

ARMY WELFARE EDUCATION SOCIETY (AWES)  
FDRC BUILDING NO 202, SHANKAR VIHAR  
DELHI CANTT, NEW DELHI-110010  
TELE : 011-261515164

EMAIL ID : [coordsection.aweshq@awesindia.edu.in](mailto:coordsection.aweshq@awesindia.edu.in)

WEBSITE : [www.awesindia.com](http://www.awesindia.com)

Dated : 28 Feb 2025

**TENDER FOR OUTSOURCING AGENCY**

1. Further to Tender dated 14 Feb 2025.
2. The following amendments may be carried out in the tender documents :-
  - (a) **Para 7 (f) (i)**  
**For** 01 May 2025 to Mid Night of 31 Mar 2025  
**Read** 01 May 2025 to Mid Night of 31 Mar 2026
  - (b) **Para 7 (d) (i)**  
**For** Annexure I.  
**Read** **Add in Annexure I.** The format/table given in the Annexure I is for sample/example only for filling the rates by the vendors. It is clarified that the rates are to be quoted as per the existing Govt policy.
3. Rest no change.

Sd/- x x x  
Director Coord  
Army Welfare Education Society (AWES)

**ARMY WELFARE EDUCATION SOCIETY (AWES)  
FDRC BUILDING NO 202, SHANKAR VIHAR  
DELHI CANTT, NEW DELHI-110010  
TELE : 011-261515164**

**EMAIL ID : [coordsection.aweshq@awesindia.edu.in](mailto:coordsection.aweshq@awesindia.edu.in)**

**WEBSITE : [www.awesindia.com](http://www.awesindia.com)**

Dated : 14 Feb 2025

**TENDER FOR OUTSOURCING AGENCY**

1. Bidders are invited to quote their rates for undermentioned outsourcing services for **Army Welfare Education Society (AWES), Shankar Vihar, New Delhi-110010 :-**

<b>Ser No</b>	<b>Category of Manpower</b>	<b>Duties/Responsibilities</b>	<b>Gender (Male &amp; Female)</b>	<b>Total</b>
(a)	Housekeeping Staff (unskilled)	Housekeeping Duties at AWES, FDRC and FDRC Hostel	09 (Both Male & Female)	09
(b)	Gardener (unskilled)	Maintenance and upkeep of garden area of AWES, FDRC and FDRC Hostel	03 (Male)	03
(c)	Electrician (Skilled)	Electrical Works at AWES, FDRC and FDRC Hostel	01 (Male)	01
(d)	Security Guard (unskilled)	Security Guard at FDRC Hostel	03 (Male)	03
		<b>Total</b>		<b>16</b>
<b>Note : As per requirement, number of employees may increase/decrease at any point of time.</b>				

2. Interest bidder may visit the AWES Website [www.awesindia.com](http://www.awesindia.com) for tender enquiry, download tender documents and submit their bids in sealed envelope between Monday to Friday (0930 hrs – 1700 hrs) to **Director Coord, Army Welfare Education Society (AWES), Shankar Vihar, New Delhi-110010** by 1500 hrs on **07 Mar 2025**. Tenders will be opened in presence of vendors on **10 Mar 2025** at **1200 hrs**
3. Price should be including of all respects.

Sd/- x x x  
Director Coord  
**Army Welfare Education Society (AWES)**

**ARMY WELFARE EDUCATION SOCIETY (AWES)**  
**FDCR BUILDING NO 202, SHANKAR VIHAR**  
**DELHI CANTT, NEW DELHI-110010**  
**TELE : 011-261515164**  
**EMAIL ID : [coordsection.aweshq@awesindia.edu.in](mailto:coordsection.aweshq@awesindia.edu.in)**  
**WEB SIE : [www.awesindia.com](http://www.awesindia.com)**

**TENDER FOR OUTSOURCING AGENCY**

**Sub : INVITING BID FOR ENGAGING SERVICE PROVIDER FIRM FOR PROVIDING MANPOWER THROUGH SERVICE CONTRACT (HOUSE KEEPING STAFF, GARDENER, ELECTRICIAN & SECURITY GUARD)**

