

No. D-33011/01/2013-Gen.  
Government of India  
Ministry of Corporate Affairs

5<sup>th</sup> floor, 'A' Wing, Shastri Bhavan,  
Dr. R.P. Road, New Delhi-110001  
Dated: 9 April, 2015

Notice Inviting Tender

On behalf of the President of India, sealed tenders are invited under Two Bid System i.e. Technical Bid and Financial Bid from reputed, experienced and financially sound bidders for providing 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	Minimum wages payable excluding mandatory taxes	To be addressed to	Date & Time of opening of Tender	
				Technical bid	Financial bid
Stenographers	31	Minimum wages as stipulated by the Govt. of NCT of Delhi	Shri Kshitish Kumar, Under Secretary, Room No. 525, A-Wing, Shastri Bhavan, New Delhi	3.30 PM on 01.05.2015	3.30 PM on 05.05.2015 subject to receipt of adequate technically qualified bids
Computer operators/ office Assistants	32				
Hindi Typists	3				
Data Entry Operators	3				
Drivers	3				

- The last date for deposit of tenders will be 1300 hrs on 01.05.2015.
- The opening of Tenders will take place at Room No. 525, A-Wing, Shastri Bhavan, New Delhi.
- The Tender to be submitted should be super-scribed as "**Tender for Providing Manpower Services to Ministry of Corporate Affairs**" in bold on the cover of the envelope. Validity of Tenders will be 90 days from the date of opening of Tenders.
- The interested and eligible Companies may submit two separate bids complete in all respect along with Earnest Money Deposit (EMD) of Rs. 25000/- (Rs. Twenty five thousand only) and other requisite documents by 01.05.2015 upto 1300 hours to the Office mentioned above. The tenders shall not be entertained after this deadline under any circumstances, whatsoever.
- This Ministry reserves the right to amend/withdraw any of the terms and conditions in the Tender Document or to reject any or all tenders without giving any notice or assigning any reason. The decision of the Ministry of Corporate Affairs in this regard shall be final and binding on all.

  
(Kshitish Kumar)

Under Secretary to the Govt. of India  
Tele: 2338 4502



**GOVERNMENT OF INDIA  
MINISTRY OF CORPORATE AFFAIRS**

**TENDER DOCUMENT**

**For providing Stenographers, Office Assistant, Hindi Typists**

**Data Entry Operators and Drivers**

**to the Ministry of Corporate Affairs by a Private**

**Manpower Service Provider**

(a)	Date and time for submission of Tender Document	:	From 10.00 AM to 01.00 PM on all working days upto 01.05.2015
(b)	Date and time for opening of Technical Bids Opening of Financial Bids of eligible Bidders	:	01.05.2015 at 3.30 PM 05.05.2015 at 3.30 PM
(c)	Likely date for commencement of deployment of deployment of required manpower	:	01.06.2015

*ban*

### CONTENTS OF TENDER DOCUMENT

S. No.	Description of contents	Page Number
1.	Scope of work and general instructions for bidders	4-6
2.	Technical specifications for the service provider and the manpower to be deployed in the Ministry by the service provider	7-8
3.	Tender Application - Technical Bid	9-12
4.	Tender Application - Financial Bid	13
5.	Terms and Conditions	14-17
6.	Chronological order for arrangement of documents	18

12/2/20

### SCOPE OF WORK AND GENERAL INSTRUCTIONS FOR BIDDERS

1. The Ministry of Corporate Affairs, located at 5<sup>th</sup> floor, Shastri Bhawan, Dr. R. P. Road, New Delhi, requires the services of reputed, well established and financially sound Manpower Service Providers to provide Stenographers, Office Assistants, Hindi Typists, Data Entry Operators and Drivers.
2. The contract for providing the aforesaid manpower is likely to commence from 01.06.2015 and would continue till 31<sup>st</sup> May, 2016. The period of the contract may be further extended beyond 31<sup>st</sup> May, 2016 provided the requirement of the Ministry for manpower persists at that time or may be curtailed / terminated before 31<sup>st</sup> May, 2016 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. The Ministry, however, reserves the right to terminate this initial contract at any time after giving one week's notice to the selected Service Provider.
3. The bid of firm quoting impractically low or nil service charges are liable to be rejected on technical grounds.
4. A feedback on the reputation of the firm from its existing client Ministries/Departments specifically with reference to timely payment of salaries to staff, quality of staff deployed will be taken into account while considering the financial bid of the tenderer.
5. This Ministry has initial requirement for 31 English Stenographers, 32 Office Assistants, 03 Hindi Typists, 03 Data Entry Operators and 03 Drivers. The requirements may increase/decrease in any /all of the categories.
6. The interested Manpower Service Providers may submit their tender documents complete in all respects along with Earnest Money Deposit (EMD) of Rs.25,000 and other requisite documents by 01.05.2015 up to 1.00 PM at the facilitation Centre of Ministry of Corporate Affairs, Near Gate No.3 Shastri Bhawan, Dr. R. P. Road, New Delhi-110 115.
7. The various crucial dates relating to **"Tender for Providing Manpower Services to the Ministry of Corporate Affairs"** are cited as under:

