

No.5(2)/2006-NMCC
Government of India
National Manufacturing Competitiveness Council
(Ministry of Commerce & Industry,
Department of Industrial Policy & Promotion)

Vigyan Bhavan Annexe, New Delhi -110 011.
Dated: the 21st September, 2006

To

M/s. _____

Sirs,

The National Manufacturing Competitiveness Council (NMCC), an autonomous body under the Govt. of India, invites competitive offers from reputed companies/contractors to supply manpower for the post **Staff Car Driver** from private agency purely on outsourcing basis subject to the following conditions:-

1. The duty of the personnel so deployed will be from 8.30 AM to 6.30 P.M. on all Central Govt. working days in Delhi and some time even beyond that subject to the exigency of services. The Driver can be called upon even on Saturdays/Sundays also.
2. The Council is housed in Vigyan Bhavan Annexe and the personnel so deployed have to report for duty in time to the officer with whom attached.
3. The Council will not bear any statutory/compulsory deductions like EPF/Income Tax etc.
4. The liability of service tax or any other tax will be borne by the Company/Contractor.
5. The copies of appointment letter to the personnel deployed in the Council shall be provided to the Council. The Company/Contractor will also provide to the Council the details of the personnel so deployed with permanent and present address along with his photograph and proof of

- residence. The character verification of the person through local police is to be furnished by the Contractor.
6. Termination clause: The Company/Contractor shall have the option to terminate the contract at any stage, by giving a clear 60 days notice in advance. The Council shall have the right to terminate the contract at any stage, without assigning any reason therefor.
 7. Statutory obligations: The Contractor is required to obtain and deposit certificate/licence issued by designated office of the Ministry of Labour to employ manpower for this purpose under section 13 of Contract Labour(Regulation and Abolition) Act, 1970.
 8. The Company/Contractor shall ensure that the manpower engaged by them is pre-verified for character and antecedents before deploying them for duty in the Council's office.
 9. The Company/Contractor shall be responsible for all acts of commission and omission on the part of the manpower engaged for the purpose. The Council shall not be responsible in any manner, whatsoever, in matters of injury/death/health etc. of the Company/Contractor's employee while performing duties under the contract.
 10. Company/Contractor will be responsible for any damages done to the property of the Council by the personnel so deployed.
 11. The Company/Contractor shall be obliged and solely responsible to comply with all statutory requirements in respect of the manpower engaged by the them and the Council shall not be a party to any dispute arising out of such deployment by the contractor.
 12. The Council has the right to change/replace the personnel at any point of time.
 13. In case the person deployed by the contractor is not found suitable to the requirements of the Council, the Contractor/Company shall immediately replace the same within 24 hours of the call.
 14. The Contractor will supply fresh sets of uniforms, badges, shoes etc. to the Driver who shall wear the same for whole day on work and also keep his uniform clean.
 15. The Contractor shall not appoint any sub-contractor for the work under any circumstances, otherwise the contract shall be liable to be terminated.

16. Any dispute regarding working hours and compensation to be paid to the Driver deployed will be the sole responsibility of the contractor and no representation will be entertained on this issue by the NMCC.
17. The payment will be released on monthly basis by cheque for the month. For release of payment, pre-receipted bill may be submitted by the contractor at the end of the month.
18. The successful bidder/contractor will have to deposit an amount equivalent to 10% of the annual contract value as Security Deposit in the form of Demand Draft/Bank guarantee from the National or International scheduled Bank. The security deposit will be returned to the bidder/contractor after the successful execution of the contract. The security deposit would be non-interest bearing.
19. **Penalty Cost:** In the event of sickness or any other reason, if the Driver so deployed is not able to attend the duty, the Contractor will immediately send the replacement. Failure to do so will attract penalty @ Rs.200/- per day per driver in addition to the pro rata payment per day.

2. The Car driver should have at least five years driving experience and should have thorough knowledge of the roads in Delhi and other NCR Region and have a valid LMV Commercial licence.

3. If you are interested, you may kindly submit the quotations for supply of the above said manpower to this Council by 4.00 p.m. on 29-9-2006 to the undersigned at National Manufacturing Competitiveness Council, Room No. 242, Vigyan Bhavan Annexe, Maulana Azad Road, New Delhi-110 011. The Council will not be bound to accept the lowest quotations and reserves the right to accept or reject any or all quotations without assigning any reason whatsoever. Preference will be given to those who are already supplying manpower to Government organizations.



(S.S. MADAN)

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