Sir/Madam,

1. **Army Welfare Education Society (AWES), Shankar Vihar, New Delhi-110010** is a Registered Society functioning under the aegis of Adjutant General's Branch, Integrated HQ (Army) of Ministry of Def, Govt of India.
2. Sealed competitive Bids are invited by **Army Welfare Education Society (AWES), Shankar Vihar, New Delhi-110010** from the reputed/registered service firms for providing manpower through service contract for a period of 11 months.
3. Address/Location of the Society is :-  
**Army Welfare Education Society (AWES)**  
**FDCR Building No 202, Shankar Vihar**  
**Delhi Cantt, New Delhi-110010**
4. An outline of tasks to be carried out by different category of manpower provided is detailed as under :-

Ser No	Category of Manpower	Duties/Responsibilities	Gender (Male & Female)	Total
(a)	Housekeeping Staff (unskilled)	Housekeeping Duties at AWES, FDCR and FDCR Hostel	09 (Both Male & Female)	09
(b)	Gardener (unskilled)	Maintenance and upkeep of garden area of AWES, FDCR and FDCR Hostel	03 (Male)	03
(c)	Electrician (Skilled)	Electrical Works at AWES, FDCR and FDCR Hostel	01 (Male)	01
(d)	Security Guard (unskilled)	Security Guard at FDCR Hostel	03 (Male)	03
		<b>Total</b>		<b>16</b>

5. **Quoted Price** :-

(a) The bidder shall quote unit rate which shall comprise of monthly remuneration, EPF, ESI & other statutory costs and services charges in the format of quotation only attached (Annexure-I).

(b) The rates quoted shall be fixed for the duration of the contract and shall not be subject to adjustment except the statutory provisions, if amended.

(c) In case change in rates is due to statutory provisions, only such change will be accepted and not any additional liability i.e., percentage of profit/service etc. As such the bidder while submitting the bid should specifically, quote the rate, etc. in this regard.

(d) The Bidder should have submitted Rs 5,000/- towards the cost of the EOI (non-refundable) in the form of a Demand Draft to be issued in favor of "FDRC Hostel"

(e) The Bidder shall deposit an EMD of Rs. 10,000.00 (Rupees Ten Thousand Only) in the form of a Demand Draft to be issued in favor of "FDRC Hostel" valid for 45 days after the date of submission of bids. EMD will be returned to unsuccessful bidders on conclusion of contract.

(f) The selected firm has to furnish performance security in the form of Demand Draft for an amount of Rs. 2,00,000.00 (Rupees Two Lakh only) valid for 15 days beyond the date of completion of all contractual obligations from the date of award of the contract if contract is awarded.

6. Each Bidder must submit only one Bid.

7. **Terms and Conditions** :-

(a) **Scope of Contract:-**

(i) Scope of work of this contract is as per the details given in Appendix – 'A' to 'D'.

(ii) The **Second Party (Contractor)** shall carryout contract as per the general terms and conditions specified in Appendix – 'A' to 'D'.

(iii) The said job has been understood by the **Second Party (Contractor)**.

(iii) The **Second Party (Contractor)** on receipt of any complaint shall attend to the same immediately and comply it to the satisfaction of **First Party** or his authorized rep i.e **COO (Contract Operating Officer)**.

(b) **Contract Operating Officer (COO)**.

(i) COO shall be nominated by **First Party** and will be communicated in writing to **Second Party (Contractor)**. Acceptance of contract will be communicated by **Second Party (Contractor)** in writing. COO, who and only who shall execute the clause stipulated in the terms and conditions of contract on behalf of **MD, AWES New Delhi/First Party**.

(c) **Contract Co-Ordination.**

- (i) For effective carrying out of the said job, coordination is required between **First Party** or Reps and **Second Party (Contractor)**.
- (ii) **First Party** will nominate representatives committee or indicate rep to assist COO for monitoring the satisfactory implementation of said Job.
- (iii) Contractor shall maintain a complaint register at Main Gate in which entries will be made and compliance will be checked by **COO**/ his rep.
- (iv) Contractor shall deliver/carry out jobs as per scope of work mentioned in Appendices and any of the job which arise out of contingencies, however, not mentioned in scope of work, but are related will be undertaken by **Second Party (Contractor)**.