(a)	Date and time for submission of Tender Document	:	From 10.00 AM to 01.00 PM on all working days upto 01.05.2015
(b)	Date and time for opening of Technical Bid	:	At 3.30 PM on 01.05.2015
	Opening of Financial Bids of eligible Tenders and selection	:	At 3.30 PM on 05.05.2015
(c)	Likely date for commencement of deployment of required manpower	:	01.06.2015

5

8. 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**".
9. The Earnest money Deposit (EMD) of Rs.25,000 (Rupees Twenty Five Thousand only), refundable (without interest), should be necessarily accompanied with the Technical Bid of the service provider in the form of Demand Draft / Pay Order drawn in a favour of Pay & Accounts Officer, Ministry of Corporate Affairs, New Delhi, **failing which the tender shall be rejected summarily**.
10. The successful tenderer will have to deposit a Performance Security Deposit of Rs.1,00,000 (Rupees One Lakh Only) in the form of Bank Guarantee from any Scheduled Commercial Bank drawn in favour 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.
11. The tendering Manpower Service providers are required to enclose self-attested photocopies of the following documents along with the Technical Bid, **failing which their bids shall be summarily/out rightly rejected and will not be considered any further**:
  - (a) Registration certificate of the applicant organization
  - (b) Copy of PAN / GIR card
  - (c) Copy of the IT return filed for the last three financial years
  - (d) Copies of EPF and ESI certificates
  - (e) Copy of the Service Tax registration certificate
  - (f) Certified extracts of the Bank Account containing transactions during last three years.
  - (g) Experience Certificate for supply of Manpower as mentioned in the Technical required section
12. **The conditional bids shall not be considered and will be out rightly rejected in very first instance.**
13. 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.
14. The Technical bids shall be opened on the scheduled date and time (At 03.30 PM on 01.05.2015) in Room No. 525, 5<sup>th</sup> Floor, A-Wing, Ministry of Corporate Affairs, Shastri Bhawan, Dr. R. P. Road, New Delhi, in the presence of the representatives of the Manpower Service Providers, if any, who wish to be present on the spot at that time.

*kan*

15. The Financial Bid of only those tenderers will be opened whose Technical bids are found in order. The Financial bids shall be opened at 03.30 PM on 05.05.2015 in Room No. 525, 5<sup>th</sup> Floor, A-Wing, Ministry of Corporate Affairs, Shastri Bhawan, Dr. R. P. Road, New Delhi in the presence of the representatives of the Manpower Service Providers, if any, who wish to be present on the spot at that time.
16. The Competent Authority of the Ministry reserves the right to annul all bids without assigning any reason.

ba

## 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 any of the Satellite Towns 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. 25.00 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.

ban

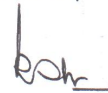
**TECHNICAL REQUIREMENTS FOR MANPOWER TO BE DEPLOYED BY THE SUCCESSFUL MANPOWER  
SERVICE PROVIDER IN THE MINISTRY OF CORPORATE AFFAIRS**

**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. She / he should have Character certificates from two Gazetted Officers of the Central Government / State Government;
8. 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 numericals 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.





**APPLICATION – TECHNICAL BID**

**1. For Providing Manpower Services to Ministry of Corporate Affairs.**

2. Name of Tendering Manpower : \_\_\_\_\_  
Service Provider

3. Details of Earnest Money Deposit : DD No. \_\_\_\_\_ date \_\_\_\_\_  
of Rs.25,000/- drawn on Bank \_\_\_\_\_

4. Name of proprietor / Director : \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

5. Full Address of Registered : \_\_\_\_\_  
Office \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Telephone No. : \_\_\_\_\_

Fax No. : \_\_\_\_\_

E-Mail Address : \_\_\_\_\_

6. Full address of Operating : \_\_\_\_\_  
/ Branch Office \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Telephone No. : \_\_\_\_\_

Fax No. : \_\_\_\_\_

E-Mail Address : \_\_\_\_\_

7. Banker of the Manpower Service Provider : \_\_\_\_\_  
(Attach certified copy of statement of A/C for the last  
Three years)

Telephone Number  
Of Banker

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

8. PAN / GIR No. : \_\_\_\_\_  
(Attach attested copy)

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

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

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

12. Financial turnover of the tendering **Manpower Service Provider** for the last 3 Financial Years:

(Attach separate sheet if space provided is insufficient)

