



GOVERNMENT OF INDIA  
CENTRAL WATER COMMISSION  
TAPI DIVISION

Opp. Kshetrapal Health  
Centre, Sagrampura,  
Surat 395002



NO/5/13A/0408/Vol-I/2008 /

Dated

**NOTICE INVITING QUOTATION.**

Sub: Quotation for **Providing Services of Motor Vehicle Driver on Contract basis**

Sir,

Sealed quotations are again re invited on behalf of President of India from reputed agencies who have registered/authorized by Government of India/ State Government for **Providing Services of Motor Vehicle Driver on Contract basis at CWC Surat/ Bharuch** who fulfills the following terms & conditions laid below

1. Terms and Conditions:-

1. **The quotations duly filled in our enclosed Proforma( Annexure –I) supported by the agency letter head signed and sealed should reach** this office on or before **15/10/09** up to 1330 hrs and will be opened same day at 1530 hours in the presence of the supplier or their authorized representatives whom so ever will remain present at their own cost at the time of opening. Only one representative of each firm will be allowed.
2. The sealed cover should be super scribed with words "**Quotation for Providing a Motor Vehicle Driver on Contract basis.**
3. **The Contract for Driver will be for 1 year or appointment & posting of a regular MV Driver whichever is earlier.**
4. The Driver shall have to work at Bharuch/Surat and should be ready to perform duty any where under the jurisdiction of Narmada & Tapi Basin Organization
5. **Bidders have to furnish Bid security (EMD) of Rs 1000/- (rupees One thousand) should be deposited along with the quotation in cash /DD. The Bid security for unsuccessful bidder will be given back in the shape of DD/cheque as desired by the bidders**
6. **Performance security @ 10% of the total value of the bid amount for the whole period of offer will have to be deposited by successful bidder at the time of agreement & the bid security will be adjusted with this performance security and will be released after completion of the contract period beyond 3 months**
7. The agency should have **register with the Government of India /State Government** as per the rules existing from time to time
8. **The agency should register** them selves in the Labour enforcement Departments and should deal with the Labour Department directly and see that they shall meet the Central Labour ( Regulation & Abolition)ACT 1970,Contract Labour ( Regulation & Abolition) Central rules1971 and Child Labour(Prohibition & Regulation)ACT 1986.Nothing extra will be paid on this account .And certificates with this effect should be produced along with quotation and their **registered Numbers should be highlighted so as to enable**
9. This office reserves the right to reject any or all the quotations without assigning any reasons thereof
10. **Rates** should have a valid time for **1 year** from the date of engagement of driver
11. The **rates** should be quoted for wages ,% of PF ,ESI ,Service charges & Service tax etc separately so that the employees of the firm should get benefit as per labour rule .Quotations received quoting rates less than the labour rates ,% of PF ,ESI , & Service tax etc as fixed by the Department of Labour will be rejected( **Latest Daily wages rates issued by the Department of Labour should be enclosed**)
12. The rates including benefits to the employee should be quoted **in terms of the complete period of month.**
13. The driver provided by the agency will be paid **minimum daily allowances** as per the govt.rules on tour as applicable. No separate allowances will be paid in accordance to the night halt at out station
14. Basic calculation sheet for arriving the rates of daily wages should be enclosed
15. **No labour /Staff** engaged by the Agency shall be paid **less than the minimum wages** as fixed by the government from time to time . All labourers/Staff should be allowed weekly rest, National holidays as prescribed in Labour rules. No claim will be entertained for increase in wages during the current contact.
16. **The agency should ensure &** furnish a certificate supported documentary proof while claiming the bill every month that they are paying at least minimum wages to the engaged person and **also deposited the PF, ESI ,Service tax etc** to the concerned as fixed by the Department of Labour
17. **The employees of the agency should be registered with ESI & a certificate with this affect should submitted along with quotation**
18. With drawl of quotations will not be entertained after opening the same, in case it is found they will be black listed

19. The agency should submit a list of customers for whom they are providing such type of services in support of their experience