(d) **Wages.**

- (i) The contractor shall carry out the said Job as per service/work orders. The Rates are as per applicable minimum wages as per the orders on the subject/ Govt policies with contributions towards EPF/ESI etc (refer Annexure I). All workers engaged by Contractor will be paid minimum permissible wages. If, there is any change in amount, it will be paid after obtaining sanction of CFA.
- (ii) However, contractor shall not be entitled any additional payment during the tenure of present contract on any account except revision of minimum wages by Central/State Govt during period of contract and acceptable logically to **First Party**.
- (iii) Liability of meeting all the statutory obligations like EPF, ESI, GST, any other applicable tax etc will vest with the contractor and documentary proof by Contractor will be provided every month while submission of Contractors Bill.
- (iv) In the event of any injury / loss of life to contractor's men/staff operating in the est, it shall be sole repeat sole responsibility of contractor for payment towards any treatment or compensation or legal matters arising there from.

(e) **Penalty.**

- (i) @ 0.5% per week of basic cost of delayed services or failure of services will be imposed on Contractor in the event of failure or partial failure of executing the Jobs, which will be debited from the monthly bills to be paid to him based on preferred Contractor's Bill.
- (ii) Penalty shall be worked out by COO, on the basis of unsatisfactory work indicated by rep of COO or COO himself, which will remain non-negotiable.
- (iii) In case of any dispute about penalty or execution of unsatisfactory work decision of MD, AWES will be final and binding on both i.e COO and Contractor.

(f) **Duration of Contract.**

(i) The contract shall remain in force for a period of **Eleven months** wef Mid Night of **01 May 2025** to Mid Night of **31 Mar 2025**. In the event of any other resource if available which can carry out the scope of work or handling of duties, than above contract wholly or partly can be truncated/terminated on discretion of COO. In such event, proper handing taking over of duties will be undertaken by Contractor to new arriving agency.

(g) **Payment Terms.**

(i) Contractor shall prepare monthly contractor's bills based on the price indicated in Annexure I/ Service order or Work order and submit it to COO which will be processed as per HQ AWES procedures for passing bills after deducting penalties if any recovery of IT or any other charges levied.

(ii) Contractor Bills will accompany evidences of deposits of EPF, ESI, GST and any other documents required as per GOI rules or company law.

(h) **Penalty Clause.**

(i) Penalties if any will be deducted for unsatisfactory work carried out by contractor for preceding month by COO duly agreed in writing by contractor.

(ii) The Contractor will pay actual scheduled salary to his engaged staff. He will provide proof of payment made and receipt to his deployed personnel with the details mentioning the individuals name, Bank A/C No, actual amount paid, cheque no or ECS details and date of disbursement every month along with Contractor Bills to the **First Party** through COO. Contractor will also ensure to deposit the payments to his deployed workman in their respective bank account by every 3<sup>rd</sup> day of every month or if it's non-banking day then next very day.

(iii) Paying auth will be nominated officer or officers on behalf of **First Party**.

(j) **Correspondence.**

(i) Whether or otherwise provided in contract all actions to be taken and all notices to be given or taken hereunder by COO entrusted with execution of duties entered in contract and powers on behalf of **First Party** and on behalf of contractor by name.

(ii) After signing the said agreement the Contractor shall correspond with **First Party** via **COO** in all matters concerning the contract and implementation of the terms and conditions thereof.

(k) **Termination of Contract.**

(i) The contractor shall not under any circumstances alter or give or agree to give any person any gift or consideration of any kind of inducement for reward doing or forbearing to do or for having done or forborne to do any act in relation to be obtaining or execution of this or any other contract. Any breach of this condition by the contractor or by anyone employed / engaged by him or acting on his behalf whether with or without his knowledge shall entail the **First Party** to discontinue the services, forfeiture of the security deposit to and terminate the contract forthwith and deduct from contractor's bill, the amount of any loss or damage resulting from the cancellation thereof, due to the AWES, without prejudice to any other rights available under the terms of contract or law.