Financial Year	Amount (Rs. Lacs)	Remarks, if any
2011-12		
2012-13		
2013-14		



13. Details of the major similar contracts handled by the tendering Manpower 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

14. 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:

APPLICATION \_ FINANCIAL BID

For Providing Manpower Assistance to Ministry of Corporate Affairs

1. Name of tendering Manpower Service Provider :
2. Rate per person per month (8 hours per day excluding ½ hour lunch)in respect of the following services inclusive of all statutory liabilities, taxes, levies, cess etc. shall be strictly as per the minimum wages fixed by the Govt. of NCT of Delhi, from time to time . **Only the rate of Administrative charges may be quoted exclusive of statutory levies. Applicable Taxes etc. though may be quoted separately.**

Sr. No.	Manpower Type
1.	Stenographer
2.	Office Assistant
3.	Hindi Typist
4.	Data Entry Operator
5.	Drivers

Date:

Place:

Signature of authorized person

Full Name:

Seal:

**Notes:**

1. The rates quoted by the tendering agency should be inclusive of all statutory/taxation liabilities in force at the time of entering into the contract.
2. The payment shall be made on conclusion of the calendar month only on the basis of no. of working days for which duty has been performed by each manpower.



## TERMS AND CONDITIONS

### **GENERAL**

1. The contract shall commence from tentatives from 01.06.2015 and shall continue till unless it is curtailed or terminated by this Ministry owing to deficiency of service, sub-standard quality of manpower deployed, breach of contract etc. or change in requirement of the Ministry.
2. The contract shall automatically expire on 31.05.2016 unless extended further by the mutual consent of contracting agency and this Ministry.
3. The contract may be extended for a period of 2 years on the same terms and conditions or with some additions / deletions / modifications, on mutually agreed upon by the successful service provider and Ministry of Corporate Affairs on yearly basis.
4. The contacting 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.
5. The Ministry, at present, has tentative requirement of 31 skilled English Stenographers, 32 Office Assistants, 03 Hindi Typists, 03 Data Entry Operators and 03 Drivers on urgent basis. The requirement of the Ministry may further increase or decrease marginally, during the period of initial contract also and the tenderer would have to provide additional manpower services, if required, on the same terms and conditions.
6. 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.
7. The Ministry reserves right to terminate the contract during initial period also after giving a week's notice to the contracting agency.
8. 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 for which he/she would not be paid any extra remuneration. 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.
9. In case such a person is asked to work beyond 6.30 PM, he/she shall be entitled to late sitting cum transport compensation of Rs.100/- per day.
10. 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.



11. 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.
12. 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.**
13. 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.
14. 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.
15. 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.
16. 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**

17. The personnel, during course of their work, shall be privy to certain qualified 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.
18. 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.
19. 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.
20. 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.



21. 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.
22. 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

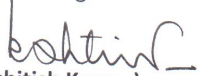
23. The Technical Bid should be accompanied with an Earnest Money Deposit (EMD), refundable without interest of Rs.25,000/- (Rupees Twenty five Thousand Only) in the form of Demand Draft / Pay Order drawn in favour of Pay & Accounts Officer, Ministry of Corporate Affairs, New Delhi **failing which the tender shall be rejected out rightly.**
24. 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.**
25. The successful tenderer will have to deposit a security amount of Rs.1,00,000/- (Rupees One 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.
26. 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.
27. 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.
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.

bcw



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.

  
(Kshitish Kumar)

Under Secretary to the Govt. of India

**ORDER OF ARRANGEMENT OF DOCUMENTS WITH THE TECHNICAL BID**

1. Application – Technical Bid;
2. Attested copy of registration of agency;
3. Certified copy of the statement of bank account of agency for the last three years;
4. Attested copy of PAN / GIR Card;
5. Attested copy of the latest IT return filled by agency;
6. Attested copy of Service Tax registration certificate;
7. Attested copy of the P.F. registration letter / certificate;
8. Attested copy of the E.S.I. registration letter / certificate;
9. Certified documents in support of the Financial turnover of the agency;
10. Certified documents in support of entries in column 13 of Technical Bid application;
11. **Copy of the terms and conditions at page 13-17 in Tender Document with each page duly signed and sealed by the authorized signatory of the agency in token of their acceptance.**

**ORDER FOR ARRANGEMENT OF DOCUMENTS TO BE SUBMITTED BY THE SUCCESSFUL AGENCY BEFORE DEPLOYMENT OF MANPOWER**

1. List of Manpower shortlisted by agency for deployment in Ministry of Corporate Affairs containing full details i.e. date of birth, marital status, address, educational, etc.
2. Bio-data of all persons.
3. Character certified from two Group "A" / Class – I Gazetted Officers of the Central / State Government in respect of all persons;
4. Certified of verification of antecedents of all persons by local police authority.