**Continued on reverse page**

**Continued from previous page**

20. All **cuttings / omissions** on the rates should be sealed and signed by the representative agencies who is authorized to sign quotation
21. The terms & conditions if any should be clearly mentioned by the agency
22. Payment will be released only after the completion of every month beginning from the date of acceptance after satisfaction of work **on producing the bill** in duplicate along with advance receipt by the agency in the mode of Cheque payable at SBI Surat/ or by DD unless specified. **No advance payment will be made under any circumstances.**
23. Intimation of unsuccessful tender / quotation will not be given to concerned firms and the tender / quotations shall have no claim of any nature on this office.
24. Any other rules of CPWD codes and its amendment as applicable will be binding on the successful bidder for this deal.
25. **The Department will not be responsible for any injury sustained to the workers during the performance of their duties and also any damage or compensation due to any dispute between the agency & workers. In case any expenditure incurred by the department to face the situation arising out of act of his workers the agency should bind for payment of the same expenditure.**
26. **Canvassing in any form will be treated disqualification**
27. **In case it is noticed that the person engaged on the work is not discharging his duties satisfactory the agency will be asked to replace the person by giving 24 Hrs notice to the agency for which no correspondence should be entertained.**
28. The agency should make arrangement for their **person uniform.& badge /shoes/torch** etc and **they should always wear uniform**
29. The Driver should attain **age of 21 years** at the time of Contract and should have **professional LMV/HMV License** issued by competent authority
30. The agency shall be responsible for the conduct, behavior of the person who is engaged for this work by the agency on contact .The driver who will be engaged by the agency for providing the services with vehicle to us should **produce police verification certificate** about their conduct within **15 days from the date of Order**
31. The driver should have a basic knowledge to find out the minor problems of the vehicle and should be able to attend them at his own.
32. Under emergency condition the Motor Vehicle with Driver should be ready to work at **any time** during the day whenever found necessary.
33. The order will be given for 3 months only for first instance on making agreement and will be considered for other period later based **on the satisfactory report from the concerned officer responsible for supervising the work.**
34. The Department reserves right for test and interview for the driver & then only the order will be given
35. **In case of any disputes arises the undersigned decision is final and agency should bind for it.**
36. The person who will be engaged for this service should be able to read & write the language of **HINDI** in addition to his own mother tongue.
37. This office reserves rights to reduce /extend the contract period without assigning any reasons.
38. The agency shall be responsible for any loss /damage/theft of any type of vehicle due to irresponsible/negligent driving by the driver provided by agency during their duty period and the undersigned have right to recover full lose of such amount from the agency.
39. The agency should provide an alternate arrangement for the person who is engaged for driving the vehicle **if proceeds on leave** for an emergency nature of his work, or otherwise twice the amount of the bill for the willful absent will be deducted

Executive Engineer

To:

Copy to

1. The Superintending Engineer, H.O.Circle, CWC, Gandhinagar for kind information .with reference to Letter no 211/4/07/Tech/HOC/1414 dated 10<sup>th</sup> August 2007 .The quotations are re invited due to poor response for the earliercalled quotation.
2. The Director, SMD, New Delhi with request to display the same on CWC web site.
3. The Account Branch, Tapi Dn, CWC, Surat.
4. Office Notice Board, Tapi Dn, CWC, Surat

Executive Engineer

**GOVERNMENT OF INDIA  
CENTRAL WATER COMMISSION  
TAPI DIVISION  
SURAT**

**ANNEXURE-1**

**QUOTATION PROFORMA FOR PROVIDING MOTOR VEHICLE DRIVER FOR CWC**

Agency CPFNO:

Agency ESI NO:

Agency Registration NO:

Agency Service tax Allotment NO:

S no	Description	Qty	Unit	Rate	Amount	Remarks
1	Providing <b>Motor Vehicle Driver</b> on Contract basis for a period of <b>one year</b> or up to the appointment of a W/c Motor Vehicle Driver on regular basis which ever is earlier as detailed below	8hours duty/ per Day	<b>Per Month</b>			
	1. Minimum Salary including paid holiday for Driver under Skill category for	A)Silvassa	8hours duty/ per Day	<b>Per Month</b>		
	2. Provident fund Contribution rate @		<b>Per Month</b>			
	3. ESI contribution rate		<b>Per Month</b>			
	4. Service Charges @ on		<b>Per Month</b>			
	5 Service Charges @ on		<b>Per Month</b>			
	6. Service tax to be paid on bill a) on salary @ b) on any other account @		<b>Per Month</b>			
	Total					

Note


1. **The agency should submit the copy of latest labour wages as fixed by the Government**
2. The agency should submit details of their present customers list in support of their experience.
3. All details in the above format should be filled up (incase "not applicable" it should mentioned as "NA" and reason there should be mentioned

EXECUTIVE ENGINEER

Copy to

1. The Superintending Engineer, H.O.Circle, CWC, Gandhinagar for kind information
2. Superintending Engineer , Planning Circle, CWC, Noida for information please.
3. The Director, SMD, New Delhi with request to display the same on CWC web site(smddc@gov.in)
4. The Account Branch, Tapi Dn, CWC, Surat.
5. Executive Engineer, CWC, Mahi Division- Gandhinagar with request to make publicity among local agencies if any.
6. Assistant Executive Engineer, CWC, Lower Narmada Sub Division- Bharuch for information & publicity among local agencies if any.
7. Executive Engineer, Public Works Department- Surat with request to display on the notice board of your office for wide publicity
8. Office Notice Board, Tapi Division, CWC, Surat for display

Executive Engineer

	<p style="text-align: center;"><b>GOVERNMENT OF INDIA</b> भारत सरकार <b>CENTRAL WATER COMMISSION</b> केन्द्रीय जल आयोग <b>TAPI DIVISION</b> तापी मण्डल</p>	<p style="text-align: right;">Opp. Kshetrapal Health Centre, क्षेत्रपाल हेल्थ सेन्टर के सामने Sagrampura, Surat 395002 सगरामपुरा सूरत 395 002। Tele/fax 0261-2478569 दूरभाष -फेक्स 0261- 2478569</p>
पत्रांक: तामसु /	दिनांक:	

निविदा आमंत्रण सूचना

**NOTICE INVITING QUOTATION**

भारत के राष्ट्रपति की ओर से रजिस्टर्ड ठेकेदारों से सिलवासा में अनुबंधित वाहन चालक हेतु (जो निम्नलिखित निबंधन पूरे करते हों) मुहरबन्द कोटेशन आमंत्रित किए जाते हैं।

Sealed Quotations are invited on behalf of the President of India for **Providing Services of Motor Vehicle Driver on Contract basis** at Silvassa from registered contractors of P.W.D. / C.P.W.D. and other local bodies as per details and terms and conditions below:

क्रमांक / S.No	विवरण(कार्यका नाम /Description of Item/work
1.	सिलवासा में अनुबंधित मोटर वाहन चालक रखने के सम्बन्ध में <b>Providing Services of Motor Vehicle Driver on Contract basis</b> at Silvassa As shown in Annexure-I