(ii) Notwithstanding anything contained herein, the **First Party** has all right to exercise at any time during duration by **forfeiting 50% of EMD**, to terminate the contract either wholly or partly by giving one month notice in writing to the contractor by registered mail/email or by hand. The **First Party** will not make any communication once, the date of termination of contract as per agreement is over with execution of final day work by Contractor. However, he will undertake proper handing taking over of assignment on the day of termination of contract.

(iii) **First Party** has right to short closure / termination (wholly or partially) of this contract with one month notice without assigning any reasons to Contractor.

(iv) If Contractor wants to terminate the contract he shall be intimating such termination of contract with three month prior notice to **First Party provided it is acceptable to First Party.**

(v) Contractor will not sublet this contract in any case.

(l) **Winding Up.**

(i) If at any time during the currency of contract an order or decree of competent court be made or resolution passed for the winding up of contract, the **First Party** will have rights to terminate the contract by giving one month notice in writing but without prejudice to any right acquired to either party prior to such termination.

(m) **Arbitration.**

(i) Any question, dispute or difference arising under the contract shall be referred to the Arbitrator. Arbitrator will be appointed by **First Party** and reconciliation directives of Arbitrator will be final and contractor will abide by directions of Sole Arbitrator.

(n) **Previous Contract.**

(i) The contract and annexure hereto, set forth the entire understanding between the parties and shall supersede all prior representations, contracts, agreements, statements and understanding whether oral or in writing relating to any way whatsoever, to this contract.

(o) **Security.**

(i) The Contractor will strictly follow the normal security rules of establishment applicable from time to time. Contractor and his engaged personnel will ensure the security and safety measures within the establishment. The contractor and his personnel will get a briefing from COO, or his staff from time to time which should be adhered too in all respects. Contractor will submit written undertaking to this effect

(p) **Misuse of Name of Establishment.**

(i) Contractor or his engaged personnel will not misuse or exploit name of the establishment for any convenience and will not use address and name of organisation for any use like drawl of loans/preparation of Aadhar Card/PAN Card/Voter ID/Ration Card etc. He will not demand any serving certificate for is own use / for his engaged personnel. Any serving certificate or certificate of any kind issued by anybody on name of the organization will be treated as fake document and this organization will not take responsibility of any such signed/unsigned/prepared/ill prepared document.

(q) **Stamp Duty.**

(i) The stamp duty payable, if any to execute the contract shall be borne by the contractor.

(q) **Bills.**

(i) The Contractor shall submit its Pre-receipted bills in duplicate along with all necessary documents as described earlier also addressed to MD, AWES, New Delhi (**First Party**) which will be processed after certification/authentication of COO pertaining to Job completion. The original copy of contractor's bills must be stamped with the appropriate Revenue Stamp and all copies be endorsed "**PAYMENT RECEIVED IN FULL**" and signed by Contractor.

(ii) Remuneration to the engaged staff shall be disbursed by agency into bank account of the engaged staff through RTGS/NEFT, after obtaining authorization from engaged staff.

(iii) The contracting Agency will ensure payment by the 5<sup>th</sup> of every succeeding month to their employee provided to the **Army Welfare Education Society (AWES)** office/premises as per the monthly remuneration quoted without any deduction.



(iv) The contracting Agency will submit the invoice/bill along with proof of disbursement after making the payment to the employees to the **Army Welfare Education Society (AWES)** office/premises supported with the following documents :-

(aa) Details of disbursement made to the staff furnishing through RTGS/NEFT (details for each payment).

(ab) Copy of electronics challan receipt (ECR) as e-challan for **Army Welfare Education Society (AWES)** proof of payment of statutory obligation such as EPF, ESI, Service tax and any other applicable tax, individual name wise receipts are required.

(ac) Payment to the contracting Agency will be released within 15 days from the date of the receipt of the invoice/bill on fulfillment of required documents.

