: 011-25367033, 35, 36, 37; Fax: 011-25367024;

Website: www.mciindia.org

LAST DATE FOR SUBMISSION OF SEALED OFFERS : 26/08/2016 till 3:00 P.M.

Tender Form submitted by

M/s _____

TENDER NOTICE**Tender No.MCI/Tender/Canteen/2016**

_____, 2016

Invitation of Tenders for providing Canteen/Catering Services to M.C.I., New Delhi**(LAST DATE & TIME FOR SUBMISSION: 26/08/2016 till 03:00 P.M.)**

Sealed tenders are invited from parties/contractors having sound financial credentials in providing canteen services to different Govt. and/or other reputed organizations. The contractor is required to supply tea/ snacks, meals etc. to the employees of the Council, guests staying in the guest house and to the members attending the office for various meetings of the Council. The contractor should have 5 years experience in the catering business, out of which at least 3 years experience should be in running the canteen of a reputed organization, preferably a Govt. organization.

Estimated cost of the tender:- Rs.20.00 lacs per annum.

Tender forms may be obtained from the Council office on any working day between 11.00 a.m. to 3.00 p.m. till 19/08/2016 on payment of Rs.1000/- by cash or by way of bank draft in favour of Secretary, Medical Council of India, New Delhi. Completed tender forms along with earnest money of Rs.25,000/- by way of Bank Draft in favour of **Secretary, Medical Council of India, New Delhi** and other documents as mentioned in the tender form may be deposited in the drop box placed at the reception counter of the Council, in sealed cover envelop marked "Tender for Canteen/Catering Services" on the top and addressed to Secretary, Medical Council of India, Pocket-14, Sector-8, Phase-I, Dwarka, New Delhi-110077 by 3.00 p.m. on 26/08/2016. **Tenders will be opened in the presence of the bidders, who wish to participate, at 26/08/2016 at 3.30 p.m., in the Committee Room, 1st Floor, Medical Council of India, New Delhi.** The successful tenderer will have to deposit a security deposit amounting to Rs. 50,000/- to the Medical Council of India before taking the Canteen contract.

Tender forms can also be downloaded from the website of the Council i.e. www.mciindia.org. Tenderer downloading tender form from the website will have to enclose a demand draft of Rs. 1000/- in favour of **Secretary, Medical Council of India, New Delhi payable at New Delhi.**

Details of Tenderer

1. Name of the Tenderer _____
2. Address _____

3. Registration./ License No. _____
(Attested Photostat copy of license
Issued by the attached)
4. Sales Tax No.(Attested Photocopy of Sales Tax certificate should be attached)
5. Year of Establishment _____
6. Details of Contracts executed till date.

(Please give details of contracts executed previously in a separate sheet, along with documentary proof thereof.)

S.No.	Name of Contracts	Period	Govt./Semi Govt./Private Organizations
I			
II			
III			
IV			

7.

S.No.	Present Contracts in hand	Period	Govt./Semi Govt./Private Organizations
I			
II			
III			
IV			

8. Pan Card No. _____ (Copy of the Income Tax Return filed in the previous year may be enclosed)
9. Man Power/Resources available:
10. Earnest Money Deposit: DD No. _____ dt. _____ for Rs.25,000/- drawn on _____.

Certified that all the terms and conditions mentioned in the Tender Form are acceptable to me/us.

**Signature of the Tenderer
with stamp**

Dated:

MEDICAL COUNCIL OF INDIA,

Pocket 14, Sector -8, Dwarka, Phase-I, New Delhi - 110077.

Terms & conditions for providing canteen/catering services.