निबंध व शर्तें : Terms & Conditions:-

1।	हस्ताक्षरित व मुहरबंद कोटेशन (जो कोटेशन फार्म में ही भरना चाहिए) इस कार्यालय को दिनांक <b>12.10.11</b> सायं <b>1500</b> बजे या उससे पूर्व प्राप्त हो जानी चाहिए जो उसी दिन सायं <b>1530</b> बजे अद्योहस्ताक्षरी अथवा प्राधिकृत प्रतिनिधि द्वारा ठेकेदार या उनके प्रतिनिधि (जो उपस्थित रहना चाहे ) की उपस्थिति में खोली जाएगी। The quotation duly filed in enclosed quotation form only signed should reach this office on or before <b>12.10.11</b> up to <b>1500 hrs</b> and will be opened same day at 15.30 hrs. in the presence of the Contractor or their authorized representatives whom so ever will remain present at their own cost at the time of opening.
2।	कोटेशन मोहर बंद लिफाफे में रखी जानी चाहिए तथा लिफाफे पर कार्य "सिलवासा में अनुबंधित वाहन चालक" का नाम लिखा होना चाहिए। The sealed cover should be Super scribed with words " <b>Providing Services of Motor Vehicle Driver on Contract basis</b> at Silvassa"
3।	भारत के राष्ट्रपति की ओर से अद्योहस्ताक्षरी न्यूनतम या किसी अन्य कोटेशन स्वीकार करने के लिए अपने आपको आवद्ध नहीं करते हैं और प्राप्त सभी कोटेशन या किसी भी कोटेशन को बिना कारण बताए अस्वीकार करने का अधिकार सुरक्षित रखते हैं। On behalf of President of India the undersigned reserves the right to reject any or all the quotations and to alter the quantity without assigning any reasons thereof.
4।	दर्शाये गये कार्य / शर्तों की मात्रा कार्यदिश / पूर्ति आदेश के समय घट अथवा बढ़ सकती है ठेकेदार / आपूर्तिकर्ता कथित दर पर निष्पादन हेतु बाध्य होगा। The quantity will be decreased or increased at the time of supply order for which the agency should bind to supply material

5	कोटेशन के रेट 365 दिनों तक विधिमाम्य होने चाहिए। Rates should have a valid period up to 365 days
6	यह कार्यालय असफल कोटेशन की सूचना देने हेतु कोई कार्यवाही नहीं करेगा। Intimation of unsuccessful tender / quotation will not be given to concerned firms and the tender / quotations shall have no claim of any nature on this office.
7	प्रति माह की समाप्ति पर प्री स्टॉम्पड रसीद बिल (दो प्रतियों में) भेजना होगा तदोपरांत भुगतान खाता चैक अथवा डिमाण्ड ड्राफ्ट द्वारा किया जाएगा। <b>Pre-stamped receipt bill in duplicate may be submitted after completion of the every month.</b> Payment will be released through A/C Pay Cheque drawn on SBI Nanpura, Surat for local supplier and D.D. for out side.
8	यदि कार्य निष्पादन निबंधन व शर्तों तथा विनिर्देशों के अनुरूप न करने पर ठेकेदार को ब्लैक लिस्ट करने हेतु अन्य विभागों व स्वयं के विभाग के अन्य कार्यालयों की अनुशंसा कर सकता है। In case the firm fails to carried out the work as per the specifications / requirement and terms and conditions after quoting the rates for items the firm will be recommended for black list by various State / Central Govt. departments
9	उक्त कार्य के लिए केंद्रीय लोक निर्माण विभाग कोड विनिर्देश तथा अन्य संबन्धित कोड पूर्ति कार्य निष्पादन हेतु पालन बाध्य होगा। Any other rules of CPWD Codes and its amendment as applicable will be binding on the successful bidder.
10	सभी कटिंग ओव्हरसाईटिंग हस्ताक्षरित होना चाहिए। All cuttings / omissions should be signed.
11	सरकार द्वारा निर्धारित टैक्स आदि की कटौती आवश्यकतानुसार कर ली जाएगी। Taxes as applicable will be deducted at the source from the bill at the time of payment.
12	कोटेशन के मामले में किसी भी प्रकार का प्रत्यक्ष या अप्रत्यक्ष प्रेरण पूर्णतया निषिद्ध है। Convassing whether directly or indirectly is strictly prohibited.
13	सिक्योरिटी डिपॉजिट पूरे कार्य की लागत का 10 प्रतिशत बिल में से काट लिया जायेगा जो 6 महीने के बाद लौटाया जायेगा। Security deposit @ 10% of gross amount of work will be deducted from the bill and will be released after completion of 6 months.
14	Bid security Rs.1000/- to be submitted along with the quotation by cash or Demand Draft in favour of "EXECUTIVE ENGINEER, TAPI DIVISION, CWC, SURAT" Payable in State Bank India Nanpura Branch at Surat. Quotation without Bid Security will be rejected. निविदा जमा करते समय विड सीक्यूरिटी 1000/- नगद अथवा डिमाण्ड ड्राफ्ट "EXECUTIVE ENGINEER, TAPI DIVISION, CWC, SURAT" के नाम से जमा करना होगा। विड सीक्यूरिटी के बिना निविदा लौटा दिया जायेगा।
15	The person who will be engaged for this service should be able to read & write the language of <b>HINDI</b> in addition to his own mother tongue इस कार्य के लिए लगाया गया आदमी अपनी मातृ भाषा के अलावा हिन्दी लिखना तथा पढ़ना जानना चाहिए।
16	The Driver shall have to work at Silvassa and should be ready to perform duty any where under the jurisdiction of Narmada & Tapi Basin Organization वाहन चालक को सिलवासा में कार्य करना होगा तथा नर्मदा तापी संगठन के अन्तर्गत कहीं भी कार्य करनेके लिए तैयार रहना होगा।
17	The driver provided by the agency will be paid <b>minimum daily allowances</b> as per the govt.rules on tour as applicable. No separate

	allowances will be paid in accordance to the night halt at out station यात्रा के दौरान एजेन्सी न्यूनतम दैनिक भत्ता देगी। मुख्यालय से बाहर राति विश्राम करने पर अलग से कोई भत्ता नहीं देय होगा।
18	The agency should make arrangement for their <b>person uniform, &amp; badge /shoes/torch</b> etc and <b>they should always wear uniform</b> एजेन्सी अपने लगाये गये आदमियों को वर्दीजूता तथा टार्च का प्रबन्ध खुद करेगी और वे हमेशा वर्दी में रहेगे।
19	<b>The agency should ensure &amp;</b> furnish a certificate supported documentary proof while claiming the bill every month that they are paying at least minimum wages to the engaged person and <b>also deposited the PF, ESI ,Service tax etc</b> to the concerned as fixed by the Department of Labour
20	Basic calculation sheet for arriving the rates of daily wages should be enclosed
21	<b>No labour /Staff</b> engaged by the Agency shall be paid <b>less than the minimum wages</b> as fixed by the government from time to time . All labourers/Staff should be allowed weekly rest, National holidays as prescribed in Labour rules. No claim will be entertained for increase in wages during the current contact.
22	With drawl of quotations will not be entertained after opening the same, in case it is found they will be black listed
23	Payment will be released only after the completion of every month beginning from the date of acceptance after satisfaction of work <b>on producing the bill</b> in duplicate along with advance receipt by the agency in the mode of Cheque payable at SBI Surat/ or by DD unless specified. <b>No advance payment will be made under any circumstances.</b>
24	<b>The Department will not be responsible</b> for any injury sustained to the workers during the performance of their duties and also any damage or compensation due to any dispute between the agency & workers. In case any expenditure incurred by the department to face the situation arising <b>out of act</b> of his workers the agency should bind for payment of the same expenditure.
25	<b>Canvassing in any form will be treated disqualification</b>
26	<b>In case it is noticed that the person engaged on the work is not discharging his duties satisfactory the agency will be asked to replace the person by giving 24 Hrs notice to the agency for which no correspondence should be entertained.</b>
27	The Driver should attain <b>age of 21 years at</b> the time of Contract and should have <b>professional LMV/HMV License</b> issued by competent authority
28	The agency shall be responsible for the conduct, behavior of the person who is engaged for this work by the agency on contact .The driver who will be engaged by the agency for providing the services

	with vehicle to us should <b>produce police verification certificate</b> about their conduct within <b>15 days from the date of Order</b>
29	In case of any disputes arises the undersigned decision is final and agency should bind for it.
30	The agency should provide an alternate arrangement for the person who is engaged for driving the vehicle <b>if proceeds on leave</b> for an emergency nature of his work, or otherwise twice the amount of the bill for the willful absent will be deducted
31	The agency shall be responsible for any loss /damage/theft of any type of vehicle due to irresponsible/negligent driving by the driver provided by agency during their duty period and the undersigned have right to recover full lose of such amount from the agency

मंडल अभियंता

प्रतिलिपि :

1. अधीक्षण अभियंता जल वैज्ञानिक प्रेक्षण परिमण्डल केन्द्रीय जल आयोग गॉधीनगर / The Superintending Engineer, H.O.Circle ,CWC, Gandhinagar.
2. अधीक्षण अभियंता ( समन्वय ) केन्द्रीय जल आयोग गॉधीनगर The Superintending Engineer (Co-ord) CWC Gandhinagar
3. निदेशक केन्द्रीय जल आयोग एस एम डी वी नई दिल्लीइस निवेदन के साथ भेजा जाता है कि यह वेब साईट पर डिस्पले करवाया जाय। / The Director, CWC, SMDB, New Delhi with request to display on the CWC web site.
4. अधिशासी अभियंता माही मण्डल केन्द्रीय जल आयोग गॉधीनगर / Executive Engineer CWC, Mahi Division, Gandhinagar
5. अधिशासी अभियंता तापी मण्डल केन्द्रीय जल आयोग सुरत / Executive Engineer CWC, Tapi Division, Surat.
6. Sub Divisional Engineer LTSD- Surat/LNSD-Bharuch/MTSD Dhule/UTSD Bhusawal for information please
7. लेखा शाखा तापी मण्डल केन्द्रीय जल आयोग सुरत / Accounts Branch, Tapi Division, CWC, Surat
8. सूचना फलक तापी मंडल केन्द्रीय जल आयोग सुरत / Notice Board, TAPI Divn.CWC Surat.

मंडल अभियंता



GOVERNMENT OF INDIA  
भारत सरकार  
CENTRAL WATER COMMISSION  
केन्द्रीय जल आयोग  
TAPI DIVISION  
तापी मण्डल

Tele/fax 0261-2478569

दूरभाष -फैक्स 0261- 2478569

Opp. Kshetrapal Health Centre,  
क्षेत्रपाल हेल्थ सेन्टर के सामने  
Sagrampura, Surat 395002  
सगरामपुरा सूरत 395 002।

NO/TDS /JE-HQ/NIQ-VOL-26/2011/

Dated :

**NOTICE INVITING QUOTATION.**

**Sub:** Quotation for **Providing Services of Motor Vehicle Driver on Contract basis.**

For and on behalf of the President of India, sealed quotations are hereby invited from reputed firms by the Executive Engineer, Tapi Division, CWC, Surat for **Providing Services of Motor Vehicle Driver on Contract basis at CWC, Silvassa** as per the enclosed proforma **Annexure-I** so as to reach this office on or before **25.10.2011** upto 13:30 hrs. which will be opened on the same day at 15:30 hrs. in the presence of Contractor or their authorized representatives who may be interested to be present at the time.

Sl. No.	Description of Item	Month Rate Rs.	Duration	Amount Rs.
1.	Deployment of 1 No. M. V. Driver for driving the light motor vehicle under the jurisdiction of Damanganga Sub Division, CWC, Silvassa during office hours from 10:00 A.M. to 18:00 P.M. on all working days.		12 months	

**Terms and Conditions :-**

- The quotations duly filled in our enclosed Proforma ( Annexure –I) supported by the agency letter head signed and sealed should reach** this office on or before **25/10/11** up to 1330 hrs and will be opened same day at 1530 hours in the presence of the contractor or their authorized representatives whom so ever will remain present at their own cost at the time of opening. Only one representative of each firm will be allowed.
- The sealed cover should be super scribed with words "**Quotation for Providing a Motor Vehicle Driver on Contract basis.**"
- The Contract for Driver will be for 1 year or appointment & posting of a regular MV Driver whichever is earlier.**
- The Driver shall have to work at Silvassa and should be ready to perform duty any where under the jurisdiction of Narmada & Tapi Basin Organization
- Bidders have to furnish Bid security (EMD) of Rs. 1000/- (rupees One thousand) should be deposited along with the quotation in cash /DD. The Bid security for unsuccessful bidder will be given back in the shape of DD/cheque as desired by the bidders**
- Performance security @ 10% of the total value of the bid amount for the whole period of offer will have to be deposited by successful bidder at the time of agreement & the bid security will be adjusted with this performance security and will be released after completion of the contract period beyond 3 months**
- The agency should register** them selves in the Labour enforcement Departments and should deal with the Labour Department directly and see that they shall meet the Central Labour ( Regulation & Abolition)ACT 1970,Contract Labour ( Regulation & Abolition) Central rules1971 and Child Labour(Prohibition & Regulation)ACT 1986.Nothing extra will be paid on this account .And certificates with this effect should be produced along with quotation and their **registered Numbers should be highlighted so as to enable**
- This office reserves the right to reject any or all the quotations without assigning any reasons thereof

9. **Rates** should have a valid time for **1 year** from the date of engagement of driver
10. The **rates** should be quoted for wages ,% of PF ,ESI ,Service charges & Service tax etc separately so that the employees of the firm should get benefit as per labour rule .Quotations received quoting rates less than the labour rates ,% of PF ,ESI , & Service tax etc as fixed by the Department of Labour will be rejected( **Latest Daily wages rates issued by the Department of Labour should be enclosed**)
11. The rates including benefits to the employee should be quoted **in terms of the complete period of month.**
12. The driver provided by the agency will be paid **minimum daily allowances** as per the government rules on tour as applicable. No separate allowances will be paid in accordance to the night halt at out station
13. Basic calculation sheet for arriving the rates of daily wages should be enclosed
14. **No labour /Staff** engaged by the Agency shall be paid **less than the minimum wages** as fixed by the government from time to time . All labourers/Staff should be allowed weekly rest, National holidays as prescribed in Labour rules. No claim will be entertained for increase in wages during the current contact.
15. **The agency should ensure &** furnish a certificate supported documentary proof while claiming the bill every month that they are paying at least minimum wages to the engaged person and **also deposited the PF, ESI ,Service tax etc** to the concerned as fixed by the Department of Labour
16. **The employees of the agency should be registered with ESI & a certificate with this affect should submitted along with quotation**
17. With drawl of quotations will not be entertained after opening the same, in case it is found they will be black listed
18. The agency should submit a list of customers for whom they are providing such type of services in support of their experience
19. All **cuttings / omissions** on the rates should be sealed and signed by the representative agencies who is authorized to sign quotation
20. The terms & conditions if any should be clearly mentioned by the agency
21. Payment will be released only after the completion of every month beginning from the date of acceptance after satisfaction of work **on producing the bill** in duplicate along with advance receipt by the agency in the mode of Cheque payable at SBI Surat/ or by DD unless specified. **No advance payment will be made under any circumstances.**
22. Intimation of unsuccessful tender / quotation will not be given to concerned firms and the tender / quotations shall have no claim of any nature on this office.
23. Any other rules of CPWD codes and its amendment as applicable will be binding on the successful bidder for this deal.
24. **The Department will not be responsible for any injury sustained to the workers during the performance of their duties and also any damage or compensation due to any dispute between the agency & workers. In case any expenditure incurred by the department to face the situation arising out of act of his workers the agency should bind for payment of the same expenditure.**
25. **Canvassing in any form will be treated disqualification**
26. **In case it is noticed that the person engaged on the work is not discharging his duties satisfactory the agency will be asked to replace the person by giving 24 Hrs notice to the agency for which no correspondence should be entertained.**
27. The agency should make arrangement for his **person uniform, & badge /shoes/ etc and he should always wear uniform** during working hours.