(r) **EMD/Security Deposit.**

(i) The Contractor will deposit draft of **Rs 2,00,000/- (Rupees Two Lakh only)** in favour of MD, AWES, New Delhi, which will be refundable without interest two months after completion/termination and finding on settlement of accounts and on receipt of no dues.

(s) **Rotation of Staff & Medical Exam.**

(i) Contractor will submit Medical certificates of all engaged persons obtained from Registered Medical Practitioner.

(ii) **Rotation.** Contractor will rotate the engaged personnel on completion of maximum six months.

(iii) **Removal from engagement.** Cases of indiscipline or misconduct / incompetency will be intimated to contractor by COO or his reps either in person or in writing who shall be removed immediately with suitable replacement after due caution letters following the rules of Natural Justice.

(t) **Extension of Contract.**

(i) Said contract may be extended on termination for one more year or more by mutual consent of both parties.

(u) **Documents.**

(i) Contractor will provide services as per Appendix A to D. Following documents will be provided.

(ii) Authenticated copy of PAN card.

(iii) Authenticated copy of EPF registration.

- (iv) Authenticated copy of ESI registration.
- (v) Authenticated copy of GST registration.
- (vi) List of engaged persons with their auth indicating Aadhar Card, Police verifications & medical fitness certificate.

(v) **Working Hours.**

(i) **Weekly Hours.** Subject to the provisions of Section 59 of Factory Act (1948), all adults worker engaged by Contractor shall not be allowed for more than 48 hours in any week (06 days).

(ii) **Daily Hours.** Subject to the provisions of Section 51 of Factory Act (1948), all adults workers engaged by Contractor shall not be allowed for more than 08 hours in a day excluding at least half an hour rest/break. No adult workers shall be required or allowed to work for more than nine hours in a day including one or half an hour rest/lunch break.

(iii) **Working Day/Timings.** Subject to provisions of Factory Act 1948 and Labour Law (Delhi Shop Act 1954), working day might be 8 am to 5 pm with an hour lunch break from 12 am to 1 pm. Or it might be 8.30 am to 12.30 am and 1 pm to 5 pm. Working day might be change in accordance with the need of works and management of First and Second Party (Contractor) with whatever meals timings suits on the working site.

(w) **Other Miscellaneous Points.**

(i) The contracting Agency will provide Identity cards with the mention of EPF/UAN and ESIC numbers, to all his employees deputed as per the format suggested by the Indenting Office valid for the period of the contract.

(ii) It is mandatory for the contracting Agency to submit the attached copy of license from the Competent Authority (ie Delhi Govt/Central Govt) under PSARA Act-2005 for running the business of providing unskilled/semi-skilled/skilled manpower in the Delhi NCR/ or any other state in India, failing which the bid will be treated as disqualified/ nonresponsive.

(iii) The contracting Agency will be required to sign a contract with the **Army Welfare Education Society (AWES)**. The other terms and conditions specified in the Bid document and accepted bid will also be the agreement.

(iv) In case of any loss, theft/sabotage caused by/attributionable to the personal deployed, the **Army Welfare Education Society (AWES)** reserves the right to claim and recover damages from contracting Agency.

(v) The antecedents of all workers will be verified from the police by the contracting Agency and submitted to **Army Welfare Education Society (AWES)** before deployment for work.

(vi) The contracting Agency will deploy the trained/professional manpower (for housekeeping/gardener/electrician duty) who are physically & medically fit.

(vii) The contracting Agency will provide to their security personal with impressive summer uniform as well as winter uniform with insignia.

(viii) The contracting Agency will get allowed with UAN (Universal Account Number) activated for all member/staff duty linked with their mobile numbers so as to receive SMS by them about EPF credits every month. Also ensure to get them e-passbooks from EPFO website.