1. The parties/contractors should have valid Trade License and Food License for operation/running of the canteen. The contractor should have 5 years experience in the catering business, out of which at least 3 years experience should be in running the canteen of a reputed organization, preferably a Govt. organization.
2.
 - (a) **Licence Fee:** Accommodation as given in annexure-I will be provided for canteen at licence fee of Rs.4000/- per month.
 - (b) **Electricity:** Electricity will be provided by the Council which shall not be used for cooking purposes. The agency would use power consumption only for refrigerator, hot-case, grinding of dal etc.
3. The Contractor will be provided with the canteen premises and furniture as available in existing canteen. The maintenance and upkeep of premises, furniture and fixtures will be the sole responsibility of the contractor.
4. The Contract will be initially for a period of one year. However, after the expiry of six months, the Council will evaluate the performance of services provided by the contractor. If the services are found satisfactory, the Council reserves the right to extend the contract for another six months on the same terms & conditions. The MCI reserves the right to terminate the contract, at any time during the currency of contract by giving 7 days notice to the Contractor.
5. The Contractor has to ensure that Canteen Premises are used for only the purpose of running the Canteen services and not for other purpose in any manner. The Contractor himself and/or his worker should not use the premises of any other business purpose. The Contractor shall not be authorized for any kind of sub-letting the premises in any manner.
6. The Contractor shall arrange utensils, cutlery and crockery and other equipment/items required to run the canteen.
7. The Contractor shall be responsible for running the canteen as per the rules applicable and ensure the compliance of the provisions of Employees' Provident Fund Act and ESI Act and rules framed thereunder and other relevant statutes including Municipal Rules and Regulations, relating to the canteen in force from time to time, during the subsistence of the Contract. The contractor shall obtain necessary license to run the canteen from the Municipal Corporation of Delhi.

8. The Contractor shall employ his own canteen staff, provide them clean uniform at his own cost and to ensure their hygiene, shall be responsible for timely payment of their wages/salary. The contractor will also be responsible to deduct and pay EPF as per rules and also extend medical facilities etc. as per statutory rules in force from time to time. MCI shall not be responsible in any manner.
9. Payment to canteen staff employed by contractor must be released by 10th of every month. In case it is noticed and complaint is received from staff that their payment has not been released, then MCI is empowered to release the payment & adjust the same against payments due to the contractor.
10. The Contractor shall procure and use all fresh and of standard/good quality raw material, eatables, fuels etc. necessary for running for the canteen at his own costs. The quality of food shall be maintained in consultation with the management and the decision of the management in respect of quantity and quality of food shall be final.
11. The Contractor will be required to strictly observe timing of the office and also rules framed by the MCI as amended/provided from time to time.
12. The contractor shall have to provide the canteen/catering services normally on six days a week and he will also provide the said services on holidays or late hours in the office. He will have to make arrangements to provide the lunch/breakfast/dinner to the guests staying in the Guest House of the Council.
13. The EMD of Rs. 25,000/- deposited by the successful bidder will be kept as security deposit with the MCI without carrying any interest and it shall be refundable upon termination of contract, provided the Contractor discharge his services, according to terms & conditions and satisfaction of the management of MCI, failing which security deposit shall be forfeited. It is also provided that during the currency of contract if contractor withdraw his services and or failed to discharge his services up to the satisfaction of the management the said security shall be forfeited.
14. EMD of unsuccessful bidders will be returned without interest after the completion of tender process.
15. The Contractor shall also undertake and ensure that all the raw material including milk etc. shall be available during the course of the working hours of the office and he shall also arrange to supply the food items tea, coffee, lunch, dinner etc. even beyond the working hours and/or on holiday, if required by the management at the same rate.
16. The Contractor or their authorized representative must be available in the canteen at all times to attend the complaint, if any.

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17. The oil/ghee to be used shall be with ISI mark.
 18. The contractor will be responsible for maintaining cleanliness inside the canteen.
 19. The contractor shall provide a portable weighting machine in order to check the weight of item supplied, as per approved rate list.
 20. All books of accounts, registers and any other documents used in connection with running of the canteen shall be maintained by contractor at his own cost and the same shall be produced for inspection either on demand by the MCI/ESIC/ Provident Fund Authorities/Municipal Authorities or any other official authorized by the Competent Authority in this connection.
 21. The contractor will settle and pay all Municipal and other statutory taxes, if any, to the concerned authorities.
 22. It will be obligatory on the part of the contractor to sign the offer and other documents for all the component's & parts. After the work is awarded he will have to enter into an agreement for work awarded on a non-judicial stamp paper of required value at his own cost within ten working days from the date of receipt of acceptance order or before the work is undertaken.
 23. The contractor should verify the character antecedents of all the persons employed, through local police and shall submit a certificate to this effect.
 24. The courts of Delhi/New Delhi shall have the exclusive jurisdictions to try all disputes if any arising out of this contract.
 25. Water shall be supplied by MCI free of cost.
 26. **Payment Terms :**
The payment will be made on fortnightly basis on submission of bill duly accompanied with slip signed by designated person.
 27. **Termination:**
In case the services are not found satisfactory, the agreement will be terminated by MCI without any notice and without assigning any reasons whatsoever.

Proposed items for cafeteria

S. No.	Items	Unit (weight)	Rate
1.	Lunch (Daily different Menu- Consisting of Dal, vegetables, rice, chapattis, salad)	500gms	
2.	Dal/Rajma-Rice	400gms.	
3.	Fruit Chaat	200gms.	
4.	Paav Bhaji	200gms	
5.	Idly/Vada Sambhar (2 pcs.)	200gms	
6.	Sandwiches	150gms	
7.	Veg Patties	125gms	
8.	Butter Milk	200gms	
9.	Neebu Pani	200gms	
10.	Tea	150ml	
11.	Coffee	150ml	
12.	Juices (packed)	200gms	
13.	Confectionery	25gms	
14.	Pizza	400gms	
15.	Milk Shake	200gms	
16.	Ice creams	100gms	

S. No.	Items	Units (weight)	Rate
17.	Vegetarian Thali	One	
	4 Chappatees (160gms), one plate vegetable, one plate raita, one plate dal, pappad and salad or 2 Chappatees (80gms), half plate rice (100gms), vegetable one plate raita one plate dal, pappad and salad		
18.	Tea (prepared with approved i) brands of tea leaf like brook bond/red label/tata ii) Special Tea (to be supplied on request)	One cup (150 ml) One cup (150 ml)	
19.	i) Coffee prepared with Nescafe/Bru ii) Tea with tea bag (Taj Mahal/Tata)	One cup (150 ml) One cup (150 ml)	
20.	Samosa, Bonda, Dal Vada	One 40gms.	
21.	Kachori (with Alu Sabzi)	One 40gms.	
22.	Bread pakora with sauce/chutni	One 80gms.	
23.	Paneer pakora	One 40gms.	
24.	Boiled egg	One	
25.	Veg. Burger (big)	One 125gms.	
26.	Veg. Sandwitch (four pcs.)	One 150gms.	
27.	Dosa (Plain) with Samber and chatni	One 250gms.	
28.	Dosa (Masala) with Samber and chatni	One 300gms.	
29.	Rice half plate (150gms)	150gms.	
30.	Chhole Bhature (2pcs & 100 gms. chhole)/		
31.	Dahi bhalla (2 pcs)	40 gms. each	
32.	Dal ordinary	120 gms.	
33.	Dal fry with butter	120 gms.	

34.	Vegetable (subzi)	120 gms.	
35.	Raita/curd	120 gms.	
36.	i) Gulab Jamun/Khoya burfi ii) Baloo shahi/Besan Ladoo	30 gms	
37.	Ice cream/cold drink/biscuits(Britannia/parlay branda)/ Namkeen-Haldiram/Bikano brands/Kheer/Suji Halwa		

Catering Arrangement for Conferences and Functions.**Menu for Breakfast**

S.No.	Items	Unit	Rate
1.	Tea	1 Cup	
2.	Coffee	1 Cup	
3.	Butter Slice/Jam Slice	4 pieces (Big size)	
4.	1 plate Chhole Bhature	2 pieces (Big size)	
5.	Idli with Sambar	4 pieces (Big size)	
6.	Veg. Sandwiches	4 pieces (big size)	
7.	Sambar Vada	4 pieces (big size)	
8.	Plain dosa with Sambar and Chutni	2 pieces (big size)	
9.	Parantha with Subji	2 pieces (big size)	
10.	Aloo Parantha with Curd	2 pieces (big size)	

Menu for Lunch

Items	Unit Per Plate	Rate
Tea/Coffee		
Soft Drinks/Soup		
2 Snacks as starters		
2 Vegetables		
1 Dal		
Rice preparation		
Chappati		
Salads		
Curd		

Catering for any other purposes :

Medical Council of India

Pocket-14, Sector-8, Phase-1, New Delhi-110077

NOTICE INVITING TENDERS FOR HIRING OF MANPOWER AGENCY

Sealed tenders are invited for outsourcing of manpower. Interested reputed agencies may submit their quotations in the prescribed tender form which can be obtained on all the working days between 11.00 a.m to 3.00 p.m till 19/08/2016 from the office of the Council by payment of Rs. 1000/-. The tender document can also be downloaded from the website of the Council i.e. www.mciindia.org and the tender cost may be enclosed alongwith tender document by way of Pay Order/Demand Draft for Rs. 1000/- in favour of Secretary, Medical Council of India. The last date of submission of tender document is 26/08/2016 upto 3.00 p.m.