28. The Driver should attain **age of 21 years at** the time of Contract and should have **professional LMV/HMV License** issued by competent authority
29. The agency shall be responsible for the conduct, behavior of the person who is engaged for this work by the agency on contract .The driver who will be engaged by the agency for providing the services with vehicle to us should **produce police verification certificate** about their conduct within **15 days from the date of Order**
30. The driver should have a basic knowledge to find out the minor problems of the vehicle and should be able to attend them at his own.
31. Under emergency condition the Motor Vehicle with Driver should be ready to work at **any time** during the day whenever found necessary.
32. The order will be given for 3 months only for first instance on making agreement and will be considered for other period later based **on the satisfactory report from the concerned officer responsible for supervising the work.**
33. The Department reserves right for test and interview for the driver & then only the order will be given
34. **In case of any disputes arises the undersigned decision is final and agency should bind for it.**
35. The person who will be engaged for this service should be able to read & write the language of **HINDI** in addition to his own mother tongue.
36. This office reserves rights to reduce /extend the contract period without assigning any reasons.
37. The agency shall be responsible for any loss /damage/theft of any type of vehicle due to irresponsible/negligent driving by the driver provided by agency during their duty period and the undersigned have right to recover full lose of such amount from the agency.
38. The agency should provide an alternate arrangement for the person who is engaged for driving the vehicle **if proceeds on leave** for an emergency nature of his work, or otherwise twice the amount of the bill for the willful absent will be deducted

Encl.: - As per Annexure-I.

Executive Engineer

प्रतिलिपी / Copy to:

1. अधीक्षण अभियंता जल वैज्ञानिक प्रेक्षण परिमण्डल केन्द्रीय जल आयोग गॉधीनगर / The Superintending Engineer, H. O. Circle ,CWC, Gandhinagar
2. अधीक्षण अभियंता ( समन्वय ) केन्द्रीय जल आयोग गॉधीनगर The Superintending Engineer (Co-ord.) CWC Gandhinagar
3. निदेशक केन्द्रीय जल आयोग एस एम डी वी नई दिल्ली इस निवेदन के साथ भेजा जाता है कि यह वेब साईट पर डिस्पले करवाया जाय।  
The Director, CWC, SMDB, New Delhi with request to display on the CWC web site
4. अधिशासी अभियंता माही मण्डल केन्द्रीय जल आयोग गॉधीनगर / Executive Engineer CWC, Mahi Division, Gandhinagar
5. Sub Divisional Engineer LTSD- Surat/LNSD-Bharuch/MTSD Dhule/UTSD Bhusawal for information please
6. लेखा शाखा तापी मण्डल केन्द्रीय जल आयोग सुरत / Accounts Branch, Tapi Division, CWC, Surat
7. सूचना फलक तापी मंडल केन्द्रीय जल आयोग सुरत / Notice Board, TAPI Divn., CWC Surat.

Executive Engineer

**GOVERNMENT OF INDIA  
CENTRAL WATER COMMISSION  
TAPI DIVISION  
SURAT**

**QUOTATION PROFORMA FOR PROVIDING MOTOR VEHICLE DRIVER FOR CWC**

Agency CPFNO:

Agency ESI NO:

Agency Registration NO:

Agency Service tax Allotment NO:

Sl. No.	Description	Qty	Unit	Rate	Amount	Remarks
1	Providing <b>Motor Vehicle Driver</b> on Contract basis for a period of <b>one year</b> or up to the appointment of a W/c Motor Vehicle Driver on regular basis which ever is earlier as detailed below	8hours duty/ per Day	<b>Per Month</b>			
	1. Minimum Salary including paid holiday for Driver under Skill category for	A) Silvassa	8 hours duty / per Day	<b>Per Month</b>		
	2. Provident fund Contribution rate @		<b>Per Month</b>			
	3. ESI contribution rate		<b>Per Month</b>			
	4. Service Charges @ on		<b>Per Month</b>			
	5 Service Charges @ on		<b>Per Month</b>			
	6. Service tax to be paid on bill a) on salary @ b) on any other account @		<b>Per Month</b>			
	<b>Total:-</b>					

Note

1. The agency should submit the copy of latest labour wages as fixed by the Government
2. The agency should submit details of their present customers list in support of their experience.
3. All details in the above format should be filled up (incase "not applicable" it should mentioned as "NA" and reason there should be mentioned

EXECUTIVE ENGINEER

