

**OFFICE OF THE ADDITIONAL DIRECTOR GENERAL,  
DIRECTORATE OF SYSTEMS, WEST ZONE,  
NEW CUSTOM HOUSE, BALLARD ESTATE,  
MUMBAI -400 001.**

F. No. II(41)/1/2006/Systems (W)

Date : 31.07.2008.

**TENDER NOTICE**

Sealed quotations are invited from registered labour contractors supplying manpower for providing One Safaiwalla, One Cleaner, One Loader, One Helper, One Hamal and One Motor Vehicle driver-cum-cleaner on temporary basis. The details of the work and conditions are enclosed as Annexure 'A'. The quotation shall be received upto 3:00 P.M. of 18.08.2008. Quotations received after the due date and time will not be accepted and will not be taken into consideration for awarding of the contract.

2. The Sealed quotation should be addressed to the Additional Director General, Directorate of Systems, West Zone, New Custom House, Ballard Estate, Mumbai - 400 001.

3. Interested parties may approach this office to verify the actual area of the work and should quote the Monthly price while specifying the detailed conditions of the contract in their quotations.

4. The Additional Director General, Directorate of Systems reserves the right to reject any or all the quotations without assigning any reasons thereof.

**S. J. YONA,**  
Asstt. Director (Systems)  
West Zone, Mumbai.

## ANNEXURE 'A'

1. Unskilled workers ie Safaiwallas/Cleaners, Loaders/Helpers/Hamals shall be employed for 89 days from the date of this contract.
- 1A. Driver will drive the departmental vehicle as per requirement of the department and will also maintain the vehicle in perfect condition and regularly check sufficiency of petrol/diesel, engine oil, water/coolant, tyre pressure etc. in this regard.
2. The persons who are deployed for services should be of good moral character, and should not have been convicted for any offence under the law.
3. It shall be the responsibility of the Service Provider to maintain the security of the office.
4. The persons so provided by the Service Provider shall be employees of the Service Provider and shall remain under the control and supervision of the Service Provider and the Service Provider shall be liable for the wages and any other claim of the persons engaged. The Service Provider should observe all the relevant laws relating to employment of the person assigned to this office (such as those relating to payment of minimum wages, employment of child labour etc.) as applicable from time to time.
5. The Service Provider shall be responsible for fulfilling all the obligations towards the persons deployed under the law.
6. For any absence/non-engagement, no charges will be paid.
7. The engagement of the Service Provider does not in any way confer any right to the Service Provider or the persons that may be deployed by him in this office for claiming any regular employment in this office or any other Government office.
8. The Contractor will, prior to the commencement of the operation of contract, make available to department the particulars of all the employees who will be employed, such particulars inter-alia should include age, date of birth, photograph, local and permanent addresses and the police verification report of the employees. Any change or addition in this regard should be notified immediately to Superintendent (Admin.).
9. The employees of the Contractor should possess sound health and be free from any diseases, especially contagious and frequently recurring diseases and they should be in uniform while on duty with ID cards.
10. Department reserves the right to call upon the Contractor to remove any person whom department finds unsuitable for services on account of hygiene, health or conduct or any other reason and the Contractor will be obliged to comply with the same.
11. Sub-contracting of the contract shall not be permitted.
12. The Safaiwala and Cleaners' job will cover cleaning area of 2690 sq.ft. (approx) at Ground Floor of the building located at New Custom House, Ballard Estate, Mumbai -400 001. Cleaning material will be provided by the department.
13. There will be review of work every 15 days and any shortcoming in service shall be immediately attended to by the Vendor.
14. Department reserves the right to cancel the contract at any time if it feels that the work is not satisfactory.
15. Contractor should be registered with Govt. Department, wherever applicable.

16. Contractor shall ensure that the persons so deployed do not allow any property of the Directorate to be taken out of the premises without a Gate Pass signed by the designated official.
17. It shall be the sole responsibility of the contractor to ensure security and safety of all the property and assets moveable or immovable of the Directorate. The contractor shall report promptly to the Additional Director General any theft or pilferage that takes place or where any attempt is made to that effect and loss, if any shall be recovered from the contractor.
18. The Contractor shall submit valid proof of Service Tax having actually been paid by him to the Government Account.
19. The Contractor shall ensure that all the employees get minimum wages and other benefits as are admissible under various labour laws. The contractor shall provide full information in respect of the wages etc paid to its employees so deployed in conformity with the provisions of Contract Labour (Regulation and Abolition) Act, 1970.
20. The Contractor shall be responsible for fulfilling all his obligations towards the persons deployed under Law, namely, under the Minimum Wages Act, P.P.Act, Shops and Establishment Act etc. as applicable and amended from time to time.