

CENTRAL BOARD OF SECANDARY EDUCATION

2, Community Centre, Preet Vihar, Delhi - 110092

Date 17.06.2014

Sub: Limited Tender for Supply of Electrician/D.G. Operator cum General Tradesmen at Centre of Excellence for Teachers, Gurgaon

Sir,

The Board intends to engage an Electrician/ D.G. Operator cum General Tradesman on contractual basis through 'out sourcing'. The rates are to be quoted on the prescribed format. An EMD of Rs. 10,000/- in the form of DD/BD Payable in favour of the Secretary, CBSE Delhi is to be annexed. The agencies having experience for supply of technical Manpower need to be apply. Incomplete & conditional tenders shall be summarily rejected. The last date to submit the tender is 26.06.2014 upto 2.00 PM. Tenders duly filled in be dropped in the tender box placed at Reception Counter, CBSE HQ Building, 2 Community Centre, Preet Vihar, Delhi – 110092.

Yours faithfully

(S.K.Sharma)
Consultant (Tech.)

Schedule of Work

Name of Work: Supply of Electrician/D.G. Operator cum General Tradesman at
Centre of Excellence for Teachers, Gurgaon

S. No.	Name of Job	Qty	Rate	Amount	Remarks
1.	Supply of Electrician/D.G. operator cum General Tradesman	one			

Qualifications:

1. Should be at least 10th pass.
2. Should have at least 2-3 years experience as Electrician/D.G. Operator
3. Should have aptitude to attend other misc. works.
4. Should have age below 50 years as on 01.01.2014
5. Should possess good health.
6. Should be preferably a qualified/I.T.I. Certificate holder.
7. Should be hardworking, honest, polite & courteous.

TERMS & CONDITIONS

1. The rates quoted shall be firm for a period of one year, however the enhancement of minimum wages as per State Govt. norms would be admissible.
2. The validity of rates shall be 60 days from the date of tendering.
3. The contract shall be valid for a period of one year.
4. The contract can further be extended for another year on mutual consent, provided the services are found suitable / excellent.
5. The agency shall be responsible to meet all statutory obligations w.r.t. deployment of personnel. For any violation, the agency shall be accountable.
6. The technician deployed shall be purely employees of the agency and there will be no direct or indirect relation with the Board what so ever.
7. The Board shall not consider any report for revision of rates during the contract period except that statutory minimum wages or other statutory payment is impressed upon.
8. The agency shall be required to make payment to the staff before 7th of every month irrespective of whether the Board has paid the bills or not.
9. The agency shall be fully responsible for any loss of any kind to the Board's property/material.
10. The agency shall be responsible for the punctuality of attendance as well as the safety of the Technician.
11. If any additional manpower is required, the same shall be supplied on the approved rates.
12. In case the technician avails leave or absents the duty, the agency shall be bound to provide a substitute without causing any disruption of services.
13. The agency shall be bound to submit the copies of complete bio-data of the manpower deployed along with the copies of their police verification Report.
14. An attendance register shall be maintained at site and will be signed every day by the technician. The attendance register duly attested be submitted for verification of the Board on Monthly Basis.
15. The agency shall be required to maintain a Register of Payment to Personnel indicating all components of statutory payment duly verified. The register shall be made a available for inspection and verification by the Board from time to time.
16. The personnel deployed should be adequately qualified, well trained and courteous.
17. The agency shall provide identity cards to its technician.
18. The agency shall provide proper uniform, equipment/articles/tools etc. required for providing effective service.
19. In case of any complaint of poor performance, misbehaviour, poor manners, dereliction of duty, intoxication etc., the agency shall be bound to replace the incumbent immediately.
20. The Board reserves the right to terminate the contract any time, if the services are not found satisfactory. Also in normal condition the Board can terminate the contract by giving one month notice in writing.
21. In case of any dispute, the Chairman CBSE shall appoint an Arbitrator whose decision shall be final and binding on the agency.
22. On award of work, the agency shall be required to execute an agreement and deposit a sum of Rs. 20,000/- as Security Deposit.

Accepted by me:

Prop./Manager:

Mob. No.:

Tel. No.: