

D-33011/01/2013-Gen.  
GOVERNMENT OF INDIA  
MINISTRY OF CORPORATE AFFAIRS

5<sup>th</sup> Floor, A-Wing, Shastri Bhawan,  
New Delhi  
dated 07.09.2016

**TENDER NOTICE**

The Ministry of Corporate Affairs 5<sup>th</sup> Floor, A-Wing, Shastri Bhawan, Dr. Rajendra Prasad Road, New Delhi - 110 001 intends to outsource the manpower to perform following official works in the Ministry of Corporate Affairs for a period of one year from the date of contract:-

Nature of job	No. of personnel required
Stenographers	44
Hindi Typists	03
Library Assistant	01
Data Entry Operators/Office Assistant	03
Drivers	04

*(The number of persons is tentative and may increase or decrease as per requirement).*

Reputed, experienced and financially sound Manpower agencies/companies should send their bids on the prescribed tender documents which can be obtained along-with details of terms and conditions from General Section, Room No. 511 B, Shastri Bhawan on all working days or can be downloaded from the Central Public Procurement Portal (CPPP) website [www.eprocure.gov.in](http://www.eprocure.gov.in) and Ministry's website [www.mca.gov.in](http://www.mca.gov.in). The schedule of receipt opening of bids is as under:-

**Last date & Time for receipt of bids**                      **30.09.2016 up to 11:30 a.m.**  
**Date & time for opening of bids:**                              **30.09.2016 at 3:30 p.m.**

1. The Technical Bid should be accompanied with an Earnest Money Deposit (EMD), refundable without interest of Rs. 2,25,000/- (Rupees Two Lakh Twenty five Thousand Only) in the form of Demand Draft / Pay Order drawn in favour of Pay & Accounts Officer, Ministry of Corporate Affairs, New Delhi **failing which the tender shall be rejected out rightly.**
2. The Earnest money Deposit in respect of the agencies which do not qualify the Technical Bid (First Stage) / Financial Bid (Second competitive stage) shall be returned to them without any interest. However, the E.M.D. in respect of the successful tenderer shall be adjusted towards the Performance Security Deposit. **Further, if the agency fails to deploy the required manpower against the initial requirement within 30 days from date of placing the order the EMD shall stand forfeited without giving any further notice.**



3. The tender is required to be submitted under **two bid system i.e. Technical Bid and Financial Bid**. The interested agencies are advised to submit two separate sealed envelopes super-scribing "**Technical Bid for Providing Manpower Services to Ministry of Corporate Affairs**" and "**Financial Bid for providing manpower Services to Ministry of Corporate Affairs**". Both sealed envelopes should be kept in one envelop with superscription "**Bid for Providing Manpower Services to Ministry of Corporate Affairs**".
4. The above cover containing the tender complete in all respects should be submitted to the Under Secretary (Genl.), Ministry of Corporate Affairs, Room No.526, A-Wing, 5<sup>th</sup> Floor, Shastri Bhavan, New Delhi latest by **30-09-2016 up to 11.30 A.M.** Bids received after due date and time will not be accepted.
5. The Technical Bids will be opened on the same day at 3:30 p.m. in Room No.526, A-Wing, 5<sup>th</sup> Floor, Shastri Bhavan, New Delhi and Financial Bid of the technically qualified bidders only will be opened on a later date subject to receipt of adequate technically qualified bids. All technically qualified bidders will be intimated accordingly for the same. Bidders or their representatives are welcome to remain present during the opening of the bids.
6. Applications of Technical Bid & Financial Bid are at Annexure-I and Annexure-II respectively.
7. All entries in the tender form should be legible and filled clearly. If the space for furnishing information is insufficient, a separate sheet duly signed by the authorized signatory may be attached. **No overwriting or cutting is permitted in the Financial Bid Form. In such cases, the tender shall be summarily rejected.** However, the cuttings, if any, in the Technical Bid Application must be initialed by the person authorized to sign the tender bids.
8. The bid of firm quoting impractically low or nil service charges are liable to be rejected on technical grounds. Administrative/service charge shall remain fixed during the contract period including extended contract period.
9. A feedback on the performance of the firm from its existing client Ministries/Departments specifically with reference to timely payment of salaries to staff, crediting of other statutory due viz. EPF, ESI etc. quality of staff deployed will be taken into account while considering the financial bid of the tenderer.
10. Ministry of Corporate Affairs, New Delhi reserves the right to accept or reject any/all tender(s) without assigning any reason.

(Riazul Haque)

Under Secretary to the Govt. of India



**TECHNICAL REQUIREMENTS FOR THE TENDERING MANPOWER  
SERVICE PROVIDER**

1. The tendering manpower service provider should fulfill the following technical specifications:
  - (a) The Registered Office or one of the Branch Offices should be located either in Delhi / New Delhi or in NCR of Delhi.
  - (b) They should be registered with the appropriate registration authority;
  - (c) They should have at least three years' experience in supplying manpower with minimum strength of 30 per month to perform official works or with minimum annual turnover of Rs. 75.00 Lakh for such works to Government Departments, Private Companies, Public Sector Companies/Banks, etc.;
  - (d) They should have their own Bank Accounts;
  - (e) They should be registered with Income tax and Service Tax departments;
  - (f) They should be registered with appropriate authorities under Employees Provident fund and Employees State Insurance Acts.
  - (g) The firm should not be blacklisted / terminated & debarred in past. The firm required to submit a declaration for the same with affidavit attested by notary.

**NOTE: If any of the details submitted by bidder are found to be incorrect / false then the firm will be blacklisted with the name of proprietor with wide circulation.**

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## TERMS AND CONDITIONS

### GENERAL

1. The contract for providing the aforesaid manpower is likely to commence from 01.11.2016 and would continue till 31<sup>st</sup> October, 2017. The period of the contract may be further extended beyond 31<sup>st</sup> October, 2017 on the same rates, terms and conditions, provided the requirements of the Ministry for manpower persist at that time or may be curtailed / terminated before 31<sup>st</sup> October, 2017 owing to deficiency in service or substandard quality of manpower deployed by the selected Service Provider or because of change in the Ministry's requirements.
2. The contracting service provider shall not be allowed to transfer, assign, pledge or sub-contract its rights and liabilities under this contract to any other agency without the prior written consent of this Ministry.
3. The Ministry, at present, has tentative requirement of 44 skilled English Stenographers, 03 Hindi Typists, 03 Data Entry Operators/Office Assistant, 01 Library Assistant and 04 Drivers as per qualification mentioned in Appendix. The requirement of the Ministry may further increase or decrease, during the period of contract also and the tenderer would have to provide additional manpower services, if required, on the same rates, terms and conditions.
4. The tenderer will be bound by the details furnished by him / her to this Ministry while submitting the tender or at subsequent stage. In case, any of such documents furnished by him / her is found to be false at any stage, it would be deemed to be a breach of terms of contract making him / her liable for legal action besides termination of contract.
5. The Ministry reserves right to terminate the contract during initial period also after giving a week's notice to the contracting agency.
6. The persons deployed shall be required to report for work at 09.00 hrs. to Under Secretary (Admn. I) and would leave at 17.30 hrs. The person deployed may also be required to work beyond 17.30 hrs. In case, the person deployed is absent on a particular day or comes late / leaves early on three occasions, proportionate deduction for one day will be made. The normal duty hours of Drivers will be from 8:30 AM to 06:00 PM.
7. In case such a person is asked to work beyond 6.30 PM, he/she shall be entitled to overtime allowance as fixed by the Govt. of India for its employees. In case, any person called to office on a closed holiday, he/she would be paid full days wages for that day as compensation.

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8. The Service Provider shall nominate a coordinator who would be responsible for immediate interaction with the Ministry so that optimal services of the persons deployed by the agency could be availed without any disruption.
9. The entire financial liability in respect of manpower services deployed in this Ministry shall be that of the service provider and this Ministry will in no way be liable.
10. For all intents and purposes, the service provider shall be "Employer" within the meaning of different Labour Legislations in respect of manpower so employed and deployed in this Ministry. **The persons deployed by the service provider in this Ministry shall not have any claims whatsoever like employer and employee relationship against Ministry of Corporate Affairs.**
11. The service provider shall be solely responsible for the redressal of grievances / resolution of disputes relating to persons deployed. This Ministry shall, in no way, be responsible for settlement of such issues whatsoever.
12. This Ministry shall not be responsible for any financial loss or any injury to any person deployed by service provider in the course of their performing the functions/duties, or for payment towards any compensation.
13. The persons deployed by the service provider shall not claim nor shall be entitled to pay, perks and other facilities to regular / confirmed employees of this Ministry during the currency or after expiry of the contract.
14. In case of termination of this contract on its expiry or otherwise, the persons deployed by the service provider shall not be entitled to and will have no claim for any absorption in the regular / otherwise capacity in this Ministry.

## LEGAL

15. The personnel, during course of their work, shall be privy to certain classified documents and information which they are not supposed to divulge to third parties. In view of this, they shall be required to take oath of confidentiality and breach of this condition shall make the service provider as well as the person concerned liable for penal action under IPC, Cr. P.C. or any other relevant provision besides, action for breach of contract.
16. The service provider will be responsible for compliance of all statutory provisions relating to Minimum Wages, Provident Fund, and Employees State Insurance etc. in respect of the persons deployed by it in this Ministry. The Ministry shall have no liability in this regard.

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17. The service provider shall also be liable for depositing all taxes, levies, Cess etc. on account of service rendered by it to Ministry of Corporate Affairs to the concerned tax collection authorities from time to time as per extant rules and regulations in the matter.
18. The service provider shall maintain all statutory registers under the Law. The agency shall produce the same, on demand, to the concerned authority of this Ministry or any other authority under Law.
19. The Tax Deduction at Source (T.D.S.) shall be done as per the provisions of Income Tax Act/ Rules, as amended from time to time and a certificate to this effect shall be provided to the agency by this Ministry.
20. In case, the service provider fails to comply with any statutory / taxation liability under appropriate law, and as a result thereof the Ministry is put to any loss / obligation, monetary or otherwise, the Ministry will be entitled to get itself reimbursed out of the outstanding bills or the Performance Security Deposit of the service provider, to the extent of the loss or obligation in monetary terms.

## **FINANCIAL**

21. The successful tenderer will have to deposit a security amount of Rs. 9,00,000/- (Rupees Nine Lakh Only) in the form of Bank Guarantee made in the name of the Pay & Accounts Officer, Ministry of Corporate Affairs, New Delhi covering the period of contract. In case, the contract is further extended beyond the initial period, the Bank Guarantee will have to be accordingly renewed by the successful tenderer.
22. In case of breach of any terms and conditions attached to this contract the Performance Security Deposit of the agency will be liable to be forfeited by this Ministry besides annulment of the contract.
23. The agency shall raise the bill, in triplicate, along with attendance sheet [duly verified by Under Secretary (Admn. I) in respect of the persons deployed and submit the same to Under Secretary (Admn. I) in the first week of the succeeding month. As far as possible the payment will be released by the second week of the succeeding month.
24. The wages will be paid at the Minimum Wages prescribed by the Govt. of NCT of Delhi from time to time. Contribution in ESI, EPF and payment of Service Tax shall be done as per prescribed rates as amended from time to time.

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25. Rate for Agency charges should be quoted in percentage (%) only. Quotations mentioning rate of Administrative/ Agency charges in any other form shall not be considered at all.
26. Bids with 'NIL' or 'COMPLEMENTARY' Administrative / Agency charges shall also not be considered.
27. Payment for a month shall be made only after the agency submits proof of having deposited all the statutory dues for the previous month in respect of each persons deposited all the statutory dues for the previous month in respect of each persons deployed in the Ministry. For this purpose, the agency shall submit separate e-challan, ECR and wage sheet in respect of the manpower deployed in the Ministry of MCA with the bills.
28. The claims in bills regarding Employees State Insurance, Provident Fund, and Service Tax etc. should be necessarily accompanied with documentary proof pertaining to the concerned bill month. A requisite portion of the bills / whole of the bill amount shall be held up till such proof is furnished, at the discretion of this Ministry.
29. The amount of penalty calculated @ Rs.100/- day on account of delay, if any, in providing a suitable substitute for the period beyond three working days by the agency shall be deducted from the monthly bills of the service provider in the following month.
30. The Ministry of Corporate Affairs reserves the right to withdraw / relax any of the terms and condition mentioned above so as to overcome the problem encountered at a later stage.

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## Appendix

### TECHNICAL REQUIREMENTS FOR MANPOWER TO BE DEPLOYED BY THE SUCCESSFUL MANPOWER SERVICE PROVIDER IN THE MINISTRY OF CORPORATE AFFAIRS

#### For Office Assistant/Stenographers/Hindi Typists/Data Entry Operator

1. She/he should be above 18 years of age;
2. The Minimum Educational Qualification for Office Assistant will be graduation in any discipline and for Stenographers, Hindi Typists & Data Entry Operators it will be 10+2 from any recognized board;
3. The Stenographers should have a stenographic speed of 80 words per minute in English, and should be well conversant with computers and essentially well trained in MS Office and internet;
4. The Office Assistants should be well conversant with the day to day functioning of an office and should also be well conversant with computers and essentially well trained in MS office, Excel and internet;
5. The Hindi Typists should have a typing speed of 25 words per minute and should also be well conversant with computers and essentially well trained in MS Word language and Hindi fonts / software;
6. The Data Entry Operators should have a speed of 4000 characters per minute in English and should be well conversant with computers and essentially well trained in MS Office, internet and LAN function;
7. The Library Assistant should have B.Lib. with 2 years' experience in managing Library, knowledge of library system, online databases.
8. She / he should have Character certificates from two Gazetted Officers of the Central Government / State Government;
9. His / her antecedents should have been got verified by the agency from the local police authorities.

#### For Drivers

1. He should be above 20 years and below 45 years of age;
2. The Minimum Educational Qualification will be Matriculation from any recognized board;
3. The period of appointment is initially for one year.
4. He should be capable of driving Ambassador, Maruti SX4 and similar car etc.
5. He should be in possession of valid Driving Licence for driving motor car as well as experience of driving a motor car for at least three years with a reputed organization.
6. He must be able to read English numerical and figures and must have thorough knowledge of Delhi roads and traffic regulations, and must have good knowledge of Petrol and Diesel engine vehicles enabling him to locate faults and rectify minor faults.
7. He should have Character certificates from two Gazetted Officers of the Central Government / State Government;
8. His antecedents should have been got verified by the agency from the local police authorities.

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**Annexure-I**

**APPLICATION - TECHNICAL BID for providing Manpower Services to  
Ministry of Corporate Affairs**

1. Name of company/firm/service provider :
  
2. Name of Proprietor/Director : \_\_\_\_\_  
\_\_\_\_\_
  
3. Full Address of Registered Office : \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
  
- Telephone No. :  
Fax No. :  
E-Mail Address:
  
4. Full Address of Operating/Branch Office : \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
  
- Telephone No. :  
Fax No. :  
E-Mail Address:
  
5. Details of Earnest Money Deposit : DD No. \_\_\_\_\_  
date \_\_\_\_\_ of Rs. 2,25,000/-  
drawn on Bank \_\_\_\_\_
  
6. Banker of the Manpower Service Provider : \_\_\_\_\_  
(Attach certified copy of statement of A/C for the last  
Three years)  
Address and Telephone Number of Banker : \_\_\_\_\_  
\_\_\_\_\_
  
7. PAN No. : \_\_\_\_\_  
(Attach attested copy)

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8. Service Tax Registration No. : \_\_\_\_\_  
(Attach attested copy)

9. E.P.F. Registration No. : \_\_\_\_\_  
(Attach attested copy)

10. E.S.I. Registration No. : \_\_\_\_\_  
(Attach attested copy)

11. Financial turnover of the company/firm/service provider for the last 3 Financial Years:

(Attach separate sheet if space provided is insufficient)

Financial Year	Amount (Rs. Lacs)	Remarks, if any
2013-14		
2014-15		
2015-16		

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12. Details of the major similar contracts handled by the Company/Firm/ Service Provider during the last three years in the following format (if the space provided is insufficient, a separate sheet may be attached) :

Sr. No.	Name of client, address, telephone & Fax No.	Manpower services provided		Amount of contract (Rs. Lacs)	Duration of contract	
		Type of manpower provided	No.		From	To

13. Additional information, if any  
(Attach separate sheet, if required)

Date:

Place:

Signature of authorized person

Name:

Seal:



## DECLARATION

1. I, \_\_\_\_\_ Son / Daughter / Wife of  
Shri \_\_\_\_\_ Proprietor /  
Director/authorized signatory of the Service Provider, mentioned above,  
am competent to sign this declaration and execute this tender document;
2. I have carefully read and understood all the terms and conditions of the  
tender and undertake to abide by them;
3. I/we hereby declare that my firm has not been  
blacklisted/disqualified/debarred by any Govt./Semi Govt.  
Department/Agency.
4. The information / documents furnished along with the above application  
are true and authentic to the best of my knowledge and belief. I / we, am  
/ are well aware of the fact that furnishing of any false information /  
fabricated document would lead to rejection of my tender at any stage  
besides liabilities towards prosecution under appropriate law.

Date:

Place:

Signature of authorized person

Full Name:

Seal:





## Annexure-II

### PROFORMA FOR FINANCIAL BID

S.No.	Particular	Rate
1.	Rate of Administrative charges/ Agency Charges (should be indicated in % of wages)	_____ %

[The wages will be paid at the Minimum Wages prescribed by the Govt. of NCT of Delhi from time to time. Contribution in ESI, EPF and payment of Service Tax shall be done as per prescribed rates as amended from time to time.]

#### AUTHORISED SIGNATARY

#### NOTE:

1. RATE FOR AGENCY CHARGES SHOULD BE QUOTED IN PERCENTAGE (%) ONLY. QUOTATIONS MENTIONING RATE OF ADMINISTRATIVE /AGENCY CHARGES IN ANY OTHER FORM SHALL NOT BE CONSIDERED AT ALL.
2. BIDS WITH 'NIL' OR 'COMPLEMENTARY' ADMINISTRATIVE / AGENCY CHARGES SHALL ALSO NOT BE CONSIDERED.
3. ADMINISTRATIVE/ AGENCY CHARGE SHALL REMAIN FIXED DURING THE CURRENCY OF THE CONTRACT INCLUDING EXTENDED CURRENCY OF THE CONTRACT.

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