**(Dr. Reena Nayyar)
Secretary (I/c.)**



Cost of the Tender Form - Rs.1000/-
(Rupees One Thousand Only)

Tender Form No. 2016/PC./

TENDER FOR COURIER SERVICES

NOTICE INVITING TENDERS

&

TERMS AND CONDITIONS OF TENDER



MEDICAL COUNCIL OF INDIA

POCKET-14, SECTOR-8, PHASE-1, DWARKA

NEW DELHI - 110 077

Ph.: 011-25367033, 35, 36, 37; Fax: 011-25367024;

Website: www.mciindia.org

LAST DATE FOR SUBMISSION OF SEALED OFFERS : 26/08/2016 till 3:00 P.M.

Tender Form submitted by

M/s _____



Terms and Conditions

1. Sealed tender complete in all respect along with a bank draft for Rs.20,000/- towards EMD, placed in an Envelope should be submitted at Medical Council of India, Pocket – 14, Sector – 8, Dwarka, New Delhi – 110077 on or before 26/08/2016 upto 3:00 p.m. Incomplete/conditional/late tenders or those without earnest money will be rejected. All the pages of tender Document should be duly signed with seal of the firm.
2. Approximate value of the tender is Rs. 10 lacs per annum. However, the quantity of the work may increase or decrease according to the requirement of the Council. The firm shall not be entitled to claim anything whatsoever from the Council on this account.
3. The Rate Contract shall be valid for one year. But initially the contract will be given for three months and if found suitable/satisfactory, then extendable for one year. However, the contract period shall be extended further, subject to satisfactory services, on year to year basis on mutually agreed terms & conditions. In case, the firm/contractor desires to quit the work at any point of time during the periodicity of the contract, he may do so only after tendering one month's notice and expiry of the said period.
4. Security of all deliveries shall be the sole responsibility of the service provider.
5. Monthly rate/payment shall be made after receipt of the bill along with order slips, duly countersigned by the authorised officials of the MCI.
6. No advance payment/escalation in rates on any account will be permitted during the contract period. TDS will be deducted as per rule applicable.
7. No transport or any other charge will be paid extra.
8. **MCI reserves the right to terminate the Contract in the event of breach of contract by giving 15 days notice.**
 - i) **Non observance of provision of agreement.**
 - ii) **Negligence in rendering services.**
 - iii) **Performance is not accordance with the service standard expected.**



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9. MCI reserves the right to terminate the contract at any time without assigning any reason or any notice. The penalty will be levied as deemed fit or forfeit part or whole of the earnest money, if tenderer fails to work within the prescribed method or found not in accordance with the specification or not in the quality/quantity or there is any breach of the terms of the contract on the part of the tenderer. The earnest money will be forfeited, if the tenderer after approval of the tender, fails to accept it.
 10. The Earnest Money of the successful bidder shall be kept as Performance Security Deposit and no interest would be payable on said Performance Security Deposit. The same would be refunded to the firm after the completion of the contract.
 11. EMD will be refunded to the unsuccessful bidders after the award letter issued to the successful bidder and no interest would be paid thereon.
 12. The contractor shall submit his bill for payment alongwith the order-slip, duly counter signed by the authorized official of MCI
 13. In-case of any dispute, the legal jurisdiction shall be within the New Delhi.

ACCEPTANCE OF THE TENDERER

The terms and conditions enumerated in this tender form read by me/us and are acceptable to me/us.

**(SIGNATURE OF THE TENDERER)
(SEAL WITH COMPLETE ADDRESS)**



LIMITED TENDER FOR COURIER SERVICES

Rate Contract

• **All over World**

- Weight 1 Kg. Rs. _____
- Weight 0.50 kg. Rs. _____
- Weight 250 gm. Rs. _____
- Weight for 100 gm. Rs. _____

Within the Country

- Weight 1 Kg. Rs. _____
- Weight 0.50 kg. Rs. _____
- Weight 250 gm. Rs. _____
- Weight for 100 gm. Rs. _____

(Inclusive of all taxes)

Earnest money details bank draft: _____

PAN No. _____ (copy enclosed) TIN No. _____ (copy enclosed)

The terms and conditions of the tender are acceptable to me/us.

Signature

Name & address with seal & Date _____

Phone (O) _____ (Mob) _____ email _____