Notice Inviting Tender

Sealed tenders on behalf of the President of India, are invited from reputed experienced and financially sound Manpower companies/firms/agencies for providing services of 10 (Ten) unskilled manpower for providing housekeeping work for a period of one year.

2. Quotations are required to be submitted, in the prescribed format enclosed with this letter viz. ANNEXURE-I (Technical Bid) and ANNEXURE-II (Financial Bid). Financial bid of only those bidders, who have been declared technically qualified, will be opened.

3. Pre-qualification selection criteria:

Firms fulfilling the following criteria will be eligible to submit tenders:

i) The firm should be a legal entity, eligible to enter into contact with the Ministry to provide services;

ii) The firm should be registered with Service Tax Directorate, ESIC, Employees Provident Fund Commissioner office;

iii) Bidder should have annual turnover of not less than Rs. 1.00 crore, for providing manpower to Ministries/Departments, PSUs during the previous three financial years.

iv) Total manpower outsourced to Ministries/Departments, PSUs during the previous three financial years should not be less than 100.

v) The Earnest Money Deposit (EMD) of Rs.50,000/-, in the form of Demand Draft/Pay Order, drawn in favour DDO, DoNER, New Delhi (refundable without interest), should accompany the Technical Bid.

4. TERMS AND CONDITIONS:

i) All the liabilities of supplied manpower directly or indirectly will be sole responsibility of the manpower supplier firm. The other statutory expenses will be the responsibility of the supplier.

ii) M/o. DONER reserves the right to accept or reject any tender or annul the tenders process and reject all tenders at any time prior to award of the contract, without assigning any reason, whatsoever, and without incurring any liability or obligation, whatsoever to the affected quoter or quoters.

iii) The manpower supplier firm must fulfill all conditions required under Labour Contract Employment Act.

iv) The manpower supplier firm shall be governed by the laws of India and interpretations in accordance with such laws.
v) M/o. DoNER will not responsible for any dispute of manpower supplied, and the manpower so provided shall not be in any way be the employees of M/o. DoNER.

vi) The payment(s) to be made to the contractor are subject to deduction of Tax(s)/Cess leviable by any Government as per rules from time to time and will be made after the completion of every month on doing the assigned work.

vii) The manpower supplier firm will be responsible for making the payment directly to the supplied manpower by 5th of each month from his own sources and subsequently raise the bill for reimbursement which will be verified on the basis of actual amount disbursed and attendance etc.

viii) The Services Charges will be primary criteria for evaluation of financial bid.

ix) The manpower supplier firm shall not appoint any sub company/agency to carry out any obligation under the contract;

x) The contractor shall abide by all the law of land including Labour Laws, Companies Act, Tax deduction liabilities, welfare measures of its employees and all other obligations that enjoin in such cases and are not essentially enumerated and defined herein, though any such onus shall be the exclusive responsibility of the contractor and it shall not involve Ministry of DoNER in any way whatsoever. Compliance of these provisions shall be ensured at the time of making monthly payments.

xi) If the contractor wants to rescind the contract voluntarily or otherwise, he is required to give a notice of at least 60 days failing which the amount of security deposit including any other dues will be recovered from him for making alternate arrangement till the new contract is assigned to the other party.

xii) The required strength of manpower (Ten) is indicative only. However the deployment shall be as per actual requirement and any increase/decrease in the actual deployed strength shall increase/reduce the payment to be made proportionately.

xiii) Unskilled manpower presently working in Ministry of DoNER on contract basis may be engaged by the manpower supplier firm as per its own terms and conditions.

xiv) In case of disputes for non-payment of wages to the supplied manpower or any other disputes, the payment due to the manpower supplier firm can be withheld till settlement of the disputes by Ministry of DoNER or on the orders of the court of law.

5. **Documents required to be submitted along with Bids:**

Photocopies of the following documents, self attested and with the seal of the Company/Firm, should be submitted along with the Technical Bid:-

(a) Registration Certificate;

(b) Copy of PAN Card;

(c) Copy of the IT return filed for the last three financial years

(d) Copies of the EPF and ESI certificates;
(e) Copies of the Service Tax registration certificate;
(f) Proof of 3 years' experience in providing manpower (along with total No.) to Government Ministries/Departments;
(g) Proof of registration of the Company/firm/agency it the appropriate registration authority for providing of manpower.

6. Successful bidder shall be required to furnish the following documents in respect of each person deployed by them in the Ministry before commencement of his/her work:-

(a) Complete bio-data;
(b) Attested copy of date of birth certificate;
(c) Character Certificate from a Gazetted Officer;
(d) Proof of verification of antecedents from local police authorities, in respect of each person deployed.

7. Sealed quotations, complete in all respects, should be addressed to Under Secretary (Gen. Admn.), Room No.281, Vigyan Bhawan Annexe, Maulana Azad Road, New Delhi - 110011 and deposited in the letter box of Ministry of Development of North Eastern Region, placed near Reception, Vigyan Bhawan Annexe, New Delhi - 110011 on or before 16th May, 2014 upto 15:30 hrs. Technical and Financial Bids should be submitted in separate sealed covers superscribed “Quotations of providing services of personnel for housekeeping”. Bids shall be opened at 16:00 hrs. on the same day in the presence of such bidders or their authorized representative as may wish to be personally present.

Yours faithfully,

(S.P. Singh)
Deputy Secretary to the Government of India

Copy to:

i) Notice Board.
ii) All Ministries/Departments of Government of India.
iii) Web Manager, Ministry of Development of North Eastern Region for uploading the tender notice on the Website of the Ministry.
Technical Bid

Application for providing General Office Assistant

1. Name of Tendering Company/Firm/Agency

2. Name of Proprietor/Director of Company/Firm/Agency

3. Full address of Office with telephone Number/Fax number and E-mail Address

4. PAN No.
5. Service Tax Number
6. EPF registration number
7. ESI registration number
8. Financial turnover of the Company/Firm/Agency during previous three financial years:

<table>
<thead>
<tr>
<th>Financial year</th>
<th>Amount in lakh</th>
<th>Remarks, if any</th>
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<tbody>
<tr>
<td>2011-12</td>
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<tr>
<td>2012-13</td>
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<td>2013-14</td>
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9. Details of last three years experience in providing manpower with numbers to Government Department/PSU/MNC and Private Companies.

<table>
<thead>
<tr>
<th>Name of Office</th>
<th>Category of Manpower</th>
<th>Duration of contract with amount of contract</th>
<th>Number of person Deployed</th>
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Date

Place

Signature of authorized Person(s) with seal

(Seal)
Financial Bid

Name of Company/Firm/Agency

<table>
<thead>
<tr>
<th>Sl. No.</th>
<th>Category</th>
<th>Rates (in Rupees)</th>
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<tbody>
<tr>
<td>1.</td>
<td>Wage per person per month *</td>
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<td>2.</td>
<td>Service Tax</td>
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<td>3.</td>
<td>Service charges</td>
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<tr>
<td></td>
<td><strong>Total (S.No.1+2+3)</strong></td>
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* i) Rates are to be quoted keeping in view the applicable minimum wages prescribed by Government of NCT of Delhi, under Minimum Wages Act, 1948 for Unskilled worker as applicable in the NCT of Delhi.

ii) Rates quoted below the prevailing minimum wages shall be summarily rejected.

iii) If a firm quoted ‘Nil’ charges the bid shall be not be considered.

(____________________)

Full name and signature of authorised person with seal