8. **Evaluation of Bid.** The indenter will evaluate and compare the Bids determined to be substantially responsive i.e. which are properly signed, and confirm to the terms & conditions in the following manner :-

- (a) Attached copy of license for running the Outsourcing Agency in Delhi NCR, obtained from appropriate authority (state/central) in India.
- (b) Brief profile of the company and evidence to establish that the bidder has successfully executed contracts of similar nature and magnitude in the last three years.
- (c) Audited balance sheet & profit and loss Account from CA.
- (d) List of clientele during last three years along with cost of assignment (minimum 2 Crore turnover).
- (e) PAN No and Current IT clearance certificate.
- (f) Attached copy as proof of EPF registration.
- (g) Attached copy as proof of ESI registration.
- (h) The Bidder should have submitted Rs 5,000/- towards the cost of the EOI (non-refundable) in the form of DD in favor of **FDRC Hostel payable at Delhi.**
- (j) EMD of Rs. 10,000.00 (Rupees Ten Thousand Only) in the form of a demand draft/cheque in favor of **FDRC Hostel payable at Delhi** valid for 45 days after the date of submission of bids.
- (k) The bid will be treated as non-responsive if the documents mentioned at Para 8 (a) to (j) are not attached.

9. **Award of Contract.**

- (a) The rates as applicable in Delhi Govt as mentioned in the format of bid, should be quoted, the service charges per person per month will determine the lowest bidder.
- (b) The indenter, reserves the right at the time of award of contract to increase or decrease the requirement of manpower indicated in Para 2 above.
- (c) The indenter prior to the expiration of the Bid validity period will notify the bidder whose Bid is accepted for the award of contract. The terms of the accept offer shall be incorporated in the contract.

(d) Notwithstanding the above, the indenter reserves the right to accept or reject all Bids and to cancel the bidding process and reject all Bids at any time prior to the award of the contract.

10. **Last date and time of receipt of Bids** :- The Bid will be opened **10 Mar 2025** at **1200 hrs** in the office of **Army Welfare Education Society (AWES), FDRC Building No 202, Shankar Vihar** before a duly constituted committee and in the presence of the bidders. If the last date of depositing and opening of tender happens to be a declared Holiday then, the tender will be deposited/opened on the next working day, other terms and conditions and the time schedule remaining unchanged. An earnest money is to be deposited along with tender document.

Yours Faithfully,

Sd/- x x x

Director Coord  
**Army Welfare Education Society (AWES)**

SCOPE OF WORK

CHARTER OF DUTIES OF HOUSE KEEPING SERVICES

1. Morning 0800 hrs to 0900 hrs cleaning of toilets, mopping of corridors, sweeping offices and also keep all drains clean in the area of responsibility.
2. 0900 hrs to 1300 hrs – Sweep utility area and outer premises.
3. 1300 hrs to 1400 hrs – Break & rest.
4. 1400 hrs to 1600 hrs – Sweeping and cleaning of the classrooms, toilets and corridors.
5. The representative of COO will inspect all rooms before breaking off from duty at 1700 hrs.
6. All toilets will be cleaned during office hours, a minimum of twice or thrice or on the occurrence of need.
7. Any contingencies arising will be attended to immediately on intimation.
8. Any other duties deemed warranted/demanded by **First Party** as applicable for these housekeepers but not mentioned in above Paragraphs, within the requirements of office upkeep and overall housekeeping assignment.

**CHARTER OF DUTIES OF SECURITY GUARDS & SUPERVISORS**

Second Party (Contractor) shall execute all the services and maintain such numbers of persons as are required for the purpose of execution of service in terms of this agreement in a timely and qualitative manner in accordance with the service level and quality standards.

1. **Area Coverage for Security Services.** FDRC Hostel premises and the maintenance of area of (inside and outside) the parameter wall including all gates, etc.

2. **Broad Details of Scope of Work.**

(a) Proper registers/records for the jobs carried out on daily, weekly, fortnightly and monthly basis will be maintained by the Supervisor of the Second Party (Contractor) and will be countersigned by the COO/his rep at regular intervals and finally at the end of each month.

(b) Check all visitors and regulate their entry as per visitors time fixed by the First Party at the main gate. The **Second Party (Contractor)** is also responsible to provide immediate replacement in case of absence of any guard who is not available for duty at the place of duty.

(c) For all incoming and outgoing vehicles, maintain a proper **IN/OUT** Records register.

(d) The **Second Party (Contractor)** will inform the **First Party** in case of change in deployment of security guards and the change will be carried out after approval of the COO/his rep.

(e) To carry out any other task allotted by the **First Party** in the interest of enhancing the security of the Premises of the **First Party**.

(f) To advise the **First Party** of such system as may be necessary to carry out the above duties.

(g) Not to allow any Hostel property to be taken out of the gates without a valid Gate pass from COO/his reps.

(h) No person is permitted to consume drinks (**Liquor**) in the **Hostel** premises.

(j) Any other instructions passed from time to time in writing /verbal by COO to ensure security and discipline in est.

(k) **Second Party (Contractor)** will provide adequate Outfits/ Canes/Torches/Whistles/Rain Caps/Umbrella/Gumboots/Foot Wears etc to the guards in adequate numbers for undertaking duties.

(l) Any other duties deemed warranted/demanded by **First Party** as applicable for these security guards and supervisor but not mentioned in above Paragraphs, within the requirements of office upkeep and overall security guards and supervisor assignment.

## Appendix C

### CHARTER OF DUTIES OF GARDENER

1. He will plant seasonal flowers well in advance.
2. He will maintain the nursery.
3. He will retain the seeds and preserve them for the next season/year.
4. He will keep the lawns and flowers beds in an appropriate manner.
5. He will make use of leaves and degradable waste/material as manure.
6. He will clean the surroundings daily and dispose off garbage at an appropriate place.
7. He will liaise with local malis or nursery owners for procurement of saplings.
8. He will ensure 100 percent survival of all plants including flowers pots in the office complex.
9. He will help in composting of waste/leaves/refuges.
10. He will plan design and make flower plantation programme as per the season.
11. He will assist in the maintenance of the establishment/potting of saplings/repotting and replanting.
12. He will help in plucking fruits/flowers and its distribution.
13. He will manage fruit/veg garden and other associated plants maintenance.
14. He will assist in lopping of trees.
15. He will ensure 100% watering of saplings/plants/flowers/trees in AWES Office as well as FDRG Hostel garden including fruits/veg garden.
16. Any other duties deemed warranted/demanded by **First Party** as applicable for these gardeners but not mentioned in above Paragraphs, within the requirements of office upkeep and overall gardeners assignment.

CHARTER OF DUTIES OF ELECTRICIAN

1. **Second Party (Contractor)** will engage a qualified electrician when provided by **First Party**.
2. He will observe all safety measures for the execution of jobs and prevention of electric-related accidents.
3. He will not work alone however, will always operate in presence of another responsible person.
4. Emergency electric failures will always be addressed.
5. Electrician will not rectify defects on the running line instead he will ensure line off/cut off/disconnect power flow from MCBs/power entry gangways before execution of repairs.
6. Any short circuit/power drainage/risk if observed will be identified and rectified by the electrician with info to COO or his rep.
7. A log book of daily reports/rectifications will be maintained and will get authenticated from COO/his rep.
8. ACs, ROs & Water Coolers will be maintained with supply of stores on nominal labour cost from the AWES.
9. He will look after DG Sets/Diesel filling/Timely maint/switching on & putting DG Sets off during elect failures/maint running every day/maint of log books/locking the appliance.
10. Overhead tanks, leakages, float valve, prevention of wastage of water.
11. Maint of all elect appliances and repairs with spare parts purchased from market.
12. Maint/cleaning of all elect/mechanical appliances/PA Systems with help of a **MTS**.
13. Recordings of elect/solar lights/water meters and keep them functional throughout the Yr.
14. Maint of all blowers/heaters/Kero heaters/warming appliances including geysers and repairs with replacement of items.
15. Maint of washing machines of all Cat and its AMC.
16. Maint of Hostel aquarium and timely replacement of water and fish foods i.e fish flakes, pellets, sticks or tablets etc.
17. AMCs of all elect and mechanical appliances well on time, if required.
18. Any other duties deemed warranted/demanded by **First Party** as applicable for this skilled person but not mentioned in above Paragraphs.



