

फ़िल्म समारोह निदेशालय
सूचना और प्रसारण मंत्रालय

दैनिक मजदूर को रखने के लिए वर्ष 2015–2016 के लिए
निविदा आमंत्रित की जाती हैं

फ़िल्म समारोह निदेशालय को एक ऐसी एजेंसी की सेवाओं की आवश्यकता है जो दैनिक मजदूरों को वर्ष 2015–2016 के दौरान समय-समय पर दिहाड़ी के आधार पर मुहैया करा सके । इच्छुक पार्टियां बन्द निवेदित भाव (Sealed Quotations) उप निदेशक (प्रशासन) फ़िल्म समारोह निदेशालय, सिरीफोर्ट सांस्कृतिक परिसर, अगस्त क्रांति मार्ग, नई दिल्ली – 110049 को 30 सितम्बर , 2015 को अपराहन 2.00 बजे तक भेज सकते हैं जिसे उसी दिन अपराहन 3.00 बजे खोला जाएगा । निर्धारित प्रपत्र इस निदेशालय से 11 से 29 सितम्बर 2015 तक किसी भी कार्य दिवस को कार्यालय समयावधि के दौरान प्राप्त किया जा सकता है । उक्त निविदा प्रपत्र "वेतन एवं लेखा अधिकारी (मुख्य सचिवालय), सूचना और प्रसारण मंत्रालय, नई दिल्ली" के पक्ष में देय 1000/- रुपये का गैर प्रतिदेय (Non Refundable) मांग पत्र (Demand Draft) देकर निदेशालय से प्राप्त किया जा सकता है । निविदा की नियम एवं शर्तें इस निदेशालय की वेबसाइट <http://www.dff.nic.in> पर भी उपलब्ध है ।

Directorate of Film Festivals
Ministry of I&B

Inviting tender for engaging Daily Wage Mazdoor for the Year 2015-2016

This Directorate requires the services of an Agency to supply the Mazdoors on daily wage basis from time to time during the year 2015-2016. Interested parties may send sealed quotations addressed to the Deputy Director (Admn.), **Directorate of Film Festivals, Siri Fort Cultural Complex, August Kranti Marg, New Delhi-110049**, by **30/09/2015 at 2.00 PM which will be opened on same day, at 3.00 PM**. The prescribed Performa can be obtained from this Directorate on any working day from 11 to 29 September, 2015 during office hours. The cost of tender documents in Rs. 1000/- (Not refundable) payable through DD/Pay order in favor of The Pay & Accounts Officer (MS), Ministry of Information & Broadcasting, New Delhi. Terms and condition is also available on our website www.dff.nic.in

**DIRECTORATE OF FILM FESTIVALS
(Ministry of Information and Broadcasting)**

No.30/4/2011-FFD
Dated: 11/09/2015

Subject: Supply of man-power on daily wage basis for the year 2015- 2016.

Sir,

This Directorate requires the services of Mazdoors from time to time during the year 2015-2016. In case your firm is in a position to provide the services of these personnel, you may quote your daily rates for providing services of the following Category of the workers in the format given below :-

S.No.	Category	Rate in Rs. per day (with clear Break down on wages (PF, ESI & service Taxes if any)		Rate in Rs per extra hr.
1.	Mazdoors	Wages		
		PF		
		ESI		
		Service Tax		
		Total		

The terms and condition are enclosed. While sending your bids, kindly go through Terms and conditions carefully. Only Agency / Agencies who are in position to comply with these Terms and Conditions shall send their bids.

Kindly send your bids / quotations by 30.09.2015 at 2.00 p.m. Bids will be opened on 30.09.2015 at 3.00.p.m.

Yours faithfully,

(K.Prashant Kumar)
Deputy Director (Admn)
T.No.26499352

Terms and condition

1.	The contract with Agency will be for a period of one year.
2.	The cost of tender documents is Rs.1000/- [non refundable] payable through DD/Pay Order in favor of "The Pay & Account Officer [MS] Ministry of Information & Broadcasting, New Delhi".
3.	The Agency should have a valid license for supply of man - power In the NCT of Delhi. [The copy of License should be enclosed]
4.	The Agency must have at least ten personnel (Daily Wagers/Mazdoors) on rolls for supply at any given time.
5.	The agency shall submit an earnest money of Rs.20,000/- [refundable] along with the tender documents through DD/Pay Order in favor of "The Pay & Accounts Officer [MS] Ministry of Information & Broadcasting, New Delhi."
6.	The agency shall have to produce proof of having satisfactorily completed three works of similar nature of not less than Rs.5.00 Lakhs each during the last two years.
7.	The Agency must be a regular income tax payee with a valid PAN/TAN, SERVICE TAX registration (The copy of PAN /TAN, SERVICE TAX enclosed).
8.	In case any Agency/Agencies fail to deposit the refundable security amount as mentioned in Clause 5, the bid/bids will be rejected.
9.	The personnel engaged for the services in DFF shall be the Employees of the Agency and will take their remuneration/wages from them. They will have no claim of whatsoever nature including monetary claims or any other claim or benefits from DFF.
10.	The Agency shall make their own arrangement for commuting the personnel requisitioned for services to the DFF office.
11.	The Agency will furnish to DFF the full particulars of the Personnel sponsored, including details like Name, Father's Name, Age, Photograph, Permanent Address etc. and they will also ensure the Verification of the antecedents of such personnel from their Ex -employer/ Police.
12.	The Agency will be responsible for compliance of all the applicable laws and obligations.
13.	Any liability arising under Municipal, State or Central Govt. laws and regulations will be the sole responsibility of the Agency and DFF shall not be responsible for any such liability.
14.	the agency shall undertake to indemnify DFF for any liability under any law arising out of the award of the contract.
15.	The Agency shall comply with all the rules and regulations regarding safety and security of its employees and DFF will in no way be responsible in any manner in case of any mishap to eyrir personnel.
16.	The personnel provided shall comply with the oral and written instructions given on day to day basis, by the officer(s) of DFF from time to time. They will be bound by office timings, duty, placement, locations, etc. as decided by DFF. An attendance register will be maintained and will be signed by each of the employees deputed by the Agency every day. The Agency will also provide adequate sets of uniforms to its personnel.
17.	The agency shall not go for sub-contract.
18.	The Agency shall make payment of remuneration/wages to its personnel before 7th of every month. The Agency shall raise the bill on the DFF for payment after that.
19.	The DFF shall deduct proportionate amount for each day of absence of the personnel while making payment to the Agency each month.
20.	The Agency shall be responsible for the discipline and conduct of the