**FORMAT FOR CHECKING OF EOI LETTER**

**DATE OF SUBMISSION OF EOI**  
**UPTO 1500 HRS ON 07 MAR 2024**

1.	Name of Agency	
2.	Year of Establishment	
3.	Address	
4.	Ownership Details	
5.	Contact Details	
	Tele	
	Mob	
	Email ID	
6.	Registration /License of Company	
	No	
	Photocopy of Certificate attached?	
	Income Tax Certificate	
	Operation Experience for more than 03 yrs in India attached?	
7.	PAN No Copy attached?	
8.	GST obtained :-	
	No	
	Photocopy of Cert attached?	
9.	ISO Certification/if available (Photocopy of Certificate)	
10.	Performance Client Report (during last 3 yrs – min two tenders) attached?	
11.	Financial Capability (Min average 2 Cr turnover in last 3 yrs)	
	Financial Statement / balance Sheet attached?	
	Audit Report / Income Tax Return attached?	
12.	Presence of well qualified staff for providing the services (documentary evidence / undertaking) attached?	

13.	EPF registration (attached copy as proof)	
14.	ESI registration(attached copy as proof)	
15.	Affidavit for no litigation pending for Royalty / Copyright disputes attached?	
16.	Entry Fee Details (DD No, Bank, Date). ₹ 5,000/- in favour of 'FDRC Hostel' payable at Delhi (Non – refundable)	
17.		

1. Date of submission of EOI along with supporting documents : **By 1500 hrs on 07 Mar 2025.**
2. The Bidder should have submitted Rs 5,000/- towards the cost of the EOI (non-refundable).
3. The Bidder should ensure registration with appropriate statutory authorities and should enclose a copy of their registration with Income Tax etc. as applicable.
4. Details of similar completed works during last 3 years. Performance Client Report of such work (Minimum 2 tenders awarded).
5. The Bidder should have submitted the proof of financial capability Minimum average 2 Crores Turnover in last 3 years (copy of financial statement, balance sheet).
6. The Bidder should have well qualified staff for providing the services required (documentary evidence is required).
7. The Bidder should be a company registered in India. The company must be having its operations for more than 03 years in India.

**Note :-**

1. In case of any issue / complaint, decision of MD AWES will be final and binding on all parties.
2. For any clarification please contact in person / on tele No 011-26151564 / 26152642 or e-mail [coordsection.aweshq@awesindia.edu.in](mailto:coordsection.aweshq@awesindia.edu.in)
3. AWES reserves the right to accept / reject / cancel / withdraw any EOI at any time prior to the award of contract, without incurring any liability to the publishers concerned and without any obligation to inform the publishers concerned regarding the reasons of the action of AWES.

**ANNEXURE- 'I'**

**FORMAT OF BID**

<b>Category of manpower</b>	<b>Unit remuneration per person per day as per Delhi NCR Rules (in C)</b>	<b>Monthly Total amount per month per person as per Delhi NCR Rules (for 26 days excl Sundays) (in C)</b>	<b>Service charge per month per person (in C)</b>	<b>Statutory charges EPF rate as per rule per person (@12.5% on 15000/-) (in C)</b>	<b>Statutory charges ESI rate as per rule per person (@3.25% on Basic salary) (in C)</b>	<b>Total (in C)</b>
1	2	3	4	5	6	7
Housekeeping Staff including Gardener (unskilled)	695/-	18,066/-		1875/-	587/-	
Electrician (Skilled)	843/-	21,917/-		1875/-	712/-	

**Note:-**

We agree to provide the above service of manpower and to abide by the terms & conditions mentioned in the above Bid document and also agree to enter into the agreement till the format enclosed.

(Bidder)

Signature : \_\_\_\_\_

Name : \_\_\_\_\_

Date : \_\_\_\_\_

**Rate of minimum wages wef 01 Oct 2024** as per Office of the Commissioner (Labour), Govt of NCT of Delhi, (Labour Department), 5 Sham Nath Marg, Civil Lines, Delhi-110054 letter No F. No. (142)/02/MW/VII/Part file/3478-3495 dt 26 Sep 2024.