	personnel sponsored by them and in case the personnel lacks in discipline and their quality of work deteriorates during the course of their service, the Agency shall provide replacement services of suitable personnel. In case of misbehavior /misconduct/indiscipline behavior, the services of the persons will be terminated. The Agency is liable to provide suitable person immediately.
21.	During the subsistence of the contract, DFF shall not undertake any monetary liability other than the amount payable to the Agency for the services provided by them. Other liabilities, if any, shall be solely rent on the Agency.
22.	In case, any of the employees of the Agency engaged do not attend the work at any time for whatever reason, the Agency shall make alternate arrangements at no extra cost to DFF so that the daily work of DFF does not suffer. If no such alternate arrangements are made. Proportionate deductions shall be made out of the contracted amount. DFF shall also be free to make alternate arrangements the cost of which shall be recovered from the Agency.
23.	Any loss, theft or damage to the life and/or property of the employees of DFF and/or property of the DFF shall be compensated by the Agency if cause of such loss, theft or damage is on account of default, negligence and/or lapse of the employees of the Agency.
24.	The Agency shall be responsible for providing amenities as required to be provided under the provisions of Contract Labor (Regulations and Abolition) Act, 1970.
25.	The Agency shall comply with all acts, laws and other statutory rules, regulations, bye-laws, etc., as applicable or which might become applicable to the N.C.T. Delhi with regard to performance of the work included herein or touching upon this contract including but not limited to Minimum Wages Act, 1948, Delhi shops and Establishment ACT, 1954, ESI Act, 1948, Delhi Shops and Establishment ACT, 1954, EST ACT, 1948, Provident Funds and MP Act, 1952, Workmen's Compensation Act, Payment of Bonus Act, and take such steps as may be deemed necessary in this regard from time to time.
26.	The Agency will not ask for any enhancement of approved rates during the contract period.
27.	It will be the sole liability of the Agency to pay the minimum wages, as decided by the Govt. of National Capital Territory of Delhi, Provident Fund, ESI, and Leave benefits, Bonus, Medical facilities, etc. to its employees deployed in DFF as applicable under the relevant rules.
28.	If the Agency fails to render any or all these services, for any period during the currency of the contract, DFF shall be in liberty to get the work done from other Agencies and deduct charges incurred on this account from the amount payable to Agency.
29.	If the Agency fails to provide satisfactory performance, DFF shall be at Liberty to terminate the contract and withhold the security deposit or the balance payment of the placement agency etc.
30.	DFF reserves the right to abandon or terminate the contract at any time Without assigning any reason and it can stipulate any additional term and condition at any time during the currency of the contract.
31.	In case of any dispute, DFF will appoint an arbitrator and the decision of the arbitrator will be final and binding to both the parties.
32.	All disputes will be settled in the jurisdiction of the Delhi Court.
33.	DFF reserves the right to reject any or all quotations.
34.	In case, it is found that any agency submitted the fake documents in his tender his EMD will be forfeited.

Technical Bid

S.No.	Particulars	Submitted or /not	Deviation if any
1	DD of Rs. 1000/- (Rupees one thousand only for cost of Tender Documents (Not refundable)		
2	EMD price of Rs. 20,000/- (Rupees Twenty Thousand only)		
3	The Agency should have valid license for supply of man-power in the NCT of Delhi Copy of the License should be enclosed)		
4	The Agency must have at least ten (10) Personal (Daily wagers on rolls for supply at any given time. Proof for same to be attached)		
5	The agency shall have to produce proof of having satisfactorily completed three works of similar nature of not less than Rs. 5.00 lakhs each during the last two years.		
6	The Agency must be a regular income tax/service tax payer with a valid PAN/TAN,SERVICE TAX registration to be enclosed) The copy of PAN/TAN,SERVICE TAX registration to be enclosed)		

Signature & Seal of the vender